

ANIMAL SHELTER MEETING

MINUTES

May 18, 2022 – 1:00 PM

PRESENT

Tim Fitzgerald, Augusta County Administrator

Mike Hamp, Waynesboro City Manager

Leslie Beauregard, Staunton Interim City Manager

Candy Hensley, Assistant to the County Administrator

Rescue group members

Citizens

1. Minutes were presented.
Motion: Hamp Second: Beauregard Approved
2. Memorandum of Understanding (MOU) – Owners discussed various components of the MOU. Discussions included keeping the property as real estate, fiscal agent rotation, definition of a quorum, chairman rotation, advance notice of meetings, and if the director has grievance rights. The MOU will be revised as needed and approved next month. The MOU needs to be approved by the board and city councils prior to July 1st.

Mr. Fitzgerald said he received questions about the MOU. He wanted to let people know that the MOU is a legal document between the owners and outlines responsibilities. The MOU does not include required save rates. This will be included in the standard operating procedures as they are developed.

3. Mr. Fitzgerald gave an update on hiring a shelter director. He indicated the position was offered and accepted. There are a few details still being worked out. The owners will announce the new director through a press release soon. The start date will be July 5, 2022.

In addition, there are hopes to have the operational manager hired and on board first of July as well.

4. Ms. Hensley gave an update on fiscal agent transition. She indicated human resources, IT, facility maintenance and finance are all working together. There has been meetings between the County and Waynesboro departments. Everything is going smoothly and will be completed by July 1st.

5. The owners considered locating a 20'x8' office trailer on the shelter's property. It will be located on the south side of the building between the two entrance doors and across from the storage shed. Ms. Hensley indicated the cost for the office trailer, electric hook up and incidental items is approximately 20,000. There is a one-year lease on the office trailer that will be signed and will need to be extended annually.

Motion: Beauregard Second: Hamp Approved

6. Mr. Fitzgerald indicated no one responded to the RFP for veterinarian services. The owners discussed placing the advertisement to receive proposals again. The RFP will be issued this week. The owners asked the rescues and volunteers to help find veterinarians to submit proposals.
7. Mr. Hamp gave an update on the capital/sinking fund. There is \$421,000 in the line item. Four months of operational expenses is maintained in the account (\$216,000). The unencumbered balance is \$204,000. This fund is from grants, donations and other revenues. This account is used for capital expenses or shelter over-runs. Currently, expenditures for HVAC mini-splits for the dog kennels, floor repairs, and computer expenses will be taken from this account. This fund is from the entire life of the shelter.
8. Mr. Fitzgerald handed out copies of the population report. He asked that in the future the shelter provide information indicating how many animals are at the shelter.
9. Members of the public spoke at the end of the meeting. Comments included:
 - a. Thank you for moving the shelter forward.
 - b. A suggestion was made to ask animal control to assist with animal retention efforts. Staunton is doing a great job and other officers should help. The goal not to bring stray cats to the shelter, but to spay/neuter and release. They should not be trapped and brought to the shelter.
 - c. Renee Clark read an email from Chris Curtly, who has a foster dog from the shelter named Henry. In the email, he thanked the shelter for their work. He further indicated he had not received support from the shelter other than vaccinations and veterinarian expenses.
 - d. A request was made to make the meetings virtual or allow others to call in. There are members of the public or rescues that would like to attend, but cannot do to other commitments.
 - e. Concerns about the amount of veterinarian services was raised. There has been a request to raise it by \$50,000. An announcement was made that a \$30,000 Petco grant had been received to help with this amount. The owners thanking the rescue groups/volunteers for the work involved and for receiving the grant.

- f. There were concerns that the property is not being mowed. Mr. Hamp indicated there is a mowing contract and he will look into the issue.

10. Next Meeting: June 23, 2022 at 1:00 PM

11. Closed Session

Motion: Beauregard Second: Hamp Approved