

REGULAR MEETING
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD
Monday, April 14 2014

MEETING LOCATION:

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

Minutes:

BOARD MEMBERS

Cedar Park Director of Community Affairs, Katherine Woerner, Chairperson	Leander, Asst Chief of Police Jeff Hayes
Williamson County Commissioner, Valerie Covey	Hutto Assistant City Manager, Micah Grau
Round Rock, Asst City Manager, Bryan Williams	

1. Call to Order

-Katherine Woerner called the meeting to order at 2:00 PM

2. Roll Call

-Board members present: Cedar Park Dir of Comm Affairs, Katherine Woerner, Hutto, Asst City Manager Micah Grau, Leander, Assistant Chief of Police Jeff Hayes, Williamson County Commissioner, Valerie Covey, Round Rock Asst City Manager Bryan Williams -Absent

Visitors Present: Robert Space, Wilco Purchasing, Gary Wilson, Wilco Facilities Maintenance

3. Citizen Communications- none

4. Board Opening Comments - none

5. Approval of Minutes: March 3, 2014

-Motion made by Commissioner Covey to approve. Seconded by Micah Grau.
Minutes from March 3, 2014 approved

6. Director's Report

- a. Incidents – There was one cat bite of an employee that got infected and the employee ended up in hospital.
- b. The Woof Walk and Wrun 5K fundraiser will be Sunday April 27 at Berry Springs Park in Georgetown. Close to \$3000.00 in sponsorships has been collected so far.
- c. Misty Valenta has been working on the annual ASPCA national challenge. The shelter will participate in this event that awards many cash prizes including a \$100,000.00 grand prize.

- d. The shelter director has been looking for a veterinarian for the shelter Advisory Board. No local vets have responded yet. Letters will be sent out to area vets.

7. Discussion and/or action on installing the irrigation for the play yards.

- a. Christie Stromberg from Wilco Facilities Maintenance department is currently getting a layout from landscaping company Red and White. There is currently approximately \$27,000.00 available in the Dog Park donation fund. That would cover the costs of the irrigation system. Boy Scout troops completed a walking path. Other troops are willing to donate shrubbery but we cannot go forward with this until the irrigation system is completed. Micah Grau moved to approve use of dog park donations to complete the irrigation. Katherine Woerner seconded the motion. Motion unanimously approved.

8. Discuss and/or action on budget FY2014-2015

- a. Handouts were presented outlining the FY2014-2015 budget including handout explanation of the budget worksheets. Budget figures in blue print represent the basic budget with essentials added. Total proposed is \$1,462,518.12. Additional \$7500.00 will need to be added for replacement of air conditioning unit for Adoption 2 building. \$25,486.00 was added for preventative programs discussed throughout the past year(s) including spay/neuter surgeries for free roaming cats, pet tags and free microchipping for animals in the community, spay/neuter vouchers for the public to use at local vets.
- b. Timing of shelter budget approval was discussed and how it fits into the participating entities individual budget process. It was concluded that the By-Laws for the regional shelter need to be changed so that the current budget approval date of March is changed to May each year. Wilco budget officers need to verify shelter board approval of proposed shelter budget first before they can work with the numbers to finalize the budget
- c. New personnel requested include an Offsite Adoption Counselor, Surgery Vet Tech, and changing existing 2 part time Admin Specialists to full time employees. Katherine Woerner pointed out that \$30,000.00 can be subtracted from the part time salaries listed on the budget worksheet due to that amount already being included in the proposed personnel cost. She also suggested that maybe shelter can look at making one PT Admin Specialist position fulltime instead of both of them.
- d. A handout outlining costs and projected revenue for adding an Offsite Adoption Counselor was reviewed. Based on an average of 350 adoptions per year the position should generate \$5031.19 in added revenue. Misty Valenta is currently applying for a grant to subsidize a contract temp offsite adoption counselor. Shelter director proposed that funding could be taken from the existing general donation fund which totals approximately \$80,000.00. Commissioner Covey motioned that the offsite counselor salary be taken out of this general donation fund for a 3 month period (totaling approximately \$6500.00) and that the costs vs. revenue numbers be evaluated on an ongoing basis. Continuation can be

evaluated after this 3 month trial period. Katherine Woerner seconded the motion. Motion unanimously approved.

- e. The shelter budget needs to be entered in the Wilco Budget Center between April 17 and May 1. Director can put in contingent budget numbers and then obtain final numbers in May 14 shelter board meeting. Commissioner Covey motioned that board approve addition of one surgical tech, offsite adoption counselor (paid for through general donation fund), and changing one existing PT Admin Specialist position to FT Admin Spec. Katherine Woerner seconded. Preventative programs will be monitored on an ongoing basis to see if it is cost effective. A public donation subcategory (similar to the Dog Park Fund) will be earmarked. Shelter Director will edit numbers to add the \$7500.00 for the HVAC unit and decrease the \$30,000.00 from the personnel salaries.
- f. Additionally, Shelter Director agreed to add the cities portion of the \$105,000.00 (minus \$50K from Wilco) shared cost to the Capital Sharing Sheet.

9. Discuss and/or action on shelter expansion including RFQ for consultant

- a. RFQ handout was presented by Bob Space. The scope of this RFQ Phase I will be Programming and Schematic Design. Shelter director has researched a couple of sources that indicate prices could range between \$20 and \$30,000.00. This is based on figures from Austin Animal Center and Shelter Planners of America. Commissioner Covey asked if this is good use of the 30K to get an expansion concept defined.
- b. Board proposed that a capital improvement fund be created for the cities next budget year with Wilco funding the Phase I cost per RFQ up front. Money left over in this capital fund would roll over year to year. Wilco will provide the initial approximate \$30K for the Phase I costs with the understanding that participating entities will add contribution as indicated in the revised Capital Sharing handout from the shelter director. RFQ will provide for a projected budget for the expansion. Gary Wilson will be involved in pre-RFQ meeting and final choice following RFQ submittals.
- c. Katherine Woerner stated that the Experience section on page 6 of the RFQ should be strengthened to include that only firms that have experience in Animal Care facilities will be considered and the company needs to have experience working within regulatory requirements of Texas Department of Health state inspection in animal shelters or standards of care guidelines for animal shelters.
- d. Katherine Woerner also suggested that general information about Williamson County and its growth and regional nature should be added to the introduction section in hopes of attracting some larger national companies to answer RFQ.
- e. Commissioner Covey requested that time tables be included in the RFQ submittals which outline the companies intended completion dates.
- f. Wilco Purchasing department will make edits to RFQ packet and put revised document on Commissioners Court agenda for April 29.

- g.** Commissioner Covey moved that moved that shelter move forward with Phase I of the RFQ with edits as discussed funded with the county \$50K contribution that had been previously set aside by Wilco commissioner's court. Motion was seconded by Jeff Hayes. Motion approved.
- h.** Phase II timetable (construction and hiring architect) will be determined at a later date as details will largely depend on how big the final total is. Commissioner Covey mentioned that O&M budget will need to be examined after reviewing the final build out as well. Shelter director can project future staffing needs based on the different areas of expanded shelter using national averages for shelters. Shelter director Cheryl Schneider offered to send previously reported population projections to Katherine Woerner for her review. Commissioner Covey commented that Wilco PIO Connie Watson should be contacted to release general information regarding the build out and general timeline.

10. Adjourn

The meeting was adjourned at 4:30PM

PASSED AND APPROVED THIS _____ DAY OF MAY, 2014

Katherine Woerner, Chairperson

Linda Gunter, Secretary