

REGULAR MEETING  
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD  
Wednesday, April 24, 2013

**MEETING LOCATION:**

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

**Minutes:**

**BOARD MEMBERS**

Cedar Park, Asst City Manager, Josh Selleck, Chairperson	Leander, Community Development Director, Jim Bechtol
Williamson County Commissioner, Valerie Covey	Hutto Assistant City Manager, Micah Grau
Round Rock, Asst City Manager, Bryan Williams	

**1. Call to Order**

-Josh Selleck called the meeting to order at 2:00PM

**2. Roll Call**

**a. Board members present:** Cedar Park, Asst City Manager, Josh Selleck, Williamson County Commissioner, Valerie Covey alternate Rachel Arnold, Hutto Assistant City Manager, Micah Grau, Round Rock Asst City Manager, Bryan Williams, Leander Community Development Director, Jim Bechtol

**3. Citizen Communications**

a. None

**4. Board Opening Comments** –Jim Bechtol apologized for missing last meeting. Josh Selleck thanked shelter director for delivering budget report and presentation.

**5. Approval of Minutes: January 23, 2013**

-Motion made by Jim Bechtol to approve board meeting minutes from January 23, 2013  
Seconded by Bryan Williams. Minutes approved

**6. Director's Report**

a. Incidents: There were several cat scratches. A dog bit a volunteer. A community service worker smashed his finger in a kennel. A volunteer cut his arm when a kennel bank blew over during a wind storm.

b. The prospect of introducing Pet Surrender by Appointment was discussed. Handouts were provided with intake numbers and example of website from shelter currently using surrender by appointment method. The number of intakes at this shelter has been increasing by several hundred each year. Appointments may serve to decrease the number of total surrenders per year. If customers call or email asking for information on surrendering an animal they will be asked to make an appointment for the visit. Additionally, the contact will provide possible resources and solutions corresponding to the surrender reason. Shelter website would also be updated to provide information regarding appointments and resources for pet owners. Shelter will still take "Walk-In" surrenders for

customers who do not utilize appointment system. Josh Selleck noted that this is a good idea as long as shelter is not turning customers away. He also relayed that there has been some concerns expressed from Cedar Park officials that due to the shelter's growing reputation as "no-kill" it is now viewed by the general public not as a "last resort" but as an animal orphanage consequently driving up the intake numbers. The board supports the surrender appointment change with the stipulation that if the shelter decides at some date in the future to change to limiting surrenders to specific days of the week then this will be presented to the board for vote prior to implementation.

- c. Status of formation of a non-profit group affiliated with the shelter was reviewed. The By-Laws for the group 501(c)3 are currently under review by legal services including how funds are directed and as well as the mission of the group as it relates to the shelter.
- d. The Texas State Health Inspectors conducted a follow-up visit associated with the probationary status assigned following the last inspection. The visit was satisfactory. New dog kennel banks have been added to the dog sallyport. Modifications have been made to cat kennel banks adding pass-through holes increasing individual cage space. Additionally, the kennel staff has been able to keep up with bringing new intake animals into the standard housing kennels and out of temporary intake crating. Shelter inspection status will, however, still remain on probation until at least July 2013.
- e. Director's Power Point presentation that is aimed at long term plan for facility and funding was reviewed. Board members voiced that they would like shelter director to give this presentation to the different city councils when they meet in May and June. The presentation may give information important to bond items coming up for review. Growth of the local population and intake numbers as well as positive contributions that the shelter has made to the community should be stressed in a brief 5 minute presentation. A shelter expansion sub committee can be formed of council members and maybe also citizens. This committee should examine general space requirements as well as possible satellite facility located in one of the participating cities. Shelter director agreed to edit the presentation and circulate a copy to board members sometime next week for possible presentation at meetings in May/June 2013

#### **7. Appoint Advisory Board Position of Veterinarian**

- a. Dr. Stephanie Webb was the only applicant for the veterinarian position on the shelter advisory board. She has performed vet work for the shelter over the past several years. Shelter director recommended her appointment and none were opposed. Jim Bechtol made motion to approve appointment and Micah Grau seconded the motion. Dr. Webb is appointed to the shelter advisory board.

#### **8. Advisory Board Report**

- a. Kennel Manager Christine Mixon reported the points discussed in the most recent shelter advisory board meeting including: Space issues currently faced at the shelter, the continued need for a fulltime vet on staff at the shelter to help reduce emergency situations and save on vet office transport time, and also the need for a larger surgery room and surgery staff for on-site spay/neuter surgeries.

#### **9. Discuss and/or take action on 2013-2014 Budget**

- a. Handout budget packet was reviewed and discussed including jurisdictional amounts owed and percentages and intake numbers. Cedar Park and Wilco percentages went up while the proportions for the remaining entities have decreased. An average of the individual monthly percentages was used to

determine final percentage owed. Some discussion followed regarding the differences between using this methodology or whether it was preferable to calculate final percentage by using the combined total intake number for each entity over the span of the whole year. It was decided that an average of the individual monthly percentages would continue to be used for continuity.

- b. 2013-2014 Budget worksheet was reviewed focusing on the requested budget (blue column) with no additional items added (except \$3000 increase due to yard service of new dog yards, cell phone stipends and possible merit pay). The red column of the worksheet represents budget with additional items that the shelter needs such as new fax machine, 3 phones, surgical cautery, 20 feral boxes, and 2 microchip scanners, 2 replacement computers, front desk printer, software for marketing, and facility maintenance costs suggested by Wilco Facilities department (\$28,300.00 outlined in separate handout from Maintenance).
- c. Some of the operating expenditures for the shelter that were taken out of donations this year (approximately \$21,000) included: new stainless steel kennel banks, modifications to cat kennel banks, air duct cleaning, microchip scanners, feral cat boxes, \$24,000 of Programs Coordinator's salary, and repair of several air conditioners.
- d. Board members suggested placing an additional \$10,000 in the maintenance line to include replacement of one additional air conditioning unit and possible repairs to existing units in the next budget year. Addition of this \$10,000 would bring the maintenance account up to \$15,000 for next budget year.
- e. Possible additional staffing was discussed with emphasis on prioritization of needs. Shelter director stated that surgical technician would be top priority to assist with required spay/neuter surgeries. Second priority would be adding a PT Animal Care Specialist to provide adequate coverage for the inevitable absences of kennel staff due to illness, vacation, holiday etc. Different budgeting options are outlined in the handout describing PT versus fulltime employee additions. Projected cost for each participating entity is also outlined in the handout. Additional information on specific cost breakdown for Community Program Coordinator's salary will be obtained from Ashley Koenig for discussion at next board meeting.
- f. Rachel Arnold remarked that Commissioner Covey questions whether there may be possible ways to increase revenue coming in to the shelter. Shelter Director described the balance of the costs of keeping the animals and paying for their care or euthanasia or the sacrifice of revenue in collections.
- g. Board agreed that they will take the shelter director's proposed budget to their respective council's for review/comment and director can enter current proposed figures into the Wilco Budget center by the May 2 deadline. The figures may be edited at a later date as necessary. The shelter maintenance line will be increased to \$15,000, the PT Animal Care Specialist and Surgical Tech position salaries will be added. Final budget decisions are tabled until next board meeting in May 2013.

#### **10. Adjourn**

Meeting was adjourned at 3:45PM

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF MAY, 2013**

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**Josh Selleck, Chairperson**

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**Linda Gunter, Secretary**