

SPECIAL CALL MEETING
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD
Wednesday, April 6, 2016 at 1:00 PM

MEETING LOCATION:

Williamson County Regional Animal Shelter, Community Room
1855 SE Inner Loop, Georgetown, Texas 78626

Minutes:

BOARD MEMBERS

Cedar Park, Business Services Director, Daron Butler, Chairperson	Leander, Asst Chief of Police Jeff Hayes
Williamson County Commissioner, Valerie Covey	Hutto Assistant City Manager, Micah Grau
Round Rock, Asst Finance Director Lorie Lankford	

1. Call to Order

-Daron Butler called the meeting to order at 1:10PM.

2. Roll Call All board members present

Visitors: Kim Waters, Pflugerville Volunteer, Julie Kiley, Williamson County Auditor's Office, Gary Wilson, Williamson County Maintenance

3. Citizen Comments – none

4. Board Opening Comments – none

5. Approval of Minutes – Feb 3, Feb 25, Mar 10, 2016

Commissioner Covey moved to approve all 3 sets of minutes, Micah Grau seconded. Minutes approved.

6. Director's Report

- a. Handout presented with intakes per jurisdiction reviewed.
- b. There was an incident at Petsmart Georgetown offsite adoptions where a shelter dog escaped from a pen and bit another dog. \$704.00 was paid out for medical bills for the customer's dog.
- c. Recent court case in Houston reviewed involving determination of ownership of a dog transferred to a rescue and reclaimed by original owner. Impact of the ruling on shelter custody and ownership of incoming animals was discussed. Shelter director suggested that the individual cities create an ordinance defining custody after stray/hold period. Future bills outlining confidentiality of adopter information in relation to FOI will also impact the shelter and adopters. Shelter director will provide board members with the sponsor and bill number of recent bill that was written but not passed.
- d. Shelter director attended a recent hearing with Texas Board of Veterinary Medical Examiners (TBVME) regarding scope of treatment and vaccination of animals with no known owner in animal shelters. The possible need for a staff veterinarian at the shelter was discussed.
- e. Woof Walk and Wrun & Cat Nap Challenge Fundraiser is coming up on April 30. It is a major annual fundraiser for the shelter medical fund. Board members showed their support with donations and sponsorship.

7. Discuss and/or take action on Pflugerville's future participation in WCRAS – Brandon Wade

- a. Brandon Wade thanked the board for their time and consideration of Pflugerville's possible participation. He acknowledged the decline for Pflugerville's participation at this time.

8. Discuss and/or take action on the 2016/2017 budget

- a. Handouts were presented including 2016-2017 budget worksheet and explanation of proposed changes and revised personnel requirements.

- b. Time frame for adding staff vet is projected by director to be 2018 when there will be clinic space and also probable clarification in the TBVME ruling on treating stray/hold shelter pets.
- c. Reclassification of the Animal Behaviorist position was discussed including an update to the job qualifications and salary.
- d. The sustainability of the Offsite Adoption Counselor position and current tracking of salary vs. revenue generated was reviewed.
- e. The need for establishing a 5% contingency fund for shelter emergencies was discussed including the different origins and location of those funds
- f. Commissioner Covey made a motion that the budget be accepted as proposed by the shelter director. Daron Butler seconded the motion. All were in favor. 2016/2017 budget approved

9. Discuss and/or take action on Remodel and Expansion of the Shelter

- a. It is estimated that architects Jackson & Ryan will report their projected costs two weeks from now.
- b. Handouts were presented outlining Animal Capacity comparing Current, Phase I and Phase II. The phasing costs and capacity in stages was included. The board requested that shelter director send out construction vs. design costs listed out for each entity.
- c. Future operating costs and personnel costs were discussed.
- d. The following will be provided:
 - i. List of contractors and comments from Wilco on undivided interests/ownership
 - ii. Document of costs from Jackson & Ryan in 2 weeks
 - iii. Clean ILA with an Addendum sent out to board which can be voted on at May board meeting.

10. Discuss and/or take action on revision of the Interlocal Agreement

- a. Charlie Crossfield's revisions to the ILA that were recently emailed to the board members were reviewed. Micah Grau explained his proposed changes regarding defining county/partner responsibilities and references to the original facility as opposed to the future expansions.
- b. It was decided that Charlie will be asked to do a clean addendum incorporating the board's revisions. Money flow and payments need to be mapped out clearly. Ownership definition needs to be clarified for the county's current asset/debt listing as undivided interest has bearing on the current Williamson County bond.

11. Adjourn

The meeting was adjourned at 3:45PM. Next shelter board meeting is scheduled for Monday, May 16, 2016 at 2PM

PASSED AND APPROVED THIS _____ DAY OF MAY, 2016

Daron Butler, Chairperson

Linda Gunter, Secretary