

SPECIAL CALL MEETING
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD
Wednesday, November 9, 2022 at 3:00 PM

MEETING LOCATION:

Williamson County Regional Animal Shelter, 1855 SE Inner Loop, Georgetown

BOARD MEMBERS

Williamson County Commissioner, Valerie Covey
Leander, Asst Police Chief Billy Fletcher
Round Rock, Finance Manager Erica Solis
Cedar Park, Lt. Bobby Vernengo
Hutto, Professional Standards Sergeant, Josh Bellenir

1. **Call to Order**
 - a. Meeting called to order 3:05 PM.
2. **Roll Call Board**
 - a. Members present: Commissioner Covey, Billy Fletcher, Erica Solis, Josh Bellenir, Bobby Vernengo
 - b. Board members absent: none
 - c. Visitors: Julie Kiley and Melanie Denny, Wilco Auditor's Office, Christi Stromberg, Shantil Moore and Dale Butler, Wilco Facilities
3. **Citizen Communications**- none
4. **Board Opening Comments** - none
5. **Review and Approval of Minutes April 27, 2022**

Erica Solis motion to approve. Comm Covey seconded. All in favor
6. **Director's Report**
 - a. Staffing: Two vacancies. One for health tech and one for offsite adoption counselor. Current shelter vet has resigned.
 - b. Bite reports: 5 minor bites
 - c. Stat comparisons with last year: 184 less cats 434 more dogs Went from 94 to 96% save rate
 - d. Misty is discussing possibilities of a local non profit renting the shelter's surgical facility on weekends to perform S/N surgeries. Julie Kiley to speak with Stan Springerly regarding needs for contractual agreement.
 - e. Shelter is working with Wilco IT dept to investigate possibilities for an interactive voice assistant (IVA) for the main lobby phone.
 - f. Shelter is continuing to receive intake animals from the Austin jurisdiction. Misty is speaking with a local advisory committee Nov 10 and will be discussing this.
 - g. Shelter has started a Best Friend's partnership with Lampasas helping them towards a no-kill goal. Bell county discontinued their previous partnership.

- h. Sugarland, Texas shelter reached out for help recently due to over crowding issues. They have declined suggested resources from Misty.
- i. No update on kitten court case
- j. Over \$137k raised from last Saturday's 2022 FurBall
- k. Misty is still talking to city of Florence about becoming a WCRAS partner.

7. Discuss and/or take action on new Advisory Board members

There are 2 new applicants for vacant positions. Danielle Kessler (ACO) and Crystal Preston (resident). Comm Covey moved to approve both applicants. Erica Solis seconded. All in favor.

8. Discuss and take action on budget items (Discussion of Agenda items 8 & 10 was combined due to the related content)

- a. Not enough money was budgeted in FY23 budget for worker's comp and unemployment insurance. Julie Kiley proposed that unspent FY2022 funds (approx. \$195k) may be used to cover this discrepancy. Additionally, in FY22 there were several items that came out of capital campaign fund (lighting, many AC repairs). Capital fund went from around \$128k to \$78k by the end of FY22.
- b. Wilco facilities department has paid for many items recently out of their general county budget such as \$532 in AC related items and \$7951 for badge readers on the doors. Facilities dept recommends the shelter add the following 3 service contracts: AON air conditioners (approx. \$10465 annually) Boiler (approx. \$1195.70 annually) Water softener (approx. \$2000 annually). These amounts do not include any possible repairs associated with the PMs or service. There is not currently enough funds in shelter budget to absorb these costs.
- c. Miscellaneous expenditures and labor time spent by Wilco Facilities department will be tracked and recorded this fiscal year to more closely evaluate shelter maintenance fund needs for FY24.
- d. Motion by Billy Fletcher to approve reclassing of unspent FY22 funds to FY23 shelter operating fund and replacing FY22 expenditures out of capital fund. Seconded by Erica Solis. All in favor.
- e. Repair bill amounts paid out in FY22 from the shelter donation lines will be billed to the entities and put back into the donation lines. Repair bills include:

\$727, Texas Air Systems, paid by General Donation Line

\$1526, 5-F, paid by the General Donation Line

\$3360, Dealers Electric, paid by the General Donation Line

\$1066, Dealers Electric, paid by Capital Donation Line

\$321.66, Dealers Electric, paid by Capital Donation Line

\$1352.30, Team Services, paid by Capital Donation Line

\$1065.90, Dealers Electric, paid by Capital Donation Line

\$8372, Dealers Electric, paid by Capital Donation Line

\$17,148.46, 5-F Mechanical, paid by Capital Donation Line

New FY23 maintenance contracts funds to be pulled from the capital donation fund are:

HVAC - \$10,465

Boiler - \$1,195.70

Water Softener - \$2,000

9. Discuss and/or take action on shelter policy

- a. New community cat policy was reviewed including discussion of proposed \$25 or \$60 relocation fees.. Motion to approve community cat policy revision with \$60 fee made by Comm Covey. Seconded by Erica. All in favor.

10. Discuss/take action on shelter maintenance/repairs (See #8 above)

11. Adjourn 4:19 PM

PASSED AND APPROVED THIS _____ DAY OF _____, 2023

Commissioner Valerie Covey, Chairperson

Linda Gunter, Secretary