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# SOUTHWEST COMMUNITY FINANCING AUTHORITY

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## MINUTES OF ANNUAL MEETING

October 4, at 2:00 p.m.

Murrieta City Council  
Chambers 1 Town Square  
Murrieta, CA 92562

### Members Present:

Randy Bonner	City of Canyon Lake
Natasha Johnson	Vice Chairperson, City of Lake Elsinore
Mayor Kelly Seyarto	Chairperson, City of Murrieta
Marsha Swanson	City of Wildomar
Kevin Jeffries	County of Riverside, First Supervisorial District

### Members Absent:

James Stewart	City of Temecula
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Staff and Guests were also present at the meeting

### 1. CALL TO ORDER

The Southwest Communities Financing Authority (SCFA) Board of Directors meeting was called to order at 2:00 p.m. The following board members were present: Randy Bonner of City of Canyon Lake, Mayor Kelly Seyarto, Marsha Swanson of the City of Wildomar, and Supervisor Kevin Jeffries of Riverside County. The group led all in the flag salute. Kevin Jeffries of the County of Riverside arrived at 2:12 pm. Natasha Johnson of the City of Lake Elsinore arrived late at 2:16 p.m. Member James Stewart was absent.

### 2. MEMBER COMMENTS

None.

### 3. APPROVAL OF MEETING MINUTES

Member Swanson made a motion to approve the meeting minutes of May 16, 2019. This was seconded by Member Randy Bonner. All others were in favor and the motion passed.

### 4. PROGRAM ADMINISTRATOR UPDATE

Brian Nestande informed the Program Administrator Update would be provided later during the discussion items.

### 5. AFV SHELTER UPDATES

A) Introduction of Executive Director Monica Wylie

Monica Wylie **introduced herself as the new** Executive Director of Animal Friends of the Valley and shared that she is from the Seattle Washington area.

**6. DISCUSSION ITEMS:**

**A) AFV Updates from May 16, 2019 Board of Directors Meeting**

At the last SCFA Board of Directors Annual Meeting on May 16, 2016, Animal Friends of the Valley was directed to report back on ten key areas: meetings/seminars/convention Budget, merit Increases/cost of living adjustment, Operations Manager position, turf replacement, exterior cameras, RFP for website, dollar amount and established goals of Donor Developer, business plan for thrift store, cost for animal supplies and equipment, and Menifee as JPA member. There was a concern about budget increases and justification for costs was requested. Additional details were presented by Kris Anderson and Tammi Boyd of Animal Friends of the Valleys (AFV).

Ms. Anderson shared the Meeting Seminar Convention Budget document, which provided additional details about costs. This was discussed by all.

Ms. Boyd presented a detailed outline for the employee merit increases and cost of living costs. Of 53 employees, a total of 20 were given merit increases in July 2019. Of these 53 employees, approximately 27 will have mandatory raises on January 1, 2020. She explained that at that time it will be mandatory that new employees start at \$13/hour. However, some existing employees are earning \$13/hour. It would be inappropriate to start new employees at the same rate that existing employees are earning and not increase the earnings of existing employees. As a result, the budget request for merit and mandatory increases results in \$143,000 needed to cover these costs.

A training matrix was previously provided outlined both mandatory and non-mandatory trainings.

The Operations Manager position has not yet been filled. The goal was to wait until the new Executive Director was in place and had a complimentary set of skills.

The turf in the back courtyard needed to be replaced. The quote was for \$40,000 and this was requested. However, the project was done for only \$13,000. As a result, there was a savings on this line item.

Currently, there is \$15,000 budgeted for the exterior cameras. It was proposed that the savings from the turf replacement be used to update the interior cameras as well. The cost estimate is \$25-\$26,000 for both exterior and interior cameras.

County Counsel was consulted and informed that a motion can not be made to move on an item that is not on the agenda. However, the contract allows AFV to make adjustments between line items at its discretion, provided that the changes do not change the total budget amount would be covering. However, if there will be an increase needed over that which was allotted, then this would need to be requested in writing. Regarding the cameras, the agreement states that building exterior security should be taken from the AFV budget. After some discussion, it was determined that AFV could move forward with this.

The RFP on the website was on hold until the new Executive Director was in place. Ms. Wylie shared that she has spoken to several companies to acquire some basic information and an RFP is being prepared. The quotes have been between \$125/hour to for the work and 40 hours of work needed on

the website.

Ms. Wylie reported that the Donor Developer has a preliminary plan. She is looking for ways to increase the number of donors, donor retention, and the amount that donors are providing. For example, those who give \$10/month, the goal is to increase this to higher giving amount. There are many ideas for a number of community events. A fundraising dog walk at Launch Point in Lake Elsinore with vendors and sponsors is one idea for last spring 2020.

Member Johnson shared that the Budget Subcommittee requested that more information be provided on these ten specific line items. The intent was to not just report on them but to provide justification for their costs.

Approximately one year ago, the Wildomar Chamber of Commerce merged with the Murrieta Chamber of Commerce. An idea was to acquire back the building next to the shelter and create a thrift store. The Budget Subcommittee requested that a business plan be in place for this. The building is owned by the water district and is historically significant. AFV is still trying to evaluate whether this would be a good idea to follow through with.

Ms. Swanson confirmed that it is a historical building and was an early schoolhouse. More research would have to be done and consultation with others would have to take place.

The historical society would like to retain the building. However, it does not have the funding to do this. There are many repairs that must be done including addressing the termite, foundation, and roofing issues and these can be quite costly. It could possibly cost \$150,000 or more to make the building a safe, usable space. The foundation issue must be addressed before the roof can be done. It is also important that the roof issue be addressed before the rain season comes, as more damage could occur.

It was discussed that previously it was unclear what animal supplies and equipment entailed. As a result, a breakdown of the costs for animal supplies and equipment was provided and reviewed.

A discussion on Menifee as a JPA member was held. Member Johnson explained that Menifee was not part of the original JPA. It is believed that the city is paying a flat fee for services which includes rental space. It may be unfair to the JPA to carry the cost for all, while Menifee has a flat fee.

Ms. Anderson clarified that Menifee is not part of the shelter. There is an animal control contract in place with Menifee. AFV uses its staff to sell licenses. No stray animals are housed at the shelter. All are taken to a location in San Jacinto. If a public person brings an animal to the shelter then it is taken as a non-profit out-of-area costs. There are some costs that the Menifee contract pays for, but it the overall amount that all others are paying for to house the animals.

Member Johnson shared that the want is to be a good partner with the community and sister cities. However, it is important to know if costs are being recouped appropriately. This is the reason why a fee study was suggested. This would be the next step.

Ms. Anderson inquired with Member Jeffries if the San Jacinto Animal Shelter would stay open, as this is where the animals are currently going. Supervisor Jeffries informed that this would be a decision that Supervisor Washington will need to make. Funds are needed and a decision has not yet been made.

## **B) Fee Study**

Brian Nestande, Program Administrator, reported that a fee study will need to be done to determine if costs are being recovered appropriately from the City of Menifee. The second part of this is determining if costs for services, such as licensing, are appropriate. It was quite unclear how the fees were established as they varied between cities. This was to be performed by AFV and presented at this meeting. However, County Counsel was trying to determine who would be the most appropriate party to complete the fee study. This question has not yet been resolved.

One the most appropriate party to complete this is determined, an RFP would be done and the suggested vendor would be presented at the meeting in May with a contract and costs. The board would decide to approve or not approve at that time.

Ms. Anderson stated that it would be best to do this as soon as possible, as the city contracts must be in place by January 1, 2020. It would be helpful to have the fee study completed before a discussion on the contracts are held. She requested if a special meeting could be performed to move this process along more rapidly. All agreed that could be done, if needed.

**7. Public Comments**

No comments.

**8. ADJOURNMENT**

The Board adjourned the meeting at 2:38 p.m. to its regular meeting scheduled for October 4, 2019 at 2:00 P.M., at the Murrieta City Council Chambers, 1 Town Square, Murrieta, CA 92562