



ANIMAL RESOURCE CENTER OF THE INLAND EMPIRE

Regular Animal Resource Center of the
Inland Empire Board Meeting
DECEMBER 2, 2025

*Ontario City Hall
303 E. B St. Ontario, CA 91764*

CHAIR PAUL S. LEON • VICE CHAIR CURTIS BURTON
DIRECTORS JOHN DUTREY • CURT HAGMAN • PETER ROGERS

SECRETARY CLAUDIA Y. ISBELL • TREASURER/CONTROLLER ARMEN HARKALYAN
EXECUTIVE DIRECTOR CLINTON THACKER • BOARD ATTORNEY NICHOLAUS NORVELL

WELCOME TO A MEETING OF THE ANIMAL RESOURCE CENTER OF THE INLAND EMPIRE

All documents for public review are on file with the Records Management/City Clerk's Department located at 303 East B Street, Ontario, CA 91764.

To submit written public comments online, please fill out the [Public Comment Form](#). The public comment submission window opens at the time the agenda is published and remains open until 4:00 p.m. on the day before the meeting. All comments received during the public comment submission window will be provided to the Board for consideration before action is taken on the matter and will be entered into the record.

Anyone wishing to speak in person during public comment or on a particular item will be required to fill out a blue slip. Blue slips must be turned in prior to public comment beginning or before an agenda item is taken up. The Secretary will not accept blue slips after that time. Speakers will be alerted when they have 1 minute remaining and when their time is up. Speakers are then to return to their seats and no further comments will be permitted.

In accordance with State Law, remarks during public comment are to be limited to subjects within Board's jurisdiction. Remarks on other agenda items will be limited to those items. Remarks from those seated or standing in the back of the chamber will not be permitted. All those wishing to speak including Board and Staff need to be recognized by the Chair before speaking.

ACCOMMODATIONS

If you need special assistance or accommodations to participate in this meeting, please contact the Ontario City Clerk's office at 909-395-2009. Notification of 48 hours prior to the meeting will help the City make reasonable arrangements. Equipment for the hearing impaired is available in the Records Management Office.

ORDER OF BUSINESS

The regular Animal Resource Center of the Inland Empire meeting begins with Public Comment at 8:00 a.m.

CALL TO ORDER (OPEN SESSION)

8:00 A.M.

ROLL CALL

Leon, Burton, Dutrey, Hagman, Rogers

PLEDGE OF ALLEGIANCE

Director Dutrey

PUBLIC COMMENTS

8:00 A.M.

The Public Comment portion of the Board meeting is limited to 30 minutes. An opportunity for further Public Comment may be given at the end of the meeting. Under provisions of the Brown Act, Board is prohibited from taking action on non-agenda public comments.

As previously noted -- if you wish to address the Board, fill out one of the blue slips at the rear of the chambers and give it to the Secretary.

AGENDA REVIEW/ANNOUNCEMENTS

The Executive Director will go over all updated materials and correspondence received after the Agenda was distributed to ensure Board Members have received them. He will also make any necessary recommendations regarding Agenda modifications or announcements regarding Agenda items to be considered.

INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

Agenda item contractors, subcontractors and agents may require member abstentions due to conflict of interests and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR will be enacted by one motion in the form listed below – there will be no separate discussion on these items prior to the time Board votes on them, unless a member of the Board requests a specific item be removed from the Consent Calendar for a separate vote.

1. APPROVAL OF MINUTES

Minutes of the regular meeting of the Animal Resource Center of the Inland Empire of October 7, 2025, and the cancelled regular meeting of November 4, 2025, and approving the same as on file in the Records Management Department.

ATTACHMENT: [20251007 Minutes \(Not Official Until Approved\).docx](#)

ATTACHMENT: [20251104 C Meeting Minutes \(Not Official Until Approved\).docx](#)

2. APPROVAL FOR HIRING OF TWO REGISTERED VETERINARY TECHNICIAN POSITIONS

That the Board of Directors approve the hiring of two Registered Veterinary Technician Positions to support Animal Resource Center of the Inland Empire operations.

3. CANCELLATION OF THE SUBLEASE AGREEMENT BETWEEN THE ANIMAL RESOURCE CENTER OF THE INLAND EMPIRE AND THE CITY OF ONTARIO

That the Board of Directors authorize the Executive Director, or his designee, to cancel the sub-lease agreement between the Animal Resource Center of the Inland Empire as the sub-lessee and the City of Ontario as the sub-lessor for the permanent animal services center site located at 13107-13131 South Campus Avenue, Ontario, California.

4. APPROVAL OF A PRE-AUTHORIZED LIST OF VETERINARY AND MEDICAL SUPPLY VENDORS

That the Board of Directors approve the pre-authorized list of Authorized Veterinary and Medical Supply Vendors.

ATTACHMENT: [ARC Approved Veterinary and Medical Supply Vendor List.pdf](#)

5. AUTHORIZE A CHANGE ORDER TO THE CONSTRUCTION CONTRACT WITH JRH CONSTRUCTION COMPANY, INC. FOR THE ANIMAL SERVICES CENTER OF THE INLAND EMPIRE TEMPORARY ANIMAL SERVICES CENTER

That the Board of Directors authorize the Executive Director, or his designee, to execute Change Order No. 6 to the Construction Contract with JRH Construction Company, Inc., of Irvine, California, in the amount of \$367,954, for a revised total not-to-exceed contract amount of \$4,837,642.

ATTACHMENT: [Change Order 6 Form - JRH 11-10- -25.doc](#)

6. APPROVAL OF UPDATED AUTHORIZED POSITION LIST FOR THE ANIMAL RESOURCE

CENTER OF THE INLAND EMPIRE

That the Board of Directors approve the authorized position list necessary for Animal Resource Center of the Inland Empire operations and establish salary ranges for the identified positions.

ATTACHMENT: [ARC Authorized Position List 11-25-25.pdf](#)

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

7. A RESOLUTION OF THE ANIMAL RESOURCE CENTER OF THE INLAND EMPIRE DESIGNATING A REGULAR MEETING CADENCE

That the Board of Directors adopt a Resolution designating a meeting cadence for the Animal Resource Center of the Inland Empire.

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANIMAL RESOURCE CENTER OF THE INLAND EMPIRE, SAN BERNARDINO COUNTY, CALIFORNIA, DESIGNATING THE REGULAR MEETING SCHEDULE.

ATTACHMENT: [20251205 ARC-Resolution-Meeting Schedule](#)

STAFF MATTERS

Executive Director Clinton Thacker

BOARD MATTERS

Chair Leon
Vice Chair Burton
Director Dutrey
Director Hagman
Director Rogers

CLOSED SESSION PUBLIC COMMENT

The Closed Session Public Comment portion of the Animal Resource Center of the Inland Empire meeting is limited to matters appearing on the Closed Session.

CLOSED SESSION

GC 54957 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

ATTACHMENT: [20251202 Closed_Session.docx](#)

REPORT ON CLOSED SESSION

Board Attorney

ADJOURNMENT
