

REGULAR MEETING
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD
Wednesday, December 5, 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, 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

-Josh Selleck called the meeting to order at 2:03 PM

2. Roll Call

-Board members present: CP Asst City Manager Josh Selleck, Hutto, Asst City Manager Micah Grau, stand-in Nate Spraggins, Leander, Assistant Chief of Police Jeff Hayes, Williamson County Commissioner, Valerie Covey, Round Rock Asst City Manager Bryan Williams

Visitors Present: Gary Wilson, Williamson County Maintenance Department
Jessica Turner, Round Rock Animal Control

3. Citizen Communications- none

4. Board Opening Comments none

5. Approval of Minutes: July 24, 2013 and Special Call Meeting, October 2

-Motion made by commissioner Covey to approve. Seconded by Jeff Hayes.
Minutes from July24 and October 2, 2013 approved

6. Director's Report

- a. There were 3 dog bites and one volunteer scratched by a cat.
- b. Handout of Annual Report 2012-2013 was presented. Copy is available also on homepage of website wilcopets.org Annual intake is down in dogs by 300 and down in cats by 83 in the last year. The greatest drop was seen in ACO seized animals.
- c. Shelter director read an email she received from a citizen expressing that she was concerned about Dr Black being allowed to set up a vaccination clinic in the shelter lobby. She is concerned that the vet is taking advantage of the shelter and may be giving vaccinations that are not necessary. It was decided between shelter director and the board that Dr

Black will continue to be allowed to have a vaccination clinic in the shelter lobby at the current time as complaints are few and it benefits a large number of customers.

- d. The shelter is starting their annual Home for the Holidays foster program this month. Foster parents will come pick up animals Dec 22 and bring the fosters back after January 1.
- e. The annual FurBall fundraising event held in Oct 2013 brought in approximately \$7500.00 profit towards the dog exercise yards. Josh Selleck suggested the idea of using "Crowd Funding" to raise money for the dog exercise yards as well. Shelter director will relay information to Community Coordinator Misty Valenta when she is back in January. There may need to be an initial public information campaign to set up some momentum for donations.

7. Discuss and/or action in change of terms for Contract Spay/Neuter Veterinarian

- a. Dr MacDonald has requested a fee increase from baseline \$350.00 to \$400.00. The current shelter contract with the vets outlines payment as 5 hours for \$350.00 and at least 15 animals completed. Any additional time is paid at \$70.00 per hour. Austin Animal Center, Animal Trustees of Austin and Emancipet vet contract fee schedules were examined. One specified \$400.00 and had to guarantee 35 animals completed and paid \$15 per animal after that. Another facility paid \$400.00 per day and the target number was 40 animals. Presently, our shelter spay/neuters an average of 35-40 animals in about a 5 hour period. Director has revised the vet contract to specify that 35 animals will be done at \$400.00 and after that will pay \$15 per animal. Contract is dated through Sept and then automatically renews. Commissioner Covey moved to recommend putting the contracts on agenda for commissioner's court. Motion was seconded by Bryan Williams. All were in favor. Revised contract will be placed on agenda for commissioner's court for review.

8. Discuss and/or take action on Shelter Fee structure

- a. Shelter director sent out a questionnaire to area vets regarding services that they provide and fees charged including bite quarantine and euthanasia fees. The current shelter bite quarantine room is usually full to capacity and there are times when the stray/hold wing has to be locked and utilized as an additional quarantine area. The range of BQ fees for local vets polled was about \$280.00 - \$460.00. Director proposed an increase of shelter BQ fee from current \$150.00 to \$200.00.
- b. The shelter currently charges a high risk/euthanasia fee for surrendered pets that are deemed to be aggressive or in very poor health or very old. It was proposed that a High Risk Owner Surrender fee of \$60.00 be added that is separate from the current euthanasia fee. Jeff Hayes motioned to approve the \$200.00 bite quarantine fee and the \$60.00 Owner Surrender High Risk Fee. Motion Seconded by Bryan Williams. All were in favor and fee changes were approved.

9. Discuss and/or take action on HVAC units

- a. There are currently 3 swamp coolers in different dog kennel wings. According to current shelter standards of care guidelines temperature should be between 60-80 degrees Fahrenheit and humidity between 30-70%. The dog kennel wings are measuring 90% and 88 degrees during the summer. Shelter has spent approximately \$6,000.00 to replace media and pump parts on 2 units. The third unit needs to be replaced or repaired this fiscal year. Additionally, there are 10 or 11 smaller air conditioner units in other sections of the facility. Williamson County has \$50,000.00 to put toward shelter HVAC repairs. Gary Wilson from Wilco maintenance department discussed whether to repair existing units or hire a design engineer to evaluate the old system and design new system to include the expansion at the same time. It is possible to create an RFQ to get specs for HVAC.

10. Discuss and/or take action on planning for an expansion

- a. Board members still need to discuss with their cities the expansion of the shelter. Cedar Park may want to look at a new facility that would be located geographically closer to their city limits. Design architect will also need to look at the land located directly south of the shelter for expansion. Commissioner Covey suggested forming a subcommittee to create an expansion plan to present to each of the participating cities. State inspector Dr Nix and the standards of care guidelines created by veterinarians will need to be incorporated into the presentation. This planning subcommittee shall include Josh Selleck, Jeff Hayes, Cheryl Schneider and Bryan Williams. Gary Wilson and Bob Daigh will be included in the long term plans.
- b. The shelter director presented a handout outlining the shelter's current priorities in order of: 1Veterinarian Services, 2Microchipping, 3Behavior Issue Mediation (Reduce Owner Surrender), 4Free-Roaming Cats

11. adjourn

The meeting was adjourned at 3:45 PM

PASSED AND APPROVED THIS _____ DAY OF FEBRUARY, 2013

Josh Selleck, Chairperson

Linda Gunter, Secretary