



# ANIMAL SERVICE CENTER OF THE MESILLA VALLEY

3551 Bataan Memorial West  
Las Cruces, NM 88012

Tele: 575-382-0018  
Fax: 575.373.2819

## ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS

### AGENDA

The following agenda will be considered at a regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors to be Held on **Thursday, February 8<sup>th</sup>, 2018 at 9am** at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico.

#### **I. Call to Order & Pledge of Allegiance**

#### **II. Roll Call of ASCMV Board Members and Determination of Quorum**

#### **III. Changes to Agenda and Approval of Agenda**

#### **IV. Minutes**

- a. Approval of the Minutes from the regular ASCMV Board Meeting held January 11<sup>th</sup>, 2017

#### **V. Reports/Presentations**

- a. City and County ACO Reports – City and County Animal Control
- b. Shelter Statistics/Activities – Clint Thacker
- c. Educational Initiatives-Spay/Neuter Initiatives – Clint Thacker
- d. Committees Reports
  1. Finance – David Dollahon, Committee Chair
  2. Executive – Jess Williams, Committee Chair
  3. Facilities – Greg Smith, Committee Chair
- e. Zero In 7 Update

#### **VI. Action Items**

- a. Election of Officers

#### **VII. Discussion Items**

- a. Wilson-Binkley Advertising
- b. Animal Licensing

#### **VIII. Public Input**

#### **IX. Chair and Board Comments**

#### **X. Adjournment**

If You Need an Accommodation for a Disability to Enable You to Fully Participate in this Event Please Contact Us 48 Hours Before the Event at [382-0018/v](tel:5753820018) or [541-2128/tty](tel:575412128). Posted Dated: January 5, 2018. The agenda cover sheet and complete packet of information are on the web at: [www.ascmv.org](http://www.ascmv.org). Copies of the agenda packet are available at the Branigan Library, City Hall and the County Clerk's Office.

1                                   **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2  
3                                   **January 11, 2018 at 9:00 a.m.**

4  
5  
6   **BOARD MEMBERS PRESENT:**

7           Jess C. Williams - Chairman  
8           Billy Garrett - Board Member  
9           Gregory Z. Smith - Board Member  
10          David Dollahon - Ex-Officio Member

11  
12   **BOARD MEMBERS NOT PRESENT:**

13          Jack Eakman - Board Member  
14          Kasandra Gandara - Vice Chair  
15          John L. Vasquez - Board Member

16  
17   **I.       Call to Order & Pledge of Allegiance (9:02 AM)**

18  
19   Williams:     Good morning. It is 9:00 a.m. on Thursday, January 11th. This is the  
20                   regular board meeting of the Animal Services Center of the Mesilla Valley.  
21                   I call the meeting to order and I would ask that we rise for the Pledge of  
22                   Allegiance please.

23  
24   ALL STAND FOR PLEDGE OF ALLEGIANCE.

25  
26   Williams:     Thank you. And Board Member Dollahon, are you going to be able to stay  
27                   with us for the duration of the meeting?

28  
29   Dollahon:     Mr. Chairman. I have a conference call at 11:15 that I have to be on.

30  
31   Williams:     Okay.

32  
33   Dollahon:     Related to some legislation, and Councillor Gandara has not called in yet.

34  
35   Williams:     Okay.

36  
37   Dollahon:     IT staff will notify me when she has.

38  
39   Williams:     Okay.

40  
41   Dollahon:     When she does, as part of the agenda acceptance do we want to take the  
42                   roll to allow her to vote telephonically?

43  
44   Williams:     That's allowed under our process.

45  
46   Dollahon:     You don't require a vote?

1  
2 Williams: Board Member Garrett, will you be able to stay with us through the  
3 duration of the meeting? Board Member Smith? Board Member Eakman,  
4 I know that you have a pressing matter elsewhere this morning. If you'd  
5 like to be excused you may. We have a quorum.  
6

## 7 **II. Roll Call of ASCMV Board Members and Determination of Quorum**

8

9 Williams: Ms. Baum would you please call the roll.

10  
11 Baum: Board Member Dollahon.

12  
13 Dollahon: Here.

14  
15 Baum: Board Member Eakman is here and is absent for the day. Board Member  
16 Garrett.

17  
18 Garrett: Here.

19  
20 Baum: Board Member Smith.

21  
22 Smith: Here.

23  
24 Baum: Board Member Gandara is absent. Chairman Williams.

25  
26 Williams: Here.  
27

## 28 **III. Changes to Agenda and Approval of Agenda**

29

30 Williams: And that brings us to the agenda, changes to the agenda, and approval of  
31 the agenda. I'm going to suggest that we move through the agenda as  
32 quickly as we can. If we get close to 11:00 and we're not finished with  
33 item eight or item seven, if we're not almost through that then we're going  
34 to postpone most of that to allow Board Member Dollahon to attend to his  
35 appointment. So are there changes to the agenda? Board Member  
36 Dollahon.  
37

38 Dollahon: Mr. Chairman. I think there's corrections on the two action items. Did I  
39 understand Clint right, that Resolution 1, the title to Resolution 2 on the  
40 agenda is really Resolution 1, and Resolution is 2 is the title of Resolution  
41 1 on the agenda?  
42

43 Williams: So items A and B are transverses?

44  
45 Dollahon: The titles are transverses versus the number.  
46

1 Williams: Okay. So that's a housekeeping matter. We will, action 6a will be to  
2 approve Resolution 2018-02. Action item 6b will be to approve Resolution  
3 2018-01. Any further changes? Seeing none, I'd entertain a motion to  
4 approve the agenda.  
5

6 Smith: Mr. Chairman. I so move.  
7

8 Garrett: Second.  
9

10 Williams: I've got a motion by Board Member Smith, a second by Board Member  
11 Garrett. Ms. Baum would you please poll the board.  
12

13 Baum: Board Member Garrett.  
14

15 Garrett: Yes.  
16

17 Baum: Board Member Smith.  
18

19 Smith: Yes.  
20

21 Baum: Board Member Dollahon.  
22

23 Dollahon: Yes.  
24

25 Baum: Chairman Williams.  
26

27 Williams: Yes.  
28

29 MOTION APPROVED UNANIMOUSLY.  
30

31 Williams: The agenda's approved.  
32

#### 33 **IV. Minutes** 34

##### 35 **A. Approval of the Minutes from the regular ASCMV Board Meeting held** 36 **December 14, 2017** 37

38 Williams: That brings us to the minutes. I trust everybody has had an opportunity to  
39 review them. I would entertain a motion to approve the minutes of the  
40 regular meeting of December 14th.  
41

42 Garrett: So moved.  
43

44 Smith: Second.  
45

1 Williams: I have a motion from Board Member Garrett, a second from Board  
2 Member Smith. Ms. Baum would you please poll the board.

3  
4 Baum: Board Member Dollahon.

5  
6 Dollahon: Yes.

7  
8 Baum: Board Member Garrett.

9  
10 Garrett: Yes.

11  
12 Baum: Board Member Smith.

13  
14 Smith: Yes.

15  
16 Baum: Chairman Williams.

17  
18 Williams: Yes.

19  
20 MOTION APPROVED UNANIMOUSLY.

21  
22 **V. Reports/Presentations**

23  
24 **A. City and County ACO Reports - City and County Animal Control**

25  
26 Williams: And that brings us to item five, reports and presentations. We're going to  
27 start with the City and County ACO reports. My understanding is that the  
28 County is not represented here today. Mary Lou Ward is out of the office.  
29 So Gino if you could help us out with the City report.

30  
31 Jimenez: Good morning.

32  
33 Williams: Good morning.

34  
35 Jimenez: Mr. Chairman, Members of the Board. My name is Gino Jimenez. I'm the  
36 Supervisor for City of Las Cruces Animal Control. Before I begin my  
37 presentation, as I did last month I would like to introduce one of my  
38 officers. Today I brought Officer Juan Vallez with me and I'd like for him to  
39 introduce himself and ask any questions that you may have of him.

40  
41 Williams: Thank you. Officer Vallez.

42  
43 Vallez: Good morning Chairman, Board Members. I'm Officer Vallez, as Officer  
44 Jimenez introduced me. I have been with the City Animal Control for the  
45 past almost nine years. I'll complete my ninth year next month. I do  
46 cruelty investigations for the City. I'm also currently working on having a

1 NMDPS-certified curriculum to help out with our police officers. We did  
2 instruct last month the new cadets on how to interact with animals properly  
3 and how to go about these type of dangerous situations hopefully in an  
4 attempt to avoid these lethal encounters.  
5  
6 Williams: Thank you very much Officer Vallez. We appreciate your service. Are  
7 there any comments or questions from the board? Board Member Smith.  
8  
9 Smith: Thank you Mr. Chairman and thank you Officer Vallez and Chief Jimenez.  
10 Thank you for the work that you do and thank you for the outreach that  
11 you do and the continuing development of the compassionate approach to  
12 dealing with some of these issues. It's not always an easy thing to do so  
13 we thank you all. Appreciate it very much. Thank you Mr. Chairman.  
14  
15 Williams: Thank you Board Member Smith. Any further board comments? Seeing  
16 none, Officer Vallez thank you for attending today and as Board Member  
17 Smith said, thank you for your service in the field.  
18  
19 Vallez: Chairman and Board Members. Thank you for your time.  
20  
21 Jimenez: Mr. Chairman, Members of the Board. I think what Officer Vallez didn't  
22 say also is he's responsible for taking Libby into the schools. I know we  
23 know Libby as "Las Cruces is Beautiful Because of You" and we use her  
24 to interact with the children, and Officer Vallez is responsible for her. He  
25 takes her to the school presentations. He was also one of my SROs back  
26 before he got more responsibility placed on him. So it's kind of weaned  
27 out to the newer officers to take Libby in.  
28  
29 Williams: That's great. Let's give him a round of applause, shall we?  
30  
31 Jimenez: And with that I'll begin my numbers for this month, for last month. We  
32 responded to 346 stray calls for the month of December 2017; 228 of  
33 those were GOA. We impounded a total of 118 dogs and cats. Break it  
34 down it's 62 dogs, 56 cats. We were able to field RTO a total of 14 of  
35 those were successfully taken back home. I'm sorry, let me back it up, 14  
36 we were unsuccessful. We had 36 successful field RTOs which is very  
37 good. Here is our three-year comparison. Big drop, tremendous drop for  
38 the month of December. That is because December typically for us is our  
39 slow month. The weather, all the other festivities, the holidays, this is  
40 typical for us. If we move to our 18-month field RTO, again we're a little  
41 lower, 36 for December but kind of staying within our trend. And here is  
42 our four-year comparison for our field RTOs, still right within our normal  
43 range, a little lower but not tremendously low. And that is my  
44 presentation. Is there any questions?  
45

1 Williams: Are there any questions or comments from the Board? Seeing none,  
2 thank you Gino very much.  
3  
4 Jimenez: Thank you.  
5  
6 Williams: We appreciate that report.  
7  
8 Garrett: Mr. Chair.  
9  
10 Williams: Board Member Garrett.  
11  
12 Garrett: Actually, could you explain a little bit more why you think the numbers are  
13 low because of the festivities? Are we ... just to give me a little bit more  
14 information about why you think that results in the lower numbers?  
15  
16 Jimenez: Mr. Chairman, Board Member Garrett. I believe, in my experience,  
17 because the holiday season is really the focus, that more people are  
18 focused on what's going on there. They can drive by a stray dog and  
19 because they're so focused on what's ahead of them that they're not going  
20 to report that stray to us. Also, the weather plays a big part in it. Because  
21 it was cold in December, the animals are more secluded. They're taking  
22 care of themselves, they're trying to stay warm rather than roaming. So  
23 that may be another reason why.  
24  
25 Garrett: Thank you. Appreciate it.  
26  
27 Jimenez: You're welcome.  
28  
29 Williams: Thank you Gino.  
30  
31 Jimenez: You're welcome.  
32  
33 Williams: Appreciate your report.  
34

#### 35 **B. Shelter Statistics/Activities - Clint Thacker**

36  
37 Williams: That brings us to item 5b which is shelter statistics and activities. Mr.  
38 Thacker.  
39  
40 Thacker: Good morning Chairman and Board of Directors. Just to support what  
41 Gino was saying is that in my experience as well, the winter months  
42 specifically December are generally the lower-number months just for  
43 those reasons, is there's a lot less reporting going on. People are more  
44 concerned about holidays than that so that does go with my experience as  
45 well.

1                   Okay. Before I begin I'd like to first inform the Board that on  
2 Monday, January 8th, early in the morning one of our employees there at  
3 the animal shelter by the name of Jose Perez suffered a stroke at his  
4 home. It was in the early morning. He was able to call 911 and they were  
5 able to get there as soon as possible. Visited him in the hospital  
6 yesterday morning. He is paralyzed on his left side with hopes of recovery  
7 of that. To tell you a little bit about Jose, he shed a few tears when I was  
8 there at the hospital because hopes that his family, and he said we're his  
9 family and his dogs, meaning the hundreds of dogs that he takes care of  
10 in his kennel area, are being well cared for. He's worked with us for nine  
11 years both as a temporary and a full-time employee. So our hopes and  
12 our prayers and our thoughts go out to him and his family at this time they  
13 go through that.  
14  
15 Williams: I'm sure the board feels exactly the same way and I know that you told me  
16 that a card went out, and I asked you to make sure that the Board was  
17 represented on that card, and I appreciate you taking care of that for us.  
18  
19 Thacker: Yes. You're welcome. Okay to continue on with our presentation today, in  
20 2017 November numbers we have here, the City of Las Cruces brought in  
21 250 dogs, 192 cats, and 11 other animals for a total of 453. And Dona  
22 Ana County was 202 dogs, 118 cats, and zero others for a total of 320  
23 animals.  
24  
25 Williams: Can you go back to that one for a moment please Mr. Thacker?  
26  
27 Thacker: Yeah. Maybe. There we go.  
28  
29 Williams: Gino, when you gave your report, Officer Jimenez, you indicated that 118  
30 animals were impounded, and yet I'm seeing here 453 animals were  
31 impounded. What is the difference between those two numbers?  
32  
33 Jimenez: Mr. Chairman, Members of the Board. The difference in the numbers is  
34 that these are the officers' numbers. What Mr. Thacker is presenting to  
35 you is the total numbers.  
36  
37 Williams: Okay.  
38  
39 Jimenez: This would be from people bringing them in, from driving them themselves  
40 to the shelter, stuff like that. What I present is my officers' numbers.  
41  
42 Williams: Okay. Thank you so much. And it also looks like these are November  
43 numbers.  
44  
45 Jimenez: Correct.  
46



1 Williams: And yours were December numbers.  
2  
3 Thacker: Was just going to tell you that.  
4  
5 Williams: Okay. Great. Thank you.  
6  
7 Thacker: Thank you Gino.  
8  
9 Jimenez: You're welcome.  
10  
11 Thacker: City of Anthony, 26 total. Hatch was one. Sunland Park was ten and  
12 other unknown is zero. The total intake for the month of November is 810  
13 with 484 dogs, 315 cats, and 11 others.  
14 So this is the way animals left our shelter in November. We had  
15 147 adoptions, reclaimed of 121, and rescued is 263. And see the totals  
16 there for the dogs, cats, and others. Now the euthanize side, and this is  
17 also how animals left our shelter, 146 animals were euthanized. That's 45  
18 dogs, 100 cats, and one other. So the live release rate is calculated  
19 based on the total amount of animals that left our shelter and that's the  
20 percentage that left alive. So dogs was 88.7%, cats was 62.4%, and other  
21 was 94.4%, with a total average of 78.6% of our live release rate, animals  
22 that left alive.  
23 The licensing, 407 total licenses were issued, 48 by mail, 12 online,  
24 and then we had 347 come in to the shelter to do that. We're still trying to  
25 figure out a number of how many of these are new licenses and how many  
26 are renewals. So we are looking into that and trying to pick that out.  
27 So some preliminary numbers for December 2017: 755 total  
28 intake, 160 adoptions, 110 reclaimed, 370 went to rescues, 90 were  
29 euthanized, with euthanasia rate of, the paper I said said 11.8 and I think  
30 it's important to note that differential there, the two-tenths. And the live  
31 release rate of 87%. That's one of the highest live release rates I'm being  
32 told that we've had and also one of the lowest euthanasia rates that we've  
33 had.  
34  
35 Williams: That's phenomenal. Thank you.  
36  
37 Thacker: So credit on that goes to the rescues. As you see, 370 of the preliminary  
38 number for our rescues. Again, the credit goes to the amazing staff there  
39 at the Animal Service Center of the sacrifice they do. I mean we're talking  
40 a plea goes out and our staff immediately goes into action and it's just  
41 awesome to see the teamwork and everything that goes together. So  
42 please don't think that that's anything that specifically I've done. That's  
43 what continues to go on since Paul and Bernice were there.  
44  
45 Williams: Mr. Thacker. I would also point out that that large number's also due to  
46 the number of organizations that are accepting our animals ...

1  
2 Thacker: Correct.

3  
4 Williams: And that are partnering with the Animal Service Center. And in addition to  
5 the hard work of our staff and volunteers, we want to thank those  
6 organizations and entities who are taking our animals and providing  
7 homes for them.  
8

9 Thacker: Absolutely. Thank you very much Chairman for pointing that out. Also I  
10 do want to point out a lot of times that's out of their own pocket as well,  
11 any expenses that come, so we appreciate those as well. The great  
12 things that happen at the Animal Service Center could not happen without  
13 our volunteers. We had December, now these are December numbers, a  
14 total of 760 hours. And again, I said it last month and I'd like to say it on  
15 record again, is volunteering hours, time, is one of the most thankless  
16 things, selfless things that an individual can do. I can donate money, send  
17 a check, not a problem, but for somebody to donate their time, that's  
18 something that all of us don't have enough of. So this is one of the  
19 greatest sacrifices and we thank our volunteers immensely for doing this.  
20 So as you see there's some hours broken down with the cats' laundry 84,  
21 dog enrichment 40, dog walking course 11, County cats is 40, the  
22 Farmers' and Petco adoptions is 170 hours, and other offsite's 154. That  
23 includes the Tractor Supply, Ashley Furniture, Corner Bakery, and the  
24 Cracker Barrel.

25 Here are some pictures of some of our transports and events that  
26 we took place in the month of December. I'd like to note the blue sunny  
27 skies in the background. That's something I'm not used to.  
28

29 Williams: We hope that you get used to it.  
30

31 Thacker: Yes. So we had some great events and some great time, and also some  
32 really great dogs going out. So to continue on, the Pet's Barn and Petco  
33 cat care teams gave us 70 hours, photograph team 23, and I like just to  
34 throw a quick note in there, on the photography team we're actually going  
35 to be changing some things of how we do photographs. So we have one  
36 of our volunteers put up some white backgrounds there at the shelter and  
37 we're going to be taking some pretty awesome pictures here in the near  
38 future of dogs with some fun outfits on and posting those on Facebook  
39 and really getting those out there. So the Facebook and social media was  
40 four, transports we had 22 hours, vet techs we had six hours, grooming is  
41 nine. The office facelift was a lot of fun. Some pictures are to follow. It  
42 was 122 hours. There was so many people there willing to help paint and  
43 fill holes and mix paint and it was almost too many, which is a great great  
44 problem and we loved having all those people there. And then  
45 miscellaneous of five hours.

1           So here we are at masking and painting and stenciling and filling up  
2 holes. It was a lot of fun. And I like to point out, the picture on the right  
3 there is me and I just want to point out that I am working because the next  
4 picture you'll see is me eating donuts. So I did want to point out that that's  
5 not all I did for there. But as you can see we had individuals of all ages  
6 there helping us, and that was a lot of fun to have those kids doing that.  
7 And we let them just have fun. We let them take the roller and just go at it  
8 and our philosophy was we could just go over it again later on. So it was  
9 a lot of fun to have everybody involved in that.

10           Currently we have 28 families with 71 animals in their homes for  
11 actual fosters, and surrender to a foster means that individual that came in  
12 to surrender their animal and we asked them to hold onto it for a little bit  
13 longer until we can have some room in there at the shelter. So there's five  
14 families with five animals that are willing to do that for us.

15           So I'd like to now go into the rebranding efforts that I've looked into  
16 since our last board meeting. This right here is our current logo that we  
17 have. It's titled "Outcasts" and Virginia Maria Romero is a visionary artist  
18 with works in public and museum permanent collections and she's the one  
19 who painted this and donated the painting, or the rights for us to use this  
20 painting. And this is from her website, she says, "... as well as numerous  
21 private collections throughout the United States and abroad. In 2013  
22 Romero was recognized as a distinguished Artist and Poet by the  
23 American Council for Polish Culture." "Romero's art speaks a language  
24 unlike any other. It is a language of the heart, of the soul, of life."  
25 "Romero has taken an ancient art form and redefined it, reinvented it, and  
26 made it her own." And that's from her website. I do understand why the  
27 previous Director chose this painting, because, truly, of the name of  
28 "Outcasts." Currently individuals believe that at the animal shelter, these  
29 animals are broken, they're not wanted, they're essentially outcasts of a  
30 society, and that's just not the case. The animals there at the shelter are  
31 often purebred, they're great, they're fabulous dogs with a lot of love that  
32 are left there. So I understand why the previous Director selected this  
33 painting, and with especially the prestige that comes with having Ms.  
34 Romero's work presented there. However, there are some limitations of  
35 this logo that we have a hard time with. Number one is we can't  
36 embroider it, so all of our shirts there at the Animal Service Center, they  
37 have, it says "ASCMV" on it and that's all we can do. There's no logo that  
38 really goes along with that. There's also no current black-and-white  
39 version of this for printing material or printing reasons. It's really not  
40 relative to our mission or scope. I'm being told that this is a picture of  
41 wolves and we are more of the, the word I'm looking for ...

42  
43 Williams: Domestic.

44  
45 Thacker: Domestic, thank you. Domestic animals of dogs and cats and others.  
46 This is not easily printed. With all the colors in it, it's very expensive to

1 print and it's very very difficult to digitize something like this if we did want  
2 to get it onto, to attempt to embroider and so forth. So there are a lot of  
3 limitations to this current logo. So with the Board's go-ahead I did do  
4 some rebranding, some requests for quotes. A company that did, that I'm  
5 familiar with that did several in the animal industry is CanvasBlu and their  
6 quotes came in between \$3,080 to \$4,330 and they specified business  
7 cards, letterhead, digital letterhead, e-mail signatures, PowerPoint  
8 templates, brochure template, and an e-mail marketing template.

9 We also wanted to contact locally and Wilson Binkley stepped up,  
10 and that's who currently is familiar with us. They currently do all of our  
11 advertising for us, and they approached us with the same offering of all  
12 those, the business cards, letterheads, and so on, and they gave us a flat  
13 rate of the \$3,500. So with that I would like to continue on and begin  
14 discussions with Wilson Binkley, and tell them what we are interested in:  
15 Something clean, something crisp, something that can easily be done, like  
16 I mentioned before with the letterhead, with be able to embroider, and I  
17 believe with guidance that we can come up with a really good and  
18 captivating, see it and you know where it belongs to type of a logo with  
19 them.

20  
21 Williams: Mr. Thacker. Would, assuming, I see that this is on the agenda as an  
22 action item for a vote. Assuming that we were to approve the rebranding  
23 initiative as a board, would the rebranding proposals come back to us  
24 again before being finalized?

25  
26 Thacker: Yes. So the amount of money is something that I could do on my own.  
27 But I did not want to do that. I want to involve the Board in this approval  
28 so it could be a group effort. So what my thing would be is to come back  
29 to you, to the respective committees, and also report to the Board of the  
30 final logos that we have to choose from, or maybe even a logo that we as  
31 a Board of Directors, you as a Board of Directors and me as the Executive  
32 Director, have chosen as this one. So yes, it would be a very much  
33 involved effort of all of us.

34  
35 Williams: Thank you.

36  
37 Thacker: To preview that.

38  
39 Williams: I know that this sort of thing has broad-ranging implications and a high  
40 interest among all the members of the Board, particularly Board Member  
41 Garrett has been talking about this for some time. So regardless of which  
42 company you go with, what we would want to see is, I would say a  
43 minimum of five options that we could discuss at a future meeting and  
44 come to some consensus on.

45  
46 Thacker: Great.

1  
2 Williams: Okay. Board Member Garrett.  
3  
4 Garrett: Mr. Chair, thank you. And Mr. Thacker, did I understand that you wanted  
5 to, you're basically going to be asking for okay to work with Wilson  
6 Binkley, is that ...  
7  
8 Thacker: Correct, yes.  
9  
10 Garrett: Okay. And I think that that makes sense. I mean I prefer to go local.  
11 They've worked well with us and I think that that's the right thing to do. So  
12 I just want to underscore that at this point it's not about anybody else.  
13 Thank you.  
14  
15 Williams: I appreciate the clarification and I concur on all counts.  
16  
17 Garrett: Thank you.  
18  
19 Thacker: So then we talk about what happens now with what we have here as the  
20 "Outcasts" painting. So what my hopes are is to be able to recognize  
21 Virginia Maria Romero by placing "Outcasts" in a prominent location in our  
22 current remodel that we have. We have a large, beautiful adoption lobby  
23 planned in our remodel and we'd like to have "Outcasts" up on it in a  
24 spotlighted area. We'd also like to unveil that painting with, it'll be  
25 mounted in a beautiful frame, again with the spotlight on it, couple that  
26 with the grand reopening of the shelter to the unveiling of that. And we'd  
27 like to invite Ms. Romero and to be able to be there with us and cut the  
28 ribbon, and make it a big deal because it is a big deal to have an artist of  
29 her stature to be able to donate this painting, the rights for it.  
30  
31 Williams: I think that's a very nice way to honor her and to include her in this  
32 process and I would encourage you to go forward and to reach out to her,  
33 and tell her what we're doing, why we're doing it, and how we want to  
34 continue to honor her donation going forward.  
35  
36 Thacker: Thank you.  
37  
38 Williams: Does the Board agree?  
39  
40 Smith: Yes sir.  
41  
42 Garrett: Yes.  
43  
44 Williams: Okay. I've got consensus from the Board so please proceed.  
45

1 Thacker: The next one we have is our computers. There's currently 15 computers  
2 with the plans of expanding for one more. Nine of those 15 are out of  
3 warranty. Six of those nine expired in 2014 and there's stalling issues and  
4 restarts that need to be done on those computers throughout the day. As  
5 you can see here, this beautiful picture is the picture where the front of  
6 one of the computers has fallen off and you can see down below where  
7 the air intake flows through. We, being an animal industry, are not nice on  
8 computers, just because of the atmosphere that they're in. There's a lot of  
9 dander, a lot of hair or a lot of fur there, and so it all gets sucked in. So we  
10 do require more of a preventive maintenance on our computers to come  
11 through, to blow them out at least once a year and get more life out of  
12 them. So that's something I may be talking with the IT Department to  
13 schedule those and to get some maintenance done on them. However, at  
14 this point though, I've spoken with the Finance Committee at our last  
15 meeting, showed them the same issues, and they did say that we'd go  
16 ahead and purchase those nine computers that are out of warranty for a  
17 total of \$7,204.80. The reason why I have the picture of the "Property of  
18 City of Las Cruces" is there is some confusion based on does the City  
19 purchase them and they come then to the Animal Service Center, or is it I  
20 purchase them and IT tracks it? And IT Director Scott, he did send an e-  
21 mail stating that the funds are allocated and in my budget so I make those  
22 budgets and then the City purchases them for me. And because the City  
23 is the one that's going to be handling all that purchasing and installing the  
24 hardware and doing all that for it, that they do put a tag on it, an IT tag that  
25 can track it for that purpose.

26  
27 Williams: Do they provide the ongoing maintenance and support?

28  
29 Thacker: Yes. That is my understanding. David?

30  
31 Dollahon: Yes sir. That's correct.

32  
33 Williams: Is there any Board discussion? I believe that this falls within Mr. Thacker's  
34 purchasing authority. If there's no objection I would say proceed. Board  
35 Member Dollahon.

36  
37 Dollahon: Mr. Chairman, Members of the Board. We did discuss this at the Finance  
38 Committee and one of the things that we need to be aware of as we go  
39 through next year's budget and future years' budget, the City's policy, or  
40 the City's practice for its own internal departments is that you should be  
41 looking at about a third to a fourth of your computers and software  
42 upgrades every year, just to keep your inventory current. The technology  
43 changes so fast, the durability is really good so our maintenance is less of  
44 an issue, not that they don't have maintenance issues. But the older they  
45 get the more likelihood you're going to have failures and maintenance  
46 issues. So in discussing with the Executive Director, we just need to start

1 working on continuing that, some type of practice. The City's not going to  
2 impose its will on ASCMV. We're going to offer you suggestions. It's just  
3 something that we need to be aware of going forward in the budget  
4 process.  
5  
6 Williams: And Board Member Dollahon, Mr. Thacker. Do we have a line item  
7 existing in the budget for this purpose?  
8  
9 Thacker: Yes. We moved money yesterday into the account for that purchase.  
10  
11 Williams: Okay.  
12  
13 Dollahon: Yes. They've always had a budget line item. They always don't  
14 necessarily have put budget in there or used it for that purpose ...  
15  
16 Williams: Okay.  
17  
18 Dollahon: At the time.  
19  
20 Williams: Well going forward then we would expect to see that line item show up  
21 with the recommendation from the City followed as closely as possible.  
22  
23 Dollahon: And one other item related to computers, it's really related to the software  
24 on it. The City uses the Microsoft Office Suite and so we buy  
25 governmental licenses and each department of the City and ASCMV and  
26 others that we have Joint Powers Agreements on that we buy their  
27 software and their computers, they have to pay their annual license fee for  
28 that Microsoft license and that helps keep at least the Microsoft programs  
29 current and up-to-date.  
30  
31 Thacker: And I just talked with Bernice and we are participating in that as well. It  
32 has been purchased.  
33  
34 Williams: All right. Sounds good to me. Let's move forward.  
35  
36 Thacker: So the next big purchase that we're looking at, and this is Resolution ...  
37  
38 Williams: 2018-03.  
39  
40 Thacker: Thank you. Is a product called a Kuranda bed, and these beds have been  
41 used throughout my career where I've gone, very durable, and there'd be  
42 a picture later on. But first I wanted to show you why we want them. So in  
43 our outside kennels and some of our inside kennels we place blankets  
44 inside for warmth and so they're not just sitting on the cement floor.  
45 However, that laundry begins to pile up. As you can see the picture on the  
46 right, that is a very modest example of what can be piled up there for that.

1 So these, and also those blankets are a huge issue as far as disease. We  
2 do have a washer, it does do pretty good. However, there's, with as full as  
3 it's getting and as often it's being used, it's not guaranteed that those items  
4 are being sterilized to the proper level so I'm sure diseases are getting  
5 passed on because of that. So this is what we're looking at purchasing.  
6 The beds are aluminum so they won't be chewed on. It's 40 ounce of vinyl  
7 that goes inside of them, and they're warrantied for a year so if anything  
8 happens to them at all we get that. And then also, you can purchase  
9 parts. Every item on, every part you see here can be purchased if  
10 something was to break. So if an elbow breaks we can purchase just the  
11 elbow, not the entire new bed. And so that's beneficial as well. So it is a  
12 purchase over \$10,000 which does need the Board's approval on it. The  
13 total price with shipping comes to \$15,296.02 and the reason why that's so  
14 much is we talked about whether we should just do half now and then half  
15 later, or do a kennel at a time, but then we're thinking, "Where do we  
16 start? Do we start on the adoption side so it looks better as people come  
17 in? Do we start on the stray side where they're in so the disease can be  
18 attacked right now, that disease harbor?" It was a tossup so with  
19 considerations of the Finance Committee that said just to go ahead and  
20 purchase all at once and go for approval for that. Comments?  
21  
22 Williams: Board comment? Board Member Garrett.  
23  
24 Garrett: Thank you Mr. Chair. Mr. Thacker. If I recall our conversation in Finance  
25 Committee, you would expect an immediate beneficial impact in terms of  
26 the laundry issues.  
27  
28 Thacker: Yes. That could be thrown, all of it would be thrown away and keep a  
29 minimal amount of it there for our other places.  
30  
31 Garrett: And that's also going to reduce the wear and tear on our laundry  
32 equipment.  
33  
34 Thacker: Yes. Very much so.  
35  
36 Garrett: And so there are a number of benefits that come from this and I think our  
37 sense on the Finance Committee was it simply didn't make any sense  
38 whatsoever to hold off on this. It's going to be good for the animals. It's  
39 going to be good for the operation.  
40  
41 Williams: Thank you Board Member Garrett. Board Member Smith.  
42  
43 Smith: Thank you Mr. Chairman. Mr. Thacker. You said you'd worked with these  
44 before. I guess the only concern I really have is in the outdoor areas  
45 where there would be more air circulating underneath, does this make it  
46 colder for the animals that are outside or have you seen this work well in



1 those situations as well? That's my only concern about, I think the other  
2 points that you've brought up are very well-founded, but from the  
3 standpoint of the comfort of the animal, how have you seen that work?  
4

5 Thacker: That's a good comment. Thank you. So the outside areas, we'll still be  
6 using a blanket but not multiple ones. It'll be just enough to insulate the  
7 dog so it'll be placed on it and the plus is that the blanket is on top of the  
8 bed, it's going to be off the ground. So the animal will not be defecating or  
9 urinating on that blanket so the disease factor is very very minimal.  
10

11 Smith: Thank you Mr. Thacker. I'm reassured. Thank you Mr. Chair.  
12

13 Williams: Thank you Board Member Smith. And the question I have of Mr. Thacker  
14 is whether the bed itself can be sterilized after each use.  
15

16 Thacker: Absolutely. Like I said it's the 40-ounce vinyl and it's aluminum so you  
17 spray it with the degreaser that we use, like a Dawn, get the disease off,  
18 get the dirt off, and then you can place the chemical that we use to be on  
19 them.  
20

21 Williams: We are on a presentation item at this point. Unless there's further  
22 questions from the Board, we'll move on to this again when we get to our  
23 action items. Thank you Mr. Thacker. Please move ahead.  
24

25 Thacker: So the next one is Resolution 2018-04. This is a list of holidays that we'd  
26 like to be closed on to observe these holidays. What currently is  
27 happening is the employees have what's called a "floating holiday." So  
28 they're able to take whatever the week of that holiday, they can take a day  
29 off. So at our staff meeting that we had, I presented to the employees of  
30 what their desires to be, and unanimously it was, "We want to be off on  
31 the holiday." Now given, we cannot just totally, somebody has to show up  
32 and feed and clean the animals and we understand that, and they  
33 understand that. However, so we took that into consideration and at our  
34 next manager's meeting we looked at the number of visitors per year on  
35 these holidays that we have been open. And we chose the ones that are  
36 meaningful for family and also have very low numbers of attendance. So  
37 on the graph you see, the first column it says the RTO side. That is 30, on  
38 New Year's Day in 2016 we had 32, and what that means is 32 people  
39 came into the shelter on that side, not 32 RTOs. That's actual people.  
40 And then the adoption side, only 43 came in. So you can go down  
41 through those numbers. And so then the question was, "Well how many  
42 animals were actually returned to owner or adopted on those days?" and  
43 we pulled those numbers and you can see on the next section over the  
44 number of animals, RTOs for the year 2016, New Year's Day was four. In  
45 2017 it was one. And you can continue down those, and the biggest was  
46 RTOs on Independence Day was eight, that's the biggest number, and

1 that's still far below what we are doing on a regular day for that. We're  
2 going to be open the day before Independence Day and also the day after  
3 Independence Day. So it won't, it's not a huge factor on returning animals  
4 to owners, nor is it on the adoption side either because those animals will  
5 still be there for adoption. Because we're changing this, the worry is that  
6 people are going to come expecting us to be open because we have been  
7 in the past. So it was recommended by the Executive Committee to  
8 include our closures on Pet of the Week, when we do our Pet of the  
9 Months, when we do our radio presentations, things like that, to plug those  
10 times in that we are going to be closed on this holiday that's coming up.

11  
12 Williams: Also social media.

13  
14 Thacker: Social media, absolutely, to place those dates on there. I believe this is a  
15 big one for the employees at the shelter, be able to know and to have this  
16 time off for that.

17  
18 Williams: Are there any questions or concerns from the Board? Board Member  
19 Dollahon.

20  
21 Dollahon: I think this is a great idea. I think the rest of us, being part of the working  
22 crew not the elected crew, get 11 or 12 holidays a year as do our elected  
23 officials because we don't work on those days. My concern is we need to  
24 look, not now and not part of this resolution, is a compensation issue  
25 because are we talking time and a half because of the employees working  
26 holidays, and some of our staff who work holidays depending on the  
27 positions may get double time. So it's something that we need to discuss  
28 with the Executive Director as far as a budgetary impact and a policy  
29 impact, but I think this is a great thing for the staff who work really really  
30 hard all of the other days of the year. It's just something that we need to  
31 be aware of. But I'm supportive of us moving forward with this proposed  
32 resolution when we're to that point.

33  
34 Williams: Thank you Board Member Dollahon. Any further board comment? Seeing  
35 none we'll move through the presentation and we'll revisit this again when  
36 we get to the action items.

37  
38 Thacker: Thank you. So that's it on the information that I have as far as what I  
39 found there. Here are some pets that are currently available for adoption  
40 at our shelter.

41  
42 **C. Educational Initiatives - Spay/Neuter Initiatives - Clint Thacker**

43  
44 Thacker: So the next presentation we have is the education. So grand total in  
45 December 2017 was 3,433 individuals that came to the shelter. Breaking  
46 that down we have: To adopt was 278; just looking around was 1,292;

1 medical reasons 372; other 82; and no reason given was 23. We did take  
2 the advice of the Board from last month and I changed the sign-in sheet at  
3 the adoption side to have a place that says, "If you are interested in  
4 volunteering please provide your e-mail address." And we have had some  
5 e-mail addresses left there. So we are able to utilize those individuals  
6 that, 1,200 people that are just looking for animals is very advantageous  
7 for it. So on the reclaim or the RTO side of our animal shelter we had 433  
8 people looking for a missing pet, 125 for stray, 45 surrendered, 77 for pet  
9 license, 57 rescue organizations, 26 for euthanasia or cremation requests,  
10 338 for medical, 271 for other, and 55 for no reason given for a total of  
11 1,386 people. And I'd just like to say that I believe it. I mean there is, my  
12 office window is right there at the front doors and they are just constantly  
13 coming in and it's great to see that continuous flow of individuals coming  
14 into the Animal Service Center.

15

16 Garrett: Mr. Chair.

17

18 Williams: Board Member Garrett.

19

20 Garrett: Could you go back to the previous slide? What's covered under  
21 "medical?"

22

23 Thacker: That is individuals coming in for sterilizations.

24

25 Garrett: Okay.

26

27 Thacker: And also any issues with that or issues with the animal.

28

29 Garrett: But related to the adoption or fostering.

30

31 Thacker: Correct, yeah.

32

33 Garrett: Okay.

34

35 Thacker: Foster to adopt or yeah, it's not just anybody coming with an animal. It  
36 has to come from the Animal Service Center.

37

38 Garrett: Right, okay. Thank you.

39

40 Williams: Board Member Dollahon.

41

42 Dollahon: This is my wicked sense of humor. We're talking about pet sterilizations,  
43 not people sterilizations, so sorry.

44

45 Williams: That's all right. I believe that's a whole, yes, that's not within our purview.

46

1 Thacker: All right. So community outreach continue to go to 101 Gold, Magic 105,  
2 and Zia Country, and these are the stations that again we'd be placing our,  
3 "We're going to be close this holiday" and it's a great way to reach out.  
4 And our Volunteer Coordinator Dominique does a fabulous job at those.  
5 We continue to work with Wilson Binkley advertising campaign with our  
6 billboard and commercials on the radio. We have our Dog'Cruces  
7 magazine, American Classifieds. Home for the Holidays provided us with  
8 47 adoptions through the year, and those were all covered by the Dona  
9 Ana County Humane Society for that program. The Senior Program also  
10 we were able to do three dogs and three cats through the Senior Program.

11 Spay and neuter. So 170 animals are currently in the foster to  
12 adopt program and for those watching online, the foster to adopt program  
13 is a program we have where somebody comes into the shelter, they see  
14 an animal they'd like to adopt, however it's not sterilized yet. So they  
15 foster the animal, or they take the animal home that day with a date given  
16 for them to come back and get the animal sterilized. And all that has  
17 already been paid for in your adoption costs. So currently 170 animals are  
18 in that program.

19 And this is a breakdown for surgeries for December: Total of 230;  
20 we had 120 of the general public; Humane Society of New Mexico six;  
21 SNAP one; Broken Promises three; and the Community Cat Program had  
22 92. So the totals broken down: Female dogs 54; 34 male dogs; 69  
23 female cats; and 73 male cats with the cancellation/no-shows of 57. We  
24 are still looking at a way to do this program better as far as those  
25 cancellations. We generally plug those holes in the cancellations in with  
26 shelter animals, so that is not going to waste. However, we would like to  
27 have more of the general public coming in, those 57 come in versus not  
28 showing up. We're also working with County and City ACOs for them to  
29 go out on these foster to adopts that aren't showing up and speaking with  
30 them and educating them on the importance of spay and neutering, have  
31 them contact us, because this is after multiple contact efforts that the  
32 Animal Service Center does for them to come in and do that. So total  
33 surgeries in December is a total of 402. It's 230 public, 121 adoptive, and  
34 51 from the shelter including those seven cryptorchid and seven pregnant.  
35 And I think my favorite picture on here is "Hairy Pawter." I love that one.  
36 And that's presentation for you today. Any questions from the Chair or the  
37 Board?

38  
39 Williams: Seeing none, we'll move on forward.

#### 40 41 **D. Committee Reports**

##### 42 43 **1. Finance - David Dollahon, Committee Chair**

44  
45 Williams: That brings us to the committee reports. Board Member Dollahon, it  
46 seems like the Finance Committee was busy.

1  
2 Dollahon: Mr. Chairman. Yes, we were and Josh is going to speak real quick on that  
3 component and I have a few items to add beyond what's already been  
4 discussed today.

5  
6 Williams: And I'm delighted to see that Josh is not limping today.  
7

8 Saffell: Good morning Mr. Chair, Members of the Board. My name is Josh Saffell  
9 and on behalf of the Finance Department I'd like to present the unaudited  
10 financials as of November 2017.

11 On slide one, this is our balance sheet. If you have the hard copy of  
12 the financial statements, this is page one, "Statement of Net Position."  
13 Here we're showing that the General Fund has about \$577,000 in cash  
14 and \$1,000 in receivable, and the total liabilities in the General Fund are at  
15 \$92,000.

16 This is our Operations. Of course that's going to be page two,  
17 "Statements of Revenues, Expenditures, and Changes in Fund Balance."  
18 Here we see that the General Fund is showing about \$982,000 in  
19 revenues and \$963,000 in expenditures. That left net income of \$19,000.  
20 We also see that the total revenues are at 43.8% of budget and total  
21 expenditures are at 40.6% of budget. Our budget parameter for this  
22 period was 41.7%. So we're a little over on revenue and a little under on  
23 expenditure, which is pretty good.

24 Here we show actual revenues compared to the budget. The actual  
25 revenues of \$982,000 are mainly due to Dona Ana and City contributions  
26 per the Joint Powers Agreement.

27 And we have our expenditure comparisons. We'll notice that the  
28 majority of these are under the 41.7% budget parameter. There were two  
29 notable exceptions, that being services and supplies. The services are at  
30 49.8%, supplies are at 52.1%. I believe that number for supplies, the  
31 52.1%, the majority of that is based on they purchased the majority of their  
32 microchips that they're going to use throughout the year in advance and  
33 so that's being reflected in that supplies number.

34 Here we have our Capital Projects Fund. We show cash of \$813,000  
35 and receivables of \$18,000. And that concludes the November financial  
36 report. Are there any questions?  
37

38 Williams: Seeing none, Board Member Dollahon.  
39

40 Dollahon: Josh, could you go back one slide on that receivable?  
41

42 Saffell: I can never remember how to do this. There we go.  
43

44 Dollahon: So that \$17,695 was a receivable that we billed to the State that hasn't  
45 been paid and due to timing and issues with the State on their bill-paying,  
46 that will be reversed this month, in November, so it'll show up in next

1 month's report. You have a resolution before you to carry over that budget  
2 and then we will spend it again on other eligible expenses during the  
3 current fiscal year related to the design work that is going on. We have  
4 plenty of money. We're having to cover those expenses that were billed to  
5 the State out of ASCMV capital funds for this current year.  
6

7 Williams: So that's a simple budget revision.  
8

9 Dollahon: Yes sir. And because we had anticipated the State to pay us the  
10 receivable that they're not, we have to do a budget adjustment and that's  
11 one of the resolutions before the Board today. And so we will fix that and  
12 carry that State appropriation over, reflect it in our budget, and then we'll  
13 pay the next bill out of it for eligible expenses and charge the State this  
14 fiscal year.  
15

16 Williams: Thank you for that explanation/clarification. Thank you Josh. And that is,  
17 do you have anything further from the Finance Committee?  
18

19 Dollahon: No sir. That was it. As I think Executive Director Thacker covered a great  
20 deal of issues that we'd also discussed, there is also a resolution on the  
21 agenda for authorization of disposal of equipment that is either long  
22 overdue for disposal and is not being used, or is in poor condition that  
23 needs to be disposed of and so that requires Board action. And then it will  
24 be turned over to the City's auction for auction and the receipts from that  
25 will be credited back to ASCMV's budget.  
26

27 Williams: Sounds perfectly logical to me. Any further comments/questions from the  
28 Board? Seeing none.  
29

## 30 **2. Executive - Jess Williams, Committee Chair**

31  
32 Williams: We'll move to the Executive Committee. The Executive Committee did  
33 meet primarily to discuss the various action items on today's agenda as  
34 well as some services at the Animal Service Center related to janitorial,  
35 pest control, etc. and to finalize the agenda for today. Nothing further was  
36 discussed at the Executive Committee meeting.  
37

## 38 **3. Facilities - Greg Smith, Committee Chair**

39  
40 Williams: That brings us to facilities. Board Member Smith.  
41

42 Smith: Thank you Mr. Chairman. The Facilities Committee did not meet due to  
43 the holidays and the fact that I believe City Architect Tomas Mendez is  
44 going to be updating us on the discussion items regarding the remodel  
45 and where we are. But we did not meet and are assuming that  
46 everything's moving forward. Certainly was very interesting to see the

1 photos of the staff working and volunteers working on the building. Thank  
2 you.

3  
4 Williams: Thank you very much.

5  
6 **E. Zero in 7 Update**

7  
8 Williams: And that brings us to item number 5e which is the Zero in Seven update. I  
9 believe that Elaine is going to cover that for us this month.

10  
11 Stachera: Good morning Mr. Chair and Members of the Board. My name is Elaine  
12 Stachera Simon and I was asked to pinch-hit today to present the good  
13 news from Coalition for Pets and People. All righty. Starting off you all  
14 know what the goal is for the Coalition for Pets and People: To reduce the  
15 number of adoptable animals euthanized at the ASCMV to zero by 2019.  
16 Many members of community organizations, independent members from  
17 the, just community members as well as governmental agencies  
18 participate in the Zero in Seven meetings, Coalition for Pets and People.

19 These are some of the upcoming events: January 14th, 2:00 to  
20 4:00 p.m. Steinborn and Associates will be holding an APA benefit; on the  
21 22nd will be the Paws N' Hooves Mobile Clinic for Spay and Neuter Action  
22 Program. Again, SNAP is for low-income individuals, \$30 to take care of  
23 your cat, \$40 to take care of your dog. January 25th Humane Society for  
24 Southern New Mexico is going to be having a fundraiser at Red Brick  
25 Pizza so go have lunch. January 30th will be the next Coalition for Pets  
26 and People meeting at the Branigan Library.

27 In December as you can see the Coalition for Pets and People had  
28 a holiday social at Habanero's to get to know the new Executive Director  
29 Mr. Thacker. Some of the ASCMV Board Members attended which was  
30 greatly appreciated. Kelly Barker from Tails from the Shelter presented a  
31 large poster photo which featured the 12 Days of Christmas.

32  
33 Smith: I have to interject. I believe that was the 12 Dogs of Christmas.

34  
35 Stachera: Twelve Dogs of Christmas, thank you. So throughout 2017 the Coalition  
36 for Pets and People did many things: Monthly meetings; attending Task  
37 Force and ASCMV meetings; making sure to reach out to local officials;  
38 appearing at outreach events including the City Volunteer Fair,  
39 Dog'Cruces, Pet Expo, Fall Festival; microchipping events that were done  
40 in conjunction with APA, ACES, Animal Control, and others in the  
41 community; presenting the Community Animal Welfare report to this Board  
42 on a monthly basis; having humane education sessions at Onate High  
43 School, and that's actually the reason I'm pinch-hitting today is because  
44 Jean Gilbert is doing a humane education presentation up at Highlands  
45 Elementary is my understanding. Coalition for Pets and People has a  
46 Facebook page and I'm sure that you all "liked" that page, I have no

1 question. And the distribution list disseminates news and events that are  
2 coming up. Overall the Coalition for Pets and People helped microchip  
3 more than 400 animals in 2017.

4 All right. Action Program for Animals has reported to us that the  
5 month of December they took in 64 animals, adopted out 22, transferred  
6 33. Overall numbers for 2017: 701 were taken in, 298 were adopted, and  
7 263 were transferred. Loyal was a lucky dog who was found abandoned  
8 and left guarding the body of his deceased companion. Loyal is now in  
9 Montana with his new dad, who is a one-dog type of guy and that was  
10 facilitated through APA and the P.A.W.S. prison program.

11 Some of the 12 Dogs of Christmas who are looking totally adorable  
12 in their little outfits. Uncaged Paws and Tails from the Shelter sent us  
13 information about this Chocolate Lab and her pups. They are with a foster  
14 family until ready for transport to go to Colorado to find their forever  
15 homes. Also coming from Tails from the Shelter and Uncaged Paws are  
16 happy and healthy 7-year-old dogs that now have work at their new ranch  
17 home. The Tails rescue has adoption promotions regularly at PetSmart  
18 and elsewhere in Las Cruces.

19 Cherished K-9 sent us a photo of this Australian Shepherd mom  
20 and her pups that was rescued during the month of December and have  
21 been transported.

22 Safe Haven Animal Sanctuary sent us a story about Gypsy,  
23 formerly known as Louise, who now has as part of her new forever home,  
24 she has a couple of ferrets to play with and apparently the ferrets are her  
25 favorite playmates. Also, as some of you probably saw the Las Cruces  
26 Community Theater production of "Annie," Sundae was one of the stars of  
27 that show and found a home with a new family for the holiday, so that was  
28 a happy ending to "Annie."

29 Broken Promises Southwest: As you know they specialize in  
30 trap/neuter/return. In December 2017 they took care of 25 spays and  
31 neuters. Throughout January through December of 2017 they did 427  
32 sterilizations. Since inception in 2010 they have now, they've broken  
33 1,000. They're at 1,500 sterilizations.

34  
35 Williams: That's fantastic.

36  
37 Stachera: I have a feeling that there are many people who rely on their morning cup  
38 of Joe here so Broken Promises Southwest are working in conjunction  
39 with Moon Doggie Coffee which is out of New Jersey, and this was a  
40 December fundraiser in which 30% of coffee order proceeds went to  
41 Broken Promises Southwest.

42 Humane Society of Southern New Mexico had a good December  
43 2017. They adopted six cats and a dog. For the year of 2017 their totals  
44 were 54 cats, 19 dogs, and five transfers. They took about 90 or 100 calls  
45 on their pet helpline in 2017. They microchipped 72 animals, 26 sessions



1 of humane education, and raised \$100 for Cans for Critters. So that was a  
2 yearly total of \$1,422 to help about 35 pets with Cans for Critters.

3 Humane education, near and dear to my heart, this is a photo of  
4 Highland Elementary kids who got animal-themed books for the holidays.

5 Carla Baker, Director of Cherished K-9 sent us information about  
6 Tyson who was helped with some pretty severe injuries and in danger of  
7 euthanasia because his owner could not afford the medical cost and  
8 relinquished him. Cherished K-9 stepped in with others to help with  
9 financial support for his injuries.

10 Another story from 2 Hearts 4 Paws, helping out with some animals  
11 that, a couple of dogs that were found in the middle of the road.

12 Dee Dougil and Randie Meyer have taken up the cause of pet  
13 networking to save lives and using social media. They are sharing photos  
14 and information during 2017 for more than 300 pets to send out, that goes  
15 to hundreds of animal advocates. They get reposted time and time again  
16 to find people who would help out with rescue, transport, fosters, adoption,  
17 financial help for medical needs, all in an effort to reach the no-kill  
18 community goal.

19 Spay and Neuter Action Program, also near and dear to my heart,  
20 received \$22,630 from PetSmart Charities. Since, it's actually 2002 is  
21 when SNAP started its voucher program and more than 17,000 pets of  
22 low-income households have been sterilized through the SNAP voucher  
23 program.

24 Another success story: Raisin from Las Cruces went up to  
25 Watermelon Ranch Rescue in Albuquerque from Forever Homes Animal  
26 Rescue. In 2017 New Mexico Forever Homes Animal Rescue transferred,  
27 adopted, and transported more than 1,000 animals, 154 of which were in  
28 December, their largest month ever.

29 Cat's Meow has found homes for about 175 cats since 2014. They  
30 do specialize in older felines so that's a great number. Jake Sims, as you  
31 know passed away in 2016. His cats found homes in 2017 through Cat's  
32 Meow. Thank you very much.

33  
34 Williams: Thank you Elaine. Are there any comments or questions from the board?  
35 Seeing none, we're going to take a five-minute break. I'm going to insist  
36 that it's no more than five minutes. We've got a lot to still get through and  
37 we've got a short time to do it.

38  
39 FIVE MINUTE RECESS.

## 40 41 VI. Action Items

42  
43 A. Resolution 2018-01: Amend FY18 Budget with a State Grant Carry-Over  
44 for Capital Outlay

45 B. Resolution 2018-02: Disposition of a Dutch Motor Home, 1999 Ford  
46 Taurus and 2010 Dodge Ram

1           **C. Resolution 2018-03: Approval of Expenditure over \$10,000 for Kuranda**  
2           **Dog Beds**

3           **D. Resolution 2018-04: Adopt the ASCMV 2018 Holiday Schedule**

4           **E. Resolution 2018-05: Reasonable Notice of Meetings 2018**

5           **F. Vote to approve ASCMV rebranding**

6  
7 Williams:       Our quorum has reconvened. I'll call the meeting back to order and we  
8                   are at item six which is action items A through F. I am inclined to allow  
9                   public input on these items but before that I would entertain a motion to  
10                  pass all one, two, three, four, five, six items, A through F in one motion.

11  
12 Smith:         I will make that motion.

13  
14 Garrett:       Second.

15  
16 Williams:      I have a motion by Board Member Smith, a second by Board Member  
17                  Garrett. Is there any public input on the action items today? Seeing none,  
18                  Ms. Baum please poll the board.

19  
20 Baum:         Board Member Dollahon.

21  
22 Dollahon:      Yes.

23  
24 Baum:         Board Member Garrett.

25  
26 Garrett:       Yes.

27  
28 Baum:         Board Member Smith.

29  
30 Smith:         Yes.

31  
32 Baum:         Chairman Williams.

33  
34 Williams:      Yes.

35  
36 MOTION APPROVED UNANIMOUSLY.

37  
38 **VII. Discussion items**

39  
40 Williams:      That brings us to item number seven, discussion items and although we  
41                  did not approve any changes to the agenda earlier, I'm going to ask that  
42                  we remove item D to the next meeting because I've received an e-mail  
43                  from Mr. Townsend indicating he would like to meet with Mr. Thacker  
44                  about that item before the Board discusses it. So Mr. Thacker, do you  
45                  have any objection to moving that to the next ...  
46

1 THACKER SHOOK HIS HEAD IN THE NEGATIVE

2  
3 Williams: Is there any objection from the board? Board Member Garrett.

4  
5 Garrett: No, I don't have an objection. I think it actually makes some sense and I  
6 would also appreciate if, as part of your sort of background research on  
7 this if you would check in with our staff but also I think it probably would be  
8 appropriate in this context to talk to either County or City regarding,  
9 because we're going to be using public money from the City and the  
10 County, about anti-donation just so we're clear on all the legal implications  
11 are of this particular issue.

12  
13 Williams: Okay.

14  
15 **A. Update on shelter remodel**

16  
17 Williams: That brings us to item number 7a which is an update on the shelter  
18 remodel. And I believe that the City Architect is here. Tomas.

19  
20 Mendez: Good morning Mr. Williams, Board Members.

21  
22 Williams: Good morning.

23  
24 Mendez: My name is Tomas Mendez, Architect with the City of Las Cruces. I'm  
25 going to provide you with a brief update on the progress, slow as it may  
26 be, with the development of the project to add on to the building.  
27 Tomorrow afternoon we have a Selection Advisory Committee of the City  
28 of Las Cruces to review the Request for Proposals that will be issued next  
29 week. We expect a quick turnaround on that, approximately three weeks,  
30 so a tentative deadline for the proposals will be established once the  
31 evaluation committee releases it. Hopefully we'll get that about mid-  
32 February and we will be authorizing with the concurrence of the Selection  
33 Advisory Committee an award for the construction project. The budget  
34 still stands at approximately \$800,000 and if there is any savings to be  
35 made, we obviously would defer to Mr. Thacker to how best to expend  
36 those monies on a related expenditure.

37  
38 Williams: Mr. Mendez.

39  
40 Mendez: Yes sir.

41  
42 Williams: Are we on track with this timeline to finish the project before the end of the  
43 fiscal year?

44  
45 Mendez: Before the end of the fiscal year no, but we will finish it before the end of  
46 the calendar year. Any grants that have a timeline that require

1 expenditure prior to the end of this fiscal year, Fiscal Year '18, we will  
2 expend those funds first and foremost so that any money that carries over  
3 to the next fiscal year will then be expended at a later time.  
4

5 Williams: Mr. Dollahon. Does that present challenges with our budget process?  
6

7 Dollahon: No sir. Josie Medina from the City's Budget Office is here today and she  
8 will work through that. She manages most of the capital budgets for the  
9 City on the whole, including ASCMV and so as the City and staff work, Ms.  
10 Medina specifically and others, work with Mr. Thacker and the crew on his  
11 operating budget, she will also be critical on the capital budget. So we will  
12 just probably make an estimate in discussions with Mr. Mendez and the  
13 contractor as to where we'll be as of June 30th and then we'll probably  
14 have to do a correction for carryovers early in the fiscal year. But it won't  
15 present us with any problems and we have a small grant from the State of  
16 New Mexico that we'll spend first. I think all of the other grants that we  
17 have don't have time restrictions, they have condition restrictions like the  
18 cat room and so forth, and I'm fairly certain that we're all okay.  
19

20 Williams: Okay. Mr. Dollahon, Mr. Mendez. Will there be any slow-down or gap in  
21 construction as a result of the fiscal year turning over or will that be  
22 seamless?  
23

24 Mendez: It should be seamless unless there's an interruption in the flow of funds to  
25 the project.  
26

27 Dollahon: Mr. Chairman, Members of the Committee. We tend to overestimate our  
28 carryover amount, so we can avoid that issue and not have to shut a  
29 contractor down because we don't have budget. We will be fine.  
30

31 Williams: I anticipated those answers but I wanted to make sure that for the benefit  
32 of the public that that's where we were. Thank you.  
33

34 Mendez: It is Mr. Williams. And it's actually a pretty regular operating procedure for  
35 us because our construction contracts consistently span fiscal years.  
36

37 Williams: Thank you.  
38

39 Mendez: And we have to carry over those project budgets from year to year.  
40

41 Williams: Thank you very much.  
42

43 Dollahon: Mr. Chairman. If I may, there are ...  
44

45 Williams: Yes Mr. Dollahon.  
46

1 Dollahon: Two things so that we can go on the record. This contract only includes  
2 fixed, attached fixtures such as built-in desktops, countertops, and such.  
3 So there is no what we call FF&E, fixtures, furniture, and equipment so we  
4 will need to work with Clint and the Architect's Office to identify those  
5 needs: Conference room table, chairs, desks, and so forth to prepare for  
6 his budget in FY19 to purchase those items separate from this contract.

7  
8 Williams: Okay.

9  
10 Dollahon: So that is a budgetary impact. The other thing that you should all be  
11 aware of, you'll notice that Mr. Mendez mentioned this was going out for  
12 Request for Proposals rather than a bid. That's because it's a better way  
13 for us to get a better price based on performance of the contractor rather  
14 than lowest available price. So that's why we're doing it that way. Our  
15 intent is to get a really good contractor at a good price who will perform on  
16 time and going through a regular bidding process doesn't give us that  
17 opportunity at this time without a future amendment that is in the works on  
18 our procurement code. But this is the best way to do this now. So we're  
19 hoping that we'll get a high-performing contract and we can also negotiate  
20 on price.

21  
22 Williams: That sounds fantastic and I would just point out that when we get to the  
23 furniture component, that the Department of Corrections does have its  
24 own shop that they build furniture that is oftentimes as good as what's on  
25 the market for quite a lot less because their labor costs are lower. Mr.  
26 Mendez please proceed.

27  
28 Mendez: I believe that's the extent of the presentation. I'd be happy to answer any  
29 questions. I would like to add to Mr. Dollahon's comments very quickly  
30 that at present the contract as he said does include the point of service  
31 counters, public interaction points. But anything in private offices or  
32 workrooms or boardrooms or meeting rooms, that furnishing is not  
33 included in the general construction contract.

34  
35 Williams: Thank you very much Mr. Mendez. Are there any comments or questions  
36 from the Board? Seeing none, thank you very much for your presentation.

37  
38 Mendez: Thank you very much. Hopefully next meeting we'll be able to come back  
39 with an update on actual construction or the award of a contract.

40  
41 Williams: Okay. Thank you very much.

42  
43 Mendez: Thank you.

44  
45 **B. Working relationships between unincorporated areas of the County and**  
46 **the County**

1  
2 Williams: That brings us to item number 7b, working relationships between  
3 unincorporated areas of the County and, I'm going to assume that that  
4 means "and the Animal Service Center." It says "the County and the  
5 County."  
6  
7 Thacker: Actually, it is correct for the County. If you recall we had a discussion  
8 regarding the County Animal Services is partnered with other agencies to  
9 do their animal control.  
10  
11 Williams: Oh, that's right. Yes.  
12  
13 Thacker: And so our discussion was, "Do we need to have an agreement with those  
14 other cities that the County does their animal control for?" and that was  
15 the discussion that was requested.  
16  
17 Williams: The discussion item, just to clarify, thank you for reminding me, is that  
18 currently particularly with the Town of Mesilla we have an issue right now  
19 where an animal was brought in, it was captured in Mesilla, then it was  
20 turned over to the County, then it was taken to the Animal Service Center  
21 and now there's some legal questions about who's responsible if  
22 something happened to the animal. It seems to me it would be cleaner to  
23 have Joint Powers Agreements or Memorandums of Understanding with  
24 the individual cities rather than have them contract with the County, to  
25 where it's all going through the Animal Service Center rather than through  
26 the County. That's going to require a conversation with the County  
27 Manager, it's going to require a conversation with the Animal Control  
28 people at the County, and then probably we're going to have to reach out  
29 to the individual communities to see whether they have the capacity to do  
30 animal control on their own. But it has presented an interesting problem  
31 for us already. Board Member Dollahon.  
32  
33 Dollahon: I have a question and Clint may not know this, so this may be more of a  
34 question that Bernice has to step in. With the exception of Mesilla, we  
35 report numbers every month for Sunland Park, Anthony, and Hatch. Are  
36 those coming from their own Animal Control Officers or are those coming  
37 from those communities through County Animal Control?  
38  
39 Navarro: We do have a method from our impound sheets at the top, where it does  
40 state where the animals are coming from so if the Animal Control, if an  
41 animal is coming from Hatch we do have the officer's name at the top of  
42 the paper where we keep track of those separately. So if whatever comes  
43 in from Hatch, from Sunland Park, Anthony, that's how I actually get those  
44 numbers, is whatever comes in through those impound worksheets.  
45  
46 Dollahon: But they're their employees, not County ACO ...

1  
2 Navarro: Correct.  
3  
4 Dollahon: Okay.  
5  
6 Navarro: That's their own ACOs, right.  
7  
8 Dollahon: So the limited exception is Mesilla doesn't have their own Animal Control  
9 Office and I think County Animal Control has an agreement with Mesilla.  
10 But knowing from the Finance Committee because we've had discussions  
11 in the past about collecting a payment, I think this is a good idea. We do  
12 need to have a Memorandum of Understanding from the shelter to the  
13 individual communities because we do need to get payment from them  
14 and it has taken time in the past. Mesilla itself is a little more complex  
15 because they don't have that own service so it is, I think it's a three-legged  
16 stool. There's County relationship with Town of Mesilla and then there's  
17 the shelter's relationship with Mesilla with the understanding from the  
18 County on delivering the animal. So that makes it a little more complex.  
19 But I'm supportive of us having Memorandum of Understanding. I don't  
20 know that we need a Joint Powers Agreement. That's a way more  
21 complex process than we need to make this.  
22  
23 Williams: And I believe that this is going to take some time to do. What I would seek  
24 from the Board is consensus for me and Mr. Thacker to approach the  
25 Animal Service Center attorney to plot a way forward that makes the most  
26 sense for the next Chairperson to follow up on.  
27  
28 Dollahon: And Mr. Thacker in his history having worked elsewhere and we can help  
29 also, there might be similar agreements that he has in the past that talk  
30 about those relationship, that we're not starting from scratch ...  
31  
32 Thacker: Yeah.  
33  
34 Dollahon: On defining those roles.  
35  
36 Thacker: Yeah. I had experience doing just the flat rate fee and also by per animal  
37 fee and etc. go on and on, so.  
38  
39 Williams: Okay. Board Member Garrett.  
40  
41 Garrett: Mr. Chair. I think it's a good idea for you and Mr. Thacker to talk to our  
42 attorney, and actually I want to underscore that we need to be concerned  
43 with what the legal and financial interests and concerns are for ASCMV.  
44  
45 Williams: Exactly.  
46

1 Garrett: And then let the Town of Mesilla and the County sort out for themselves  
2 what their issues are and how that might fit into this. But relative to the  
3 board and the immediate issues, we need to know about what kind of  
4 liability we're dealing with, how we're going to be able to collect funds and  
5 from whom, and I think that it's important for each entity to be very clear  
6 about what the role is, what the point of view is that they're working from.  
7

8 Williams: Absolutely.  
9

10 Garrett: So we're not mixing up the idea of somehow that, "Well what's the County  
11 concerned with?" At this point we need to know what ASCMV's issues are  
12 and then work with these other entities, and presumably they'll have their  
13 own attorneys and other folks involved to make sure that they're  
14 comfortable with whatever is worked out.  
15

16 Williams: And that's exactly why I'm asking for consensus of the Board to begin the  
17 process so that we can get our attorney to be talking with those other  
18 attorneys' offices and work this thing through so that we can figure out  
19 what the issues are. I see Mr. Bryce. Would you like to comment about  
20 this Mr. Bryce?  
21

22 Thacker: You have some public comment.  
23

24 Williams: Okay.  
25

26 Bryce: Frank Bryce, President, Humane Society of Southern New Mexico. I may  
27 be overstepping a little bit but I think, I read this several times, we're  
28 talking about the incorporated, not the unincorporated.  
29

30 Dollahon: Yes sir. That's what needed to be clarified on the discussion items. It's  
31 between the incorporated communities of the County and the County.  
32 You're correct.  
33

34 Bryce: Right.  
35

36 Williams: You're absolutely right.  
37

38 Bryce: And Mesilla does have an animal officer, and I'm a volunteer with them.  
39 So unless they changed the rules just in the last short time, they do have  
40 one.  
41

42 Williams: Okay.  
43

44 Bryce: And I'm sort of aware of the issue you said about Mesilla. They had some  
45 cats that were trapped, transferred, and they disappeared. We never



found out exactly what the heck happened with that. But it is incorporated and they do have an Animal Control Officer.

Williams: Thank you for that clarification Mr. Bryce.

Thacker: Yes. And Gino just told me that they, he confirmed they do have an animal control. They just don't have a contract with the Animal Service Center to bring their animals in, so they have County do it for them.

Williams: So if the Board agrees what we would do is ask our attorney to reach out to the Town of Mesilla to figure out what kind of contractual agreement the Animal Service Center and Mesilla can come to and then whatever agreement the Town of Mesilla and the County have, that's separate from our issues.

Thacker: Correct.

Williams: Thank you.

Dollahon: Mr. Chairman. I would go one step further. I agree with that but let's also look at our relationships with the other incorporated communities so that we're all on the same page and we all have something in writing, if we don't have it already.

Williams: I think that's an excellent point. We probably need to revisit those MOUs and make sure that they are up-to-date and that they're consistent across all of the incorporated communities. Thank you. Unless there's further input or discussion on that item.

### **C. Update of the City proposal to incorporate the ASCMV into the City of Las Cruces**

Williams: We would move on then to item number 7c which is update the City proposal to incorporate the ASCMV into the City of Las Cruces. Board Member Dollahon.

Dollahon: We are progressing very slowly. Our intent is to get back to a joint board meeting with the City Council and the County Commission sometime in late winter. I don't know if that's going to be February or March. It's going to be dependent on the respective governing bodies' availability to meet together. We are progressing. We're looking at ten-year data on animal intake because we promised and outflow at the last joint session that we would get that information. We're coordinating that now. Clint and Bernice and staff have provided us with that information. We're also pulling in City Animal Control data and County Animal Control data at the same time to give the respective bodies a full board. We've had some

1 internal discussions about where we're going to fund in our financial  
2 system, where the ASCMV would be housed financially. There was  
3 question would it be General Fund or a special revenue fund at this point  
4 as part of the anticipated change. We're going to do it as a special  
5 revenue fund so they can keep their own money and we're still  
6 progressing with Phase 1 with a hopeful anticipated July 1 or soon  
7 thereafter transition date sometime in FY19 and then progress on to  
8 Phase 2 because there are a lot of complexities with the first transition and  
9 then the second transition is even more complex with the relationship with  
10 the County. I talked to Board Member Eakman as City Councillor. I think  
11 ultimately with the shelter and City Animal Control together, and there are  
12 some personnel issues because of collective bargaining agreements,  
13 that's going to present us with some transitions related to personnel. And  
14 then we are going to need to have a Memorandum of Agreement back  
15 with the County for this first transition period on how to take your animals  
16 in, not a Joint Powers Agreement but a Memorandum of Agreement for  
17 the first year. And then we also think that there will probably ultimately be  
18 some type of Animal Care and Control Advisory Committee that reports to  
19 the City Council, similar to our Parks and Rec Board or our Planning and  
20 Zoning Commission. I would see it as a special board. It would have  
21 citizen representation and then also specialty representation such as a  
22 veterinarian and the like. The board serves the City Council, Mr. Thacker  
23 and his staff would report to the City Manager, and we have a parallel, and  
24 the board would serve as an advisory role not on just shelter operations,  
25 but City animal control and care issues and its animal control ordinances  
26 so.  
27

28 Williams: Thank you for the update. Are there any further Board comments?  
29 Seeing none.  
30

#### 31 **D. Provide Public sterilizations only to low income residents**

32  
33 DEFERRED TO NEXT MEETING BY CONSENSUS.  
34

#### 35 **E. Juvenile Justice Services Program**

36  
37 Williams: That moves us to item number E which is the Juvenile Justice Services  
38 Program.  
39

40 Thacker: So the, now correct me where I am David, is it the City, I'm sorry, the  
41 County or the State juvenile?  
42

43 Dollahon: I believe you're talking on this one the State ...  
44

45 Thacker: Yes, okay.  
46

1 Dollahon: No, no, no. You're talking about at the County detentions facility?  
2  
3 Thacker: Yes.  
4  
5 Dollahon: It's County. Sorry.  
6  
7 Thacker: County. So the County detention youth facility came to me requesting to  
8 have two dogs brought into their program, similar to the program that they  
9 use in the prison where the inmate trains and houses and works with the  
10 animal to give that level of responsibility ...  
11  
12 Williams: Mr. Thacker. I'm going to interrupt you.  
13  
14 Thacker: Yes please.  
15  
16 Williams: Is this through the J. Paul Taylor Academy?  
17  
18 Thacker: Not that I know of.  
19  
20 Williams: This is the Dona Ana County Detention Center?  
21  
22 Thacker: I believe so, the juvenile portion, yes.  
23  
24 Williams: Okay. Please proceed.  
25  
26 Thacker: And so they came to me, this would be similar with that program. They've  
27 had animals in there before. It's not a new program. I believe it's called  
28 the P.A.W.S. program that works in the prison, was helping them and  
29 providing the animal, and they had to back out. And so they, they being  
30 the youth services, did come forward and ask us if we could provide that  
31 animal. Speaking with them, my biggest hesitation or concern was the  
32 continual change of handlers on an animal would be very hard, but they  
33 said their minimum sentence is a year.  
34  
35 Williams: Now I'm sure that we're talking about the J. Paul Taylor Academy.  
36  
37 Thacker: Okay.  
38  
39 Williams: Because the J. Paul Taylor is a State-run facility that's post-adjudicated  
40 juveniles while the Dona Ana County Detention Center is pre-adjudicated  
41 so there is no sentence. So we're definitely talking about a State program,  
42 not a County program.  
43  
44 Thacker: Okay. Then that's my fault. I'm sorry.  
45

1 Smith: And Mr. Chairman. Just to help further clarify things, the J. Paul Taylor  
2 Academy is a charter school so we're talking about the J. Paul Taylor  
3 Detention Center.  
4  
5 Williams: You're quite right.  
6  
7 Smith: Thank you.  
8  
9 Williams: So many things are named after Mr. Taylor, we need to stop ...  
10  
11 Thacker: Wow.  
12  
13 Smith: I know. We have to stop doing that. Thank you.  
14  
15 Williams: Yes. It's the J. Paul Taylor Correctional Facility.  
16  
17 Thacker: Okay. Thank you very much. And then they, and I apologize for that  
18 confusion. So they did approach us. The MOU that they provided to us  
19 has been sent over to our attorney for review and in the process of  
20 reviewing that. But I wanted to get to the board and let them know of this  
21 program.  
22  
23 Williams: So in the event that the program were to launch it would come back before  
24 this Board as an action item to approve?  
25  
26 Thacker: Yes.  
27  
28 Williams: Okay.  
29  
30 Thacker: Because of the MOU, yes.  
31  
32 Williams: Okay. Thank you very much. Is there any further Board discussion or  
33 comment? Board Member Garrett.  
34  
35 Garrett: I just would say that it sounds like a very good program and as long as it  
36 meets the requirements that you think are important as far as taking care  
37 of the animals I would welcome you bringing it back to us.  
38  
39 Thacker: Okay. And that was a concern, too. They have everything written out as  
40 a policy of care, maintenance, where it stays, sleeps, what happens if it  
41 does bite, I mean all those are, all contingencies are all in writing and  
42 policy so.  
43  
44 Garrett: Great. Thank you very much Mr. Thacker.  
45  
46 Dollahon: Mr. Chairman.

1  
2 Williams: Board Member Dollahon.  
3  
4 Dollahon: Clint may have said this. Are you talking like two animals?  
5  
6 Thacker: Two animals max, yes.  
7  
8 Dollahon: Okay. And they're thinking six months, a year for the animal or ...  
9  
10 Thacker: It all depends on when, how long it takes that animal to be trained and  
11 then, so it would be a foster, they'd foster the dog and then they'd bring it  
12 back fully-trained and able to adopt it out. Or, the big or is, or they would  
13 be able to adopt it out from there. We would still handle the adoption but  
14 somebody from that facility would adopt the animal.  
15  
16 Dollahon: Terms of an agreement to be determined, right?  
17  
18 Thacker: Correct.  
19  
20 Dollahon: Okay.  
21  
22 Williams: Thank you Board Member Dollahon. Thank you Mr. Thacker.  
23  
24 **VIII. Public Input**  
25  
26 Williams: That brings us to item number eight which is public input. Is there any  
27 public input today? Mr. Bryce.  
28  
29 Bryce: Frank Bryce, President, Humane Society of Southern New Mexico. Just  
30 two quick items. I haven't seen Animal Haven and Salon Pro folks here,  
31 do want to give them a shout-out or applause, however you want to put it.  
32 They really help our organizations out in the field, the nonprofits. They  
33 provide a ten-day holding period at no cost. We haven't had to use them  
34 very often but we did use them just the other day for a dog that was  
35 caught up in some marital issues and abandoned. They were very  
36 generous. They're very generous with us also. Anyway I do want to note  
37 that they provide a real asset to our community, Animal Haven and Salon  
38 out on Valley.  
39  
40 Williams: Thank you very much.  
41  
42 Bryce: And then the other things is, we've discussed this before and I'd like to at  
43 least get it out on the table ...  
44  
45 Williams: Mr. Bryce I'm going to have to interrupt you, we've lost our quorum. Until  
46 he comes back we are at a standstill.

1  
2 Garrett: Mr. Chair. Do we need a quorum in order to hear public comment? We  
3 need a quorum for action.  
4

5 Williams: We're a public body. I believe that we need a quorum to proceed. And we  
6 have our quorum. Mr. Bryce, please proceed.  
7

8 Bryce: All right. Just real quick, we've talked about this before, on the non-shows  
9 and one of the things I would like to suggest, and maybe I can visit with  
10 Mr. Thacker about how we can develop a program for organizations like  
11 ours. I've got six animals right now I'm trying to get in the shelter. I can't  
12 even get a callback and I've had that a lot from other organizations. But if  
13 they're having an open space that's determined at 6:30 in the morning on  
14 the day of the surgeries, if there's a coordinated minor effort to keep us  
15 informed, I can bring six animals out there immediately and fill that void.  
16 And I know other organizations'd be willing to do the same thing and it's a  
17 very simple project for us on, if we have a schedule of surgery days on the  
18 animals that we could have available, we wouldn't feed the night before in  
19 protocol with the surgeries itself, and then we could get them out there the  
20 next morning on very short notice, and there wouldn't be any vacancies.  
21 That would help us and I'd certainly feel like it would help to maximize the  
22 effectiveness of the program at the shelter.  
23

24 Williams: Okay. Thank you Mr. Bryce.  
25

26 Bryce: Thank you.  
27

28 Williams: And Mr. Thacker I saw you start scribbling furiously so I know that you  
29 have taken note of that. Any further public input? Seeing none.  
30

## 31 **IX. Chair and Board Comments** 32

33 Williams: That brings us to Chair and Board comments. Are there any Board  
34 comments? Board Member Smith.  
35

36 Smith: Thank you Mr. Chairman. I just want to welcome everyone to the new  
37 year. A lot of good things I think happening already at the Animal  
38 Services Center, look forward to more, but I think this is going to be a  
39 great year for Las Cruces, great year for Dona Ana County, and a great  
40 year for the Animal Services Center of the Mesilla Valley. Thank you Mr.  
41 Chairman.  
42

43 Williams: Board Member Garrett.  
44

45 Garrett: Ditto. And I think it's a credit to ASCMV and our community advocacy  
46 groups that Mr. Thacker, as a brand new person, was identified as a

1 mover and shaker in the local paper. That's really a recognition, as far as  
2 I'm concerned, of years of hard work, that we're moving in the right  
3 direction. We've got more work to do but we're on the right track. And so  
4 I think that that's a good omen for 2018 being a, really a year when some  
5 major things are going to be accomplished and we'll reach new thresholds  
6 and new milestones. So we just got to keep pushing, got to keep working.  
7 We're on the right track though. Thank you.  
8

9 Williams: Thank you Board Member Garrett. Board Member Dollahon. No  
10 comment. I'll just follow up on what Board Members Smith and Garrett  
11 said, that the interim, or the preliminary numbers presented by Mr.  
12 Thacker of an 87% live release rate for the last month is phenomenal and  
13 that does put us right on track to where we need to be with the Zero in  
14 Seven initiative. Also, Bernice, just wanted to ask whether we, on behalf  
15 of Board Member Eakman, he had requested a work session related to  
16 licensing. We need to try and get everybody's schedules and get that  
17 scheduled soon because that's an item of interest for him.  
18

19 **X. Adjournment (10:42 AM)**  
20

21 Williams: And with that, unless there is objection, we are adjourned.  
22

23 **BOARD OF DIRECTORS**

24 \_\_\_\_\_  
25 Jess C. Williams, Chairman  
26

27 \_\_\_\_\_  
28 \_\_\_\_\_  
29 Kasandra Gandara, Vice Chairperson  
30

31 \_\_\_\_\_  
32 \_\_\_\_\_  
33 Jack Eakman, Board Member  
34

35 \_\_\_\_\_  
36 \_\_\_\_\_  
37 Billy G. Garrett, Board Member  
38

39 \_\_\_\_\_  
40 \_\_\_\_\_  
41 Gregory Z. Smith, Board Member  
42

43 \_\_\_\_\_  
44 \_\_\_\_\_  
45 John L. Vasquez, Board Member  
46

ATTEST:

1  
2  
3  
4  
5

---

Scott A. Krahling, County Clerk



## MEMORANDUM

**To:** Animal Service Center of the Mesilla Valley Board of Supervisors  
**From:** Maria Villa, Accounting Manager **Initials:** mw  
**Date:** January 11, 2018 **File #:** F-18-007  
**Subject:** Animal Service Center of the Mesilla Valley Financial Report  
Unaudited December 31, 2017

Attached are the unaudited preliminary financial results of the Animal Service Center operations for the period ending December 31, 2017. Some observations for your consideration:

- The Statement of Net Position (page 1) shows cash of \$444,841. Accounts receivable balance is at \$67,555.
- The outstanding payroll liabilities is \$75,979 for the General Fund. There is an outstanding accounts payable balance of \$28,497. The Capital Projects Fund shows cash of \$563,354.
- The Statement of Revenues and Expenditures (page 2) shows YTD operating revenues in the General Fund are \$1,139,436. YTD operating expenditures are at \$1,197,719, which results in an decrease in Net Fund Balance of \$58,283.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 3) indicates 50.8% of budgeted revenues and 50.5% of budgeted expenditures have been recognized. The current budget parameter for this month is 50.0%.

Enclosures/Attachments:

**cc:** Rosie Duran, CGFM Finance Director

**Initials:** RD

**Animal Service Center of the Mesilla Valley**  
**Statement of Net Position**  
**December 31, 2017 (Unaudited)**

	<u>Fund 7440</u> <u>General Fund</u>	<u>Fund 7441</u> <u>Capital Projects</u>	<u>Fund 9440</u> <u>Capital Assets</u>	<u>Statement</u> <u>of</u> <u>Net Position</u>
<b>Assets</b>				
<b>Current Assets</b>				
Cash & investments	\$ 444,841	\$ 563,354		\$ 1,008,195
Accounts receivable	67,555	-	-	67,555
<b>Total Current Assets</b>	<u>512,396</u>	<u>563,354</u>	<u>-</u>	<u>1,075,750</u>
<b>Capital Assets</b>				
Equipment, net of accum depr	-	-	303,637	303,637
<b>Total Capital Assets</b>	<u>-</u>	<u>-</u>	<u>303,637</u>	<u>303,637</u>
<b>Total Assets</b>	<u>\$ 512,396</u>	<u>\$ 563,354</u>	<u>\$ 303,637</u>	<u>\$ 1,379,387</u>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts payable	\$ 28,497	\$ -	-	\$ 28,497
Accrued payroll liabilities	75,979		-	75,979
<b>Total Current Liabilities</b>	<u>104,476</u>	<u>-</u>	<u>-</u>	<u>104,476</u>
<b>Fund Balance</b>				
Required reserve	197,596	-	-	\$ 197,596
Unassigned	210,324	563,354	303,637	1,077,315
<b>Total Fund Balance</b>	<u>407,920</u>	<u>563,354</u>	<u>303,637</u>	<u>1,274,911</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 512,396</u>	<u>\$ 563,354</u>	<u>\$ 303,637</u>	<u>\$ 1,379,387</u>

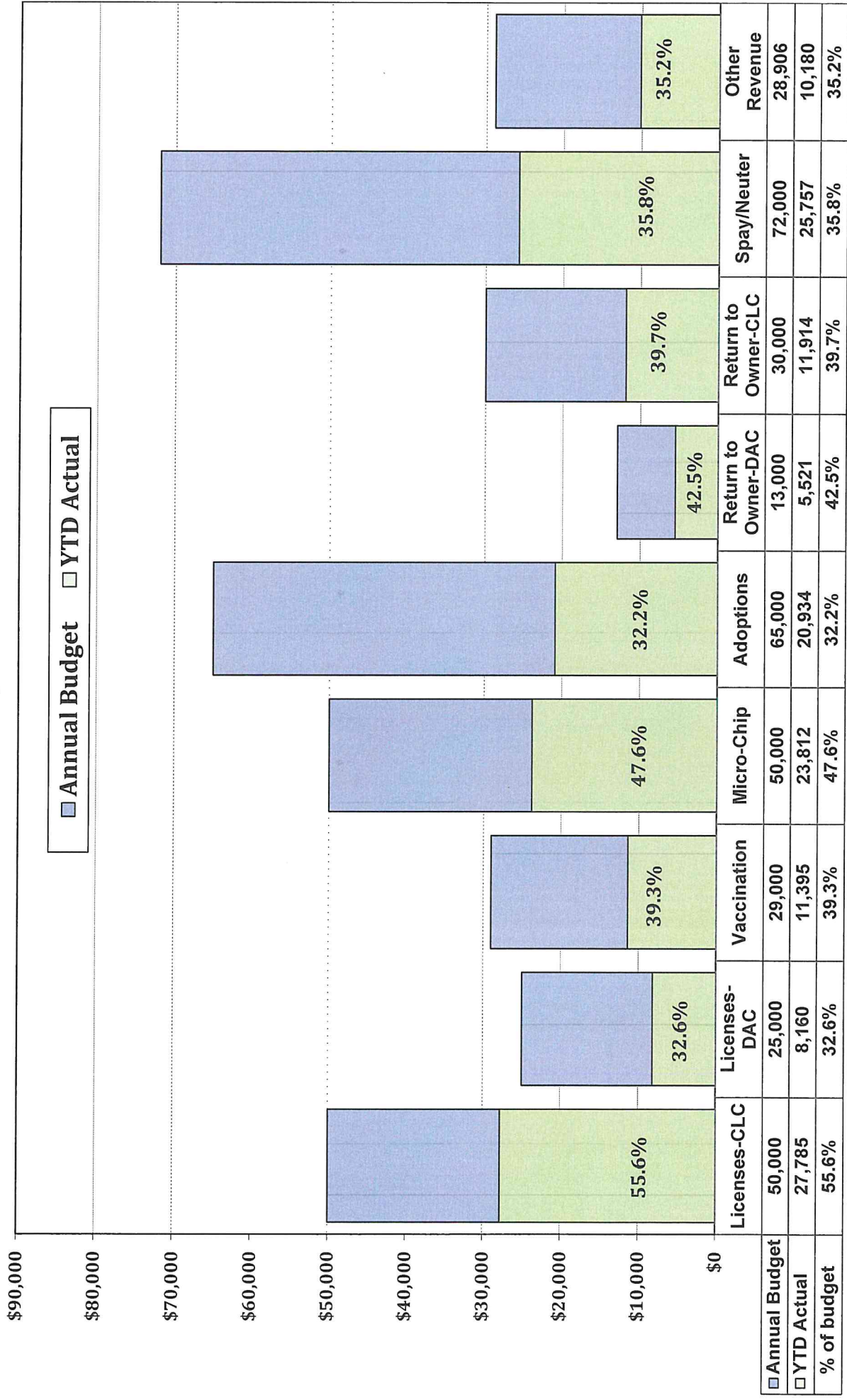
**Animal Service Center of the Mesilla Valley**  
**Statement of Revenues, Expenditures,**  
**And Changes in Fund Balance**  
**For the Period Ended December 31, 2017 (Unaudited)**

	General Fund 7440 Actual	Capital Projects 7441 Actual	Fixed Assets 9440 Actual	Total
<b>Revenues</b>				
Pet licenses CLC	\$ 27,785	\$ -	\$ -	\$ 27,785
Pet licenses DAC	8,160			8,160
Vaccinations	11,395	-	-	11,395
Pet micro-chip	23,812	-	-	23,812
Onsite adoptions	20,934	-	-	20,934
Return to owner-Dona Ana County	5,521	-	-	5,521
Return to owner-City of Las Cruces	11,914	-	-	11,914
Spay/neuter	25,757	-	-	25,757
Dona Ana County	454,173	-	-	454,173
City of Las Cruces	518,118	-	-	518,118
City of Anthony	2,835	-	-	2,835
Donations & memorials	7,433	50,574	-	58,007
City of Sunland Park	600			600
Village of Hatch	175			175
Other revenue	9,405	20,305	-	29,710
Investment income	11,419	-	-	11,419
<b>Total revenues</b>	<u>1,139,436</u>	<u>70,879</u>	<u>-</u>	<u>1,210,315</u>
<b>Expenditures</b>				
Personnel	673,850	-	-	673,850
Temp Agency Services	73,883	-	-	73,883
Repairs and maintenance	25,234	-	-	25,234
Services	233,745	-	-	233,745
Supplies	127,979	-	-	127,979
Insurance	37,118	-	-	37,118
Other	25,909	-	-	25,909
Depreciation & amortization	-	-	18,823	18,823
Capital outlay	-	1,129	-	1,129
<b>Total expenditures</b>	<u>1,197,719</u>	<u>1,129</u>	<u>18,823</u>	<u>1,217,671</u>
Net Operating Income (Loss)	<u>(58,283)</u>	<u>69,750</u>	<u>(18,823)</u>	<u>(7,356)</u>
Transfers	(355,000)	355,000	-	-
Net Change in Fund Balance	<u>(413,283)</u>	<u>424,750</u>	<u>(18,823)</u>	<u>(7,356)</u>
Net Investment in Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Beginning Fund Balance</b>	<u>821,201</u>	<u>138,605</u>	<u>303,637</u>	<u>1,263,443</u>
<b>Ending Fund Balance</b>	<u>\$ 407,918</u>	<u>\$ 563,355</u>	<u>\$ 284,814</u>	<u>1,256,087</u>

**Animal Service Center of the Mesilla Valley**  
**Statement of Revenues, Expenditures,**  
**And Changes in Fund Balance - Budget and Actual**  
**For the Period Ended December 31, 2017 - Fund 7440 (Unaudited)**

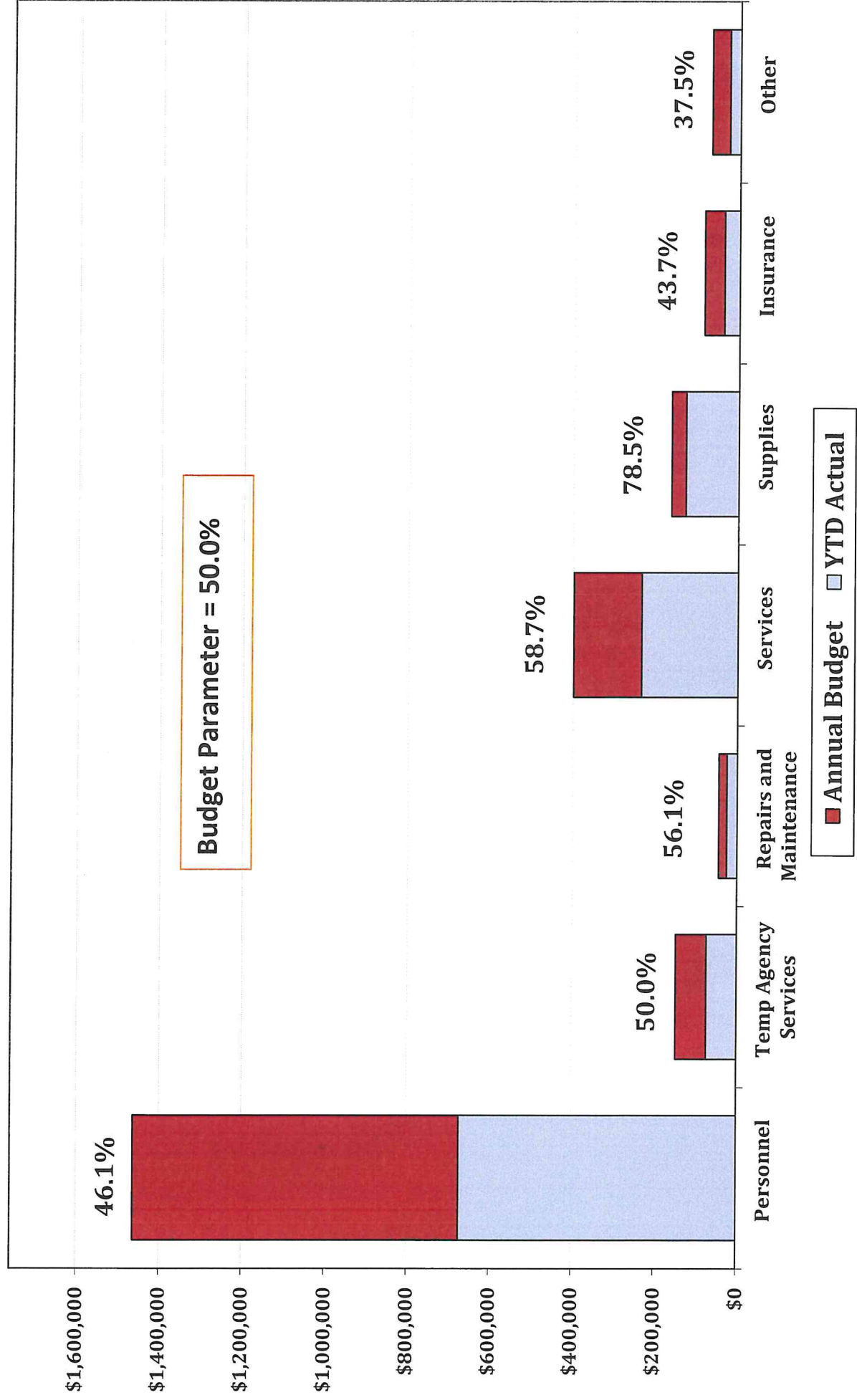
	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Revenues</b>			
Pet licenses CLC	\$ 50,000	27,785	55.6%
Pet licenses DAC	25,000	8,160	32.6%
Vaccinations	29,000	11,395	39.3%
Pet micro-chip	50,000	23,812	47.6%
Onsite adoptions	65,000	20,934	32.2%
Return to owner-Dona Ana County	13,000	5,521	42.5%
Return to owner-City of Las Cruces	30,000	11,914	39.7%
Spay/neuter	72,000	25,757	35.8%
Dona Ana County	901,787	454,173	50.4%
City of Las Cruces	901,787	518,118	57.5%
City of Anthony	27,000	2,835	10.5%
Donations & memorials	27,000	7,433	27.5%
Grant Revenue	-	-	0.0%
City of Sunland Park	6,000	600	10.0%
Village of Hatch	240	175	
Other revenue	28,906	9,405	32.5%
Investment income	16,535	11,419	69.1%
<b>Total revenues</b>	<u><b>2,243,255</b></u>	<u><b>1,139,436</b></u>	<b>50.8%</b>
<b>Expenditures</b>			
Personnel	1,462,803	673,850	46.1%
Temp Agency Services	147,900	73,883	50.0%
Repairs and maintenance	45,000	25,234	56.1%
Services	398,452	233,745	58.7%
Supplies	163,000	127,979	78.5%
Insurance	85,000	37,118	43.7%
Other	69,000	25,909	37.5%
<b>Total expenditures</b>	<u><b>2,371,155</b></u>	<u><b>1,197,719</b></u>	<b>50.5%</b>
 Net income (loss)	 <u><b>(127,900)</b></u>	 <u><b>(58,283)</b></u>	
 Transfer to capital from operations	 <u><b>355,000</b></u>	 <u><b>355,000</b></u>	
 <b>Net change in fund balance</b>	 <u><u><b>\$ (482,900)</b></u></u>	 <u><u><b>(413,283)</b></u></u>	
 <b>Beginning Fund Balance</b>		 <u><b>821,201</b></u>	
 <b>Ending Fund Balance</b>		 <u><u><b>\$ 407,918</b></u></u>	

**Animal Service Center of the Mesilla Valley**  
**Annual Budget vs. Actual Year-To-Date- December 2017**  
**Revenues *not* including CLC or DAC Contributions**





# Animal Service Center of the Mesilla Valley Annual Budget vs. Actual Year-To-Date December 2017-Expenditures



# Animal Services Center of the Mesilla Valley

Monthly Statistics Report - December 2017

		Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
<b>INTAKE</b>	<b>City of Las Cruces</b>										
	Owner Surrender	41	16								57
	Returned Adoptions	2	3								5
	Seized from Owners	9	2								11
	Strays (brought in by the public)	43	25								68
	Strays (brought in by Animal Control)	113	109								222
	Wildlife									2	2
	<b>Subtotal City of Las Cruces</b>	<b>208</b>	<b>155</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>365</b>
	<b>Doña Ana County</b>										
	Owner Surrender	44	3	8							55
	Returned Adoptions	0	0								0
	Seized from Owners	5	0								5
	Strays (brought in by the public)	30	21								51
	Strays (brought in by Animal Control)	175	72								247
	Wildlife										0
	<b>Subtotal Doña Ana County</b>	<b>254</b>	<b>96</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>358</b>
	Anthony, NM	18	17								35
	Hatch, NM	1	0								1
	Sunland Park, NM	4	1								5
	Jurisdiction Unknown/Other	1	2								3
	<b>Total Intake</b>	<b>486</b>	<b>271</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>767</b>

OUTCOME (city and county)	Admin Missing	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
	Foster-Escaped										0
	Foster-Lost Contact										0
	Foster-Stolen From										0
	FTA-Escaped		3								3
	FTA-Lost Contact										0
	FTA-Stolen										0
	Offsite-Missing										0
	Offsite-Stolen From										0
	Shelter-Escaped										0
	Shelter-Missing										0
	Shelter-Stolen										0
	<b>Subtotal Admin Missing</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
	Adoptions	113	45	2	1	1					162
	Expired in Shelter	19	15	4							38
	DOA	46	28	0						1	75
	Return to Owner	80	30	0							110
	Transferred Out (Rescues)	240	137	2							379
	Wildlife Release									1	1
	Owner Request Euthanasia	35	7								42
	Euthanized										
	Age - Too Old	3	0								3
	Age - Too Young	0	0								0
	Behavior - Aggressive - Dog	26	0								26
	Behavior - Aggressive - Human	6	0								6
	Behavior - High Arousal Level	3	0								3
	Behavior - Resources Guarding	3	0								3
	Behavior - Timid	1	0								1
	Behavior - Timid - Fear Biter	6	0								6
	Breed - Medical	0	0								0
	Court Order	0	0								0
	Eliminator	0	0								0
	Failure to Thrive	0	0								0
	Feral	0	2								2
	Hit by Car	0	0								0
	Medical Issues	3	10								13
	Medical - Animal Attack	0	0								0
	Medical - Distemper - TX	0	0								0
	Medical - Distemper - Non TX	2	0								2
	Medical - Felv	0	0								0
	Medical - FIV	0	0								0
	Medical - HW Positive	0	0								0
	Medical - Kennel Cough - TX	0	0								0
	Medical - Kennel Cough - Non TX	0	0								0
	Medical - Liver Failure	0	0								0
	Medical - Mange - TX	0	0								0
	Medical - Mange - Non TX	0	0								0
	Medical - Mass	1	0								1
	Medical - Neurological	0	0								0
ILCLC-SHEL	Medical - Papilloma	0	0								0
Medical - Parvovirus	Animal Services	Operations	Board of	Meetings	Documents	UPA Board	Statistics	Official Statistics	2017MONTHLY	STATISTICS	REPORT 2017



		Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
	Medical - Parvo - Non TX	2	0								2
	Medical - Pneumonia	0	0								0
	Medical - Pregnant	0	0								0
	Medical - Prolapse	2	0								2
	Medical - Ringworm	0	0								0
	Medical - Tick Borne Disease	0	0								0
	Medical - URI - TX	0	5								5
	Medical - URI - Non TX	0	5								5
	Rabies Suspect	0	0								0
	Space	0	0								0
	Space - Pitbull Breed	0	9								9
	<b>Subtotal Euthanized</b>	<b>58</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89</b>
	<b>Euthanasia Rate</b>	<b>11.9%</b>	<b>11.4%</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>11.6%</b>
	<b>Total Outcome</b>	<b>591</b>	<b>296</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>899</b>

<b>Public Services</b>	City Clinic (includes outside surgeries, vaccinations, and microchips)	65	29								94
	County Clinic (includes outside surgeries, vaccinations, and microchips)	49	28								77
	Jurisdiction Unknown	3	0								3
	<b>Subtotal Clinic In</b>	<b>117</b>	<b>57</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>174</b>
	Clinic Out (includes outside surgeries, vaccinations, and microchips)	95	52								147

<b>Grand Total</b>	<b>Intake*</b>	<b>486</b>	<b>271</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>767</b>
	<b>Outcome*</b>	<b>591</b>	<b>296</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>899</b>

<b>Statistics</b>	<b>Live Release Rate</b>	<b>88.2%</b>	<b>87.2%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>100.0%</b>	<b>88.0%</b>
	Euthanized, Expired in Shelter, DOA	123	74	4	0	0	0	0	0	1	202
	Average Intake/day	15.7	8.7	0.3	0.0	0.0	0.0	0.0	0.0	0.1	24.7
	Average Outcome/day	19.1	9.5	0.3	0.0	0.0	0.0	0.0	0.0	0.1	29.0
	Average Euthanizations/day	1.9	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.9
	Average RTO/day	2.6	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.5
	Average Adoptions/day	3.6	1.5	0.1	0.0	0.0	0.0	0.0	0.0	0.0	5.2

\* The discrepancy between intake and outcome numbers is due to the number of animals taken in on the final three to five days of the month whose outcome is listed on the following month's report. (Animals are held as Strays three days without tags and five days with identification for owner reclaim). It is doubtful that the two numbers will ever