

**Agenda for Coastal Animal Services Authority
Regular Board Meeting
April 3, 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

- February 6, 2023

3. BUDGET

- Consideration of approving the Payroll Warrants and Registers for the time periods of 11/14/22-3/24/23

4. ITEMS FROM THE STAFF

- Update to Policy 6: Euthanasia
- Shelter Operations update
- Dog Kennel Construction update
- Review of a two year CASA Operations Road Map

5. ITEMS FROM THE BOARD

6. ITEMS FROM THE CITY

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

- Discussion of CASA two year operations and strategic plan.

10. ADJOURNMENT

Next Regular JPA Meeting at the San Clemente City Hall, 910 Calle Negocio, Community Conference Room, San Clemente, CA, June 5, 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, April 3, 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

February 6, 2023

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 February 6, 2023 at 8:03 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
Vickie McMurchie, Pet Project Foundation
Johanne Thordahl, City of San Clemente
Jake Rahn, City of San Clemente
Jennifer Stinett, CASA

* * *

PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER**

The CASA Meeting was called to order at 8:03 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

- December 5, 2022

3. **BUDGET – Consideration to approve the Payroll Warrants and Registers for the period of 10/17/22-11/13/22**

MOTION BY Federico to approve the Payroll Warrants and Registers for the period of

- 10/17/22-11/13/22.

4. ITEMS FROM THE STAFF

Fee Study

As previously requested by the Board, staff has included utilities and PPF costs for food and medical into the fee study.

Animal care costs for services such as animal impound and adoptions are fairly high. Fees proposed by staff would include \$100 for impounds and \$150 for all adoptions, keeping fees for these services at a reasonable level.

PPF Chair Stephanie proposed we post in marketing material what our actual costs are for an adoptable pet, so the public is made aware and can give a higher donation to PPF if they would like to.

Federico wants staff to track adoptions to make sure rates do not decline due to the increase in adoption fees.

Stephanie asked if we still have the opportunity to do special adoption events if the shelter inventory would require?

James asked if we need to do a special adoption rate, do we typically reduce it by half?

Jen replied that when we do typically run specials the price is reduced by half, unless we are participating in a national event that would require a different price, etc..

James and Federico asked if we need to address special adoption rates in the policy?

Jeff said it should be noted in the policy that reduced fees can be set by staff as needed. This fee policy is set to take effect on July 1, 2023, and will need to go to both City Councils for approval.

MOTION BY Federico SECOND by James CARRIED 2-0, to approve the fee schedule pending Council public meetings.

Municipal Code Update

Jeff reviewed updates to Dana Point Municipal Code Title 10. There are minor updates throughout the code.

Jeff stated the biggest change was to the definition and costs outlined in the *Violations* section, as it was in direct conflict to DPMC Title 1.

Federico asked if Rutan & Tucker has seen the updates?

Jeff said they have not, the next order will be to take this to the Dana Point City Council.

Federico asked for confirmation that the San Clemente code will also be updated to reflect similar language?

Jeff said, yes the next step would be to look at the San Clemente code and work with BB&K to take it to their council for approval.

Federico asked about 10.08.030 *Permitted Animals* has been stricken, is that because we don't want people to have the opportunity to have those?

Jeff stated that it is a conflict to another code, already written elsewhere in the DPMC.

MOTION BY Federico SECOND by James CARRIED 2-0, to submit this to Dana Point City Council for approval.

Dog Kennel Update

Jen provided updates on the progress of the project. Kennels have been demoed and drains cleaned and jetted by plumbers in anticipation of new kennel install. During demolition there was damage found to the header wall above the old kennels, which will require repair. Kennels will be delivered in the coming week, at which time the flooring install will be done, and the kennel install will start right after.

Vickie met with contractors and has received a quote for the drywall repair. PPF will hire the contractor to complete the repairs, which will take 3-4 days.

The timing for completion of side one will be around March 10, with the same process starting on the other side right away. We are anticipating the same repairs will need to be done to side two as well. We are looking at a completion of the entire project around late April.

James asked if the budget for the project still looks good?

Stephanie said the budget is fine, and although the drywall repair was not in the original project scope, it was Vickie's recommendation and it was approved by the PPF Board to pay for the damage repair.

Federico stated, in the interest of time it is simpler if PPF take on the drywall repair project. What is the cost?

Vickie stated it is \$3300 for one side. PPF understands the challenges that come with hiring through the City, and they thought it best to take the lead on this in the interest of time.

James requested that after the new City Manager arrives he would like to set up a meeting with PPF.

Federico requested staff reach out to all the Dana Point City Councilmembers to set up a tour of the facility.

James requested the same for San Clemente City Councilmembers as well.

Vickie said it would be nice for all of them to see the project in the middle, so they have the opportunity to see the old and new kennels. There will be a ribbon cutting scheduled once the entire project is complete, as well as donor events.

Federico asked about the status of the drains and floor heating?

Jen states that the drains are running fine and the floor heating is functioning and the water heater that services the floor was just replaced.

Federico asked about the status of the vent fans?

Jeff said we have a contractor in place for the fans to be completed within the project timeline, as well as the kennel windows.

Shelter Operations

CASA had a vaccination clinic in January and it was the best turn out we have had in a couple of years. We had 3-4 times the amount of people/dogs attend as compared to our September clinic.

The lobby, offices and cat room have been painted and staff has been working on organizing and de-cluttering the Shelter.

We are starting a new Eagle Scout project; he will be putting up a new flag pole out in front of the building.

We have posted and are accepting applications for a part-time ACO position.

Jeff provided Shelter stats to the Board to receive and file.

5. ITEMS FROM THE BOARD

Federico requested a CASA policy that says we will meet the criteria for a “no kill” shelter, so that we can advertise as such, instead of a “pro humane” shelter.

James said our residents would appreciate hearing that.

James asked what the status of Dr. Agostini is?

Jen said that he did sell his practice, however, he is still working.

James asked if we anticipate the new ownership of SCVet to be as engaged as John has been?

Jen stated that eventually, probably not. The same thing happened with Estrella Vet several years ago, after that owner sold to a similar organization. The owner at the time remained involved for a couple of years, so our deals, etc. continued until he moved on, and I would anticipate the same is possible with SCVet.

Federico asked if anything new has come up with the possibility of a surgery clinic?

Jen said we have talked to a veterinarian that does similar work with other groups to get an idea of how they run their program and what she charges them for services.

James said it is scary that local ownership of vets is going away.

Jeff said we have looked at the space at the Shelter and we do have room, but next step would be identifying an architect to design the space and identify costs.

Federico advises staff and PPF to continue looking into it as it is in both agencies best interest to find a long term solution.

James commended PPF on the kennel project article in San Clemente and Dana Point Times.

Federico asked if we could finalize a plan to install security cameras.

Jeff is gathering additional quotes for security camera installation.

6. **ITEMS FROM THE CITY**

Jake Rahn presented CalPers update. Application was submitted with an ask for exclusions. Awaiting Board direction, based upon staffing report from December meeting, do we want to remove the request for exclusions from the application?

James stated he is not a fan of CalPers system and has great reluctance with their market performance. Why can't we find a pension plan that serves our employees well and outperforms CalPers?

Federico stated that at prior meetings Board was told that the employees were upset with Miliman and wanted to be in CalPers. Board understands that they may not be great with their paperwork, but the finances are much safer than CalPers. Federico asked Jen if this was the employees or prior management pushing for CalPers.

Jen said it was pushed by management, and she has not heard of anyone on staff asking about CalPers since April. Staff was led to believe that what we are currently in was not as good or safe as CalPers, because the administrator has changed over many times.

Federico stated CalPers is bigger, but not better financially. Miliman plan is sound financially. All prior San Clemente retirees are in it, and CASA funded it to 80%.

James said Miliman is a fund managed by financial professionals, CalPers is not.

Federico states that the practical reasons to move to CalPers would be to make the employees happy and ease of management for the City of San Clemente. Does the City care one way or the other?

Jake said the City will follow whatever the Board's direction is. Long term we could see higher administrative costs as the City's share of employees dwindles, more of a cost would be taken on by CASA. CalPers addresses that by having smaller entities in *risk pools*. We can move forward with the actuarial stage to see what the cost would be to get into CalPers.

Federico states that the Board would approve CalPers if they thought it was financially better or safer for the employees, however, every San Clemente employee prior to 2014 is in that plan, and CASA's pension is better funded than the Cities' CalPers plans.

MOTION BY Federico SECOND by James CARRIED 2-0, to remove exclusions from the application.

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

Stephanie Cocumelli with Pet Project Foundation provided the following updates:

Stephanie will be leading a Dog Walker meeting today to have an open conversation with that group about getting more dogs, and what that means for the current dog walkers. PPF also looking into getting more volunteer sign-ups for the program.

TOTC will be at Laguna Cliffs Marriot in September.

PPF Website updates to include messaging about costs, donations and no kill status of the Shelter.

Federico would like PPF and Shelter staff to work together on co-branding at the facility.

Federico sees the Shelter as a community center that provides our residents and volunteers with a place to visit. Please facilitate as many volunteers as possible to utilize the facility, and if we need to look at our insurance to expand the scope to people under the age of 18, CASA will do whatever we can to facilitate that.

Stephanie said PPF and staff have started that conversation and that possibly historical policy norms deserve new discussion. PPF is looking at expanding the training program to bring in more dog volunteers. We are analyzing what is needed per dog, as far as dog walkers, kennel attendants, and trainer hours.

Vickie added that Kim had looked into the City's liability insurance and said they were fine with volunteers at the age of 16 years and above, but PPF would need to go back to their insurance and have that discussion.

PPF would also like CASA to consider the increase in staff budget to accommodate for two ARM runs per month, instead of the current standard, which has been one per month.

James asked what the selection criteria is for ARM runs?

Jen said we are usually looking to round out our inventory, which our strays are usually larger dogs, so ARM runs focus on bringing in smaller dogs. The dogs' overall health and behavior are evaluated by the ACO and dog trainer over the course of about an hour or two, and we're bringing back 6-8 dogs at a time.

CASA has also started to work with the ASPCA who will bring the dogs to us. The advantages being we save staff time and can expand the scope of Shelters we are pulling from. The disadvantages being that we do not have the opportunity to evaluate the dogs prior to transport, however, ASPCA staff do their own evaluations and that has been successful thus far.

Federico asked what the ballpark staff cost is for an ARM run for staff time? Even if it is \$1000 for staff, truck and fuel he does not see that as being an obstacle to expanding the number of ARM runs per month.

8. ORAL COMMUNICATIONS

None.

9. **CLOSED SESSION**

Adjourned to closed session at 8:04 a.m. to discuss the following

- Pursuant to Government Code 54957
General Manager

Board Members Federico and James, Jeff Rosaler, Johanne Thordahl present.

All members returned from closed session at 8:23 a.m.

10. **ADJOURNMENT**

MOTION BY BOARD MEMBER JAMES, SECOND BY CHAIR FEDERICO, CARRIED 2-0, to Adjourn at 9:30 a.m.. The next Regular JPA Meeting will be held on April 3, 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

11/14/22 - 11/27/22	\$ 22,108.50
11/28/22 - 12/11/22	\$ 16,037.80
12/12/22 - 12/25/22	\$ 16,540.81
12/26/22 - 01/08/23	\$ 19,244.74
01/09/23 - 01/22/23	\$ 18,597.53
01/23/23 - 02/05/23	\$ 16,406.85
02/06/23 - 02/19/23	\$ 16,110.49
02/20/23 - 03/05/23	\$ 16,281.39
03/06/23 - 03/19/23	\$ 15,488.41

CERTIFICATION OF WARRANTS: By check Date

12/02/22	\$ 127,162.54
12/16/22	\$ 25,606.19
12/23/22	\$ 16,572.78
01/13/23	\$ 50,866.30
01/27/23	\$ 13,737.27
02/10/23	\$ 69,282.33
02/24/23	\$ 25,878.63
03/10/23	\$ 52,156.24
03/24/23	\$ 19,950.69

4-3-23

Meeting to be held on:

3-29-23

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 12/2/2022
FOR THE PERIOD OF 11/14/22 - 11/27/22

PAYROLL APPROVED:

ANIMAL SERVICES ELECTRONIC


CITY OF SAN CLEMENTE TREASURER *SON*

APPROVED & ORDERED PAID BY THE CASA BOARD
AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 22,108.50

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List

pyChkLst

12/01/2022 12:40PM

SAN CLEMENTE

11/14/2022 to 11/27/2022- Type 1 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507487	12/2/2022	4371	BAUTISTA, ISRAEL	0.00	779.86
507488	12/2/2022	3470	BORTHWICK, VIVIAN J	0.00	1,922.09
507489	12/2/2022	4355	EMERY, MEGAN	0.00	1,150.17
507490	12/2/2022	3367	FRIEDMAN, DANA	0.00	3,170.61
507491	12/2/2022	4386	FUENTES, JOSE	0.00	1,613.34
507492	12/2/2022	4163	GARWOOD, SARAH JOY	0.00	1,556.64
507493	12/2/2022	3592	KEPPLER, JOHN	0.00	1,928.70
507494	12/2/2022	2568	MORAN, JILL	0.00	3,316.30
507495	12/2/2022	4285	PEREZ, JOHN	0.00	2,314.89
507496	12/2/2022	2711	SKIBICKI, KATHLEEN P	0.00	1,212.99
507497	12/2/2022	3000	STINETT, JENNIFER M	0.00	3,142.91
Employee Check Totals				0.00	22,108.50

Bank cdd Totals (11 Forms) 0.00 22,108.50

Grand Total 0.00 22,108.50

Next Step: Account Posting (AP)

Pay Period is Open (Locked)

Totals Checks and Direct Deposit (11 Forms) 22,108.50

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF 12/16/2022
FOR THE PERIOD OF 11/28/2022 - 12/11/2022

PAYROLL APPROVED:

ANIMAL SERVICES ELECTRONIC


CITY OF SAN CLEMENTE TREASURER 

APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 16,037.80

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List

SAN CLEMENTE

11/28/2022 to 12/11/2022- Type 2 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507498	12/16/2022	4371	BAUTISTA, ISRAEL	0.00	678.94
507499	12/16/2022	3470	BORTHWICK, VIVIAN J	0.00	1,289.78
507500	12/16/2022	4355	EMERY, MEGAN	0.00	122.39
507501	12/16/2022	3367	FRIEDMAN, DANA	0.00	2,325.34
507502	12/16/2022	4386	FUENTES, JOSE	0.00	968.41
507503	12/16/2022	4163	GARWOOD, SARAH JOY	0.00	1,064.23
507504	12/16/2022	3692	KEPLER, JOHN	0.00	1,901.37
507505	12/16/2022	2568	MORAN, JILL	0.00	2,558.75
507506	12/16/2022	4285	PEREZ, JOHN	0.00	1,634.84
507507	12/16/2022	2711	SKIBICKI, KATHLEEN P	0.00	1,148.42
507508	12/16/2022	3000	STINETT, JENNIFER M	0.00	2,345.33

Employee Check Totals

16,037.80

Bank cdd Totals (11 Forms)

16,037.80

Grand Total

16,037.80

Next Step: Account Posting (AP)

Pay Period is Open (Locked)

Totals Checks and Direct Deposit (11 Forms)

16,037.80



COASTAL ANIMAL SERVICES AUTHORITY
PAYROLL CERTIFICATION SHEET

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

PAYROLL OF 12/25/2022
FOR THE PERIOD OF 12/12/2022 - 12/25/2022

PAYROLL APPROVED:

ANIMAL SERVICES ELECTRONIC


CITY OF SAN CLEMENTE TREASURER 

APPROVED & ORDERED PAID BY THE CASA BOARD
AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 16,540.81

CHAIRPERSON

VICE-CHAIRPERSON

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507509	12/30/2022	4371	BAUTISTA, ISRAEL	0.00	585.81
507510	12/30/2022	3470	BORTHWICK, VIVIAN J	0.00	1,289.78
507511	12/30/2022	4355	EMERY, MEGAN	0.00	314.08
507512	12/30/2022	3367	FRIEDMAN, DANA	0.00	2,297.19
507513	12/30/2022	4386	FUENTES, JOSE	0.00	1,504.62
507514	12/30/2022	4163	GARWOOD, SARAH JOY	0.00	1,183.73
507515	12/30/2022	3592	KEPLER, JOHN	0.00	1,877.83
507516	12/30/2022	2568	MORAN, JILL	0.00	2,536.69
507517	12/30/2022	4285	PEREZ, JOHN	0.00	1,634.84
507518	12/30/2022	2711	SKIBICKI, KATHLEEN P	0.00	970.91
507519	12/30/2022	3000	STINETT, JENNIFER M	0.00	2,345.33

Employee Check Totals

16,540.81

Bank cdd Totals (11 Forms)

16,540.81

Grand Total

16,540.81

Next Step: Account Posting (AP)

Pay Period is Open (Locked)

Totals Checks and Direct Deposit (11 Forms) 16,540.81

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF 1/13/2023
FOR THE PERIOD OF 12/26/2022 - 01/08/2023

PAYROLL APPROVED:

ANIMAL SERVICES ELECTRONIC


CITY OF SAN CLEMENTE TREASURER 

APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 19,244.74

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List

pyChkLst
01/12/2023 11:37AM

SAN CLEMENTE

12/26/2022 to 01/08/2023- Type 1 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507520	1/13/2023	4371	BAUTISTA, ISRAEL	0.00	632.38
507521	1/13/2023	3470	BORTHWICK, VIVIAN J	0.00	1,267.69
507522	1/13/2023	4355	EMERY, MEGAN	0.00	1,582.12
507523	1/13/2023	3367	FRIEDMAN, DANA	0.00	2,298.37
507524	1/13/2023	4386	FUENTES, JOSE	0.00	1,579.09
507525	1/13/2023	4163	GARWOOD, SARAH JOY	0.00	981.48
507526	1/13/2023	3592	KEPPLER, JOHN	0.00	1,713.14
507527	1/13/2023	2568	MORAN, JILL	0.00	2,518.63
507528	1/13/2023	4285	PEREZ, JOHN	0.00	2,030.82
507529	1/13/2023	2711	SKIBICKI, KATHLEEN P	0.00	2,295.60
507530	1/13/2023	3000	STINETT, JENNIFER M	0.00	2,345.42
Employee Check Totals				0.00	19,244.74

Bank cdd Totals (11 Forms)

19,244.74

Grand Total

19,244.74

Next Step: Account Posting (AP)

Pay Period is Open (Locked)

Totals Checks and Direct Deposit (11 Forms)

19,244.74

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF 1/27/2023
FOR THE PERIOD OF 01/09/2023 - 01/22/2023

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: \$ 18,597.53

CHAIRPERSON

VICE-CHAIRPERSON

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF 2/10/2023
FOR THE PERIOD OF 01/23/2023 - 02/05/2023

PAYROLL APPROVED:

ELECTRONIC

ANIMAL SERVICES


CITY OF SAN CLEMENTE TREASURER 

APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 16,406.85

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List

SAN CLEMENTE

01/23/2023 to 02/05/2023- Type 1 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507541	2/10/2023	4371	BAUTISTA, ISRAEL	0.00	605.11
507542	2/10/2023	3470	BORTHWICK, VIVIAN J	0.00	1,274.28
507543	2/10/2023	4355	EMERY, MEGAN	0.00	1,058.39
507544	2/10/2023	3367	FRIEDMAN, DANA	0.00	2,339.17
507545	2/10/2023	4163	GARWOOD, SARAH JOY	0.00	892.86
507546	2/10/2023	3592	KEPPLER, JOHN	0.00	2,217.82
507547	2/10/2023	2568	MORAN, JILL	0.00	2,739.07
507548	2/10/2023	4285	PEREZ, JOHN	0.00	1,643.24
507549	2/10/2023	2711	SKIBICKI, KATHLEEN P	0.00	1,139.87
507550	2/10/2023	3000	STINETT, JENNIFER M	0.00	2,497.04

Employee Check Totals

0.00

16,406.85

Bank cdd Totals (10 Forms)

0.00

16,406.85

Grand Total

0.00

16,406.85

Next Step: Account Posting (AP)

Pay Period is Open (Locked)

Totals Checks and Direct Deposit (10 Forms)

16,406.85

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF 2/24/2023
FOR THE PERIOD OF 02/06/2023 - 02/19/2023

PAYROLL APPROVED:

ANIMAL SERVICES ELECTRONIC


CITY OF SAN CLEMENTE TREASURER 

APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 16,110.49

CHAIRPERSON

VICE-CHAIRPERSON

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507551	2/24/2023	4371	BAUTISTA, ISRAEL	0.00	651.69
507552	2/24/2023	3470	BORTHWICK, VIVIAN J	0.00	1,274.28
507553	2/24/2023	4355	EMERY, MEGAN	0.00	1,591.17
507554	2/24/2023	3367	FRIEDMAN, DANA	0.00	2,339.17
507555	2/24/2023	4163	GARWOOD, SARAH JOY	0.00	921.20
507556	2/24/2023	3592	KEPPLER, JOHN	0.00	1,846.28
507557	2/24/2023	2568	MORAN, JILL	0.00	2,801.79
507558	2/24/2023	4285	PEREZ, JOHN	0.00	1,643.24
507559	2/24/2023	2711	SKIBICKI, KATHLEEN P	0.00	544.63
507560	2/24/2023	3000	STINETT, JENNIFER M	0.00	2,497.04

Employee Check Totals

16,110.49

Bank cdd Totals (10 Forms)

16,110.49

Grand Total

16,110.49

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

Totals Checks and Direct Deposit (10 Forms) 16,110.49

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF 3/10/2023
FOR THE PERIOD OF 02/20/2023 - 03/05/2023

PAYROLL APPROVED:

ANIMAL SERVICES ELECTRONIC


CITY OF SAN CLEMENTE TREASURER

APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 16,281.39

CHAIRPERSON

VICE-CHAIRPERSON

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507561	3/10/2023	4371	BAUTISTA, ISRAEL	0.00	513.82
507562	3/10/2023	3470	BORTHWICK, VIVIAN J	0.00	1,274.28
507563	3/10/2023	4355	EMERY, MEGAN	0.00	1,591.17
507564	3/10/2023	3367	FRIEDMAN, DANA	0.00	2,311.55
507565	3/10/2023	4163	GARWOOD, SARAH JOY	0.00	963.68
507566	3/10/2023	3592	KEPPLER, JOHN	0.00	2,273.55
507567	3/10/2023	2568	MORAN, JILL	0.00	2,778.95
507568	3/10/2023	4285	PEREZ, JOHN	0.00	1,643.24
507569	3/10/2023	2711	SKIBICKI, KATHLEEN P	0.00	434.11
507570	3/10/2023	3000	STINETT, JENNIFER M	0.00	2,497.04
Employee Check Totals				0.00	16,281.39

Bank cdd Totals (10 Forms) **0.00** **16,281.39**

Grand Total **0.00** **16,281.39**

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

Totals Checks and Direct Deposit (10 Forms) **16,281.39**

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF 3/24/2023
FOR THE PERIOD OF 03/06/2023 - 03/19/2023

ANIMAL SERVICES

ELECTRONIC

PAYROLL APPROVED:


CITY OF SAN CLEMENTE TREASURER *JW*

APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 15,488.41

CHAIRPERSON

VICE-CHAIRPERSON

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507571	3/24/2023	3470	BORTHWICK, VIVIAN J	0.00	1,274.28
507572	3/24/2023	4355	EMERY, MEGAN	0.00	1,591.17
507573	3/24/2023	3367	FRIEDMAN, DANA	0.00	2,339.71
507574	3/24/2023	4163	GARWOOD, SARAH JOY	0.00	1,021.38
507575	3/24/2023	3592	KEPLER, JOHN	0.00	1,987.25
507576	3/24/2023	2568	MORAN, JILL	0.00	2,737.06
507577	3/24/2023	4285	PEREZ, JOHN	0.00	1,643.24
507578	3/24/2023	2711	SKIBICKI, KATHLEEN P	0.00	397.28
507579	3/24/2023	3000	STINETT, JENNIFER M	0.00	2,497.04
Employee Check Totals				0.00	15,488.41
Bank cdd Totals (9 Forms)				0.00	15,488.41
Grand Total				0.00	15,488.41

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

Totals Checks and Direct Deposit (9 Forms) 15,488.41

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 \$127,162.54 dated 12/02/2022



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
902	12/2/2022	000964	1000000170005	11/14/2022	MEDICAL PREMIUMS	2,596.14	2,596.14
903	12/2/2022	004156	BEN2520149	12/2/2022	STATE TAX - CASA: PAYMEN	1,154.53	1,154.53
904	12/2/2022	000010	BEN2520151	12/2/2022	SDI INS - CASA: PAYMENT	234.24	234.24
905	12/2/2022	001819	BEN2520147	12/2/2022	FED TAX - CASA: PAYMENT	3,827.66	3,827.66
54951	12/2/2022	034565	1D9R-11P1-7GV	11/21/2022	SHELF LINERS	54.95	54.95
54952	12/2/2022	024030	20136730	11/15/2022	12/1-12/31/22 MONITORING S	153.93	153.93
54953	12/2/2022	027424	IN2563161	11/5/2022	CONTRACT OVERAGE CHAR	17.54	17.54
54954	12/2/2022	010147	118910	11/4/2022	SPAY/NEUTER REFUND	50.00	50.00
54955	12/2/2022	000642	BEN2520139	12/2/2022	MISC PENSION - CASA: PAYI	4,887.38	4,887.38
54956	12/2/2022	032034	JRT ROOFING & WATERPROC1029	11/2/2022	ROOF REPLACEMENT	41,679.66	41,679.66
54957	12/2/2022	003619	1058	11/21/2022	ROOF REPLACEMENT	34,377.50	76,057.16
54958	12/2/2022	001207	BEN2520143	12/2/2022	DEF COMP DEF COMP/ICMA	2,111.88	2,111.88
			ODP BUSINESS SOLUTIONS L277634196001	11/11/2022	OFFICE SUPPLIES A/C #8983	210.77	210.77
			277636195001	11/13/2022	OFFICE SUPPLIES A/C #8983	41.90	41.90
			270994591002	11/5/2022	OFFICE SUPPLIES A/C #8983	23.48	276.15
54959	12/2/2022	015190	BEN2520145	12/2/2022	125 MED SECTION 125 MED-	38.50	38.50
54960	12/2/2022	007028	242123	11/22/2022	11/22 WILDLIFE EUTHANASIA	12.50	12.50
54961	12/2/2022	021715	12K6701996031	11/18/2022	ACCT #6701996031 DRINKING	53.48	100.48
			02K6701996031	11/2/2022	ACCT #6701996031 DRINKING	47.00	47.00
54962	12/2/2022	000635	BEN2520141	12/2/2022	DUES SCCEA - CASA: PAYMI	70.00	70.00
54963	12/2/2022	003655	DEC2022	12/1/2022	MONTHLY INTERFUND CHAR	28,799.17	28,799.17
54964	12/2/2022	032513	249383	11/15/2022	PEST & RODENT CONTROL	260.00	260.00
54965	12/2/2022	002755	SOUTH COAST DISTRIBUTINGC296306	11/17/2022	SUPPLIES	475.06	475.06
54966	12/2/2022	032104	INC2263	7/14/2022	JUNE 22 - ANIMAL DISPOSAL	1,050.00	1,050.00
			2576	10/4/2022	SEPT 22 - ANIMAL DISPOSAL	750.00	750.00
			2380	8/9/2022	JULY 22 - ANIMAL DISPOSAL	750.00	750.00
			2666	11/2/2022	OCT 22 - ANIMAL DISPOSAL	600.00	600.00
			2472	9/1/2022	AUG 22 - ANIMAL DISPOSAL	600.00	600.00
			2151	6/2/2022	MAY 22 - ANIMAL DISPOSAL	600.00	600.00
			2033	5/4/2022	APR 22 - ANIMAL DISPOSAL	600.00	600.00
54967	12/2/2022	028502	610	11/18/2022	NOV 2022 ADMIN HEARINGS	310.00	4,950.00
54968	12/2/2022	001562	77059	11/14/2022	BUSINESS CARDS, QTY 1,00	73.27	310.00
54969	12/2/2022	029259	INC372000041929	11/15/2022	A/C #100000087647	52.00	73.27
54970	12/2/2022	016070	VISTA DEL VERDE LANDSCAP37113	11/1/2022	CONTRACT MAINTENANCE S	600.00	52.00
						600.00	600.00

24 checks in this report.

Grand Total All Checks: 127,162.54

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 \$25,606.19 dated 12/16/2022



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
906	12/16/2022	004156	CALIF, STATE OF, EMPLOYM	12/16/2022	STATE TAX - CASA: PAYMEN	632.77	632.77
907	12/16/2022	000010	CALIF, STATE OF, EMPLOYM	12/16/2022	SDI INS - CASA: PAYMENT	161.41	161.41
908	12/16/2022	001819	FEDERAL WITHOLDING TAX	12/16/2022	FED TAX - CASA: PAYMENT	2,341.82	2,341.82
54971	12/16/2022	034565	AMAZON BUSINESS	12/2/2022	JANITORIAL SUPPLIES	107.45	107.45
54972	12/16/2022	009394	AVID IDENTIFICATION SYSTE	11/23/2022	MICROCHIPS	815.34	815.34
54973	12/16/2022	024231	DOG WASTE DEPOT	12/7/2022	DOG WASTE BAGS	236.48	236.48
54974	12/16/2022	000642	GREAT-WEST TRUST COMPA	12/16/2022	MISC PENSION - CASA: PAYI	3,888.72	3,888.72
54975	12/16/2022	022370	HANDS ON PAWS	12/1/2022	DOG TRAINER	4,000.00	4,000.00
54976	12/16/2022	004706	HILL'S PET NUTRITION, INC	12/15/2022	DOG/CAT FOOD	212.48	
				12/2/2022	DOG/CAT FOOD	93.65	348.86
54977	12/16/2022	034842	HULSE, SASHA	11/22/2022	IMPOUND AND KENNEL FEE	42.73	75.00
54978	12/16/2022	007564	LOWE'S COMPANIES, INC.	12/18/2022	#0333392 SUPPLIES	20.95	75.00
				12/18/2022	#0333392 SUPPLIES	54.50	75.45
54979	12/16/2022	003619	MISSION SQUARE	11/18/2022	DEF COMP DEF COMP/ICMA	2,048.96	
54980	12/16/2022	003416	NEWCO DISTRIBUTORS INC	12/16/2022	DEF COMP DEF COMP/ICMA	1,984.66	4,033.62
54981	12/16/2022	001207	ODP BUSINESS SOLUTIONS	12/17/2022	CAT LITTER	1,158.31	1,158.31
				11/28/2022	OFFICE SUPPLIES A/C #8983	95.01	
				11/15/2022	OFFICE SUPPLIES A/C #8983	56.02	
				11/24/2022	OFFICE SUPPLIES A/C #8983	11.40	162.43
54982	12/16/2022	015190	PAYFLEX SYSTEMS, USA	12/16/2022	125 MED SECTION 125 MED-	38.50	38.50
54983	12/16/2022	001977	PET PROJECT FOUNDATION	11/15/2022	VOLUNTEER/STAFF APPREC	1,800.00	1,800.00
54984	12/16/2022	007028	PICO VETERINARY CLINIC	12/5/2022	11/19 & 12/1 WILDLIFE EUTH	25.00	25.00
54985	12/16/2022	000635	SAN CLEMENTE CITY EMPLO	12/16/2022	DUES SCCEA - CASA: PAYM	70.00	70.00
54986	12/16/2022	000768	SAN CLEMENTE CITY WATER	12/18/2022	10/24-11/21/22 WATER SERVI	1,237.29	
				11/18/2022	09/26-10/24/22 WATER SERVI	921.31	2,158.60
54987	12/16/2022	001174	SAN DIEGO GAS & ELECTRIC	11/29/2022	0055908393705 DISTRIBUTIO	1,119.68	1,119.68
54988	12/16/2022	002755	SOUTH COAST DISTRIBUTINC	12/18/2022	CASA CLEANING SUPPLIES	235.70	235.70
54989	12/16/2022	003204	SOUTHERN CALIF GAS CO, I	11/28/2022	09265871351 GAS SERVICES	126.39	126.39
54990	12/16/2022	032104	STILES ANIMAL REMOVAL INC	12/1/2022	NOV 22 - ANIMAL DISPOSAL	600.00	600.00
54991	12/16/2022	000976	TURBO DATA, INC	11/30/2022	CITATION PROCESSING	794.66	794.66
54992	12/16/2022	016070	VISTA DEL VERDE LANDSCAP	12/1/2022	CONTRACT MAINTENANCE S	600.00	600.00

25 checks in this report.

Grand Total All Checks: 25,606.19

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 \$16,572.78 dated 12/23/2022

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER



Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
909	12/30/2022	004156	CALIF, STATE OF, EMPLOYM	12/30/2022	STATE TAX - CASA: PAYMEN	656.76	656.76
910	12/30/2022	000010	CALIF, STATE OF, EMPLOYM	12/30/2022	SDI INS - CASA: PAYMENT	163.06	163.06
911	12/30/2022	001819	FEDERAL WITHOLDING TAX	12/30/2022	FED TAX - CASA: PAYMENT	2,404.11	2,404.11
54993	12/23/2022	024030	BAY ALARM COMPANY	11/15/2022	3366070 MONITORING SERVI	35.00	35.00
54994	12/23/2022	024972	BEST BEST & KRIEGER LLP	12/7/2022	ANIMAL SERVICES - CASA	71.00	
				11/16/2022	LABOR AND EMPLOYMENT	497.00	
				11/16/2022	LABOR/EMPLOYMENT CASA	2,840.00	
				10/26/2022	LABOR/EMPLOYMENT CASA	3,124.00	
54995	12/23/2022	021281	BORTHWICK, VIVIAN	12/13/2022	REIMBURSEMENT FOR FOOD	11.74	
				12/14/2022	REIMBURSEMENT FOR FOOD	182.10	193.84
54996	12/23/2022	000642	GREAT-WEST TRUST COMPA	12/30/2022	MISC PENSION - CASA: PAYI	3,953.91	3,953.91
54997	12/23/2022	020868	KEPPLER, JOHN	12/14/2022	REIMBURSEMENT FOR FOOD	18.58	18.58
54998	12/23/2022	003619	MISSION SQUARE	12/30/2022	DEF COMP DEF COMP/ICMA	2,020.12	2,020.12
54999	12/23/2022	015190	PAYFLEX SYSTEMS, USA	12/30/2022	125 MED SECTION 125 MED-	38.50	38.50
55000	12/23/2022	021715	READYREFRESH BY NESTLE	12/16/2022	ACCT #6701996031 DRINKING	82.45	82.45
55001	12/23/2022	000635	SAN CLEMENTE CITY EMPLO	12/30/2022	DUES SCCEA - CASA: PAYMI	70.00	70.00
55002	12/23/2022	032513	SKYLINE PEST CONTROL	12/16/2022	PEST & RODENT CONTROL	260.00	260.00
55003	12/23/2022	002755	SOUTH COAST DISTRIBUTINC	12/19/2022	CASA CLEANING SUPPLIES	92.45	92.45
55004	12/23/2022	029259	VERIZON CONNECT NWF INC	12/15/2022	100000087647 MONTHLY SER	52.00	52.00

Sub total for BANK OF THE WEST: 16,572.78

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 \$50,866.30 dated 01/13/2023



CITY OF SAN CLEMENTE TREASURER

5

CHAIRPERSON

VICE-CHAIRPERSON

S 1/12/2023

Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
912	1/6/2023	000964	1000000170298:	12/14/2022	MEDICAL PREMIUMS	2,913.86	2,913.86
913	1/13/2023	000010	CALIF, STATE OF, EMPLOYM	1/13/2023	SDI INS - CASA: PAYMENT	152.84	152.84
914	1/13/2023	004156	CALIF, STATE OF, EMPLOYM	1/13/2023	STATE TAX - CASA: PAYMEN	746.70	746.70
915	1/13/2023	001819	FEDERAL WITHOLDING TAX	1/13/2023	FED TAX - CASA: PAYMENT	2,811.34	2,811.34
55005	1/13/2023	024030	BAY ALARM COMPANY	12/15/2022	01/01-01/31/23 MONITORING :	153.93	153.93
55006	1/13/2023	027238	CALPINE ENERGY SOLUTION	1/4/2023	ELECTRICITY A/C #281214	1,730.61	1,730.61
55007	1/13/2023	000642	GREAT-WEST TRUST COMPA	1/13/2023	MISC PENSION - CASA: PAYI	4,455.94	4,455.94
55008	1/13/2023	022370	HANDS ON PAWS	12/31/2022	DOG TRAINER	4,000.00	4,000.00
55009	1/13/2023	014126	HARBOR POINTE AIR CONDIT	1/4/2023	CONTRACTED MAINTENANC	317.34	317.34
55010	1/13/2023	003619	MISSION SQUARE	1/13/2023	DEF COMP DEF COMP/ICMA	2,116.58	2,116.58
55011	1/13/2023	000787	NIC'S VACUUMS INC	12/23/2022	MICROCHIP SCANNER REPAI	150.00	150.00
55012	1/13/2023	015190	PAYFLEX SYSTEMS, USA	1/13/2023	125 MED SECTION 125 MED-	36.50	36.50
55013	1/13/2023	007028	PICO VETERINARY CLINIC	1/2/2023	01/02/23 WILDLIFE EUTHANA	12.50	12.50
55014	1/13/2023	000635	SAN CLEMENTE CITY EMPLO	1/13/2023	DUES SCCEA - CASA: PAYMI	70.00	70.00
55015	1/13/2023	003655	SAN CLEMENTE, CITY OF	1/1/2023	MONTHLY INTERFUND CHAR	28,799.17	28,799.17
55016	1/13/2023	001174	SAN DIEGO GAS & ELECTRIC	12/29/2022	0055908393705 DISTRIBUTIO	1,265.08	1,265.08
55017	1/13/2023	003204	SOUTHERN CALIF GAS CO, I	12/28/2022	09265871351 GAS SERVICES	264.06	264.06
55018	1/13/2023	000976	TURBO DATA, INC	12/31/2022	CITATION PROCESSING	869.85	869.85

Sub total for BANK OF THE WEST:

50,866.30

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 \$13,737.27

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER



Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
916	1/27/2023	000010	CALIF. STATE OF. EMPLOYM	1/27/2023	SDI INS - CASA: PAYMENT	172.33	172.33
917	1/27/2023	004156	CALIF. STATE OF. EMPLOYM	1/27/2023	STATE TAX - CASA: PAYMEN	892.57	892.57
918	1/27/2023	001819	FEDERAL WITHOLDING TAX	1/27/2023	FED TAX - CASA: PAYMENT	3,045.96	3,045.96
55019	1/27/2023	024030	BAY ALARM COMPANY	1/15/2023	2/1-2/28/23 MONITORING SEF	153.93	153.93
55020	1/27/2023	024972	BEST BEST & KRIEGER LLP	10/26/2022	ANIMAL SHELTER - CASA	14.04	14.04
55021	1/27/2023	000642	GREAT-WEST TRUST COMP	1/27/2023	MISC PENSION - CASA: PAY	5,108.72	5,108.72
55022	1/27/2023	004706	HILL'S PET NUTRITION, INC	11/18/2022	DOG/CAT FOOD	187.47	
				1/5/2023	DOG/CAT FOOD	158.68	
				11/14/2022	DOG/CAT FOOD	88.50	
				11/23/2022	DOG/CAT FOOD	53.30	
				12/14/2022	DOG/CAT FOOD	42.73	
				12/15/2022	DOG/CAT FOOD	38.45	
				1/10/2023	DOG/CAT FOOD	14.77	583.90
55023	1/27/2023	007564	LOWE'S COMPANIES, INC.	1/19/2023	#0333392 SUPPLIES	93.39	93.39
55024	1/27/2023	003619	MISSION SQUARE	1/27/2023	DEF COMP DEF COMP/ICMA	1,940.84	1,940.84
55025	1/27/2023	034961	NICOLAI, AVA	7/8/2022	SPAY/NEUTER DEPOSIT REII	50.00	50.00
55026	1/27/2023	015190	PAYFLEX SYSTEMS, USA	1/27/2023	125 MED SECTION 125 MED-	36.50	36.50
55027	1/27/2023	007028	PICO VETERINARY CLINIC	1/16/2023	1/14/23 WILDLIFE EUTHANAS	12.50	12.50
55028	1/27/2023	000635	SAN CLEMENTE CITY EMPLO	1/27/2023	DUES SCCEA - CASA: PAYM	70.00	70.00
55029	1/27/2023	000768	SAN CLEMENTE CITY WATER	1/10/2023	11/21-12/22/22 WATER SERVI	406.41	406.41
55030	1/27/2023	032513	SKYLINE PEST CONTROL	1/16/2023	PEST & RODENT CONTROL	260.00	260.00
55031	1/27/2023	002755	SOUTH COAST DISTRIBUTIN	1/9/2023	SUPPLIES	244.18	244.18
55032	1/27/2023	029259	VERIZON CONNECT NWF INC	1/17/2023	MONTHLY SERVICES	52.00	52.00
55033	1/27/2023	016070	VISTA DEL VERDE LANDSCAF	1/1/2023	CONTRACT MAINTENANCE S	600.00	600.00
Sub total for BANK OF THE WEST:							13,737.27

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 \$69,282.33 dated 02/10/2023



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
919	2/10/2023	000964	CALPERS	1/17/2023	MEDICAL PREMIUMS	2,913.86	2,913.86
920	2/10/2023	004156	CALIF. STATE OF. EMPLOYM	2/10/2023	STATE TAX - CASA: PAYMEN	661.71	661.71
921	2/10/2023	000010	CALIF. STATE OF. EMPLOYM	2/10/2023	SDI INS - CASA: PAYMENT	146.73	146.73
922	2/10/2023	001819	FEDERAL WITHOLDING TAX	2/10/2023	FED TAX - CASA: PAYMENT	2,413.38	2,413.38
55034	2/10/2023	024030	BAY ALARM COMPANY	1/15/2023	MONITORING SERVICE	35.00	
				12/15/2022	MONITORING SERVICE	35.00	70.00
55035	2/10/2023	004175	CALIFORNIA EMPLOYMENT	1/30/2023	UNEMP QE 12/31/2022	900.00	900.00
55036	2/10/2023	034983	GILLETTE, RACHAEL	1/10/2023	SPAY/NEUTER DEPOSIT REIN	50.00	50.00
55037	2/10/2023	000642	GREAT-WEST TRUST COMPA	2/10/2023	MISC PENSION - CASA: PAY	4,330.66	4,330.66
55038	2/10/2023	022370	HANDS ON PAWS	1/31/2023	DOG TRAINER	4,000.00	4,000.00
55039	2/10/2023	034958	HARBOR CONSTRUCTION	1/18/2023	WINDOW REPLACEMENT KE	8,000.00	8,000.00
55040	2/10/2023	004706	HILL'S PET NUTRITION, INC	1/23/2023	DOG/CAT FOOD	136.82	136.82
55041	2/10/2023	027839	LANCE SOLL & LUNGHARD	12/20/2022	AUDIT SERVICES FY 2021-22	370.00	370.00
55042	2/10/2023	007564	LOWE'S COMPANIES, INC.	1/26/2023	#0333392 SUPPLIES	282.60	282.60
55043	2/10/2023	003619	MISSION SQUARE - 302452	2/10/2023	DEF COMP DEF COMP/ICMA	1,475.00	1,475.00
55044	2/10/2023	034976	MISSION SQUARE - 306379	2/10/2023	DEF COMP/ICMA-CASA: PAYM	435.42	435.42
55045	2/10/2023	001207	ODP BUSINESS SOLUTIONS	1/30/2023	OFFICE SUPPLIES A/C #8983	106.40	106.40
55046	2/10/2023	015190	PAYFLEX SYSTEMS, USA	2/10/2023	125 MED SECTION 125 MED-	36.50	36.50
55047	2/10/2023	001977	PET PROJECT FOUNDATION	12/31/2022	PPF - ACCT BAL AS OF 12/31/	4,660.00	4,660.00
55048	2/10/2023	007028	PICO VETERINARY CLINIC	6/2/2022	WILDLIFE EUTHANASIA	12.50	
				6/10/2022	WILDLIFE EUTHANASIA	12.50	
				2/8/2022	02/08/22 WILDLIFE EUTHANA	12.50	37.50
55049	2/10/2023	034984	POKARD, SYDNEY	1/20/2023	REIMBURSE FOR GUINEA PIC	71.14	71.14
55050	2/10/2023	021715	READYREFRESH BY NESTLE	1/28/2023	ACCT #6701996031 DRINKING	89.45	89.45
55051	2/10/2023	000635	SAN CLEMENTE CITY EMPLO	2/10/2023	DUES SCCEA - CASA: PAYM	70.00	70.00
55052	2/10/2023	003655	SAN CLEMENTE, CITY OF	2/1/2023	MONTHLY INTERFUND CHAR	28,799.17	28,799.17
55053	2/10/2023	001174	SAN DIEGO GAS & ELECTRIC	1/30/2023	0055908393705 DISTRIBUTIO	1,283.35	1,283.35
55054	2/10/2023	034957	SIGNATURE PAINTING INC	1/27/2023	PAINTING @ CASA	4,100.00	4,100.00
55055	2/10/2023	002755	SOUTH COAST DISTRIBUTINC	2/6/2023	SUPPLIES	100.14	100.14
55056	2/10/2023	003204	SOUTHERN CALIF GAS CO, I	1/26/2023	09265871351 GAS SERVICES	1,375.44	1,375.44
55057	2/10/2023	000976	TURBO DATA, INC	1/31/2023	CITATION PROCESSING	1,257.90	1,257.90
55058	2/10/2023	016070	VISTA DEL VERDE LANDSCAP	2/1/2023	CONTRACT MAINTENANCE S	600.00	
				11/8/2022	CONTRACT MAINTENANCE S	509.16	1,109.16

29 checks in this report.

Grand Total All Checks: 69,282.33

COASTAL ANIMAL SERVICES AUTHORITY
CERTIFICATION OF WARRANTS

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

IN THE AMOUNT OF \$25,878.63 dated 02/24/2023

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER



Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
923	2/24/2023	004156	CALIF, STATE OF, EMPLOYM	2/24/2023	STATE TAX - CASA: PAYMEN	648.56	648.56
924	2/24/2023	000010	CALIF, STATE OF, EMPLOYM	2/24/2023	SDI INS - CASA: PAYMENT	154.21	154.21
925	2/24/2023	001819	FEDERAL WITHOLDING TAX	2/24/2023	FED TAX - CASA: PAYMENT	2,369.27	2,369.27
55059	2/24/2023	009394	AVID IDENTIFICATION SYSTE	2/6/2023	MICROCHIPS	1,082.43	1,082.43
55060	2/24/2023	024030	BAY ALARM COMPANY	2/15/2023	MONITORING SERVICE	153.93	153.93
55061	2/24/2023	024972	BEST BEST & KRIEGER LLP	1/25/2023	LABOR/EMPLOYMENT - CAS/	603.50	603.50
55062	2/24/2023	032836	DUNIVANT, SUZANNE	12/14/2022	LICENSE REIMBURSEMENT	40.00	40.00
55063	2/24/2023	000642	GREAT-WEST TRUST COMPA	2/24/2023	MISC PENSION - CASA: PAYI	4,550.30	4,550.30
55064	2/24/2023	007564	LOWE'S COMPANIES, INC.	2/8/2023	#0333392 SUPPLIES	55.23	55.23
55065	2/24/2023	003619	MISSION SQUARE-302452	2/24/2023	DEF COMP DEF COMP/ICMA	2,275.00	2,275.00
55066	2/24/2023	034976	MISSION SQUARE-306379	2/24/2023	DEF COMP/ICMA-CASA: PAYI	411.02	411.02
55067	2/24/2023	003416	NEWCO DISTRIBUTORS INC	2/22/2023	CAT LITTER	1,158.31	1,158.31
55068	2/24/2023	001207	ODP BUSINESS SOLUTIONS	2/6/2023	OFFICE SUPPLIES A/C #8983	41.02	76.02
				2/4/2023	OFFICE SUPPLIES A/C #8983	35.00	
55069	2/24/2023	025959	OMNI ENTERPRISE INC	8/19/2022	JULY 2022 JANITORIAL SERV	1,100.00	1,100.00
				9/8/2022	AUG 2022 JANITORIAL SERV	1,100.00	1,100.00
				10/27/2022	SEPT 2022 JANITORIAL SERV	1,100.00	1,100.00
				11/14/2022	OCT 2022 JANITORIAL SERV	1,100.00	1,100.00
				12/19/2022	NOV 2022 JANITORIAL SERV	1,100.00	1,100.00
				1/5/2023	DEC 2022 JANITORIAL SERV	1,100.00	1,100.00
				2/7/2023	JAN 2023 JANITORIAL SERV	1,100.00	7,700.00
55070	2/24/2023	015190	PAYFLEX SYSTEMS, USA	2/24/2023	125 MED SECTION 125 MED-	36.50	36.50
55071	2/24/2023	007028	PICO VETERINARY CLINIC	2/10/2023	2/6 & 2/8 WILDLIFE EUTHANA	25.00	25.00
55072	2/24/2023	000635	SAN CLEMENTE CITY EMPLO	2/24/2023	DUES SCCEA - CASA: PAYMI	70.00	70.00
55073	2/24/2023	000768	SAN CLEMENTE CITY WATER	2/8/2023	12/22-01/26/23 WATER SERVI	677.25	677.25
55074	2/24/2023	003348	SAN CLEMENTE VETERINARY	2/14/2023	SHELTER WILDLIFE EUTHAN	32.10	32.10
55075	2/24/2023	034957	SIGNATURE PAINTING INC	2/8/2023	PAINTING @ CASA	3,500.00	3,500.00
55076	2/24/2023	032513	SKYLINE PEST CONTROL	2/15/2023	PEST & RODENT CONTROL	260.00	260.00
Sub total for BANK OF THE WEST:						25,878.63	

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 \$52,156.24 dated 03/10/2023

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER



Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
926	3/10/2023	000964	CALPERS	1000000170877	2/14/2023	MEDICAL PREMIUMS	2,913.86
927	3/10/2023	004156	CALIF, STATE OF, EMPLOYM	Ben2523980	3/10/2023	STATE TAX - CASA: PAYMEN	696.70
928	3/10/2023	000010	CALIF, STATE OF, EMPLOYM	Ben2523982	3/10/2023	SDI INS - CASA: PAYMENT	153.62
929	3/10/2023	001819	FEDERAL WITHOLDING TAX	Ben2523978	3/10/2023	FED TAX - CASA: PAYMENT	2,500.80
55077	3/10/2023	034565	AMAZON BUSINESS	1Y73-YW3T-3W	3/1/2023	MEDICAL SUPPLIES	150.42
55078	3/10/2023	027238	CALPINE ENERGY SOLUTION	2305400176455	2/23/2023	ELECTRICITY A/C #281214	860.28
55079	3/10/2023	019216	FRIEDMAN, DANA	220000192082	2/24/2023	PIG FOOD	27.54
55080	3/10/2023	035118	GILLETTE, JENNIFER	119300	1/13/2023	SPAY/NEUTER DEPOSIT REF	50.00
55081	3/10/2023	000642	GREAT-WEST TRUST COMPA	Ben2523968	3/10/2023	MISC PENSION - CASA: PAY	4,550.30
55082	3/10/2023	014126	HARBOR POINTE AIR CONDIT	46347	3/2/2023	CONTRACTED MAINTENANC	317.34
55083	3/10/2023	020868	KEPPLER, JOHN	306500206125	3/6/2023	PIG FOOD REIMBURSEMENT	13.47
55084	3/10/2023	028502	KT ENTERPRISES	613	2/20/2023	ADMIN HEARINGS/CD DUPLI	610.00
55085	3/10/2023	003619	MISSION SQUARE-302452	Ben2523972	3/10/2023	DEF COMP DEF COMP/ICMA	2,275.00
55086	3/10/2023	034976	MISSION SQUARE-306379	Ben2523974	3/10/2023	DEF COMP/ICMA-CASA: PAY	443.04
55087	3/10/2023	035110	NATURE CARE	20531	3/2/2023	CONTRACT MAINTENANCE S	600.00
55088	3/10/2023	015190	PAYFLEX SYSTEMS, USA	Ben2523976	3/10/2023	125 MED SECTION 125 MED-	36.50
55089	3/10/2023	021715	READYREFRESH BY NESTLE	03B6701996031	2/28/2023	ACCT #6701996031 DRINKING	7.52
55090	3/10/2023	000635	SAN CLEMENTE CITY EMPLO	Ben2523970	3/10/2023	DUES SCCEA - CASA: PAYM	70.00
55091	3/10/2023	003655	SAN CLEMENTE, CITY OF	MAR2023	3/1/2023	MONTHLY INTERFUND CHAR	28,799.17
55092	3/10/2023	001174	SAN DIEGO GAS & ELECTRIC	030123CASA	3/1/2023	0055908393705 DISTRIBUTIO	1,402.76
55093	3/10/2023	034957	SIGNATURE PAINTING INC	2023-19	2/27/2023	DOG KENNELS #1	3,600.00
55094	3/10/2023	002755	SOUTH COAST DISTRIBUTINC	298586	2/28/2023	SUPPLIES	419.26
55095	3/10/2023	003204	SOUTHERN CALIF GAS CO, I	N022723CASA	2/27/2023	09265871351 GAS SERVICES	873.92
55096	3/10/2023	000976	TURBO DATA, INC	39629	2/28/2023	CITATION PROCESSING	784.74

Sub total for BANK OF THE WEST:

52,156.24

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 \$19,950.69 dated 03/24/2023

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER



FinalCheck List
SAN CLEMENTE

apChkLst
03/23/2023 12:55:03PM

Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
930	3/24/2023	003879	CALPERS	3/8/2023	CASA ACTUARIAL VALUATION	1,800.00	1,800.00
931	3/24/2023	000010	CALIF. STATE OF. EMPLOYME	3/24/2023	SDI INS - CASA: PAYMENT	153.35	153.35
932	3/24/2023	004156	CALIF. STATE OF. EMPLOYME	3/24/2023	STATE TAX - CASA: PAYMEN	653.58	653.58
933	3/24/2023	001819	FEDERAL WITHOLDING TAX	3/24/2023	FED TAX - CASA: PAYMENT	2,376.37	2,376.37
55097	3/24/2023	034565	AMAZON BUSINESS	3/6/2023	SUPPLIES	16.28	16.28
55098	3/24/2023	024030	BAY ALARM COMPANY	2/15/2023	MONITORING SERVICE	35.00	35.00
55099	3/24/2023	024972	BEST BEST & KRIEGER LLP	2/28/2023	LABOR/EMPLOYMENT CASA	390.50	390.50
55100	3/24/2023	010599	CALIFORNIA ANIMAL WELFA	11/17/2022	2023 MEMBERSHIP DUES	250.00	250.00
55101	3/24/2023	027238	CALPINE ENERGY SOLUTION	3/14/2023	ELECTRICITY A/C #281214	718.37	718.37
55102	3/24/2023	000642	GREAT-WEST TRUST COMPA	3/24/2023	MISC PENSION - CASA: PAY	4,550.30	4,550.30
55103	3/24/2023	004706	HILL'S PET NUTRITION, INC	2/9/2023	DOG/CAT FOOD	274.18	
				2/15/2023	DOG/CAT FOOD	89.71	
				2/28/2023	DOG/CAT FOOD	89.60	
				2/2/2023	DOG/CAT FOOD	74.67	
				2/2/2023	DOG/CAT FOOD	14.77	
55104	3/24/2023	003619	MISSION SQUARE-302452	3/24/2023	DEF COMP DEF COMP/ICMA	2,275.00	2,275.00
55105	3/24/2023	034976	MISSION SQUARE-306379	3/24/2023	DEF COMP/ICMA-CASA: PAYM	371.62	371.62
55106	3/24/2023	001207	ODP BUSINESS SOLUTIONS	3/7/2023	OFFICE SUPPLIES A/C #8983	81.06	
				1/30/2023	OFFICE SUPPLIES A/C #8983	26.93	
				1/30/2023	OFFICE SUPPLIES A/C #8983	16.15	
55107	3/24/2023	025959	OMNI ENTERPRISE INC	3/10/2023	JANITORIAL SERVICES	1,100.00	1,100.00
55108	3/24/2023	015190	PAYFLEX SYSTEMS, USA	3/24/2023	125 MED SECTION 125 MED-	36.50	36.50
55109	3/24/2023	000635	SAN CLEMENTE CITY EMPLO	3/24/2023	DUES SCCEA - CASA: PAYM	70.00	70.00
55110	3/24/2023	000768	SAN CLEMENTE CITY WATER	3/9/2023	WATER SERVICE	522.75	522.75
55111	3/24/2023	034957	SIGNATURE PAINTING INC	3/17/2023	DOG KENNEL, SIDE 2	3,600.00	3,600.00
55112	3/24/2023	032513	SKYLINE PEST CONTROL	3/15/2023	PEST & RODENT CONTROL	260.00	260.00
55113	3/24/2023	029259	VERIZON CONNECT NWF INC	2/15/2023	100000087647 MONTHLY SER	52.00	104.00
				3/15/2023	100000087647 MONTHLY SER	52.00	
Sub total for BANK OF THE WEST:						19,950.69	

21 checks in this report.

Grand Total All Checks: 19,950.69



Coastal Animal Services Authority JPA Meeting Memorandum/Report

TO: JPA Board
FROM: Jennifer Stinett, Animal Services Supervisor
DATE: April 3, 2023
RE: Policy and Procedure Update
Policy 6: Euthanasia

BACKGROUND:

CASA JPA Board has adopted a Policy and Procedure document that has been updated periodically since the inception of the Joint Power Authority. It is the intent of CASA staff to review all these policies and procedures to make suggestions for updates and changes to these documents. Staff will be bringing these to the Board for review over the next few meetings.

At the February 6, 2023 JPA Meeting the Board directed staff to update the language in the CASA Euthanasia Policy to reflect CASA's commitment to operating as a no kill facility.

DISCUSSION:

To be considered no kill, a shelter or rescue has to maintain at least a 90% placement rate for the animals in their care. CASA easily meets this definition. The language change is reflected in Supporting Document A, the updated Policy 6 on Euthanasia.

RECOMMENDED ACTION:

The Board adopt the updated Policy 6.

FISCAL IMPACT:

None

SUPPORTING DOCUMENTS:

Attachment A: Updated CASA Policy and Procedure *Euthanasia Policy*



Coastal Animal Services Authority Policy and Procedure

Subject: Euthanasia Policy	Index: General Number: 6
Effective Date: April 3, 2023	Prepared By: Jennifer Stinett
Supersedes: June 27, 2005	Approved By: CASA Board of Directors

PURPOSE

To establish a no kill policy and procedure for the care and treatment of animals within the jurisdiction of the Coastal Animal Services Authority.

POLICY

The SCDP Animal Shelter operated by the Coastal Animal Services Authority will adhere to the following no kill policy for the care and treatment of all animals at the SCDP Animal Shelter. This policy means that no animal shall be destroyed or euthanized except under and limited to the following circumstances:

1. Shelter General Manager or, in his or her absence, their designee have sole responsibility and discretion:

- A. Cats:
 - a. Test positive for Feline Leukemia
 - b. Due to severe injuries or disease a veterinarian determines it would be inhumane not to euthanize to prevent further suffering

- B. Dogs:
 - a. Due to severe injuries or disease a veterinarian determines it would be inhumane not to euthanize to prevent further suffering

- C. Other domesticated animals (rabbits, rats, birds, pigs, reptiles, etc.):
 - a. Tests positive for contagious fatal disease
 - b. Due to severe injuries or disease a veterinarian determines it would be inhumane not to euthanize to prevent further suffering

- D. Wildlife:
 - a. Tests positive for contagious fatal disease

 - b. Due to severe injuries or disease a veterinarian determines it would be inhumane not to euthanize to prevent further suffering

2. Circumstances requiring confirmation from PPF Care & Evaluation Chairman only:

- A. Dogs: Extremely aggressive bites, propensity to bite, or is a danger to other animals or persons
- B. Cats: Extremely aggressive bites, propensity to bite, is a danger to other animals or persons, or is deemed feral

3. All other circumstances requiring consideration for euthanasia will be referred to the PPF Care & Evaluation Committee.

Such committee will not withhold its recommendation unreasonably. Rules of conduct and procedures for the PPF Care & Evaluation Committee shall be established in written format. Monthly health and behavior reports will be submitted to CASA management and PPF Board of Directors for review and meetings shall be held as needed.

OPERATIONAL ISSUES

The Operational portion of the above no kill policy is determined from two additional documents. One, the Operational Agreement between CASA and the PPF finalized June 27, 2005 and the PPF Care and Evaluation Committee Charter approved by the PPF Board of Directors September 21, 2005.

The CASA/PPF Operational Agreement states that the SCDP Shelter Director has the final determination to determine the adaptability of any animal at the shelter.

Should the Director determine an animal is unsuitable for adoption because of bites, propensity to bite or is a danger to other animals or persons, the CASA Shelter Director, or their designee, may seek confirmation of euthanasia via a written request from the PPF Care and Evaluation Committee Chairperson.

- The written request shall include copies of all written evaluations and observations of the animal.
- If the PPF Care and Evaluation Committee Chairperson does not confirm a written request for euthanasia from the CASA Shelter Director, the euthanasia request will be brought before the entire PPF Care and Evaluation Committee at their next regularly scheduled meeting for a decision. As outlined in Section #3 of the PPF Care and Evaluation Charter (attachment #1) entitled "voting", it indicates euthanasia decisions shall require a simple majority vote of the (3) C&E committee volunteers (the C&E Chairperson will not participate in this vote). If the Care and Evaluation Committee does not confirm the request for euthanasia, the Shelter Director shall be notified within two business days.
- The Shelter Director and the PPF Chairman will attempt in good faith for a period of not less than fifteen (15) days to resolve any disagreement regarding the decision to euthanize the animal. If the Shelter Director and the PPF Chairman are not able to resolve the disagreement the Shelter Director has the option to resolve the issue by utilizing either one of the following two alternatives.

- A. Commencing November 1, 2005, the CASA Shelter Director may request that PPF

adopt such animal and upon such request, PPF shall adopt the animal, and will assume all rights and responsibilities for future care, training and ultimate disposition of the animal after adoption. PPF has ten working days from the date of the CASA Shelter Director's request to remove the animal from the CASA Shelter facility and CASA agrees to waive any adoption fees and other expenses associated with the animal. The Shelter Director is limited to utilizing this alternative to no more than four times per calendar year, and to no more than one time per calendar quarter.

- B. The CASA Shelter Director may request that the euthanasia issue of a particular animal be settled by binding arbitration in Orange County, California. Any such arbitration shall be conducted in accordance with the then prevailing commercial arbitration rules of JAMS/Endispute. For additional details see section 3(b), Adaptability-Binding Arbitration page 9 of the CASA PPF Operational Agreement.