

**Agenda for Coastal Animal Services Authority
Regular Board Meeting
February 6, 2023
8:00 a.m.**

Location:

City of San Clemente, City Hall, Community Conference Room
910 Calle Negocio
San Clemente, CA 92672

AGENDA ITEMS

1. CALL TO ORDER

- Pledge of Allegiance

2. APPROVAL OF MINUTES

- December 5, 2022

3. BUDGET

- Consideration of approving the Payroll Warrants and Registers for the time periods of 10/17/22-11/13/22

4. ITEMS FROM THE STAFF

- Fee Study
- Dana Point Municipal Code update
- Dog Kennel Construction update
- Shelter Operations update

5. ITEMS FROM THE BOARD

6. ITEMS FROM THE CITY

- CalPers Update

7. ITEMS FROM PPF

- Update from PPF Chairperson

8. ORAL COMMUNICATIONS

- Members of the audience who wish to address the JPA Board on matters within the jurisdiction of the Coastal Animal Services Authority, but not separately listed on the agenda, may do so during the Oral Communications portion of the meeting.

9. CLOSED SESSION

- Pursuant to Government Code 54957
Title: General Manager

10. ADJOURNMENT

Next Regular JPA Meeting at the San Clemente City Hall, 910 Calle Negocio, Conference Room A, San Clemente, CA, April 3, 2023 at 8:00 a.m..

Jamey Federico, Chairperson, CASA Board

NOTICE AND CALL OF REGULAR MEETING
OF THE COASTAL ANIMAL SERVICES AUTHORITY
JPA BOARD OF DIRECTORS

TO MEMBERS OF THE COASTAL ANIMAL SERVICES AUTHORITY:

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Coastal Animal Services Authority is hereby called to be held on Monday, February 6, 2023 at 8:00 AM at the City of San Clemente City Hall, 910 Calle Negocio, San Clemente, CA 92672 .

Said Regular Meeting shall be held to consider the following agenda items:

1. See attached list.

Jamey Federico
Chairperson

COASTAL ANIMAL SERVICES AUTHORITY (CASA)

Regular Meeting Minutes

December 5, 2022

These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.

A Regular Meeting of the Coastal Animal Services Authority was called to order by Chair Federico on December 5, 2022 at 8:07 a.m. at San Clemente City Hall, located at 910 Calle Negocio, San Clemente, in the Community Conference Room.

PRESENT Chair Jamey Federico
Board Member Gene James
Jeff Rosaler, CASA
Stephanie Cocumelli, Pet Project Foundation
Johanne Thordahl, City of San Clemente
Jill Moran, CASA
Jennifer Stinett, CASA

* * *

PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER**

The CASA Meeting was called to order at 8:07 a.m. with all members present.

2. **Approval of CASA Meeting Minutes**

MOTION BY Federico SECOND by James CARRIED 2-0, to approve the minutes of the CASA Board Meeting of

- October 3, 2022
- November 15, 2022

3. **BUDGET – Consideration to approve the Payroll Warrants and Registers for the period of 6/13/22-6/27/22 and 9/5/22-10/21/22**

MOTION BY Federico to approve the Payroll Warrants and Registers for the period of 6/13/22-6/27/22 and 9/5/22-10/21/22, pending review by James.

4. **ITEMS FROM THE STAFF**

Fee Study

Jeff reviewed specifics of the Fee Study, which included staff time and material costs in comparison to our current fees, and what fee changes are proposed by staff, with the biggest changes being made to impound, boarding, vaccination and adoption fees.

Staff also recommends a new fee for our vicious/potentially dangerous dogs. Jeff states both municipal codes may need to be updated to reflect this change in fees. Staff is recommending the new fee schedule be adopted with a start date of July 1, 2023.

Federico would like our overhead costs to be taken into account, such as the utility bills, cost of ACO vehicles, etc. Federico requests staff go back and review, and include those costs in the next report.

James asked what the vaccinations actually cost us?

Jen states that PPF pays for the medical supply bills, so the cost is actually incurred by PPF. As an example a rabies vaccine costs \$3.80.

James asked if PPF was OK with the fees being charged?

Stephanie said she would need to look at the changes and take it to the PPF Board, however she said that PPF generally supports that the fees match what is realistic in today's market, and that we are cognizant of what other Shelters are charging.

Federico agreed that our adoption fees should be competitive, but we should also consider not just other shelters, but also the rescue groups.

Jill states that many private rescues are charging in the \$600 range for adoptions.

Jen states that our fees are competitive and in line with the local Shelters.

Federico would like confirmation that our costs would not be less or in any way impacted by the fact that PPF financially supports some of the medical expenses. Such as, if PPF were to ever stop paying for or reimbursing for those items, the cost of those items would not change?

Federico asked about the data on Attachment E *Licensing*. Is this the total of licenses we process per month?

Jeff states, yes, these are the totals per month over the last 20 months.

Federico states it was higher than he thought, however, we know that with 100,000 residents, 60,000 households we are missing a percentage.

Federico asked if there is a reason some months are far lower, such as the last 2 months' license numbers were low.

Jen said it tends to ebb and flow. Some years one month's licenses will be high and then the following year the same month it will take a large dip.

Jeff said it depends largely on the option to purchase a 1, 2 or 3 year license. Staff is proposing we only offer 1 year licensing.

James recommends we send reminders in our utility bills, or do an information campaign, on the advantages of licensing. Whether it is in our utility bills, websites, etc.

Jill said we do have some very nice postcards regarding licensing and the importance. We do hand them out and some of the vets will put them out to clients, but sometimes they don't want to push licensing to their clientele.

Jen states one of our big focuses in our change over to Chameleon Licensing will be getting the vet's to comply with the rabies reporting. PetData is supposed to be gathering that information, however, they don't put the effort into getting it from those vets that don't supply the required certificates.

James asked if we know the percentage of licensing in San Clemente vs Dana Point?

Jen states she does not know the percentage/compliance difference between the two cities, but overall we're about 50% based on the available online calculators, but she doesn't feel it is that high.

James was curious if there is a licensing discrepancy between the two cities?

Federico believes with increased licensing compliance and revenue we can look at covering additional staffing costs, etc.

Federico requests staff go back and take another look at the Fee Study, including overhead/utilities. Please work with PPF on any changes to adoption fees.

Staffing Report

Jeff reviewed options for staffing to keep part-time employees under 1,000/year in response to Cal-Pers.

No changes need to be made to admin positions.

We are averaging 2-3,000 hours per year in both the Animal Care and Animal Control areas.

At 2,000 hours/yr we are providing minimal services to the community.

3,000 hours/yr is more appropriate and what our communities expect.

Options for staffing levels include:

Option #1- Hire one FTE Animal Control Officer, keep one part-time under 1,000 and Hire one FTE Kennel Attendant, keep one part-time under 1,000.

Option #2- Hire one FTE Animal Control Officer, keep one part-time under 1,000 and have three part-time Kennel Attendants under 1,000 hours.

Option #3- Have two-three Animal Control Officers keeping them under 1,000 and three part-time Kennel Attendants under 1,000 hours.

Fiscal impact for a FTE Kennel Attendant is \$63,000 per year and an FTE Animal Control Officer is \$100,000.

Federico clarified the difference in cost of \$20,000, is for additional FTE hours and less part-time employee hours, plus full-time benefits.

Board to receive and file this report until a decision is made on Cal-Pers.

Kennel Attendant costs would need to be discussed with PPF. The kennel attendant hours impact the animals and PPF more so than the public.

Federico asked if quality employees can be hired for part-time hours? States his initial instinct is to hire additional part-time Kennel staff and seriously consider an FTE Animal Control Officer.

James agrees that an FTE Animal Control Officer makes sense to provide professionalism out in the public.

Federico wants to be able to retain employees. He would like to continue with the two FTE Kennel staff and hire another part-time Kennel Attendant to spread the work out.

Roofing

Roofing project is complete with an end cost of about \$75,000.

Jeff proposed four projects with the rest of the budget allotted to the roof replacement.

Power fans on the roof need replacement. Approximate cost \$12-15,000.
Replacement of the windows in the kennels.

Painting the lobby, offices, cat room and kennels if needed.
Landscaping in the courtyard, donor walls and sight line walls. Staff is not proposing any work be done at this time, but that we have a landscape architect draw up plans. Cost \$5,000.

James met Joe from JRT Roofing and said he is very involved in the community and may be a good partner for PPF to reach out to.

Board approves Staff go ahead with projects.

Federico wants to be sure, donor walls and other PPF related projects aside, that CASA is taking on the fiscal responsibility of things like the ADA compliance and all items unrelated to PPF.

Municipal Code Update

Jill has spent time working with the attorney on red-lining a few items. However, staff requests more time to look at them and work with staff in both cities to put something together that makes more sense.

James would like the codes of each City to reflect one another.

Licensing Update

Staff is meeting with Chameleon IT to start getting our website together.
Jill has been working on getting our PetData files uploaded into Chameleon.
City of San Clemente IT Department has updated the Shelter lobby computers.
Chameleon anticipates a month or more until it is up and running.

Shelter Operations

Staff is looking to provide data reports at each meeting, so the Board can get an idea of what is happening at the Shelter.

5. ITEMS FROM THE BOARD

Federico announced that the labor agreement was signed with the employees. CASA is not asking PPF to reimburse for the extra hourly cost for the Kennel Attendant positions. So, Finance will need to separate the extra cost.
Funding Agreement between CASA/PPF expires beginning of 2024.

James thanked the labor negotiating teams.
James requested we look at the possibility of leasing the trucks the next time they are due for replacement.
James requested an update on Cal-Pers at the next meeting.

6. **ITEMS FROM THE CITY**

None.

7. **ITEMS FROM PET PROJECT FOUNDATION (PPF)**

Stephanie Cocumelli with Pet Project Foundation provided the following updates:

Kennel Project

Will begin January 11, 2023. There are no price increase for the kennels themselves. There was an increase to flooring.

Fundraising around the project will be significant with a donor wall, kennel sponsorships and courtyard/landscaping would be central to fundraising.

James asked if there will be different levels of sponsorships?

Stephanie said there will be and PPF has a fundraising committee overseeing that.

We have currently raised \$40,000 toward the project. Half of which was from a local couple that did not want public recognition for it.

Strategic Planning

PPF will start planning in January, meeting date is TBD, and is open to any and all participants.

Three main points they are looking at are the Operating Contract, Fundraising and Costs Outpacing Fundraising. The higher costs are mainly medical expenses. Since 2020 PPF has seen an increase in veterinary and medicine costs of 57%.

James asked about the logistics of our medical care.

Jen said we regularly use 6-8 vets with varying degrees of free or discounted services. Over the past couple years we have seen the offers of those services dwindle with the changing marketplace and change in ownership of some our local hospitals.

James would like to offer the Board's assistance as needed.

Federico said this is related to our Strategic Planning. Can we contract with someone? Let's consider an RFP to the local vets.

James asked if there is any downside to contract with fewer vets?

Jen said we have seen less availability for appointments and we are having a hard time getting our spay/neuters scheduled in a timely manner.

One idea Jen and Stephanie have discussed is the possibility of building a surgery suite at the Shelter and contracting with a surgeon to come in. We could get our Shelter pets' surgeries done, but we could also open it up to the public as well, offering low cost services to our residents.

Jill said it would also have a positive impact on our Animal Control budget and availability, as reducing their vet runs would open up more time for patrols, better response time, etc.

Board states they support PPF and staff look further into that idea.

8. **ORAL COMMUNICATIONS**

None.

9. **ADJOURNMENT**

MOTION BY BOARD MEMBER JAMES, SECOND BY CHAIR FEDERICO, CARRIED 2-0, to Adjourn at 9:11a.m.. The next Regular JPA Meeting will be held on February 6, 2023 at 8:00 a.m., at San Clemente City Hall, located at 910 Calle Negocio, San Clemente, in Community Conference Room.

CHAIR of the COASTAL
ANIMAL SERVICES AUTHORITY

JPA Meeting - Signature List:

PAYROLL CERTIFICATION SHEET: By Pay Period

10/17/22 - 10/30/22

10/31/22 - 11/13/22

CERTIFICATION OF WARRANTS: By check Date

11/04/22 \$ 49,302.86

11/18/22 \$ 32,662.15

2/6/2023

Meeting to be held on:

2/1/2023

Date Provided To CASA:



COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

DEPARTMENT PAYROLL AND ATTENDANCE RECORDS ARE
HEREBY CERTIFIED AND CHECKS DELIVERED TO:

PAYROLL OF 11/4/2022
FOR THE PERIOD OF 10/17/22 - 10/30/22

ANIMAL SERVICES

ELECTRONIC

PAYROLL APPROVED:


CITY OF SAN CLEMENTE TREASURER 

APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 18,115.08

CHAIRPERSON

VICE-CHAIRPERSON

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507465	11/4/2022	4371	BAUTISTA, ISRAEL	0.00	787.61
507466	11/4/2022	3470	BORTHWICK, VIVIAN J	0.00	1,259.78
507467	11/4/2022	4355	EMERY, MEGAN	0.00	1,555.14
507468	11/4/2022	3367	FRIEDMAN, DANA	0.00	2,273.14
507469	11/4/2022	4386	FUENTES, JOSE	0.00	1,491.64
507470	11/4/2022	4163	GARWOOD, SARAH JOY	0.00	950.53
507471	11/4/2022	3592	KEPLER, JOHN	0.00	1,868.15
507472	11/4/2022	2568	MORAN, JILL	0.00	2,611.21
507473	11/4/2022	4285	PEREZ, JOHN	0.00	1,607.15
507474	11/4/2022	2711	SKIBICKI, KATHLEEN P	0.00	1,412.97
507475	11/4/2022	3000	STINETT, JENNIFER M	0.00	2,297.76

Employee Check Totals 0.00 18,115.08

Bank cdd Totals (11 Forms) 0.00 18,115.08

Grand Total 0.00 18,115.08

Totals Checks and Direct Deposit (11 Forms) **18,115.08**

Next Step: Account Posting (AP)
 Pay Period is Open (Locked)

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

DEPARTMENT PAYROLL AND ATTENDANCE RECORDS ARE
HEREBY CERTIFIED AND CHECKS DELIVERED TO:

PAYROLL OF 11/18/2022
FOR THE PERIOD OF 10/31/22 - 11/13/22

ANIMAL SERVICES

ELECTRONIC

PAYROLL APPROVED:


CITY OF SAN CLEMENTE TREASURER *JCW*

APPROVED & ORDERED PAID BY THE CASA BOARD
AT THE MEETING HELD ON _____
IN THE AMOUNT OF: \$ 17,451.50

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List

pyChkLst

SAN CLEMENTE

11/17/2022 9:49AM

10/31/2022 to 11/13/2022- Type 2 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507476	11/18/2022	4371	BAUTISTA, ISRAEL	0.00	725.52
507477	11/18/2022	3470	BORTHWICK, VIVIAN J	0.00	1,259.78
507478	11/18/2022	4355	EMERY, MEGAN	0.00	937.76
507479	11/18/2022	3367	FRIEDMAN, DANA	0.00	2,248.54
507480	11/18/2022	4386	FUENTES, JOSE	0.00	1,520.41
507481	11/18/2022	4163	GARWOOD, SARAH JOY	0.00	1,306.56
507482	11/18/2022	3592	KEPLER, JOHN	0.00	1,675.42
507483	11/18/2022	2568	MORAN, JILL	0.00	2,611.21
507484	11/18/2022	4285	PEREZ, JOHN	0.00	1,607.15
507485	11/18/2022	2711	SKIBICKI, KATHLEEN P	0.00	1,261.39
507486	11/18/2022	3000	STINETT, JENNIFER M	0.00	2,297.76

Employee Check Totals

17,451.50

Bank cdd Totals (11 Forms)

17,451.50

Grand Total

17,451.50

Next Step: Account Posting (AP)

Pay Period is Open (Locked)

Totals Checks and Direct Deposit (11 Forms)

17,451.50

COASTAL ANIMAL SERVICES AUTHORITY
CERTIFICATION OF WARRANTS

I HEREBY SUBMIT THE ATTACHED WARRANT REGISTER FOR AUDIT AND APPROVAL BY THE CASA BOARD, I HEREBY CERTIFY TO THE ACCURACY OF THE FOREGOING DEMANDS AND THAT FUNDS ARE AVAILABLE FOR PAYMENT THEREOF, PAID BY WARRANTS SIGNED BY LEGALLY DESIGNATED PERSONS IN ACCORDANCE WITH STATE OF CALIFORNIA GOVERNMENT CODE, SECTION-41003.

APPROVED AND ORDERED PAID AT THE BOARD MEETING OF THE AUTHORITY HELD ON

IN THE AMOUNT OF \$49,302.86

Sabah for Jacob Rahn

CHAIRPERSON

Amir R. Smith
CITY OF SAN CLEMENTE TREASURER

VICE-CHAIRPERSON

Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
895	11/4/2022	000964	1000001697121	10/14/2022	MEDICAL PREMIUMS	2,596.14	2,596.14
896	11/4/2022	004156	CALIF, STATE OF, EMPLOYM	11/4/2022	STATE TAX - CASA: PAYMEN	710.77	710.77
897	11/4/2022	000010	CALIF, STATE OF, EMPLOYM	11/4/2022	SDI INS - CASA: PAYMENT	180.28	180.28
898	11/4/2022	001819	FEDERAL WITHOLDING TAX	11/4/2022	FED TAX - CASA: PAYMENT	2,652.27	2,652.27
54918	11/4/2022	024030	BAY ALARM COMPANY	7/15/2022	3366070 MONITORING SERVI	35.00	
				8/15/2022	3366070 MONITORING SERVI	35.00	
				9/15/2022	3366070 MONITORING SERVI	35.00	
				10/15/2022	3366070 MONITORING SERVI	35.00	
				10/15/2022	11/1-12/1/22 MONITORING SE	97.86	
54919	11/4/2022	024972	BEST BEST & KRIEGER LLP	9/30/2022	ANIMAL SERVICES - CASA	497.00	237.86
54920	11/4/2022	027238	CALPINE ENERGY SOLUTION	10/18/2022	ELECTRICITY A/C #281214	1,073.76	497.00
54921	11/4/2022	000642	GREAT-WEST TRUST COMPA	11/4/2022	MISC PENSION - CASA: PAYI	4,368.56	1,073.76
54922	11/4/2022	004706	HILL'S PET NUTRITION, INC	10/25/2022	DOG/CAT FOOD	240.31	4,368.56
				10/25/2022	DOG/CAT FOOD	91.44	240.31
				10/18/2022	DOG/CAT FOOD	25.73	91.44
54923	11/4/2022	020868	KEPPLER, JOHN	10/24/2022	REIMB FOR EVENT SUPPLIES	16.49	357.48
54924	11/4/2022	007564	LOWE'S COMPANIES, INC.	10/26/2022	CASAACO SUPPLIES	24.53	16.49
54925	11/4/2022	003619	MISSION SQUARE	11/4/2022	DEF COMP DEF COMP/ICMA	2,053.90	24.53
54926	11/4/2022	001207	ODP BUSINESS SOLUTIONS	10/7/2022	OFFICE SUPPLIES A/C #9073:	132.30	2,053.90
				10/7/2022	OFFICE SUPPLIES A/C #9073:	26.28	132.30
54927	11/4/2022	015190	PAYFLEX SYSTEMS, USA	11/4/2022	125 MED SECTION 125 MED-	38.50	158.58
54928	11/4/2022	001977	PET PROJECT FOUNDATION	9/30/2022	PPF - ACCT BAL AS OF 09/30/	4,908.05	38.50
54929	11/4/2022	007028	PICO VETERINARY CLINIC	10/24/2022	10/24 WILDLIFE EUTHANASIA/	12.50	4,908.05
54930	11/4/2022	021715	READYREFRESH BY NESTLE	10/22/2022	ACCT #6701996031 DRINKINC	47.00	12.50
54931	11/4/2022	000635	SAN CLEMENTE CITY EMPLO	11/4/2022	DUES SCCEA - CASA: PAYMI	70.00	47.00
54932	11/4/2022	003655	SAN CLEMENTE, CITY OF	11/1/2022	MONTHLY INTERFUND CHAR	28,799.17	70.00
54933	11/4/2022	032513	SKYLINE PEST CONTROL	10/17/2022	PEST & RODENT CONTROL	260.00	28,799.17
54934	11/4/2022	002755	SOUTH COAST DISTRIBUTINC	10/14/2022	SUPPLIES	188.02	260.00
54935	11/4/2022	029259	VERIZON CONNECT NWF INC	10/17/2022	MONTHLY SERVICES	52.00	188.02
Sub total for BANK OF THE WEST:						49,302.86	52.00

COASTAL ANIMAL SERVICES AUTHORITY
CERTIFICATION OF WARRANTS

I HEREBY SUBMIT THE ATTACHED WARRANT REGISTER FOR AUDIT AND APPROVAL BY THE CASA BOARD, I HEREBY CERTIFY TO THE ACCURACY OF THE FOREGOING DEMANDS AND THAT FUNDS ARE AVAILABLE FOR PAYMENT THEREOF, PAID BY WARRANTS SIGNED BY LEGALLY DESIGNATED PERSONS IN ACCORDANCE WITH STATE OF CALIFORNIA GOVERNMENT CODE, SECTION-41003.

APPROVED AND ORDERED PAID AT THE BOARD MEETING OF THE AUTHORITY HELD ON

IN THE AMOUNT OF \$32,662.15



CITY OF SAN CLEMENTE TREASURER



CHAIRPERSON

VICE-CHAIRPERSON

Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
899	11/18/2022	004156	CALIF, STATE OF, EMPLOYM	11/18/2022	STATE TAX - CASA: PAYMEN	660.73	660.73
900	11/18/2022	000010	CALIF, STATE OF, EMPLOYM	11/18/2022	SDI INS - CASA: PAYMENT	170.55	170.55
901	11/18/2022	001819	FEDERAL WITHOLDING TAX	11/18/2022	FED TAX - CASA: PAYMENT	2,495.31	2,495.31
54936	11/18/2022	024972	BEST BEST & KRIEGER LLP	10/26/2022	ANIMAL SERVICES - CASA	355.00	355.00
54937	11/18/2022	004175	CALIFORNIA EMPLOYMENT	10/31/2022	UNEMP QE 09/30/2022	5,400.00	5,400.00
54938	11/18/2022	027238	CALPINE ENERGY SOLUTION	11/14/2022	ELECTRICITY A/C #281214	564.77	564.77
54939	11/18/2022	000642	GREAT-WEST TRUST COMPA	11/18/2022	MISC PENSION - CASA: PAYI	4,113.46	4,113.46
54940	11/18/2022	022370	HANDS ON PAWS	11/1/2022	DOG TRAINER OCT 2022	4,000.00	4,000.00
54941	11/18/2022	004706	HILL'S PET NUTRITION, INC	11/5/2022	DOG/CAT FOOD	78.33	
				11/1/2022	DOG/CAT FOOD	42.23	120.56
54942	11/18/2022	009395	HLP, INC	11/1/2022	CHAMELEON WEB LICENSE	10,000.00	10,000.00
54943	11/18/2022	003619	MISSION SQUARE	11/18/2022	DEF COMP DEF COMP/ICMA	2,048.96	2,048.96
54944	11/18/2022	015190	PAYFLEX SYSTEMS, USA	11/18/2022	125 MED SECTION 125 MED-	38.50	38.50
54945	11/18/2022	007028	PICO VETERINARY CLINIC	11/4/2022	11/4 WILDLIFE EUTHANASIA	12.50	12.50
54946	11/18/2022	000635	SAN CLEMENTE CITY EMPLO	11/18/2022	DUES SCCEA - CASA: PAYMI	70.00	70.00
54947	11/18/2022	001174	SAN DIEGO GAS & ELECTRIC	10/28/2022	0055908393705 DISTRIBUTIO	1,196.80	1,196.80
54948	11/18/2022	003204	SOUTHERN CALIF GAS CO, I	10/26/2022	09265871351 GAS SERVICES	120.03	120.03
54949	11/18/2022	000976	TURBO DATA, INC	10/31/2022	CITATION PROCESSING	694.98	694.98
54950	11/18/2022	016070	VISTA DEL VERDE LANDSCAP	10/1/2022	CONTRACT MAINTENANCE S	600.00	600.00

Sub total for BANK OF THE WEST:

32,662.15