

**REGULAR MEETING**  
**WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD**  
**Wednesday, November 17, 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  
Round Rock, Finance Manager Erica Solis  
Cedar Park, VACANT  
Hutto, VACANT

1. **Call to Order**
  - a. Meeting called to order 3:00 PM.
2. **Roll Call Board**
  - a. Members present on call: Commissioner Covey, Asst Police Chief Billy Fletcher, Finance Manager Erica Solis
  - b. Board members absent: Cedar Park, Hutto
  - c. Visitors: Melanie Denny and Julie Kiley, Wilco Auditor's Office
3. **Citizen Communications-** none
4. **Board Opening Comments**
  - a. Billy Fletcher – It's good to see everyone. Erica Solis thanked Misty for her recent shelter tour.
5. **Review and Approval of Minutes August 18, 2021**
  - a. Billy Fletcher moved to approve; Erica Solis seconded. None opposed, minutes approved.
6. **Director's Report**
  - a. Fur Ball 2021 grossed approx. \$137,000.00. Final amounts are still being tallied. Proceeds will fund Jail to Jobs program another year. This Fur Ball was a hybrid event with both a Live version and an Online program offered.
  - b. The first PetCo Love funded vaccine clinic was held in November. 63 pets were vaccinated. The vaccines are also being administered to community cats.
  - c. Adoption rate was 64% last month and 77% this month. Shelter is at capacity and customers are coming in but current staffing problems cause issues with assisting people coming in.
  - d. There have been 5 recent dangerous dog cases. One dog was euthanized and the other four have been placed.
  - e. A spreadsheet file was sent to board members outlining intakes, outcomes, save rates, and percentages by jurisdiction.

- f. The shelter has maintained over 90% save rate every month even through the increased intake of kitten season.

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

- a. There is no estimated repair date for the floor of the blue room yet.
- b. Misty emailed Doug regarding repair of the SMT reels. The fittings had been on back order. He was not aware that the reels had not been repaired yet.
- c. Some of the parts were ordered out of shelter donations for the repairs needed after the fire inspection for a total of \$4747.66. There is an additional \$10,789.90 in parts needed to upgrade the exterior lights of the older shelter Services building. Facilities personnel will provide the labor. They recommended the upgrade to the Services building parking lot lights to the same type of LED lighting used for the Adoption Center. Funds to cover both sets of repairs will be moved from the capital campaign fund. Julie Kiley reported that the fund is currently at \$127,782.00. \$15,537.56 will be used to cover the upgrades and repairs for both projects. Comm. Covey made a motion to approve both the \$4747.66 for the fire inspection repairs and the \$10,789.90 for the exterior parking lot lighting to be taken out of the capital campaign funds. Billy Fletcher seconded. None opposed, all in favor.
- d. Repairs to the floor drains and grates that the dogs are able to remove and chew should be covered by errors and omissions clause according to the county architect.
- e. Misty is in contact with the guillotine door vendor to source a possible different type of more robust door other than the current guillotine doors that continue to break and jam.
- f. Parking lot - Included in item c above

## **8. Shelter Positions**

- a. There are currently 10 vacant positions at the shelter. It is posted a couple of places asking people to please be patient because we are short staffed. Misty inquired whether there is flexibility to use some of the unused funds from the vacant positions to apply as an incentive bonus to help retain the remaining staff. Comm. Covey motioned that Misty speak with Rebecca Clemons in Wilco HR regarding possible options and then update the board and take any changes through court approval. Billy Fletcher seconded the motion. All were in favor.
- b. Madison English, Cedar Park ACO Supervisor has applied for the shelter Advisory Board County/Municipal Official open position. Billy Fletcher made a motion to approve Madison for the position. Comm. Covey seconded. All in favor and none opposed.
- c. Update and review of professional services agreement for Dr. Thevis was discussed. It was noted that her contract has not been updated in 5 years. Dr. Thevis currently provides spay/neuter services and pharmaceutical authorization. Misty proposed an increase of base services fees from \$500.00 per day to \$580.00 per day for a 35 S/N minimum and from \$15 to \$17 for each S/N over the 35 minimum. Comm. Covey would like to see what Dr. Thevis proposes for a contract revision and made a motion to approve Misty's proposed changes. Billy Fletcher seconded. Board requests that Misty email them with an update and relay a message to Dr Thevis that she is

respected and appreciated and that it is proposed that her contract be reviewed every 5 years.

**9. Fees and Intake**

- a. Misty requested to increase the owner requested euthanasia fee from \$25 to \$50 and to raise the body disposal fee from \$10 to \$25. This is primarily for court ordered euthanasia. Billy Fletcher moved to approve Erica Solis seconded. All in favor.
- b. Misty requested the board members thoughts on taking in occasional adoptable animals and small dogs from nearby jurisdictions in times of their emergency need. This would be only at times when WCRAS is not crowded. Comm. Covey replied that she is not opposed as long as it does not cause staffing issues or increased costs. Billy Fletcher commented that it should be on a case by case basis.

**10. Adjourn 4:07PM .**

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Commissioner Valerie Covey, Chairperson

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Linda Gunter, Secretary