

**REGULAR MEETING**  
**WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD**  
**Wednesday, April 28, 2021 at 3:00 PM**

**MEETING LOCATION:**

This WCRAS Board meeting was conducted virtually by video/audio conferencing.

**BOARD MEMBERS**

Round Rock, Asst Finance Director Lorie Lankford  
Williamson County Commissioner, Valerie Covey  
Leander, Asst Police Chief Billy Fletcher  
Cedar Park, Asst to the City Manager, Jackson Brockway  
Hutto Assistant City Manager, Byron Franklin

1. **Call to Order**
  - a. Meeting called to order 3:00 PM.
2. **Roll Call Board**
  - a. Members present on call: Commissioner Covey, Lorie Lankford, Jackson Brockway, Lt. Jackson Mitchell (standing in for Billy Fletcher)
  - b. Board members absent: Byron Franklin, Billy Fletcher
  - c. Visitors: Melanie Denny and Julie Kiley, Wilco Auditor's Office, Erica Solis, Round Rock, Finance Manager
3. **Citizen Communications**- none
4. **Board Opening Comments**
  - a. Introduction of Erica Solis who will be replacing Lorie Lankford as Round Rock representative when Lorie retires in May 2021. Comm Covey expressed regret at seeing Lorie leave the board and wishes for good luck in new endeavors.
5. **Review and Approval of Minutes March 17, 2021**
  - a. Jackson Brockway moved to approve; Comm. Covey seconded. None opposed, minutes approved.
6. **Director's Report**
  - a. Misty has been monitoring the dangerous dog cases filed. This FY there have been 16 dogs involved: 10 from Round Rock, 3 from Wilco and 1 each from Hutto, Cedar Park and Leander.
  - b. The shelter has been re-engaging volunteers since things have started opening back up. Volunteers have indicated that there is interest in re-training, social distancing and wearing masks for them to feel most comfortable upon return to shelter volunteering.
  - c. A new chipboard door hanger was created by the shelter for Wilco ACOs to hang on owner's doorknobs with instructions on where and how to reclaim their stray pet that was brought in.
  - d. Kitten season is underway and intake numbers have started going up.

## **7. Construction/Repair Update**

- a. A meeting was held with Shelter management, Lorie, Comm Covey, Vaughn Constr., Jackson&Ryan architect, Spray Master Technology (SMT) and the Wilco attorney's office to discuss repair or replacement of non-functioning SMT system. SMT agreed to re-build one of the pumps and test that pump as well as replace all of the switch plates. If the one repaired pump works well with the re-build they will continue the re-build with the remaining pumps at their expense.
- b. Julie Kiley provided an update on the build-out project closing and stated that the cities should be billed for final portion by the end of next week. Wilco internal audit found an overcharge that resulted in a \$2587.22 credit back from Vaughn construction. Final balance of project cost is approximately \$10,637,00.00. Project will be returning an unused portion of \$114,727.94 to the capital fund and shelter donation fund.

## **8. Budget**

- a. Misty emailed board members a file with budget worksheet and PetCo Grant and line item and jurisdiction billing breakdowns for FY22. Budget amounts listed do not include salary changes from the recent salary survey adjustments or an added \$5000.00 cost for unemployment insurance.
- b. Some of the increases over last fiscal year include: increase to temp employment line to be able to cover for employee labor lost due to FMLA in animal care staff, vehicle insurance went up 35%, garage door maint. added, property insurance and vehicle deductible increases, SMT system maint. added.
- c. Comm. Covey added that salary amounts should be revised to at least equal last year's values. Julie Kiley will provide input to aide in adjusting amounts accounting for salary survey result increases and personnel differences from last fiscal year.
- d. \$2000 was added to animal care line to account for microchip purchases that were previously allocated to grant funding.
- e. A breakdown of planned expenditures for PetCo \$300,000.00 grant was discussed including spay/neuter surgeries, chips, offsite counselor, animal enrichment, clinics, TNR, Jail to Jobs Program and Kitten Care.
- f. A breakdown of animal intake percentages by jurisdiction was included in the budget file.
- g. Comm. Covey moved to approve the proposed FY22 budget with adjustments to salary amounts in accordance with the Wilco salary survey and an additional \$5000.00 added in for unemployment insurance. Jackson Mitchell seconded. None were opposed. Proposed FY22 budget approved with changes noted.

## **9. Shelter Positions**

- a. As things are beginning to open back up the shelter is looking at hiring a replacement offsite adoption counselor to handle the adoptions at offsite venues such as PetSmart and PetCo.
- b. Shelter will be hiring the following grant positions: Animal Services Manager, Kitten Technician (in process), Kitten Coordinator
- c. The following staff positions have vacated or are posted: Senior Animal Health Tech, Part Time Animal Care Specialist.

10. **Adjourn 4:00PM** As a closing/parting comment Lorie Lankford stated that she thinks Misty has done an amazing job as shelter director this past year and she feels that county made a good decision in her hire.

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Chairperson

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Linda Gunter, Secretary