

**REGULAR MEETING**  
**WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD**  
**Wednesday, August 18, 2021 at 3:00 PM**

**MEETING LOCATION:**

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

**BOARD MEMBERS**

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

1. **Call to Order**
  - a. Meeting called to order 3:04 PM.
2. **Roll Call Board**
  - a. Members present on call: Commissioner Covey, Erica Solis, Jackson Brockway, Lt. Jackson Mitchell (standing in for Billy Fletcher)
  - b. Board members absent: Byron Franklin, Billy Fletcher
  - c. Visitors: Julie Kiley, Wilco Auditor's Office
3. **Citizen Communications-** none
4. **Board Opening Comments**
  - a. Comm. Covey expressed concern regarding city of Hutto's absence of their board member at the last several meetings and remarked that she will reach out to them about their future participation in meetings.
  - b. Due to the retiring of the past president of this board Lorie Lankford, Jackson Brockway made a motion to elect Comm. Covey as the new board president and Billy Fletcher as vice president. Lt. Mitchell seconded the motion and all were in favor.
5. **Review and Approval of Minutes April 28, 2021**
  - a. Jackson Brockway noted that his title in the minutes should be changed from Asst. City Manager of Cedar Park to Asst. to the City Manager of Cedar Park. Comm. Covey moved to approve the minutes with noted edit; Lt. Mitchell seconded. None opposed, minutes approved with edit.
6. **Director's Report**
  - a. Overall save rate for this fiscal year was 95% with a monthly save rate through the summer of 90%. The Kitten Care Coordinator and Kitten Care Technician were of significant help this summer.
  - b. Misty expressed appreciation to Linda Gunter for recruiting and hiring excellent customer service front desk staff in response to a sudden high staff turnover. She

also commended Alexis Fine for arranging and coordinating an emergency transport of 40 dogs this week in response to the shelter being over capacity. This resulted in freeing up kennel space and saving more lives.

- c. The city of Round Rock ACOs have been working with citizens to proactively help resolve issues before their dogs get to the point where they could be deemed dangerous. Officer Hernandez is working on a fencing repair assistance program so dogs are less likely to escape as well as giving out Spay/Neuter vouchers from the shelter.
- d. The Jail to Jobs program and the shelter and Officer Schultz with Champ recently partnered on a fundraising campaign. The proceeds were donated to the Jail to Jobs program at the shelter.

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

- a. A third party vendor performed maintenance on the SMT kennel cleaning system. Leaking hose reels were noted. They will provide Misty with a price quote and recommendations for yearly maintenance.
- b. The shelter is moving forward with the badge readers at the door to Rabies Quarantine area replacing the need for the metal door keys.
- c. A window was broken in Adoption 1 room by Red & White Greenery recently while they were doing lawn maintenance. Red & White has offered to pay for the replacement.
- d. Part of the asphalt sealant is coming off of the parking lot of the Services building. Road & Bridge recommended putting off re-sealing until the parking lot is re done next. Misty is currently waiting to hear from them as to whether this issue will not be necessary to address in the 10 years that will likely pass until the next parking lot re-paving.
- e. Facilities department is in the process of applying a cooling sealant paint on the asphalt covered routes frequented by people walking dogs.
- f. The Blue Room of the shelter still needs to have the floor surface done and it will possibly be scheduled in October.

## **8. Budget**

- a. Misty emailed board members a file with budget amounts and account lines for FY22 with increases in salaries and fringe lines and a slight increase in TCDRS insurance. Salary change includes 4% cost of living and 2% merit pool and salary "B" chart recently approved in commissioner's court. Commissioner Covey made a motion to approve this as the final WCRAS budget as approved by commissioner's court. Lt. Jackson seconded. All were in favor.

## **9. Shelter Positions**

- a. Board members were emailed a proposed job description for Animal Services Manager position that could potentially be funded by the PetCo Love grant. Focus of the position would be to lower intake as well as provide coordination to keep pets with their families.

- b. Misty is requesting permission to apply for a grant from Best Friends organization to fund a position that would allow for more training for volunteers and fosters. She will propose that the position will be a 2 year part time employee.
10. **Adjourn** 3:53PM The next board meeting will be 3:00 on Wednesday November 17.

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Commissioner Covey, President

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Linda Gunter, Secretary