

REGULAR MEETING  
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD  
Wednesday, January 23, 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, Hutto Assistant City Manager, Micah Grau alternate Lt. Todd Looney
- b. Visitors:** Dr. Beverly Nix, TX Dept of State Health Services, Leslie Platz, Melissa D. Maass, Stephanie Conrad, Sheryl Hays, Lana Cagle, Robin Hood Ivy, Laura Hobgood-Oster, Bruce Halgren, James Whetston, Williamson County Maintenance Department

**3. Citizen Communications**

- a. Bruce Halgren, shelter foster parent**  
Asks the shelter board “What are the plans for this shelter?” The shelter does not appear to have a no-kill plan but has achieved a “no-kill” status. He has concerns that there is no vet on staff at this shelter and believes that vet support may lower the death rate of shelter kittens. He commented that many fosters take kittens to their own vet at the foster’s expense while the shelter in Austin has multiple vets on staff. He also voiced concerns that the intake numbers have been rising and there is a need to increase the size of the facility and staffing to accommodate the continued growth. If the shelter begins euthanizing more animals he commented that many volunteers will not stay and the shelter will lose the donations and staffing assistance that is so vital to operations.
- b. Sheryl Hays, shelter volunteer and foster parent** spoke on the overcrowding issue that put the shelter on probation during the recent state inspection. She commented that one of the reasons that she volunteers at this particular shelter is because there is hope. She and other volunteers see that many animals get adopted from here even if they are blind, sick, old etc. She expressed concern that it is a challenge to keep them healthy until the right adopter shows up due to lack

of space and availability of an onsite vet. However, she commented at least the dogs in crates in the sally port are safe and are not on the street. She described an example of a dog who was recently adopted from the shelter who became the adopter's seizure alert dog by recognizing the adopter's seizure signs. The owner had not adopted him with that purpose in mind.

**4. Board Opening Comments -none**

**5. Approval of Minutes: October 31, 2012**

-Motion made by Commissioner Covey to approve meeting minutes from October 31, 2012 Seconded by Lt. Todd Looney. Minutes approved

**6. Director's Report**

- a. Incidents 3 dog bites, 1 dog scratch and 1 cat scratch.
- b. Shelter Director has been invited to speak at 3 different conferences over the spring and summer. Expenses have been paid by the inviting organization in each case.
- c. Taylor city animal shelter has requested that we house their 300-350 animals that they intake annually. Then they revised that request to ask that we just take their overflow animals that they do not have room to house. WCRAS shelter director has declined as this shelter is continually operating at full capacity and does not currently have room or funding from city of Taylor to accommodate that request.
- d. Humane Society of Williamson County (HSWC) has plans to join with the animal shelter in Killeen TX and will change their name to Texas Humane Heroes.
- e. Stray intake statistics from over the past 3 months were examined for the different areas within the county. Annual chart comparisons between years were presented for both dog and cat outcomes (Handouts)

**7. Discuss and/or take action on recent Texas Dept of State Health Services Inspection and possible solutions**

- a. Annual State inspection of shelter was performed in December 2012. The resulting report was presented and state inspector Dr. Beverly Nix was present to add clarification and answer questions. Dr. Nix explained that over the past 3 years that she has made pointed notes on the size of the shelter and the number of staff. More work is being taken on by volunteers it is true but as of December 2012 she can no longer give the shelter a "Satisfactory" rating. The shelter population being over capacity and keeping animals in temporary crates in the sally port is a big issue. It is now on public record that the facility is not operating up to Texas state standards. Commissioner Covey asked Dr. Nix "Is there a time period that is OK to be crated?" Dr. Nix stated that the animal should be removed to a cage bank or more permanent kennel by the end of the work day. Director commented that there is not enough stray/hold kennel space and when there is a 'spike' in intake numbers there is no place to put the animals. Additionally, processing the animals takes approx 15 minutes each with 2 employees. There is also not always enough available staff to complete this processing in a timely manner. Regardless of euthanasia practices, there is not enough room to hold the incoming animals in more stable kennels throughout their hold period of 3 or 7 days.
- b. Possible solutions to regaining compliance were discussed including long term planning and short term fixes. Dr. Nix stated that roller cages, stainless steel construction and solid walls are acceptable solution to the temporary type of collapsible crates. Animals need to be out of the aisle ways and hallways by June

2013 inspection or the shelter may face an extension of this probation. The sally port floors needs to be sealed. Shelter director presented pricing from cage bank supplier. These stainless steel cages banks it was noted, can also be used in the future even if the facility is expanded at a later date. Possible funding sources were discussed. The cage banks were priced at approximately \$16,000.00 including additional roller cages for lobby area. Without the lobby cages the total cost would be about \$11,000.00.

**8. Discuss and/or take action on Play Yards/Walking Path Project**

- a. Fences and gates are up for the play yards. Phase I of the project is completed. Landscaping and irrigation went out for bid.
- b. There is a brochure in the works to solicit different types of donations for funding the remainder of the play yard project.

**9. Appoint Advisory Board Positions of County/Municipal Official, Member of a Welfare Organization, and Resident of a Participating Entity (all terms that expire January 2013)**

- a. Williamson County Animal Control Officer Tabitha Blewett and Georganne Duron (resident) are returning unopposed. Mary Erlandson (current member) and Dr. Laura Hobgood-Oster have both applied for the Member of a Welfare Organization position. Commissioner Covey moved to appoint Dr. Hobgood-Oster to the position of Member of Welfare Organization. Motion was seconded by Josh Selleck. Dr. Hobgood-Oster was approved and appointed to the advisory board in Member of Welfare Organization position.

**10. Discuss and/or take action on Evaporation Cooling Systems in Dog Kennels**

- a. Handout outlining Heating, Ventilation and Air Quality AVMA standards was presented. A quote from Hendrix Consulting has obtained for a construction budget of \$400,000.00 and \$40,000.00 for professional services to get the kennel to the environmental standards called out by AVMA. Temp should be 60-80 degrees and humidity range should be 30-70%. Currently the building reads about 88-90 degrees at the height of summer.
- b. James Whetston was present from Williamson County Maintenance Department to review the state of the current equipment and possible repair or replacement. Current equipment was not designed to control humidity and is not adequate for air exchange. The humidity builds up and the membranes of the units need to be changed every few years. The life span of each unit itself is around 5 years. There are 3 units. Repair of each unit separately is approximately \$3749.00 or replacement for \$6246.00. Replacement of each unit membrane is about \$1000.00

**11. Discuss and/or take action on 2012-2013 Budget line items including donations**

- a. Shelter is right on the approved budget for 2012-2013 so far. There is \$112,151.90 in the general donation fund and \$33,302.79 in donation funds designated for specific purposes (medical Jane's fund, training fund, Heartworm fund etc). There is about \$2819.57 left in contingencies.
- b. The shelter dog play yard will add about \$2300.00 per year in lawn maintenance for mowing. There is possibility of moving funds for lawn service from contingencies. The rolling cages needed to replace the crates will be about \$11,000.00. Josh Selleck motioned to use \$20,000.00 to replace one \$6246.00 air unit and \$1000 each repair of 2 additional air conditioning units, and \$2300 increase to lawn maintenance and \$11,000.00 expenditure for 4 sets of rolling kennels. Commissioner Covey seconded the motion. Motion approved

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

- a. Shelter director requested input as to what information that the board members would like to see at the next board meeting in April dealing with the 2013-2014 budget. Josh Selleck would like to see prioritized needs relating to the shelter master plan. If another wing is added to the shelter what will be needed in terms of personnel and what will be the priorities? Shelter director commented that an additional vet tech would be first priority. Josh Selleck suggested that it may be advisable to eventually create a board or sub committee to aid in updating the master plan or build out and identify potential solutions. It was suggested that Cheryl Schneider create a presentation for commissioner's court outlining need to start the shelter master plan.

**13. Adjourn**

Meeting was adjourned at 3:49PM

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

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**Josh Selleck, Chairperson**

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**Linda Gunter, Secretary**