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# SOUTHWEST COMMUNITY FINANCING AUTHORITY

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## MINUTES OF ANNUAL MEETING

February 2, 2017 at 2:00 p.m.

Murrieta City Council Chambers  
1 Town Square  
Murrieta, CA 92562

### Members Present:

Randon Lane	Chairman, City of Murrieta
Vicki Warren	Vice Chairperson, City of Canyon Lake
Bridgette Moore	Chairperson, City of Wildomar
Maryann Edwards	City of Temecula
Brian Tisdale	City of Lake Elsinore
Kevin Jeffries	County of Riverside, First Supervisorial District

### Members Absent:

All Board Members were in attendance

### Staff and Guests were also present at the meeting

#### 1. CALL TO ORDER:

The Southwest Communities Financing Authority (SCFA) meeting of the Board of Directors was called to order at 2:05 p.m. by Chairperson Randon Lane. The following board members were present: Chairperson Randon Lane, Members Bridgette Moore, Maryann Edwards, Natasha Johnson, Vicki Warren and Kevin Jeffries. Chairman Lane led the group in the flag salute.

#### 2. ELECTION OF OFFICERS:

**Member Jeffries made a motion to elect Vicki Warren as Chairperson for 2017.**

**Seconded by Member Moore**

**Motion passed unanimously.**

**Member Lane made a motion to nominate Maryann Edwards as Vice-Chairperson.**

**Second by Member Moore**

**Motion passed unanimously.**

#### **Slate of Officers for 2017:**

Vicki Warren	City of Canyon Lake, Chairperson
Maryann Edwards	City of Temecula, Vice-Chairperson
Natasha Johnson	City of Lake Elsinore

Bridgette Moore            City of Wildomar  
Randon Lane                City of Murrieta  
Kevin Jeffries               County of Riverside, First District Supervisor

Chairperson Randon Lane took over the meeting.

**3. MEMBER COMMENTS:** Natasha Johnson stated she is looking forward to serving on the Board.

**4. APPROVAL OF MEETING MINUTES OF June 14, 2016:**

**Member Lane made a motion to approve the meeting minutes of June 14, 2016.**

**Member Moore seconds the motion.**

**Motion passed unanimously.**

**5. PROGRAM ADMINISTRATOR UPDATE**

Mr. Brian Nestande, Program Administrator for the SCFA, stated there has been a transition of AFV and to thank Michael Arms from the Helen Woodward Foundation who conducted the audit of operations, and stated Mr. Arms also brought to light some issues that have come to the fore, and made some changes. Mr. Nestande also thanked Tammi Boyd, the president of AFV, who has done a great job of stepping in under the circumstances. Mr. Nestande also thanked Monte Jorden for doing a great job as well.

**6. RECEIVE AND FILE: 6A – 6D –** Mr. Nestande stated Mr. Chen was available to answer any questions on the SCFA Financial Statements.

**6A) SCFA Audited Financial Statements:**

Mr. Lane stated, under "Other Matters," it states there is missing information regarding management discussion and analysis. Mr. Lane asked why such information was omitted. Mr. Chen (Brown Armstrong) stated it was management's decision to omit, but if the board would like to have it, then Brown Armstrong can add in, however, for small entities it is usually omitted. (Inaudible) Mr. Lane states that if it is required by law, it should be included, and would like to see it for the next board meeting. Board member Lane asked Mr. Nestande, over the next year to see if this was normal with smaller agencies or if something can be extrapolated from the larger one, they would like to have that done.

**6B) AFV Audited Financial Statements:** No questions/comments from board.

**6C) Credit Enhancement Fund Balance:**

Member Moore asked to review the Credit Enhancement Fund Balance, and stated Wildomar received the Credit Enhancement Loan for two years, but wants a further explanation of the loan. Ms. Shaw explained when Wildomar joined the JPA, Wildomar was in need of funds and lent them the Credit Enhancement portion of JPA bond issue. To Ms. Shaws knowledge this has never been paid. Board member Edwards stated she did not remember the terms of the loan or if there should have been a repayment. Ms. Shaw stated that there wasn't terms for this to be repaid. Ms. Edwards stated if there were terms, she would like to know by our next board meeting.

6D) **Contingency/Reserve Balance:** No questions/comments from board.

**Received and File**

7. **Shelter Updates**

7A) **Introduction of Tammi Boyd and Monty Jordan**

7B) **2016 Animal Statistics:** No questions/comments from board.

Mr. Jordan, reviews 2016 activities at the shelter. Mr. Jordan states that in 2016 AFV utilized 631 volunteers. At a minimum AFV saved approximately \$80,000 in payroll. AFV also applied for a grant from Blue Buffalo. AFV received the grant in the amount of 19,000 lbs. of dog and cat food as well as treats. Community donations \$41,427 in food donations, \$11,679 in animal supplies, \$3,741 in office supplies.

Saving Huey Foundation which assist students in their reading and allowing them to interface with the animals at the shelter, has brought in many first time visitors, as well as created several events which brings in donations from the community. Mr. Jordan stated they are going live with on-line licensing by March 10, 2017. Mr. Jordan continued that the shelter now opens at 10:00 a.m. for licensing for the community. Wings of Rescue was minimal this year with one major airlift to Washington, but several other smaller airlifts which included a total 40 animals. Mr. Jordan then reviewed the 2016 Statistics for AFV. (Statistics for the year are included in agenda packet.) Mr. Jordan stated the numerous amounts of grants and donations the shelter has received. Currently, AFV works with 96 rescue partners, however, AFV has a network of almost 400 rescues that they work with. AFV were able to rescue several hundred animals through these programs.

The Foster program is growing with 246 dogs going into foster care, in which 99% were adopted, and 528 cats into the foster program with 96% adopted. Petco adoption events continue to grow. The Petco adoption in Temecula resulted in 198 animals being adopted.

AFV is looking into the feasibility of establishing a Saturday clinic for spay and neuter services.

7C) **AFV Strategic Plan:** Janette Marie Basseby volunteered to take care of the Strategic Planning for AFV. Ms. Basseby gave the rundown of the Strategic Planning for AFV.

- The goals set of their strategic management system is to develop a strategic plan and document it.
- Insure successful implementation
- Sustain High Performance

8. **Action Items**

8A) **AFV Operating Budget Scenario attached with the addition of two positions:**

Ms. Tammi Boyd explained the duties/responsibilities of the positions requested.

**Member Lane made a motion to adopt item 8A regarding Operating Budget with the addition of two positions.**

**Member Moore seconds the motion. Motion passed unanimously.**

**Public comment:** Ken Mayes stated that the CPI numbers used to calculate the increase are from Bureau of Labor Statistics were US cities average. He asked how two added positions are a special unanticipated cost.

Additionally, Mr. Mayes made his general comments on 8D and 8E. Mr. Mayes expressed how each meeting should be made available on a government website; such as a portal, including each of the cities, City Hall, libraries, all the city partners. Mr. Mayes also suggested that the animal clinics should be taking place on the weekends.

8B) **2017/2018 Annual fee Schedule and Pie Charts of Animal Counts:** Member Moore asked to have the previous charts available so they may be compared to the current years' charts.

**Member Lane made a motion to adopt item 8B - Approve the 2017/2018 Annual fee Schedule and Pie Charts of Animal Counts.**

**Member Johnson seconds the motion. Motion passed unanimously.**

8C) **2017/2018 Revenue/Expense Allocation Credit to Cities:** Member Moore asked if the City of Wildomar owes money. Kris Anderson stated that Wildomar, throughout the whole operation period had expenses above revenue.

**Member Lane made a motion to adopt item 8C – Revenue/Expense Allocation Credit to Cities (FY 10/11 thru FY 15/16)**

**Member Moore seconds the motion. Motion passed unanimously.**

8D) **Change in JPA BOD meeting dates from four times per year to two times per year**

**Member Lane made a motion to adopt 8D – Meeting dates from four times per year to two times per year**

**Member Edwards seconds the motion. Motion passed unanimously.**

8E) **Amendment to Section 8(p) Animal Shelter Operations Agreement – Vaccination Clinics**

Comments: Member Moore stated that the clinic should be open at least one Saturday a month due to the community's work schedule.

(Inaudible)

Tammi Boyd stated that there must be a vet present to administer the vaccination.

**Member Lane made a motion to adopt item 8E – Animal Shelter Operations Agreement Vaccination Clinics**

**Member Johnson seconds the motion. Motion passed unanimously.**

9. **Public Comment:** Mr. Mayes stated that he did not receive the agenda for this meeting 72 hours ahead of time as per the Brown Act.

Member Lane suggest that someone speak with Mr. Mayes and make sure that he, as well as the public has access to the information that takes place at the SCFA meetings.

10. **ADJOURNMENT:** The Board adjourned the meeting at 3:10 to its regular meeting scheduled for October 5, 2017, at 2:00 p.m., at the Murrieta City Council Chambers, 1 Town Square, Murrieta, CA 92562