



## 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, March 14<sup>th</sup>, 2019 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 February 14<sup>th</sup>, 2019.
- V. Reports/Presentations**
  - a. City and County ACO Reports – City Animal Control and County Animal Control
  - b. Shelter Statistics/Activities – Clint Thacker
  - c. Committee Reports
    1. Finance – David Dollahon, Committee Chair
    2. Executive – Lynn Ellins, Committee Chair
    3. Facilities – Greg Smith, Committee Chair
  - d. Zero In 7 Update
- VI. Action Items**
  - a. Committee Member Appointments
  - b. Resolution 2019-02: Adjust the Adopted FY19 Budget
  - c. Resolution 2019-03: Procurement Adjustment for Henry Schein
  - d. Resolution 2019-04: ASCMV Executive Director Clint Thacker Contract Amendment
- VII. Public Input**
- VIII. Chair and Board Comments**
- IX. Adjournment**

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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2  
3 **February 14, 2019 at 9:00 a.m.**

4  
5  
6 **BOARD MEMBERS PRESENT:**

- 7 Kasandra Gandara - Chair  
8 Jack Eakman - Board Member  
9 Lynn Ellins - Board Member (departed 12:05)  
10 Ramon S. Gonzales, Board Member  
11 Fernando R. Macias - Board Member (departed 11:39)  
12 Gregory Z. Smith - Board Member  
13 David Dollahon - Ex-Officio Member

14  
15 **I. Call to Order & Pledge of Allegiance (9:00 PM)**

16  
17 Gandara: Good morning everybody and welcome to February's Animal Services  
18 Center of the Mesilla Valley Board of Director's meeting. Happy Valentine's  
19 Day to all. I'd like to call this meeting to order and if you would all stand for  
20 the pledge.

21  
22 ALL STAND FOR PLEDGE OF ALLEGIANCE.

23  
24 **II. Roll Call of ASCMV Board Members and Determination of Quorum**

25  
26 Gandara: Becky will you please call the roll.

27  
28 Baum: Board Member Dollahon.

29  
30 Dollahon: Here.

31  
32 Baum: Board Member Gonzales.

33  
34 Gonzales: Present.

35  
36 Baum: Board Member Macias.

37  
38 Macias: Present.

39  
40 Baum: Board Member Eakman.

41  
42 Eakman: Here.

43  
44 Baum: Board Member Ellins.

45  
46 Ellins: Yes.

1  
2 Baum: Board Member Smith.

3  
4 Smith: Here.

5  
6 Baum: Chairperson Gandara.

7  
8 Gandara: Here. Thank you Becky.

9  
10 **III. Changes to Agenda and Approval of Agenda**

11  
12 Gandara: Is there any changes to the agenda? Okay, can I get an approval for the  
13 agenda please?

14  
15 Gonzales: So moved.

16  
17 Eakman: Second.

18  
19 Gandara: Okay. Becky?

20  
21 Baum: Board Member Gonzales. We can only have three mics on at a time. So if  
22 your mic is on, you need to shut it off so that Mr. Gonzales.

23  
24 Gonzales: Yes.

25  
26 Baum: Thank you. Board Member Macias.

27  
28 Macias: Yes.

29  
30 Baum: Board Member Eakman.

31  
32 Eakman: Yes.

33  
34 Baum: Board Member Ellins.

35  
36 Ellins: Yes.

37  
38 Baum: Board Member Smith.

39  
40 Smith: Yes.

41  
42 Baum: Chairperson Gandara.

43  
44 Gandara: Yes. Okay so that's approval of the agenda.

45  
46 **IV. Minutes**

1  
2           **A. Approval of the Minutes from the regular ASCMV Board Meeting held**  
3           **January 10 2019**

4  
5 Gandara:     Next is the minutes. Everybody should have a copy of the minutes. It was  
6                 sent out. Any changes to those minutes? Seeing none. So I need a motion  
7                 to approve the minutes.

8  
9 Eakman:       I would make that motion.

10  
11 Gandara:     Thank you Board Member Eakman.

12  
13 Gonzales:     Second.

14  
15 Gandara:     Thank you second Board Member Gonzales. Becky.

16  
17 Baum:         Board Member Gonzales.

18  
19 Gonzales:     Yes.

20  
21 Baum:         Board Member Macias.

22  
23 Macias:        Yes.

24  
25 Baum:         Board Member Eakman.

26  
27 Eakman:       Yes.

28  
29 Baum:         Board Member Ellins.

30  
31 Ellins:        Yes.

32  
33 Baum:         Board Member Smith.

34  
35 Smith:        Yes.

36  
37 Baum:         Chairperson Gandara.

38  
39 Gandara:     I'd like to abstain, Becky. I wasn't at the meeting.

40  
41           **V. Reports/Presentations**

42  
43           **A. City and County ACO Reports - City and County Animal Control**

44  
45 Gandara:     Okay. So next moving right along is reports and presentation and before I  
46                 get started, I'd like to welcome, I wasn't here last meeting, so welcome

1 Board Members Macias and Ellins to our Animal Services Center Board. I  
2 look forward to working with you. So thank you for being here. Okay, so  
3 on to reports and presentations. City and County ACO Reports. I see them  
4 both here. Okay, good morning.  
5

6 Ward: Good morning Chair, Board. Let me see if I can get this up real quick. Okay.  
7 So I'm Mary Lou Ward. I'm the Supervisor for Dona Ana County Animal  
8 Control and Codes Enforcement and I will report our January report for  
9 2019. And in this report, we'll just start by the number of animals that we  
10 picked up for January. That was 193 animals. We had 12 owner-release  
11 dogs, two owner-release cats, 91 of those were stray dogs, and 53 stray  
12 cats. We had care and welfare animals that were picked up were three,  
13 injured animals eight, and rabies quarantined animals were six. We also  
14 had one livestock picked up, one snake, and about 16 dead animals.

15 Going into our return to owners for January. We returned 100  
16 animals back to their owners in the field for the month of January. We had  
17 scanned 202 microchips. The types of animals that weren't scanned were  
18 snakes, livestock, vicious animals, and some dead animals. We had some  
19 microchips that were found were 39, identifications that were traced were  
20 21, and visible ID tags were seven.

21 And just to give you an overview of the types of calls, we did 882  
22 calls for service for just animal control for the month of January. Thirty-one  
23 of those we responded to injured animal calls, a cruelty call, 56 vicious  
24 animal calls, 27 bite calls. And I broke these bite calls down because  
25 Commissioner Gonzales wanted a little bit more clarification on that. So 18  
26 were bites to other animals, nine were bites to a person, and five were  
27 current on their rabies vaccination. And just Mr. Gonzales, to go back,  
28 cause you had requested that information. I went back November and  
29 December. And in November I reported 20; we had 11 animal attacks; nine  
30 of those were actually bites to a person and out of those we had one current  
31 on the rabies in November. And in December, again we had 20 reported,  
32 18 were animal attacks, animal bites to other animals, 12 were actually bites  
33 to a person, and we had zero of those current on the rabies vaccination.

34 So going to the other side of this slide, we also educated and/or got  
35 compliance on 95 licensing microchips, 54 permits, we enforced 96 rabies  
36 vaccinations and 60 care and maintenance ordinance violations.  
37

38 Eakman: Madam Chair.

39  
40 Gandara: Yes, Board Member Eakman.

41  
42 Eakman: May I ask a question at this point?

43  
44 Gandara: You may.  
45

1 Eakman: I was wondering on the zero rabies vaccinations found, were we able to  
2 identify the animal or the animal's owner on those?  
3  
4 Ward: Yes. Yes we were. Actually, not on all of them. I can look right now, I have  
5 that with me. On the zero that was found, we identified one owner.  
6  
7 Eakman: Out of how many?  
8  
9 Ward: Twelve.  
10  
11 Eakman: One owner out of 12 was identifiable.  
12  
13 Ward: Yes. The rest were strays.  
14  
15 Eakman: That is a health problem.  
16  
17 Ward: Yes, I agree.  
18  
19 Eakman: Thank you.  
20  
21 Ward: You're welcome. That's all I have unless there are any other questions for  
22 me.  
23  
24 Gandara: Thank you Mary Lou. Yes Board Member Gonzales.  
25  
26 Gonzales: Mary Lou, in regard to the 100 return to owners, were they, back to the  
27 owner, were they microchipped or licensing around their collar or what?  
28  
29 Ward: Those would have been like return to owner by various reasons. It could  
30 have been microchipped and we could have scanned that owner and found  
31 that information and returned it to them. It could have had an identification  
32 that we found that we found out where they belong. Some type of identifier  
33 where we could return it. Sometimes we follow them back home and then  
34 we confirm that that's where they live too and make sure that's where they  
35 are.  
36  
37 Gonzales: Great job in regard to that, trying to find the information on that. That's great  
38 work. Good job.  
39  
40 Ward: Thank you. Appreciate it. Any other questions?  
41  
42 Gandara: Any other questions? I see none. Thank you Mary Lou.  
43  
44 Ward: Thank you.  
45  
46 Gandara: Gino? You're up. Good morning.

1  
2 Jimenez: Good morning. How are you Madam Chair?  
3  
4 Gandara: Good. How are you?  
5  
6 Jimenez: Doing good, thank you. Good morning Madam Chair, Members of the  
7 Board. My name is Gino Jimenez. I am the supervisor for Las Cruces  
8 Animal Control. I'll present you my numbers for January 2018. We  
9 responded to 578 reported strays; of those, 276 were GOA meaning the  
10 officer didn't have contact with that animal; 302 were apprehended; of  
11 those, 343 were taken to the shelter; 142 were dogs, 110 were cats. We  
12 were successful in returning 58 back to their owners out in the field and we  
13 were unsuccessful of returning 55. Those were pets that had identification  
14 but for some reason we weren't able to find the owner, the owner was  
15 unwilling to keep it, whatever reason. So for a total of 113 identifiable  
16 animals, animals that had some sort of ID of where they live.  
17  
18 Eakman: Madam Chair. May I ask a question?  
19  
20 Gandara: You may, Board Member Eakman.  
21  
22 Eakman: On the 343 strays, is there a typo on the dogs and cats?  
23  
24 Jimenez: Yes sir, I believe so. Now that I just looked at that my numbers aren't  
25 correct. But I will update it for the next meeting. I just looked at that right  
26 now.  
27  
28 Eakman: Thank you so much.  
29  
30 Jimenez: It should say 243.  
31  
32 Eakman: Thank you so much.  
33  
34 Jimenez: Sorry about that. Thank you for catching that though.  
35  
36 Gandara: Very good Board Member Eakman.  
37  
38 Eakman: I'm alert this morning.  
39  
40 Jimenez: Here is our three-year comparison for strays. Again, we're pretty consistent.  
41 A little higher than last year and the year before, but still staying within that  
42 trend. Here is our four year, should say three year, field RTO comparison.  
43 This January was a good month for us. I can't tell you why. January  
44 typically is our cold month and our numbers are typically low. For some  
45 reason this month was awesome for us. And I will stand for any questions.  
46

1 Gandara: Thank you, Gino. Any questions? Okay seeing none. Thank you.

2

3 Jimenez: Thank you.

4

5 **B. ASCMV 2018 Annual Report**

6

7 Gandara: Okay, next on the agenda is our ASCMV 2018 Annual Report. Mr. Clint  
8 Thacker. And I see Bernice walking quickly to give us our reports. Thank  
9 you Bernice. Good morning.

10

11 Thacker: Good morning Madam Chair and Board Directors. First of all I want to wish  
12 you all a Happy Valentine's Day to all your loved ones there and mine as  
13 well. Before we begin the annual report, I'd like to invite Michael Kinney up  
14 as a project manager to give us an update on the building of the remodel  
15 and to update us on that, how that process is. I turn the time over to Mike  
16 Kinney.

17

18 Gandara: Perfect, thank you. Good morning Mr. Kinney. Welcome.

19

20 Kinney: Good morning. My name is Michael Kinney. I'm with the Public Works  
21 Department, Contracts Administration. I'm Project Manager for the current  
22 construction project at the Animal Services Center. And give you a brief  
23 update, right now the project status, we're about 70% complete. The  
24 remaining 30% will go a lot slower and I'll get to that in a moment. Currently  
25 we are within the budget as far as money-wise, as far as what was budgeted  
26 through the CIP. The most probable completion date now is the end of the  
27 first week of April. And I'll cover that here in a moment as to why.

28

29 In the photograph you'll notice there's been a lot of activity. The roof  
30 is basically completed. They're putting on the, they put on the eaves and  
31 then what's called the fascia. And the exterior insulation system has been  
32 completed and they'll be starting finishing the work on the concrete  
33 sidewalks. There on the left hand photograph you'll see there's still some  
34 dirt area in front of the building. That will be finished here in the coming  
35 couple of weeks. That was an issue that arose and has been resolved. So  
36 the contractor will be moving forward on that.

36

37 Then on the interior there's been a lot of activity. It's starting to look  
38 like a new office to building. The painting has been completed in the new  
39 lobby addition and the light fixtures are being installed. And of course doors  
40 and windows have also been installed.

40

41 Then one of the issues that also has affected the completion date or  
42 extended the completion date is on the interior of the building in the existing  
43 concrete floors. This is a picture of what will be the cat room. I'm not sure  
44 what the old room was called. The adoption room. The plans called for  
45 concrete sealer only on the floor. No floor covering. It would have been a  
46 clear coat covering. That was a major where they, apparently from the  
original bid and stuff there was a floor covering that was supposed to be on



1 there and because of cost concerns it was taken out. So after; this  
2 photograph here shows the floor after all of the existing flooring, it was vinyl  
3 sheet flooring, was pulled up and there was a lot of dissimilarities in the floor  
4 you could see and also the mastic. The glue that was used to glue that  
5 down was determined that it was not compatible with a concrete sealer and  
6 if we continued with that in that room with just using a concrete sealer, also  
7 in the administrative wing which is right now where the staff is, it would've  
8 looked terrible afterwards. You have this nice new addition. As far as the  
9 new concrete floors in the new lobby and that would've looked nice. But in  
10 the existing offices on the old concrete floor it just would've looked terrible.  
11 So and plus the concrete sealer was not, it was like I said, it was not  
12 compatible with the floor that already had a glue on it. There would've been  
13 warranty issues and a bonding...

14 There would've been

15  
16 Gandara: There you go.

17  
18 Kinney: A bonding issues between the concrete floor and actual sealer. So what  
19 we finally worked out is what we'd do is we'd go with a commercial grade  
20 floor system. It's called, what they call a "flake floor" system. It's like an  
21 epoxy floor system but it's commercial grade. It's a very durable floor  
22 system. It is affordable from the standpoint of square foot cost. It comes  
23 with a 15-year warranty as versus what we would've had a one-year  
24 warranty, if we could get a warranty, for the concrete sealer.  
25 There's a two-week lead-time from the time that the materials were ordered,  
26 and the materials were ordered. We finally made arrangements and agreed  
27 upon things and that was, it was ordered in the last couple of days, maybe  
28 as late as yesterday. So it's about a two-week turnaround time before the  
29 materials come in. And these, the flake floor system will be in the new lobby,  
30 in the conference room, the hallway, in the new entranceway, the cat room  
31 and also in the offices that are going to be remodeled.

32 So it's a very, they use it in areas where they have cars, it's resistant  
33 to stains. But the flooring installed right now after the materials are  
34 delivered is scheduled for the first week of March. So we're probably  
35 looking about mid-March before staff will be able to move in to the new area  
36 and at this point we're probably looking at the substantial completion date  
37 sometime around the first week of April.

38  
39 Thacker: And, Board I just want to jump in here real quick. Mike went as far as to talk  
40 to the individual who installs it and gave them the specs of our cleaning  
41 agents that we use and they said that it'll have no adverse effects on the  
42 floors. We also got positive reviews on the mopping techniques that we use  
43 and the supplies that we use, degreaser that we use, the chemical for  
44 cleaning and everything is going to be ok on these floors. So I feel positive  
45 about it. I'm very positive about the 15-year warranty of delamination. That  
46 was my biggest worry as we have places currently in the center that have

1 that issue of the floors that were poured on have come up off the cement  
2 because the cement and the water leeching underneath. I do not know how  
3 old those floors are, but 15 years we feel very confident that we'll have that  
4 warranty in place. So, it has my approval on it as well.  
5  
6 Eakman: Madam Chair?  
7  
8 Gandara: Thank you Clint. Yes, Board Member Eakman.  
9  
10 Eakman: Regarding the flooring, will it have a closed or a coved baseboard or will it  
11 have a vinyl baseboard or no baseboard?  
12  
13 Thacker: In the animal areas, it's going to have a cove up on the baseboard. But in  
14 the administrative areas it will not.  
15  
16 Eakman: Will that be vinyl baseboard then?  
17  
18 Thacker: Yes, it will.  
19  
20 Eakman: Thank you.  
21  
22 Kinney: Finally, look ahead up for the next couple weeks. Course they'll finish the  
23 exterior sidewalks. They'll be starting work on landscaping. They'll finish  
24 the painting and install the suspended ceilings, so it'll be a lot of work. And  
25 they'll finish the windows installs. Install what's called the millwork, which is  
26 the countertops and cabinetry and of course the new flake floor system. So  
27 they will get a new entrance lobby, conference room, cat room ready, that's  
28 the goal for after the floor finish goes in so staff can move into the new area  
29 and then the contractor can move into the current administration area and  
30 start their demo and remodeling efforts there. Are there any questions?  
31  
32 Gandara: Thank you Mr. Kinney. Any questions? Seeing none. Appreciate the work  
33 that you're doing and thank you.  
34  
35 Kinney: Thank you.  
36  
37 Thacker: So that brings us to me. I guess I apologize for that sometimes. So, before  
38 I have, before you we have to review the Animal Services Center of Mesilla  
39 Valley 2018 Annual Report. I would like, this is going to be available, it is  
40 available or will be, I'm sorry, on our website under annual reports. It is also  
41 going to be available in hard copy for our office for a limited time and then  
42 you all have paper copies as well. Bernice are those available for  
43 individuals in the audience too? Okay, so we have some copies available  
44 for the audience members as well. So because of that I plan on going  
45 through this a little bit quicker than usual.

1 So the mission of the Animal Services Center of Mesilla Valley is to  
2 provide safe shelter for all lost, mistreated, and abandoned animals of the  
3 Mesilla Valley and surrounding communities. Some of our intake statistics.  
4 Before I begin, I am sorry, but on the actual packet that we have available  
5 online and given out is a letter that I wrote that talks about this report. Talks  
6 about the numbers and our commitment and how we understand that every  
7 one of these numbers that we're talking about today is the life of a dog or a  
8 cat or other animal. And we don't want to lightly go over these and say that  
9 it's, and skip over the fact that these are lives being represented here. We  
10 understand that every single day that we go to work, we know that each dog  
11 that goes home or rescued or is taken by its owner or brought in from Animal  
12 Control, etc., etc. they are lives. So we don't want to misrepresent that at  
13 all.

14 So the total intake for 2018 for the city was 5,361; 973 surrenders,  
15 73 returned adoptions, 92 seize from owners, 76 wildlife, 991 unrestrained  
16 public, and then 3,156 unrestrained from Animal Control Officers were  
17 brought in. For the sake of time, I'm just going to give a total.

18  
19 Ellins: Madam Chair?

20  
21 Gandara: Yes, Board Member Ellins. Of course.

22  
23 Ellins: Being a newbie, I don't know the terminology. What does unrestrained from  
24 the public and from ACO mean?

25  
26 Thacker: Okay, thank you. Unrestrained means that somebody found a stray on the  
27 street and the public found it and they're bringing it to the shelter. And then  
28 unrestrained from ACO is unrestrained from Animal Control Officers. So  
29 they were called out or they observed it loose and Animal Control brought  
30 it in. That's the difference.

31  
32 Ellins: And what were some of the reasons that you might seize an animal from an  
33 owner?

34  
35 Thacker: That would be, I could answer from my experience but we could have an  
36 Animal Control Officer supervisor come up and answer that. Whichever you  
37 suggest.

38  
39 Gandara: Thank you. Hi Mary Lou once again.

40  
41 Ward: Thank you. Just to clarify, a couple things, if an Animal Control Officer  
42 responds to someone's property for various reasons and that animal might  
43 be in that owner's custody, there are different reasons why they might pick  
44 it up. One, if the animal, if there's cruelty out there and they have to remove  
45 that animal for the protection of the animal. They would remove it often  
46 times that is removed with a warrant allowing them to do so. Other times is

1 maybe the animal has been abandoned at their property and maybe we  
2 knew who the owner was but now they're not coming around. We leave  
3 notices, things like that. If the animal's not being cared for, fed, watered,  
4 that type of thing. For its own protection it might be moved from that. So  
5 those are just a couple examples of why the animal would be removed.  
6

7 Thacker: And for the sake of time, if it's ok with you Madam Chair, I was just going to  
8 give the total of what the report is and then the breakdowns can be seen.  
9 Would that be okay?

10  
11 Gandara: I think that would be okay. Thank you.

12  
13 Thacker: So total intake from the county, 5,240. For jurisdictional breakdown, we had  
14 50.45% of our entire intake came from the City of Las Cruces and 44.54%  
15 came from Doña Ana. And then Anthony was our next largest at 4.29%  
16 with the smaller from Sunland Park and unknown. Side note on unknown  
17 jurisdiction, that is generally animals that are dropped off at the center while  
18 nobody was there. and you're going to see another slide that is in your  
19 packet that that number is, I believe is 25, which kind of a high number. I  
20 thought, "holy cow, Why is that so high" of animals being dropped off? But  
21 remember there are generally litters of puppies and kittens that are just left  
22 on our doorstep. We've had them left at our front door. We've had them  
23 left at our gate. We've had them left just in the road in front of the center.  
24 So, it's a terrible thing. It does happen. But, that's why that number's a little  
25 bit higher is because usually litters of puppies and kittens. So our total  
26 combined intake is 10,626. Coming from those, our largest is unrestrained  
27 from Animal Control Officers: 6,484. Which I mean, it makes sense  
28 because that's their jobs is to respond to those calls and bring those animals  
29 in.

30 Continuing methods of intake, and this is a year graph. So you can  
31 see in the year breakdown's, the larger number is 2018 and the smaller  
32 number is the 2017. So easy comparison. Our monthly intake for 2018,  
33 looks like July was our highest month with 1,059 animals came in that  
34 month. And the next, which is kind of different and odd for us is October,  
35 which is 1,055. We're currently looking at it seeing why that was spike at  
36 that time. Our species intake, again dogs continues to be our number one  
37 intake at 58.3% of our total intake. Cats came in at 39.7% of our total intake.  
38 Now some of our outcome statistics.

39  
40 Eakman: Madam Chair?

41  
42 Gandara: Board Member Eakman.

43  
44 Eakman: I wonder if Mr. Thacker would remind us what a manageable intake number  
45 per month might be.  
46

1 Gandara: Okay.  
2  
3 Thacker: Zero.  
4  
5 Eakman: Other than zero.  
6  
7 Thacker: Okay. So other than zero, honestly I'd have to get back to you on  
8 what that number would be. Because it all depends on what it is. If it's, it  
9 would be a mix, because if it's a bunch of kittens that would involve fosters  
10 that would have to be contacted and we would have to get those individuals  
11 in. If it's large breed dogs, mostly large breeds, then those are ones we have  
12 a hard time adopting out and moving in rescues. If it's a bunch of small  
13 breed dogs, that would be no problem because we have rescues that would  
14 come in and get them right after their availability time. So it's a hard  
15 question to give a number to, but it would definitely be a mix and it would  
16 be in the low hundreds would be ideal. So we're definitely not there yet is  
17 what I can tell you.  
18  
19 Gandara: Board Member Eakman. Satisfied?  
20  
21 Eakman: Yes, I guess. Probably a range with an asterisks would be something we  
22 could work toward. Thank you.  
23  
24 Thacker: Okay.  
25  
26 Gandara: Board Member Smith.  
27  
28 Smith: Thank you Madam Chair. And thank you Mr. Thacker. I think also what  
29 might be helpful, especially since we have new members, is a little  
30 comparison as far as our intake numbers compared to similar communities.  
31 We tend to run high and we tend to be higher than other communities in our  
32 part of the world and higher than other communities our size. So I don't  
33 mean to put you on the spot since we didn't anticipate this, but I think that if  
34 you have readily available some comparative numbers, that might help  
35 some of the new Board Members and just in general sort of pertaining to  
36 Councilor Eakman's question. Because we're dealing with excessive  
37 numbers just coming in, for the size of facility we are and for the size of  
38 community we are. So, as I said, if you've got anything readily available,  
39 that would be helpful. But otherwise just to generally note that we tend to  
40 run high on our intake.  
41  
42 Thacker: And you're exactly right. We do run high. There, visitors to the shelter, or  
43 to the center that come from other areas are just flabbergasted by the  
44 amount of animals we have inside of our center. I do not have the numbers,  
45 but I can get them by the end of the week and I'll e-mail them to the board.

1 A comparison of what similar to our size and population of what other  
2 intakes are for that.  
3  
4 Gandara: Clint, and if I may, I believe that it really depends on what's happening in  
5 the center and there's a lot of variables that are, that get factored in. Like  
6 number of workers, how many vacancies, how many people are off for that  
7 day for various reasons, just how much room we have as well. And the  
8 other thing, since Board Member Smith brought this up, I've asked Clint to  
9 develop sort of an introductory manual, if you will, for us. Especially the  
10 new ones. Which would consist of things like frequently used words, or  
11 abbreviations, acronyms, your report here, things that will, the bylaws,  
12 things that will help all of us but especially the new Board Members and I'm  
13 hoping that we're getting close to doing that soon.  
14  
15 Thacker: It was handed out last, in the last Board meeting.  
16  
17 Gandara: Good, perfect. Okay, see what happens when you miss a meeting? You're  
18 behind the eight ball. Thank you very much.  
19  
20 Thacker: I did hand it out to the new Board Members. I can hand that, I have copies,  
21 digital copies I'd be more than happy to hand out to all the board members.  
22  
23 Gandara: Sounds good. And probably would be helpful, Clint. Yes, thank you.  
24  
25 Thacker: Okay, we'll get that to you.  
26  
27 Gandara: Okay.  
28  
29 Thacker: Okay, so some of our outcomes that happened, we had euthanized, and I'm  
30 going to go through these individually and give just a small meaning of what  
31 the words are; definitions. So euthanized are animals that are euthanized  
32 at the center, that was 2,049. That was 19.3% of our entire outcome. The  
33 adopted, which animals that were adopted from our center into homes here  
34 in the region, that was 2,085. That was 19.5%. While we're going through  
35 this, let me back up. 19.3% is a very high number and by no means are we  
36 happy about that. However, that is the first time in our history that that  
37 number has dropped below 20%. So we are ecstatic as that continues to  
38 drop. Adopted 2,085. That is the highest number since 2014 of the number  
39 of adoptions that we've had. Rescued or transfer to rescues. Rescues are  
40 set up in areas or by individuals and they can take animals for a lot longer  
41 and hold animals for a lot longer than we can. Some of them are specialized  
42 rescues, like Golden Retriever Rescue would focus generally on Golden  
43 Retrievers. Some rescues are set up where they can accept all types of  
44 animals. Some take puppies, some take kittens, so there's just a rescue  
45 community out there that takes animals. I'm happy to report that 33.2% of  
46 our outcome went to rescues. And that's the highest number it's ever been,

1 3,557. 12.6% were return to owner. Which means and/or owners that came  
2 to the Center found their animal there and was returned to them. 6.1%  
3 arrived deceased. And that is either by individuals bringing animals that  
4 were hit by cars or other than their own animals brought into the center  
5 deceased and also by Animal Control. Expired in the shelter, 3.3% are  
6 animals that did pass away in the shelter. That could be upon arriving at  
7 the Center, that could be overnight, that could be due to illness. That's a  
8 wide range definition there.

9 Wildlife release was 0.6%. Generally we release skunks is the big  
10 one into other areas other than where they came from. River bottom areas  
11 that are, that have the skunk population there. And then 0.6% are stolen or  
12 missing. Believe it or not, we do have animals that go missing. Whether  
13 they, during cleaning they run out. We currently have a black cat that we  
14 are trying to catch that has made home in our ceiling of our laundry room  
15 area. So traps are being set every single night and we're going to get him.  
16 But it's just a matter of time. It's really hard right now with the construction  
17 because there are so many open ceiling areas of that. That's the  
18 breakdown of our outcome.

19 So comparisons, again 2,085 in 2018 is the highest number since  
20 2014 when it was 2,178. Canine versus feline again, 1,402 dogs and 637  
21 cats with 46 other. Again the rescue number 3,557. That topped our 2017  
22 number of 3,010 so we're very excited. These new partnerships that we're  
23 forming. I'd like to give a huge shout out to two of our employees. Elizabeth  
24 Sealey and also Donny King, thank you. And Donny King, both of them  
25 worked very hard in getting a rescue together to the Silicon Valley Humane  
26 Society in California. We sent 79 cats just yesterday. I know because I  
27 woke up at 3:30 in the morning and was there at the center helping all these  
28 volunteers and some staff to box up and kennel up these cats. Got them to  
29 the airport where Donny and Elizabeth took them to the airport and some  
30 other volunteers. And Wings of Rescue is going to be in the next three  
31 days. Yesterday, today, and tomorrow are going to be taking over 900  
32 animals across the United States. So we're very happy for them. Very  
33 grateful for them reaching out to us. We were in a partnership with El Paso  
34 Animal Services and we're able to get those. They brought dogs and cats  
35 and we focused mostly on our cats. This is original one for us because we  
36 actually did not have the number of cats to satisfy the number in the center.  
37 So we reached out to the rescues and we said "do you have any animals  
38 that you want to send?" Let's get animals out and that will free them up to  
39 take more animals from us and also continues to form that relationship that  
40 we've tried so hard to get back. So we're excited for that. With this number  
41 we would like to continue to grow and hopefully next year we'll have to get  
42 a longer graph cause it's going to go over 4,000. So we're excited for that.

43 Our live release rate, this is a release or a percentage of the  
44 number of animals that left your facility alive; is a live release rate. So you  
45 can see in the 12 months, our highest was in January of 90.4%. Our lowest  
46 looks like it was in August a 61.4%. And then December.

1  
2 Smith: Madam Chair.  
3  
4 Gandara: Yes Board Member Smith.  
5  
6 Smith: If I may, thank you. I don't want Mr. Thacker to short change himself. The  
7 actually, the highest was in April at 91.2%.  
8  
9 Thacker: Thank you very much. It's probably because it was my birthday month.  
10  
11 Gandara: We're with it here today. See that?  
12  
13 Thacker: So 91.2% was our highest. And actually a 90% in the industry is the  
14 standard that everybody strives to and that is considered a no-kill number  
15 is 90%. When 90% of your animals are leaving your shelter, then that is a  
16 no-kill status. I know it's confusing because no-kill you think of no animals  
17 are being killed, however that is an impossible obtainment because we're  
18 always going to have the ones that are better off to be euthanized in a  
19 humane manner of sick and injured or aggression. So we've come very  
20 close to that number and achieved that number twice in 2018. So the overall  
21 percentage of our live release rate, and you see how it's factored in there,  
22 is 77.5% for 2018. And that's the highest that we've ever had for a year  
23 percentage.  
24 Broken down by cats and dogs, in 2018 it's 80% for dogs, 73.6% for  
25 cats. And that is higher than in 2017 just by a smidge on the dogs, 79.7%  
26 in 2017 and we were at 80%. Cats climbed up to 73.6%. Overall, in 2017  
27 our live release rate was 74% of our animals left alive and in 2018 it climbed  
28 to 77.5%.  
29 Here is a euthanasia breakdown. I support transparency to the best  
30 of our abilities. So we have in our report, we broke down better of why we  
31 do euthanasia. So our highest reasons were respiratory signs. And TX  
32 means treatment or treatment was given. So they were given the treatment,  
33 they didn't respond to treatment, so 247 were euthanized for that. Medical  
34 general is a general term. We didn't change our definitions until the middle  
35 of the year, so some of these are going to be stuck in medical general.  
36 Respiratory signs non-treated, in other words they weren't treated. They  
37 were so bad that it was 211. Aggressive dogs, 194 and so on. So we  
38 continue to break these down further with these new euthanasia  
39 breakdowns. We report these numbers every single month, or every single  
40 day on Facebook so people can see the reasons for euthanasia.  
41 Another thing we've added in our Facebook posts is the shelter  
42 population. And I think that's opened a lot of eyes as well. So in  
43 comparison.  
44  
45 Ellins: Madam Chair?  
46



1 Gandara: Board Member Ellins.  
2  
3 Ellins: Can you go back to the previous slide? What does high arousal level mean?  
4  
5 Thacker: That means that the animal is in a state of just arousal. Arousal is high.  
6 They're hyperactive. They can't be calmed down in that area of the shelter  
7 at that time. We currently don't, I mean that's a pretty lousy reason to give  
8 honestly for euthanasia, but we do not have the resources currently to have  
9 those training opportunities to deal with the high arousal level.  
10  
11 Ellins: And resource guarding.  
12  
13 Thacker: That is individuals or dogs that have issues sharing, pretty much. So if they  
14 have something in the kennel, if they have a dog toy, things like that they'll  
15 attack the other animal.  
16  
17 Ellins: Okay. Thank you.  
18  
19 Thacker: So again 2018 our lowest time ever 2,049 animals euthanized. And as you  
20 can see, we've come a long way from 2008 euthanizing 10,386 animals.  
21 That is almost our entire intake for 2018 was 10,500 or something. Just to  
22 put in perspective a little bit, the number of animals that were euthanized.  
23  
24 Ellins: Madam Chair?  
25  
26 Gandara: Yes Board Member Ellins.  
27  
28 Ellins: What is driving those numbers down?  
29  
30 Thacker: Well continue to work efforts, if you remember the rescue efforts that we're  
31 doing. There was just in the hundreds in 2008 of animals going out to  
32 rescues and now we did over 3,500 animals went out to rescue. Also,  
33 innovative programs, working you know rough to ready, keeping animals  
34 out of the shelter that are already adopted, just a multitude of resources that  
35 we do have and we're developing to keep these animals from being  
36 euthanized. And will continue to be developed.  
37  
38 Ellins: And how large a role does adoptions play in reducing these numbers?  
39  
40 Thacker: Well, we did over 2,000 and that climbed as well. That's the highest it's  
41 been. So I would say it contributes, not a major part. We're not going to  
42 adopt ourselves out of the overpopulation in the shelter. But it does give us  
43 some relief for that.  
44  
45 Gandara: Board Member Smith.  
46

1 Smith: Thank you Madam Chair. I think also should be noted that the spay and  
2 neuter efforts have been ongoing through all of those years. And that that  
3 has also been a contributing factor and certainly we've been trying to  
4 educate the public about responsible ownership and those sorts of things.  
5 So there are a number of different parts, Board Member Ellins, that have  
6 contributed, I think. But I appreciate Mr. Thacker's efforts and certainly I  
7 think the adoption piece as you mentioned is a huge part of that. Thank  
8 you. Thank you Madam Chair.  
9

10 Gandara: You're welcome. Board Member Eakman. I'm on it now.

11  
12 Eakman: Thank you Madam Chair. The one item that I think was previously noted,  
13 but I want to emphasize, is that we're losing ground on intake. We had the  
14 lowest year in 2015. And since 2015, intake continues to rise and that is a  
15 community problem, not a shelter problem. And what really I think is  
16 causing, is exasperating that, is the amount of intact animals that are being,  
17 that are a part of intake. In talking with Mr. Thacker, we just don't have a  
18 program in place reducing that number of animals that are intact and  
19 causing trouble in the community with no identification and biting and things  
20 of that nature. We just don't seem to be programed as a community to lower  
21 to the extent possible the number of intact animals that are on the loose and  
22 then going into the shelter. Thank you.  
23

24 Gandara: Thank you Board Member Eakman. Board Member Macias.

25  
26 Macias: May I just take the opportunity to make a comment that internally to the  
27 County that we are looking to develop the kind of program that has just been  
28 mentioned. Our goal, I think we are contributing about 4,500 animals a  
29 year. The goal is maybe within the next three to four years to reduce that  
30 number to 2,000. We're beginning the effort. We're beginning the effort in  
31 Doña Ana because of all of the communities within the unincorporated  
32 areas of the County that is contributing the largest number or where the  
33 largest number of animals are being taken into custody is in the Doña Ana  
34 community just north of the city. So part in fact, if it's not, I believe it's next  
35 week, next Wednesday, our animal control operation is going to be going  
36 into the community to kind of educate the community to start developing a  
37 proto-type, and we've had this discussion with Mr. Thacker, in terms of a  
38 more aggressive spay and neuter effort on the part of the County  
39 administration. So I want you to know, I want everybody on the Board to  
40 know that the recognition of what Councilor Eakman is talking about, the  
41 numbers, perhaps the digression in the number of animals that are coming  
42 into the shelter, the County shares that strong concern and is going to make,  
43 we're going to try it as a pilot project, to see what strategies are the most  
44 effective in reducing the number of animals.

45 I also do want to take advantage, although it isn't right here, it was  
46 raised earlier, and I was just going to save my comments to the end. But

1 the return back into the community of animals, there's pros to it but there  
2 are also some cons that are concerning to the County. Because some of  
3 the animals that are being reported and taken in to be either spay or  
4 neutered, chipped, given its rabies shots, and then returned to the  
5 community are not animals that belong to the location where they were  
6 originally picked up. So we're getting some push back from people in the  
7 community are saying "we reported this animal to be picked up, we don't  
8 want this animal back in. That's why we reported it". And so the concern is  
9 ultimately people will get to the level of frustration where they take, they  
10 choose an option to deal with the animal that was not what our intent would  
11 have been. And so there is some concern and again we've been able to  
12 share some of that with Mr. Thacker and I want to thank him for his  
13 availability for engaging in some of these discussions because we are  
14 needing to communicate some of the concerns that are coming back from  
15 members, individuals that are living in the county. Thank you Madam Chair.

16  
17 Gandara: Thank you Board Member Macias. Board Member Gonzales.

18  
19 Gonzales: Mr. Thacker, how overpopulated are you in the shelter right now? You have  
20 any idea?

21  
22 Thacker: Well, we don't have a set number that we can compare to that says that  
23 says the number we are overpopulated by. I would say we are very  
24 overpopulated.

25  
26 Gonzales: I just noticed this past week up in El Paso they were transporting animals  
27 up to California and I had a question in regard to that if you guys were doing  
28 anything in regard to that and you just mentioned that that you guys would  
29 be doing some transporting animals.

30  
31 Thacker: Yeah, we participated in that same transport. We sent 79 cats to that exact  
32 same transport they were on as well. And that was on our Facebook page  
33 too.

34  
35 Gonzales: What states do you guys do this to? What states do you guys work with?

36  
37 Thacker: Well, it's not a matter of who we work with, it's who's going to be contacting  
38 us and who we contact. So currently we have, we've rescued in this past  
39 year to California, Washington State, Oregon, Idaho, Utah, Colorado, of  
40 course Arizona I believe we even sent some, and of course New Mexico.

41  
42 Gonzales: That's awesome.

43  
44 Thacker: I mean, but that continues. I mean there are several places in those states  
45 that we go to. Like Colorado, there are multiple places that we go to in

1 Colorado. And there are multiple places in Arizona that we rescue to as  
2 well.  
3  
4 Gonzales: And does this transportation that you guys do, are you guys, is there a  
5 nonprofit organization that pays for this? Or you guys actually come up with  
6 the funds?  
7  
8 Thacker: We have the funding for it. We received a \$20,000 grant from I believe it  
9 was PetSmart charities in 2018.  
10  
11 Gandara: You're financial people are nodding yes. You're correct.  
12  
13 Thacker: So that has aided us. But it all, it most does come from the funding from  
14 the City in part of our budget to do those transports for the fuel and gas. But  
15 that was a big help was that grant we received.  
16  
17 Gonzales: Thank you Madam Chair. Thank you Mr. Thacker.  
18  
19 Gandara: Mr. Thacker I have one question before we go any further.  
20  
21 Thacker: Yes ma'am.  
22  
23 Gandara: You had made mention about not having the resources when Board  
24 Member Ellins spoke to the aggressive or the high arousal animals. You  
25 made mention about the resources and not having the training capability.  
26 Now if you had this pie in the sky dream, what would that look like? What  
27 would it look like in terms of resources? What are we talking about?  
28  
29 Thacker: Oh wow. You just opened up a big box for me.  
30  
31 Gandara: Okay. Very good.  
32  
33 Thacker: For if it was, there's no holds bar and budget wasn't an issue, we would  
34 have multiple trainers that were actually employees of the Center that would  
35 be able to come in. They would have access to professional training  
36 resources. They would have access to rooms specific for training. They'd  
37 have equipment. We would have areas set up for the play groups for the  
38 dogs to be able to get out each individually. We would have a huge  
39 volunteer core that could help and to do those things. It all comes down to  
40 the position and funding for the money and also for some space for that.  
41 Because honestly it's an issue when you take a dog and you put it out in a  
42 place and it has a great time with other dogs and then it goes back into a  
43 very stressful area of two and three dogs per kennel. And that's what we're  
44 looking at right now.  
45  
46 Gandara: Thank you.

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Thacker: So our next topic is public service and community outreach. The attendance at the center did drop in 2018. Tremendously starting around August when compared. We believe that's because of the construction of what was going on. At times it looked like the place was totally closed because of the bulldozers that were in front and the dirt work that was happening for several weeks. The surgeries I believe went up with a total of 4,887 for surgeries that were performed. We continue to do a large amount of outreach with Pet of the Week publications, radio, Dog'Cruces, Las Cruces Sun News, the Bulletin, and the Classifieds. We do news releases, press releases with the television and then as always social media.

We have done a lot of our special events this year. We had, and I'd like to read through these because I think important for people to, one see the uniqueness and the creativity of my co-workers, and also to remember like "Oh yeah, I remember that one". We have the 12 Dogs of the Month that go on every single month. We highlight dogs that have been there for over 100 days at the Center. Adopt a Furry Valentine, St. Patty's Pets, Cinco de MeowO, Freedom to Choose. Freedom to Choose was a great one in July that we did that lets people select what price they'd like to do for an adoption. We had some people come in and do a \$5 adoption, we had some people come in and do \$100 adoptions. So it was fun to see what people did there. Back to School Special, Tax Free Weekend, Clear the Shelter Event, Happy Paw-thers Day, Pit Bull Awareness Month, Pits for Peace, Black Friday, and that was all black colored animals were discount or free. Holiday Food and Toy Drives and Home for the Holidays. And again, that Holiday Food and Toy Drives was put on by Donny King and he's the one who made all of the, one of our employees, he made all of the connections for it. And it was incredible the amount of people that brought the toys in. It was so neat to see that. And then Home for the Holidays, again we always work with Doña Ana County Humane Society where they pay for the actual adoption during that time frame. So a lot of events happening all the time.

Places that they go to. Barnett's Harley Davidson, Corner Bakery, and so on. Just a lot of different places that we're at and we're constantly working. We're working right now on rotating some of these. Because we're seeing that, like the Kia of Las Cruces, the Pitre Kia. It's a great event, started off really strong but now we're lucky if we get one adoption. So we're looking at rotating a lot of these so people don't always get used to us being there. The one exception will probably be Farmer's Market. We always have a great turnout there and great exposure.

We continue both the ACES program, City impact project, Nation Night Out, Job Shadow, Excel, and the Wilson-Binkley advertising campaign. We really enjoy the Excel program which is in High schools, where High school students come in and they job shadow us as part of that program. And see what we do, how we do it, and they get an eye opening

1 experience that it's not just playing with fluffy animals. It's a lot of hard work  
2 there at the Center.

3 And I'm going to invite Domonique up so she can talk about our  
4 volunteer program because she's a lot better than I am.

5  
6 Gandara: Good morning Domonique. Welcome back. It's been a while since we've  
7 seen you here.

8  
9 Clark: Good morning, yes.

10  
11 Gandara: Or did you show up last month and I didn't see you?

12  
13 Clark: Well, maybe. No. This is the first time I've been here for a little bit. Good  
14 morning Madam Chair and rest of the Board. Happy Valentine's Day. So,  
15 I am going to talk a little bit about the volunteer program. 2018 was a good  
16 year for us. If you remember I started the latter end of 2017 and so this was  
17 my first full year with the shelter. I enjoyed it very much.

18 So a few of our volunteer highlights: throughout the year of 2018, our  
19 monthly hours averaged over 500 per month and that was even after the  
20 remodel started in August. So that did cause some push back in regards to  
21 people visiting but it didn't hinder our volunteer hours as much as we  
22 anticipated that it would. And that's because we see a lot of our volunteer  
23 hours happen at offsite adoption events. Whether it be PetSmart, Petco,  
24 and you'll see that later on in the presentation. And by the end of December,  
25 so we started 2018 with 188 active volunteers. By the end of December we  
26 finished with over 260. I believe the exact number was 262. Our volunteers  
27 range from 17 to over 50 years old. As Clint has just mentioned, one of our  
28 programs is the Excel program and that's really neat because you see  
29 students come in and ultimately they're volunteering their time, but we work  
30 with the job mentors, the Excel mentors, at different High schools. And so  
31 we get students from Las Cruces High school, Centennial, all of the High  
32 schools in the area. And they come in and they have specifically chosen  
33 themselves as students that they want to come in and work with the  
34 professionals at the center. And sometimes it's veterinary tech, sometimes  
35 it's animal caregiver and it's very neat to see that they admire some of the  
36 jobs that we're doing there and they want to shadow that. So that's really  
37 neat. But that does play a role into the younger age group that we have.  
38 This past year we had six Excel students throughout the year. And so they  
39 spend a whole semester or sometimes a whole entire school year with us  
40 at the shelter. And they come in three to five times a week.

41 We also had a lot of college age students this year. So I found it  
42 really neat that throughout the year as we started, well, in the latter end of  
43 2017 we started to pick up our volunteer initiatives and then in the beginning  
44 of 2018 we saw an influx in college age students really wanting to come in  
45 and be a part of the center. And so that was purely word of mouth. We  
46 started with a fraternity that had come and volunteered with us and after

1 that it was just word of mouth spread and we now have so many groups  
2 that want to volunteer with us. We actually have in, not this Saturday but  
3 the next Saturday, we have two NMSU groups volunteering with us at one  
4 adoption event because we have so many groups that want to volunteer  
5 with us so often. It's really neat to see it. I love it.

6 And again, we had volunteers that worked both onsite and offsite.  
7 Some of the offsite we have the downtown Farmer's Market, we have a very  
8 loyal group that does that every single Saturday. We have Petco and  
9 PetSmart and some of the adoption event locations that Clint had previously  
10 shown you. We also have different opportunities onsite. If we have cats  
11 that are going to transport and we need help with them being taken care of,  
12 if we've got different projects like transport loading. Every week we do dog  
13 photography and cat photography in order to get better photos up on our  
14 system so that way rescues can see them, we can share them publicly, and  
15 things of that nature.

16 And here are a few pictures. Everyone loves the pictures, right? And  
17 so, to your far left, we've got Joan Kinney and she is at an adoption event.  
18 She is awesome. We've started to, especially with our very avid volunteers,  
19 give them more responsibility and so Joan is a volunteer who after every  
20 photography session she uploads pictures to our database so that way we  
21 have good pictures for the animals and that's something really neat that  
22 we're starting to do. In the middle, that is a young man who, he was with  
23 one of our groups from NMSU and so we have volunteers that come in that  
24 are consistent and then we have volunteers that come in as groups and  
25 that's not a part of our 260. They sign liability waivers and they're there for  
26 a set amount of hours, but that's not included in those numbers. So imagine  
27 those numbers plus all of the groups that we have that come in, in a once  
28 in a while basis, right. On the right we have Mr. Aaron Richardson and he  
29 is someone who helps at offsite adoption events, he helps with photography  
30 at the shelter, he helped very consistently with one of our catteries; our  
31 Petco cattery and he would go in four times a week and take care of the  
32 cats. So that's him on the right.

33 And then we have Ms. Barb Schnitzer and she's always got a dog in  
34 her lap. And that was also at an offsite adoption event. Ms. Katherine in  
35 the middle. And so that's something I'm also going to touch on in just a  
36 second and I'd like to mention that she's with her foster. And that plays a  
37 big role in our volunteer programs is our foster program. Where someone  
38 volunteers their time and their energy to take care of an animal outside of  
39 the shelter at their homes so that way we can keep it outside of the shelter  
40 environment and keep our intake down. And then on the end, that is another  
41 young lady. She's from one of our NMSU groups as well. And then on the  
42 left we have husband and wife, Mike and Debbie Crousan and they are very  
43 avid. Mike helps with almost everything. He has a hand in almost  
44 everything and Debbie would probably have a hand in almost everything  
45 also but she does work full time.

1                   And then the picture on the right is Barbara Hayes and this was  
2 something really neat that we did this past year. So we had an event at  
3 Picacho Peak Brewery and it was, not only did it help animals at the shelter  
4 and where we're taking pet food donations while Picacho Peak was taking  
5 pet food donations for us, but we were also teaming up to help homeless  
6 veterans. Barbara's husband works with the Elks Lodge and so how we  
7 worked it was Picacho Peak would give a coupon to anyone who came to  
8 the event and donated either puppy or dog food and then if you donated  
9 canned food for homeless veterans that could be donated to them, you  
10 would get a coupon for a special drink pricing. You could go in and have a  
11 drink and have some food and that was a really neat event. And Barbara  
12 played a main role in helping set that up for us.

13                   And again we still have our foster program that's ongoing. Whether  
14 it's kittens or puppies or large breed dogs. We do try as well to get those  
15 dogs that are large breed that are harder to adopt out into a foster home  
16 where they can learn to be socialized and interact with humans and interact  
17 with, it's great when a foster home has kids. And they can learn how to be  
18 a family team player. Because it just benefits them when they get into a  
19 home and they still take the dogs or cats to offsite adoption events every  
20 weekend. And we still have our surrender to foster program which we push  
21 consistently. And that is if a person wants to surrender their animal, we ask  
22 that they keep the animal with them until we can get them out, either out to  
23 rescue or that they can get adopted. But the animal automatically becomes  
24 our property. We just ask that they keep it outside of the Shelter. And I'm  
25 going to let Mr. Thacker conclude. Thank you very much.

26  
27 Gandara: Thank you Domonique. Any questions for Domonique? I see none.

28  
29 Thacker: That's all. Thank you very much.

30  
31 Gandara: Do we have any questions with its entire program? No? Okay seeing none.  
32 Thank you Mr. Thacker. On to Committee Reports.

33  
34 Thacker: I think we have one more, we have the month of January to go over. I'd be  
35 more than happy to skip it if you want to.

36  
37 Gandara: I know you would really like that, but. Mr, Bryce, you had a question? Okay,  
38 come on down. Please state your name.

39  
40 Bryce: Frank Bryce, President Humane Society of Southern New Mexico. I want  
41 to get this in at the right time and don't mean to try to disrupt the meeting.  
42 On this report, I have some concerns that there are issues at the shelter  
43 that were undertaken. Giardia, distemper, the (*inaudible*) program. These  
44 are not in the report and it really should be at least due to transparency. Let  
45 us know what's being done, what was done, what will be done to face those



1 types of issues. It just seems like a big blank as the serious issues that are  
2 not covered in this report. Thank you.

3  
4 Gandara: Okay. Thank you. Mr. Thacker?

5  
6 Thacker: Both those issues are covered in the cover letter. They are both mentioned  
7 in there. So we did mention it in that part.

8  
9 **C. Shelter Statistics and Activities/Educational and Spay-Neuter Initiatives**  
10 **- Clint Thacker**

11  
12 Thacker: So for January 2019, we had a total intake of 411 dogs, 247 cats, 42 others,  
13 for a total of 700 for 2019 intake. Comparing that to 2018, 2018 we had 898  
14 come in in January with 700 for this year. For our outcomes, we had a total  
15 of 274 adoptions, 90 reclaims, 326 rescued or went to rescues. We had 89  
16 cats that were returned to the community cat program, we had 97 that were  
17 euthanized and a live release rate of 78.8%. Comparing that to 2018, we  
18 did more adoptions. We did less reclaims. We did less rescues and  
19 euthanasia was higher for and a lower live release rate of 78.8%.

20 Current animal count at the Center right now is 505 compared to 610  
21 in 2018. Alright, volunteers. Since Domonique is here, we'll turn it back  
22 over to her.

23  
24 Clark: Thank you very much. So for January, and every month I must say really  
25 quickly, every month is a good month for volunteers and I think that if I just  
26 can really quickly publicly thank all of our volunteers. I know that we do at  
27 the shelter, but sometimes we get caught in the mix of being really, really  
28 busy and chaotic and one thing you can always make more money and you  
29 can never make more time. Your time goes away and it leaves you and you  
30 can't get that back. And I think that for all of our volunteers that graciously  
31 give their time and their energy and parts of their hearts to help these  
32 animals. It's really amazing to continue to see.

33 So volunteers, we had in January 2019 454 hours, 270 volunteers  
34 total. And again that number is of our consistent in our database active  
35 volunteers. We had four and a half hours for laundry you can see. So we've  
36 got different, we have the opportunities broken down a little bit. And you  
37 will see some of these hours are lower and most of those are onsite. For  
38 example cats and laundry, that's four and a half hours. Dog enrichment is  
39 four hours and dog walking is one of the things that we have seen that's  
40 come to a little of a halt just because of the remodel. Although that will  
41 definitely pick back up as soon as we come to a better point in that.  
42 Farmer's Market and Petco adoptions 177 hours. Again I said we have a  
43 very loyal team that goes every single Saturday. They're amazing. And we  
44 had other offsite adoption events at Pitre Kia, PetSmart, Walmart, that was  
45 110 hours. Pet's Barn and Petco cat care teams again are offsite catteries,  
46 68 hours. County Cats 40 hours. And photography teams we had 50.

1  
2 Ellins: Madam Chair.  
3  
4 Gandara: Board Member Ellins.  
5  
6 Ellins: What is County Cats?  
7  
8 Clark: So at the Doña Ana County building we have cats housed and so workers  
9 at the building are responsible for taking care of the cats. But they're not  
10 part of the shelter staff, so that's why that's counted there.  
11  
12 Ellins: I should've known that.  
13  
14 Gandara: Good to highlight that. They do a wonderful job there.  
15  
16 Clark: You know it was actually, I was talking to one of the radio hosts, it was  
17 reported in People Magazine because it's such a unique thing that they do  
18 in the County. So it is very neat to mention, yes.  
19 And then here we just have a few photos. This was at one of our  
20 adoption events. On the left hand side, that's Star Snyder. She's also a  
21 very consistent foster. She's gotten over 70 animals out into homes and so  
22 she brings them into her home and she gets them socialized and she has  
23 sometimes up to five animals at one time. It's very neat. And then on the  
24 right hand side we have Ms. Emiline and we're actually shooting one of our  
25 Pet of the Week videos at that time. One of the things that we started doing  
26 on our social media is Pet of the Week videos. So that way when we are,  
27 do our outreach every Friday morning on the radio, public has a reference  
28 to go back and look on our Facebook page and radio hosts can share the  
29 video. So that way hopefully, even though despite the remodel, people can  
30 see the temperament of the animal and it will hopefully get them adopted  
31 out quicker. And so she was helping me shoot that video at that time. And  
32 that was one of our Pet of the Weeks.  
33 And for, again our foster program falls under our volunteer realm.  
34 We have 19 families with 63 animals. And I'm very sure Star Snyder is one  
35 of those families in that count. Thank you. I'm going to hand it back over  
36 to Mr. Thacker.  
37  
38 Gandara: Thank you Domonique.  
39  
40 Thacker: So our spay and neuter initiatives. We currently have 183 animals in the  
41 foster to adopt program. We hope that number will continue to drop as the  
42 foster to adopt program is a program where animals that are not sterilized  
43 are adopted out to individuals and then they come back at a later time when  
44 we can fit them into the schedule and get adopted, or get sterilized that time.  
45 We had 59, our total surgeries in January 2019 were 395. You can see  
46 those there.

1           Some of our educational initiatives, our visitors to the shelter 1,565  
2 and there's the breakdown for that number for January. On the reclaim, or  
3 return to owner side, 1,019. Those are the reasons why they came there.  
4 For a total visitors was 2,530 and this is 1,200, almost 1,200 lower than  
5 what it was in January 2018. So hopefully with the remodel, the brand new  
6 lobby being completed in April that those numbers will start to go back up.

7           We continue to have our ads and on magazines and on radios,  
8 working well with Wilson-Binkley advertising campaign. And also the  
9 Facebook is a great push for the information there. If you haven't liked us  
10 on Facebook, I urge you to like us as that activity changes almost by the  
11 hour sometimes on Facebook. And then with the DACHS Senior program,  
12 three dogs, two cats. This is where individual if they qualify as a senior  
13 citizen, then it is a free or reduced cost adoption for them. And there's  
14 Tigger, Tinkerbelle, and Rocky. And that's all I have for you today.

15  
16 Gandara: Any questions? Members of the public. Hi, come on down. Good morning  
17 sir. I just need for you to state your name.

18  
19 Aragon: Good morning. My name is Rudy Ray Aragon. How are you guys doing  
20 today? Happy Valentine's Day. Recognize a lot of faces up there. My  
21 question is on the overall outcomes on number eight of 2018, on our Animal  
22 Service Center Annual Report. It says here that transfer to rescues is 3,557  
23 animals which if you third up that pie that's a third of all animals. So what  
24 do we do for these rescues? Me being part of the Last Litter Inn rescue that  
25 was rescuing puppies that were abandoned and left for just, I mean I  
26 couldn't fathom the, working with Ms. Kelly Barker and stuff about the Last  
27 Litter Inn. How many puppies would come in there and I personally saved  
28 32 puppies and moms. But what do we do for these rescues? Since they're  
29 doing a third of our work, I mean, are we contributing to their food, to their,  
30 I mean I understand that we're taking them out and we're bringing them,  
31 outsourcing them and they're still part of the system. But if they're doing a  
32 third of the work of this animal control, what kind of piece of the pie do they  
33 get for financing for helping? Because these are 501(c)(3) so they're  
34 nonprofit. So is our board contributing money too? Because I mean, I've  
35 seen so many great people come in and do so much great things for these  
36 animals. I'm talking, I was so, I mean, I come from Tempe, Arizona we're  
37 animal lovers, everybody has animals. You know, we all ride bicycles too.  
38 But I find it really concerning that there's nothing talking about what's given  
39 to the community for these 3,557 animals which is a third of all animals that  
40 came out of that overall outcomes is my perception.

41  
42 Gandara: Thank you. Thank you. Yes, Mr. Smith.

43  
44 Smith: Thank you Madam Chair. Mr. Aragon, thank you for asking that question  
45 and I think Mr. Dollahon may be able to help substantiate this. But basically  
46 New Mexico, which is different from Arizona in one regard, and that is we

1 have an anti-donation clause which basically precludes us from just handing  
2 out money, even to private organizations that are doing good things, without  
3 a process; whereby we then put out a bid or a request for proposal and then  
4 we get bids back and then we hire somebody to do that. So what we've  
5 been very fortunate about in this community is that a lot of the work that  
6 you're describing being done by several groups has been done basically on  
7 a volunteer or a nonprofit basis by people who have said "we want to help  
8 you in this particular way". So we haven't really been contracting them to  
9 do it on a paid basis. We basically worked with them so that they can do  
10 what they do as they're supporting the shelter. So if Mr. Dollahon wants to  
11 add something to that, I'd be happy to let him augment what I'm saying. But  
12 I think basically that's sort of the understanding that you need to have as far  
13 as a basic level in response to your question. Thank you Madam Chair.  
14 Thank you Mr. Aragon.

15  
16 Aragon: Okay.

17  
18 Gandara: Mr. Dollahon.

19  
20 Dollahon: Madam Chair. Board Member Smith is essentially correct. And we had it,  
21 I believe an emergency work session earlier in the year on the Committee  
22 where it was discussed about supporting the shelters. And as Board  
23 Member Smith, we would have to go through a competitive procurement if  
24 we needed additional assistance because of state law. The other thing that  
25 the shelter does is they do sterilizations, they do medical treatments, they  
26 do vaccinations. So before the animal leaves, there are services provided  
27 by the shelter that do provide a benefit to the rescue. But that was  
28 something would require either by City ordinance or State law before the  
29 animal left the shelter we would have to be in that position to do that. So the  
30 sterilizations, the vaccinations, medical treatment. So while it's not a cash  
31 support or food support or something like that, they are still getting a benefit  
32 in services provided by the shelter.

33  
34 Aragon: Correct. And I understand the medical part. I was just curious if what's  
35 stopping from the City donating cash to 401k's. I didn't know if there was  
36 any proclamations that stopped things from something like that or you  
37 know.

38  
39 Gandara: Our anti-donation. That precludes us from doing that.

40  
41 Aragon: Okay. I was just curious.

42  
43 Gandara: Thank you. Thank you Mr. Aragon for your help and your volunteerism. I  
44 understand you've helped out in many of these, or at least a couple of the  
45 events. Thank you.

46

1 Eakman: Madam Chair.  
2  
3 Gandara: Yes. Board Member Eakman.  
4  
5 Eakman: I'm prompted to speak out of turn on this. I believe it would be a wonderful  
6 thing if the shelter and these other very wonderful groups would be  
7 reimbursed some way. However, taxpayers without animals at all and  
8 responsible pet owners probably are already paying their due. We continue  
9 to have, this is all exasperated by pet owners who are irresponsible and we  
10 have not found a way to make them responsible and to pay for what they're  
11 actually, the negative attributes of what they are doing because they are not  
12 thinking about the rest of us. And so if there was a way that we could  
13 actually get to the irresponsible pet owners that are exasperating these  
14 problems, then I would see some reimbursement like that being appropriate.  
15 Thank you.  
16  
17 Gandara: Thank you.  
18  
19 Ellins: Madam Chair.  
20  
21 Gandara: Board Member Ellins.  
22  
23 Ellins: I have a question for Mr. Thacker. Last month we had a rather tumultuous  
24 meeting as you may recall. Subsequently, there was a meeting in the  
25 parking lot and I'm just curious as to what's the status of what took place  
26 last week?  
27  
28 Thacker: Okay. So last month was a meeting where there were some feelings shared  
29 on both sides of what was being done wrong at the Animal Center, personal  
30 and also on a professional level. So when I left the meeting, there were the  
31 two individuals that were speaking. One was Ron Comeau from Shepherds  
32 without Borders and then the other one was Carla Baker who does the  
33 Cherished K-9 rescue here in the area. And I went over there with the intent  
34 to say this is, I respect your opinion. I'm glad that we can discuss these  
35 things, look forward to further discussion. But it evolved into a conversation  
36 of what we can do better. And it came out that we can do better with  
37 communication, we can do better with getting to know each other, getting  
38 better to do a lot of things better. And ultimately we all decided that it was  
39 for the animals. It's not for our own personal gain, anything like that. We're  
40 supposed to be here for the animals. Since that discussion, we have  
41 partnered in a great partnership with Cherished K-9's where we're working  
42 with them in getting animals that are not sterilized or that have puppies with  
43 them or that are currently pregnant to keep them from even entering the  
44 shelter or entering the Center. We're also working very closely, Ron no  
45 longer does the rescues, he had to give up his position there because of  
46 health reasons, but the person who was assisting him, Lisa Westbrook,

1 we're working very closely with her. In fact she just took a shepherd I  
2 believe yesterday or the day before from us. So they'll continue in this  
3 program. So we are continuing to, it was a great lesson for me personally  
4 and also for them and yes we all meet up. We have a picture with us all  
5 together giving thumbs up which shows that we really are working  
6 professionals that can do this all together. Does that answer your question?  
7

8 Ellins: Is it a happy ending?  
9

10 Thacker: So far so good. We're saving a lot of lives.  
11

12 Gandara: Thank you. Yes, Ms. Baker?  
13

14 Baker: My name is Carla Baker. I'm with Cherished K-9 All Breed Rescue. I just  
15 want to piggyback on what he said. We did have a good conversation. I  
16 have subsequently met with Clint in his office. We've got a lot put together.  
17 Just to throw some numbers out, just in this past month, just from the  
18 shelter, we've pulled 54 puppies, mostly from the parking lot. Where when  
19 they, someone comes to relinquish dogs, they go in because they can't take  
20 dogs in the building. They go in to tell them they're going to relinquish. They  
21 call our puppies, our mama and puppies coordinator who either she runs  
22 down there or contacts somebody on our team who goes down and picks  
23 them up. So we picked up 54 puppies. We've picked up 10 pregnant  
24 mamas, four ended up not being pregnant. But we picked them up as if  
25 they were pregnant. Three we didn't take but we got other rescues to take.  
26 Of those pregnant mamas that ended up with 53 more puppies. So that's  
27 107 puppies in this last month.

28 And we also took in four adults. We also do this City of Crosses  
29 Dachshund rescue. We're in charge of them. So two of those were  
30 Dachshund's. One was a male companion of one of the pregnant mamas  
31 that we took and another one was just another male. And then we've taken  
32 in nine mamas that had their puppies with them. So we're getting lots of  
33 calls from the parking lot. Mama with seven puppies, mama with five  
34 puppies, mama with whatever. So we need to tweak this this is costing us  
35 a fortune. I'm not asking for money, but this is costing a fortune. This is  
36 costing. So we need to tweak this. I am going to sit down with Clint again.  
37 But just so you know, things are happening, we are helping out, we are  
38 working together. I do give Clint kudos for coming over and talking to Ron  
39 and myself and Lisa in the parking lot because it didn't start out pretty when  
40 he came over. And we all worked it out. And just wanted to piggyback on  
41 that and say, yes he is making a concerted effort to reach out and really  
42 work with the rescues. We sent a vanload of puppies out this morning to  
43 Colorado that originated. Either they, let's see, either they originated in the  
44 parking lot of the shelter or came from the shelter. But so we're moving  
45 them out. We've just made another connection in the Midwest that we're

1 going to start sending puppies that direction too. So, just to kind of answer  
2 your question from our point of view.

3  
4 Gandara: Thank you Ms. Baker. Appreciate all your efforts and really all the rescues.  
5 Thank you. Clint you're done with your statistics and monthly report.

#### 6 7 **D. Committee Reports**

##### 8 9 **1. Finance - David Dollahon, Committee Chair**

10  
11 Gandara: And onto our committee reports. Finance. Hi Josh, good morning. Happy  
12 Valentine's Day.

13  
14 Saffell: Good morning Madam Chair. Members of the Board. My name is Josh  
15 Saffell. On behalf of the finance department of the City of Las Cruces, I  
16 would like to present the unaudited financials for January 2019. Here we  
17 see the balance sheet. If you have the packet, it's on page one: Statement  
18 of Net Position. Here we see the general fund is showing about \$420,000  
19 in cash and \$89,000 in receivables. We have liabilities of \$53,000. Fund  
20 balance, total fund balance of \$456,000 with \$206,000 of that being  
21 unassigned.

22 Moving onto our operations. This is going to be page two: the  
23 Statement of Revenues, Expenditures, and Changes in Fund Balance. The  
24 general fund is showing \$1,827,000 in revenue and \$1,591,000 in  
25 expenditures. This left a net positive change to fund balance of \$236,000.  
26 We can also see, if you turn to page three in your packets, the Statement  
27 of Revenues, Expenditures, and Changes in Fund Balance budget and  
28 actual. This shows that the total revenues are at 62.7% of budget and the  
29 total expenditures are at 52.9% of budget. Our budget target or parameter  
30 really is 58.3% is where we would expect to be. So we're doing well with  
31 revenues and also under expending which is good.

32 Slide four, here we're showing the actual revenues versus budget.  
33 We can see that the actual revenues of \$1,827,000 is mainly due to the  
34 Doña Ana and City contributions per our joint powers agreement. Go  
35 ahead.

36  
37 Gandara: Yes, Board Member Ellins.

38  
39 Ellins: What are the sources of the other revenues?

40  
41 Saffell: There are various sources. If you look at, I believe it was page two, it  
42 provides a different list. Sometimes it could be charges for service. It would  
43 be like adoptions, microchipping, charges that we bring in for that. There's  
44 also I believe, some grants. It's a variety of sources. It's all listed in that  
45 document.

1 Gandara: Board Member Smith.  
2  
3 Smith: Madam Chair, I do want to point out that two of our neighboring  
4 municipalities in Doña Ana County also contribute in their portion of that  
5 revenue.  
6  
7 Saffell: Yes, we receive funding from City of Anthony, Sunland Park, Hatch I believe  
8 as well are all listed as sources of revenue.  
9  
10 Dollahon: Madam Chair.  
11  
12 Gandara: Board Member Dollahon.  
13  
14 Dollahon: I would like to clarify for Village of Hatch, Sunland Park and Anthony. They  
15 are on a contract with us. So it is a per animal pick up basis. It is not a flat  
16 fee. Unlike what the City and the County both respectively contribute on a  
17 monthly basis and agreed to per the Joint Powers Agreement.  
18  
19 Gandara: Thank you Board Member Dollahon. Okay Josh.  
20  
21 Saffell: So in our expenditures, here on this slide, we show expenditures versus  
22 budget. We see that the majority of expenditure items are underneath that  
23 58.3% parameter. The only exception being repairs and maintenance,  
24 which is at 71.8%. We discussed this a little bit last month as well. It was  
25 high last month due to necessary vehicle repairs and construction work that  
26 was done. Those numbers are going to remain high until we can get where  
27 we need to be with that.  
28 In our Capital Projects Fund, this will also be on page one, we show  
29 cash of \$610,000. Liability of \$77,000. That liability is actually just revenue  
30 that we've already received and we have to record it as a liability until we  
31 actually expend those funds. So that's our liability and then we have a fund  
32 balance of about \$534,000.  
33  
34 Dollahon: Josh.  
35  
36 Gandara: Board Member Dollahon?  
37  
38 Dollahon: Fund balance on that Capital Fund is committed though, correct?  
39  
40 Saffell: Yes. The majority of that is committed. Which means it is committed to that  
41 construction process. There is \$50,000 which is specifically restricted.  
42 Meaning it is specifically said that it has to be used for a particular purpose,  
43 which is the cat room donation.  
44  
45 Dollahon: So at the end of the day, when the project is complete, our fund balance in  
46 7441 will be?



1  
2 Saffell: Should be zero.  
3  
4 Dollahon: Okay. Just so you know.  
5  
6 Saffell: And so that concludes my presentation. Are there any questions?  
7  
8 Gandara: Any questions Board? Yes, Mr. Dollahon.  
9  
10 Dollahon: I don't have a question, Madam Chair. I was just going to report to the rest  
11 of the Board on the Finance Committee meeting. We had a quick one.  
12 We're hoping for committee appointments at the end of this meeting so we  
13 can have a County representative. We didn't make any actions or make  
14 any recommendations for this month. We will be bringing back a budget  
15 adjustment next month and that is because once we accept the CAFR, the  
16 annual financial report today, we have to correct our beginning balances.  
17 Which we will discuss as an action item and then we will bring you a budget  
18 adjustment because of the actions from the CAFR. So that will be on your  
19 March meeting. We've had a working meeting with finance staff, budgeting,  
20 and Clint and Bernice. We're probably going to have, we have another one  
21 I think at the end of next week looking at budget. Primarily because of the  
22 CAFR impacts and because of revenue impacts from other sources other  
23 than the City and the County.  
24  
25 Eakman: Excuse me.  
26  
27 Gandara: Board Member Eakman.  
28  
29 Eakman: I wonder if, for the public, Mr. Dollahon would explain CAFR.  
30  
31 Gandara: Absolutely.  
32  
33 Dollahon: Sorry. Mr. Saffell will be presenting that, I believe, later on your agenda.  
34 The CAFR is the Comprehensive Annual Financial Report. Essentially it's  
35 the agency's external audit as required by state law.  
36  
37 Gandara: Thank you. Any other questions? Seeing none. Josh, appreciate it.  
38  
39 **2. Executive - Kassandra Gandara, Committee Chair**  
40  
41 Gandara: Okay, next on the agenda, as an Executive Committee, we met February  
42 1st. Mr. Thacker and I, Mr. Smith was unavailable to meet at that afternoon.  
43 We always build the agendas, spoke to facility issues, and sort of where we  
44 are at with the HVAC system and the concerns with our HVAC system. We  
45 spoke to Mr. Thacker's evaluation and how to move forward on that and so  
46 that is all at this point. Thank you.

1  
2 **3. Facilities - Greg Smith, Committee Chair**  
3

4 Gandara: Facilities. Mr. Smith.  
5

6 Smith: Thank you Madam Chair. And we were able to meet and Madam Chair  
7 joined us by phone. Some of the things have changed since we had that  
8 meeting and I want to thank Mr. Kinney, who is no longer here at the  
9 moment, on updating as far as the completion date and talking about in  
10 more detail about the flexible floor coverings that are coming with the 15-  
11 year warranty. One point was that at that point Mr. Thacker and I and Chair  
12 Ms. Gandara, there was going to be a \$3,000 from Public Works that Mr.  
13 Dollahon had been able to arrange from the City that would help with  
14 furniture and security and those kinds of things. The painting was starting  
15 at that particular point and so the \$3,100 was going to be used to paint the  
16 existing rooms and there also was a belief that \$60,000 was going to be  
17 available. They were working on a list of potential architects and the RFP  
18 is going to be going out in mid-March. The projects, because the City has  
19 started a new program of having its projects on the City's website so that  
20 people can follow along and see how things are progressing.

21 Where the old house was located, I think they called that Down  
22 Under at one point, there was \$77,000 available. It looks like what was  
23 needed to do the kennels and the things that are supposed to be going in  
24 on that side is about \$200,000 and about \$16,000 are needed for design.  
25 Also Mr. Dollahon was helpful in finding \$500,000 to do the HVAC that was  
26 required for the existing building to bring it up to speed as far as what's  
27 needed there. And so probably this week there should be a proposal as far  
28 as that work.

29 One thing that came up was that the artist for the mural who had  
30 done that previously, that used to be on the façade of the building, we  
31 assumed that it simply had been covered by new construction, but what we  
32 discussed at the Committee meeting was that possibly finding photographs  
33 of the original artwork and using that as a way to put that up, a photograph  
34 of the artwork in the lobby as a tribute to this artist and also doing other  
35 tributes to other artists who have contributed over the years to the efforts so  
36 that their work and that is honored. Even though the mural's no longer  
37 visible and the artwork for like on the animal services printouts and things  
38 like that, we're using a different art, logo, thank you. That those things are  
39 honored because those artists did make those significant contributions in  
40 the past. Madam Chair, that's what I have. If you or Mr. Thacker can  
41 remember something else that I forgotten, please let me know.  
42

43 Gandara: Board Member Smith, I am very impressed. You remembered everything  
44 very good. Board Member Dollahon.  
45

1 Dollahon: I just wanted to speak to the air conditioning, the HVAC in the back. Staff  
2 are working on estimates now and we are looking to use City funds to fix it.  
3

4 Gandara: Mr. Dollahon, would you give a bit of background to the new Board  
5 Members? I know this is probably something that they're not familiar with  
6 and having a bit of background would be helpful. Thank you.  
7

8 Dollahon: So the building was built in the early 80s. We've done no serious  
9 renovations. We've done some additions over time to the east for outdoor  
10 shelter space and some outdoor improvements, but this current project is  
11 the first major work on the building. And that was financed by ASCMV,  
12 primarily in part through transfers from your general fund for ASCMV and a  
13 large bequest that we had previously done. However, the building is a City  
14 owned building and we have some obligations to that. The issue in the back  
15 is and this has been an issue not only in this building but other buildings, is  
16 we at the time were using swamp coolers. Well, the kennel space in the  
17 rear is a high humidity, high water area due to cleaning of the kennels. So  
18 given the nature of how swamp coolers work, we keep pumping more water  
19 and moisture into the air. So our preliminary estimates from staff to take  
20 the HVAC system from one of swamp coolers is around \$750,000. So we've  
21 identified some available resources that the City, out of our Facilities Funds  
22 and Health and Safety Funds, to start that project this year and we're  
23 working through the budget process to complete it in next fiscal year.  
24 Because the existing building is not going to change even when we build a  
25 new shelter within the next two years. Because that space is going to stay  
26 on the inventory as a community medical facility for animals. Is that the best  
27 way to describe how we're going to reuse the building? So we're going to  
28 switch to refrigerated air conditioning. But we also have, because of the  
29 amount of water that is pumped into the building just to clean the shelters,  
30 we're also looking at that will probably include de-humidifiers to pull more  
31 moisture out of the air. We just can't dry the floor out and the back half of  
32 the building out. That's the issue.  
33

34 Gandara: Thank you Board Member Dollahon. Board Member Smith.  
35

36 Smith: Thank you Madam Chair. And thank you Mr. Dollahon. One other thing,  
37 you pointed out that the building belongs to the City of Las Cruces and  
38 previously the land that the building was on belonged to the City of  
39 Albuquerque. But we have concluded a sale or trade of properties so that  
40 it now belongs to the City of Las Cruces as well. Thank you Madam Chair.  
41

42 Dollahon: One clarification. That was an acquisition from the City of Albuquerque.  
43 They had placed a deed restriction on the property that prohibited it from  
44 any use other than a public benefit. So that's why the shelter was there.  
45 But with the payment to the City of Albuquerque for this and other lands,  
46 they didn't want to be in the land business down in Las Cruces, and we

1 appreciate that. And so the City is the owner and there is no deed restriction  
2 on the property. But the existing shelter and the corner up to Rinconada is  
3 the future expansion space for the new shelter under the City's GO Bond.  
4

5 Gandara: Thank you Board Member Dollahon. I did want to make mention Board  
6 Member Eakman, we did speak to the art in the building. We had that  
7 conversation at the facilities and you had stepped out. Just want you to  
8 know that we've began the dialogue and talked about finding some pictures  
9 and sort of a plaque, right, to honor the artist. And the new building will do  
10 something very, very nice along with some other artists as well. And so I  
11 just wanted you to be aware that I didn't forget, and we did bring it up  
12 because we do need to honor the work and that is one way that we can do  
13 so. Any other questions? Okay.  
14

### 15 E. Zero in 7 Update

16  
17 Gandara: Next is our Zero in 7 update. Thank you for waiting for patiently over there.  
18 Good morning.  
19

20 Snow: My name is Rachael Snow and I'm here representing the Coalition for  
21 People and Pets. And Jean Gilbert wasn't able to make it this morning.  
22 Third one down from the bottom. One, two, three, right there. Thank you.  
23 One of us should be able to see this morning, right?  
24

25 Smith: Ms. Snow if you'll push the F5 button there on the top of the keyboard, you'll  
26 get the full screen.  
27

28 Snow: Okay, good morning. Like I said, I'm Rachael Snow. I also work for SNAP  
29 and as we quickly saw, that was the mission statement. We try to represent  
30 as many of the community organizations as possible and this is our  
31 Coalition activities for January.

32 So the events that are coming up are the Smooch your Pooch and  
33 Dine with K-9 at Pecan Grill on the 16th from noon to three. There's going  
34 to be, I know there's going to be food there for the dogs and for you and I  
35 know there's going to be bags handed out from Better Life Pet Foods and  
36 games and stuff for the dogs. And on the 22nd and 23rd, SHAS is doing a  
37 spay and neuter clinic. I don't know if they're full or not. I would be surprised  
38 if they were not. So March 15th, 16th, and 17th is Kitty Glitter. And yes  
39 they are doing three days this year. They're doing the 15th is in the evening,  
40 the 16th is in the morning, and they're actually starting early this year. So  
41 they're starting at 7:30 in the morning on the 16th. And the 17th is going to  
42 be, is a new thing, they're actually doing a very specific thing on the 17th.  
43 They're going to do something for the crafters and a lot of the leftover stuff.  
44 So that's a really good opportunity if you know a crafter. And March 20th,  
45 well Yappy Hour is back. And they're going to be doing, Yappy Hour is

1 going to be doing a different theme every single month and this theme is  
2 Greece. So we hope to all see you there.

3 So for the ACTion program for animals, their intake was 22. Their  
4 adoptions were 17, their microchipping was 21, and their transfers were  
5 nine. And the J. Paul Taylor Academy children went for a visit. I saw the  
6 video on it. It was absolutely, unbelievably adorable. And they did  
7 Valentine Grams that were sold at the school this year and the proceeds  
8 went to APA. The Las Cruces artist Kathleen Deasy is donating a portion  
9 of her sales of her art to APA during the month of February. And they're  
10 also doing a Second Chance Thrift Yard Sale every Saturday. So if you  
11 have all that left over stuff you know there's a whole new thing ongoing. If  
12 you don't have joy in it, throw it away, well this would be a good opportunity  
13 for you to donate it to. Cancer Critters provided a \$50 chip for PJ's vet care.  
14 He was attacked by a neighboring dog. This is Humane Society of Southern  
15 New Mexico. And Tessa is an Ambassador dog for the Grace Village for  
16 Critter Connection. Their adoptions were six cats and their Cancer Critters  
17 173 pets have been helped this year. So that's wonderful.

18 The Cat's Meow adopted six felines in January. This is Courage.  
19 He's one of the 30 cats in the facilities right now. Approximately 50 cats are  
20 in foster care. And there's the Kitty Glitter thing. So SHAS is doing, I guess  
21 they already did a Valentine memory photo with Doggo at their thrift store.  
22 And these are Hollie's up above and Wiley was adopted down below. I  
23 know that they're also doing a Snip Snip Hooray on February 22nd and 23rd  
24 so we have actually been sending people to them. SNAP has when they  
25 haven't been able to qualify for us. Broken Promises, in addition to their  
26 TNR work for community cats, the BPS&W is partnering with the shelter to  
27 help save more feline cats with treatable illnesses and conditions. Such as  
28 Stormy on the left and Tripod, and a tripod surgery performed by the shelter  
29 veterinarian. And Big-O Tires will donate 10% of each sale for the month  
30 of January and February when you mention this ad.

31 So for January, we actually did 197 vouchers. Which is a huge  
32 increase for us. The shelter has been sending us their, the people that have  
33 not been, because they're not taking in spay and neuters anymore. So we  
34 have gotten a huge increase from them as well as vets and Dr. Carter. We  
35 did 109 dogs, 88 cats, and we have a monthly clinic where Dr. Starr comes  
36 down and she parks in front of our facility and does 25 animals. So we have  
37 grants to do enough clinics with Dr. Starr for two in January. We're actually  
38 doing one in February, thank goodness. Two in March and then one and  
39 two, and one and two all the way for the rest of the year. And they fill up  
40 fast. I know the one in February, when we started the February one we  
41 were, because we can only take 12 females per clinic, and we started our  
42 February 18th book about the 6th of January. And we started our March  
43 4th book at the end of January. That's how fast it fills up.

44 Tails from the Shelter, these are lovely cute little puppies and they're  
45 sweet. That's how they get you. PetSmart donated pet supplies to Tails.  
46 This is the PetSmart manager Randall and Stephanie and Tails volunteer

1 with PetSmart staff person. Isn't that wonderful? And these siblings have  
2 found transport arranged by FHAR to an El Paso rescue after their owners  
3 died. The New Mexico Dog rescued the shelter, is at the shelter, found with  
4 the imbedded collar thanks to the advocacy of the Furever Homes.

5 So Cherished K-9 intercepted for a poodle, Buzz, at the shelter  
6 turned in by a concerned neighbor due to owner neglect. The CK-9 found  
7 a loving home for Buzz with K-9 Buddies too and the mom and pups  
8 coordinate with CK-9 was called to assist as former owner waited to  
9 relinquish animals. And they're safe in foster care now. Good.

10 Toby, this poor little dachshund, was not having much luck until a  
11 caring woman adopted him through DACHS. Which is the Pets for Seniors.  
12 Annie on the bottom, the white dog, also a rescue. Also rescue needed  
13 dental work at 14 months old and was helped through DACHS. And this is  
14 the Smooch with your Pooch. So it's \$20, which includes pets and peep  
15 treats in a bag and my Perfect Pet Food meal with yogurt, pup cup,  
16 appetizer and sweet treats for the humans. We hope. The secret auction  
17 baskets and they'll be taking bids on those and then of course the usual  
18 menu items. And it's all benefiting DACHS and the Animal Relief Fund.

19 And the Dog Park Coalition partnered with Cloud K-9 and Your Pet  
20 Space Boarding and Doggie Day Care on February 4th for an informative  
21 presentation on dog park safety, which is very important. In addition to  
22 maintaining the dog park with monthly wash downs, the Dog Park Coalition  
23 advocates for lost and found animals and those impounded at the shelter  
24 through social media.

25 The Pet Networking to Save Lives, the LC Pet Network advocates  
26 for animals in need through e-mail distribution and social media. The cats  
27 needed placement due to owners' death and the puppy was a stray briefly  
28 impounded at the shelter until united with the owner. So there's that.

29 I know that SNAP is going to be doing, not just our normal, our larger  
30 intake because of the shelter. But because of the new program that's  
31 coming up with Doña Ana. So we should be exception, we should be very,  
32 very busy which we already are. Even four or five months ago, we were  
33 doing average of, sometimes we get 12 to 15 vouchers a day. Now we're  
34 doing an average of, see I did 20 the other day. I mean, that was a really  
35 rough day mind you, for us, and my volunteers, but nonetheless. And we'll  
36 be getting even more. And we're really looking forward to that.

37  
38 Gandara: Thank you Ms. Snow. Thank you so much for all that you do and please  
39 extend our gratitude to all of the pet advocacy groups. We very much  
40 appreciate what they do. Yes.

41  
42 Snow: Any other questions?

43  
44 Gandara: Any questions? Seeing none from the Board. Thank you.

45  
46 Snow: Thank you.

1  
2 **VI. Action Items**  
3

4 **A. Resolution 2019-01: Accept the Annual Report for the year ending June**  
5 **30, 2018.**  
6

7 Gandara: Okay, next on our agenda is the action items. Resolution 2019-01: Accept  
8 the Annual Financial Report for this year ending June 30, 2018.  
9

10 Eakman: I'd move approval.  
11

12 Gandara: I'm seeing a motion to approve by Board Member Eakman. Do I have a  
13 second?  
14

15 Ellins: Second.  
16

17 Gandara: Second from Board Member Ellins. Thank you. Josh.  
18

19 Saffell: Once again good morning Madam Chair, Members of the Board. My name  
20 is Josh Saffell and on behalf of the Finance Department I'd like to present  
21 our 2018 audited Comprehensive Annual Financial Report. So this is our  
22 CAFR for 2018. The City accounting department is responsible for the  
23 preparation and fair presentation of the report. Animal Services Center is  
24 responsible for the content of the statements. And our external auditor,  
25 which was Carr Riggs & Ingram LLC, they are responsible for expressing  
26 an opinion on the financial statements based upon the audit. They have  
27 given ASCMV an unqualified opinion which is the highest possible  
28 assurance an auditor can give. They gave us a good review.  
29

30 So if we look at some of the highlights, we look at our balance sheet  
31 in comparison to last years' CAFR. We see an increase in our current  
32 assets, a slight decrease in the capital assets, decrease in deferred  
33 outflows, current liabilities increased a little bit. Where we see the largest  
34 increase is going to be our long-term liabilities. We'll discuss why that is in  
35 a minute. Then we see a large increase in deferred inflows as well. Our  
36 net investment in capital assets dropped a little bit, and as you can see our  
37 net position actually went into the negative. And that was due to our long-  
38 term liabilities. So the reason for that is because of accounting, really. It's  
39 pretty dry stuff, but I'll try to do my best to explain it in a way not to make  
40 anybody fall asleep. The GASB, which is the Governmental Accounting  
41 Standards Board, they basically set the rules for how we have to present  
42 financial information to the public. And they review it and make sure that  
43 this is what we're doing. They have produced several pronouncements. As  
44 you can see we're up to at least 75, I think we're up to 80 now, different  
45 pronouncements of how we have to present this information. GASB 67, that  
46 was their 67th pronouncement, dealt with Financial Reporting for Pension  
Plans. So we've actually discussed this because this went into effect after

1 June 15, 2013. So we saw this in the 2014 fiscal year. So all of a sudden  
2 we had to create a large liability for pension plans. So if we have employees  
3 and we have to donate for their retirement, we have to now show that as a  
4 liability on our balance sheet. Well, just this last year in 2018, GASB 75  
5 was implemented. That's Accounting and Financial Reporting for Post-  
6 Employment Benefits other than Pensions. To make that simple, that's  
7 basically our retiree health care. So we provide health care for individuals  
8 who have retired. And now that also, the same as pensions, that also has  
9 to be presented as a liability on our books. And so that, basically that's why  
10 when you looked at the graph that number practically doubled. It's because  
11 that GASB 75 for other post-employment benefits, OPEB for short, that took  
12 effect and was implemented and so it increased that long-term liability. At  
13 the same time, they are long-term liabilities and in reality, we would not  
14 expect to pay that any time soon at all. The only way that we would have  
15 to pay those amounts that those long-term liabilities would become due is if  
16 every single employee of the Animal Services Center were to retire  
17 tomorrow. That's the only way that would happen. So reasonably we can  
18 expect that this is a very long-term liability that we won't have to pay but we  
19 do have to report it and continue to carry it on our books and that's why we  
20 see it there.

21 And so then we can look at our change in net position, our revenues  
22 versus expenses for FY18. Again that's in orange and we see that charges  
23 for services went down a little bit. Our grants stayed roughly the same.  
24 Actually it looks like it doubled. Doña Ana County and City of Las Cruces  
25 contributions remained the same. And then we had a slight increase in  
26 other revenues. But we also had a significant increase in our expenses. So  
27 that also affected our fund balance a little bit.

28 The exit conference for the audit was conducted November 28, 2018.  
29 I know that some of you were in attendance, so that was good. There was  
30 one finding and it was over internal controls over cash receipts. If you want  
31 to look at that, that's on page 59 of the CAFR. I believe I handed it out to  
32 you. If you turn to page 59 it gives the following, that ASCMV had some  
33 deficiencies over their receipt process as noted below. So it looks like they  
34 did samples of about 40 deposits. Of those 40 deposits, eight of them were  
35 not deposited within 24 hours. Which they're supposed to be. Three of  
36 them did not have the appropriate signature on the cash slip. And two of  
37 the sales transactions documents tested were not signed. So those were  
38 the findings that were presented. We have provided a response. ASCMV  
39 has contracted with an armored car service to ensure safe and timely  
40 deposits. So now that armored car service is helping make sure those  
41 deposits are made daily. In August 2018, employees of ASCMV attended  
42 cashiering training provided by the City of Las Cruces. And ASCMV is  
43 anticipating changing software which assists in receding in 2018 which will  
44 strengthen internal controls. So we see that we did have a finding but it is  
45 being handled and managed and responded to. Are there any questions?  
46



1 Gandara: Any questions? Board? Board Member Eakman.  
2  
3 Eakman: As a member of the Finance Committee, perhaps I shouldn't ask this. But  
4 does the cost of the armored car service, is that more than the receipts that  
5 are coming in?  
6  
7 Gandara: Board Member Dollahon.  
8  
9 Dollahon: Mr. Chairman, I think the fee is about \$200 a month, if memory serves me  
10 correct. And we'll have to get back to you. Also, I'm not sure City finances  
11 isn't also picking that up because we have a contract for other. So I'll need  
12 to get an answer back to you. I can present that at the next Finance  
13 Committee meeting.  
14  
15 Eakman: I think that will be good to put that on our agenda. Thank you.  
16  
17 Gandara: Mr. Thacker.  
18  
19 Thacker: I can tell you that when it was presented in a meeting as this was one of the  
20 responses, an idea, it was looked at that the advantage of having somebody  
21 come and pick it up was far outweighing tying up an employees' time to  
22 travel with, it was our management analysis, he'd have to leave, drop off  
23 the information, or drop off the monies. So we had a security issue with him  
24 having monies with him in a vehicle he was driving, wear and tear, all of it  
25 came down to a lot more effective for somebody to come with that.  
26  
27 Eakman: I appreciate that Mr. Thacker, but we're not asking for those employees to  
28 reduce their time at the shelter. So we're still absorbing both. That's my  
29 point. Thank you.  
30  
31 Gandara: Any other questions? No? Seeing none. Then we have a motion on the  
32 floor.  
33  
34 Baum: Board Member Gonzales.  
35  
36 Gonzales: Yes.  
37  
38 Baum: Board Member Macias.  
39  
40 Macias: Yes.  
41  
42 Baum: Board Member Eakman.  
43  
44 Eakman: Yes.  
45  
46 Baum: Board Member Ellins.

1  
2 Ellins: Yes.  
3  
4 Baum: Board Member Smith.  
5  
6 Smith: Yes.  
7  
8 Baum: Chairperson Gandara.  
9  
10 Gandara: Yes. Passes, yes.

11  
12 **B. Election of Officers**  
13

14 Gandara: Okay, next on the agenda is the Elections of Officers. Board Member  
15 Macias.  
16  
17 Macias: Again, my understanding is that the Chairmanship of the Committee  
18 changes between the City and the County.  
19  
20 Gandara: Yes it does.  
21  
22 Macias: Okay. Well, in that light, and I believe that the timing is now, that the change  
23 occurs. Is that correct?  
24  
25 Gandara: Yes.  
26  
27 Macias: Okay, thank you. Then I would move that Commissioner Lynn Ellins be  
28 elected as the Chair of the Animal Services Board of Directors.  
29  
30 Gandara: Is there a second?  
31  
32 Eakman: Second.  
33  
34 Gandara: Okay. Becky.  
35  
36 Baum: Board Member Gonzales.  
37  
38 Gonzales: Yes.  
39  
40 Baum: Board Member Macias.  
41  
42 Macias: Macias. There is an accent on the i.  
43  
44 Baum: Macias. I apologize. Board Member Eakman.  
45  
46 Eakman: Yes.

1  
2 Baum: Board Member Ellins.  
3  
4 Ellins: Pass.  
5  
6 Baum: Board Member Smith.  
7  
8 Smith: Yes.  
9  
10 Baum: Chairperson Gandara.  
11  
12 Gandara: Yes.  
13  
14 Smith: Madam Chair.  
15  
16 Gandara: Yes. Board Member Smith.  
17  
18 Smith: Yes, I'd like to nominate Board Member Eakman as the vice chair. So that  
19 we can anticipate the changeover to the city after the next years' term, but  
20 also so we can share duties there. Thank you.  
21  
22 Gandara: Okay. Do we have a second?  
23  
24 Ellins: Second.  
25  
26 Gandara: Okay. Becky.  
27  
28 Baum: Board Member Gonzales.  
29  
30 Gonzales: Yes.  
31  
32 Baum: Board Member Macias.  
33  
34 Macias: Yes.  
35  
36 Baum: Board Member Eakman.  
37  
38 Eakman: Abstain.  
39  
40 Baum: Board Member Ellins.  
41  
42 Ellins: Yes.  
43  
44 Baum: Board Member Smith.  
45  
46 Smith: Yes.

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Baum: Chairman Gandara.

Gandara: Yes. Okay. Congratulations to you both.

**C. Committee Member Appointments**

Gandara: Okay, next is the Board of Directors of the Animal Services Center of Mesilla Valley will convene in closed session to discuss the annual performance reviews of the Director of the Animal Services Center of the Mesilla Valley which is closed.

Dollahon: Madam Chair.

Gandara: Yes.

Dollahon: Sorry. Point of order, I think we still have Committee appointments before we go there. Sorry.

Gandara: Thank you Board Member Dollahon for keeping me straight. Yes. We do have the Committee Member appointments.

Dollahon: Madam Chair, if you'd like, I'll remind for the Board Members, we have three standing Committees.

Gandara: Yes.

Dollahon: We have the Executive Committee, which is generally made up of the Chair and the Vice Chair and the immediate past Board Chair. If for example it would be Board Member Ellins, Eakman, and current Chair Gandara, along with Mr. Thacker as the Executive Director. He's on all the Committees. The Facilities Committee and then the Finance Committee. I am the de facto chair of the Finance Committee cause I represent the City and we're your fiscal agent. We like to have one official from the City and the County on that Finance Committee in addition to myself and Mr. Thacker. And then there's the Facilities Committee and Board Member Smith has been a long Chairperson to that Committee. But we like to share the representation along those Committees.

Gandara: Okay. So it looks like, if people are okay with that, that for the Executive Committee that it will be Mr. Ellins, Board Member Eakman, and myself. Are we in agreement to that as far as the executive committee? Yes.

Smith: Madam Chair, I think that's totally appropriate.

1 Gandara: Okay. All right. Now the Finance Committee. Currently Mr. Dollahon and  
2 Mr. Eakman sit on that.  
3  
4 Dollahon: That is correct.  
5  
6 Gandara: And we will need a County representative.  
7  
8 Dollahon: Previous representation was provided by then Commissioner Garrett.  
9  
10 Gandara: Yes.  
11  
12 Macias: May I ask the question, Madam Chairwoman.  
13  
14 Gandara: Board Member Macias.  
15  
16 Macias: If it's a requirement that a Board Member be on the Finance Committee?  
17 Because I would perhaps suggest that as an alternate unless one of the  
18 other members wish to serve on it, that we could actually have our Finance  
19 Director sitting on that Committee and then reporting back either directly  
20 through Finance Committee Chair who is Mr. Dollahon, if I understood that.  
21  
22 Dollahon: Madam Chair I would have to look at the bylaws.  
23  
24 Gandara: I don't know what the bylaws say about that specifically.  
25  
26 Dollahon: I think it was intended, I think it's specific to this representation, this Board.  
27  
28 Macias: If we might check that. Because even of course, I as manager am here in  
29 voting capacity, where normally it would be County Commissioner. So if  
30 there's that flexibility in terms of assignment, I'm assuming that there would  
31 be that flexibility on the Committees. That way it would enrich maybe the  
32 discussion, not only at the Finance Committee level, but in terms of just  
33 reporting back to the County Commissioners and management that sit on  
34 the Board itself. If that's not possible, then perhaps someone.  
35  
36 Gandara: We certainly can look at that. I do have a concern. I always feel like there  
37 needs to be a Commissioner or a County representative. I understand  
38 about your Financial Director. I think it would lend to a more positive and  
39 robust dialogue of course. But I, from my perspective would like to see a  
40 Commissioner sit on that particular Committee. We will look and we will get  
41 back to you, okay? That's Finance.  
42 Did we get everybody? Facilities. And I think we're good with  
43 Facilities. It's myself, Board Member Smith and Board Member Gonzales.  
44 Mr. Gonzales you're okay with that? Okay, and we're very open and flexible  
45 in terms of how we meet. Be it by phone and/or in person and we would  
46 like to encourage the participation of all members. Board Member Ellins.

1  
2 Ellins: Madam Chair, how are these committees convened? Who makes the  
3 determination they are going to have a meeting on a certain day about a  
4 certain subject?  
5  
6 Gandara: For the Executive, I have as the Chair, just put out an e-mail asking what  
7 the best times are. The others, I know Mr. Smith you've been the Chair of  
8 that so to speak, but I'm not sure. I think it's similar. You have a date  
9 specific.  
10  
11 Smith: We do try to meet regularly at a certain time and I have asked our assistant,  
12 Shannon Hernandez, to help us contact people. We haven't always done  
13 the best job of making sure everyone was there for the Facilities, so we're  
14 going to continue to work on that. I know that Board Member Gonzales has  
15 quite a distance to travel and so we probably need to work on maybe having  
16 the phone situation to make sure he's able to participate. But we'll continue  
17 to work on that. Thank you.  
18  
19 Ellins: Madam Chair.  
20  
21 Dollahon: Madam Chair.  
22  
23 Gandara: Board Member Ellins.  
24  
25 Ellins: Where are the meetings held?  
26  
27 Gandara: It is up to the members of the Committee. A lot of times we have lunch  
28 meetings closer to Mr. Thacker. The Facility meetings of course we try to  
29 have at it the facility, at the Animal Services Center so that we are able to  
30 tour and just sort of see what the going-ons of the Center are at the time.  
31 Board Member Dollahon.  
32  
33 Dollahon: Madam Chair, Chair Elect Ellins, on the Finance Committee we're currently  
34 meeting on the second Tuesday of the month which we know is impactful  
35 to the County Commission because you have Commission meetings on  
36 those days. But we're rather accommodating. We will adjust our schedule  
37 based to the committees needs. I'm here and Board Member Eakman, we  
38 try to work out a mutual date for the Finance Committee and we commit to  
39 the same day of the month each time. What's difficult for us is this Board  
40 meeting is at the beginning of the month and usually we haven't closed the  
41 previous months' books just yet. So it's a timing issue. So we usually are  
42 a little bit behind. But we're very accommodating to whoever's on the board.  
43 We work with everybody's schedule for that Committee.  
44  
45 Gandara: Thank you Board Member Dollahon. Any other questions/feedback? Okay.  
46

1 **VII. THE BOARD OF DIRECTORS OF THE ANIMAL SERVICE CENTER OF THE**  
2 **MESILLA VALLEY WILL CONVENE IN CLOSED SESSION to discuss the**  
3 **annual performance reviews of the Director of the Animal Services Center of**  
4 **the Mesilla Valley (which is closed pursuant to Section 10-15-1-H(2), NMSA**  
5 **1978)**  
6

7 Gandara: Then now we're on to the next agenda item. Yes, okay. The Board of  
8 Directors of the Animal Services Center of the Mesilla Valley will convene  
9 in closed session to discuss the annual performance reviews of the Director  
10 of the Animals Services Center of the Mesilla Valley. Which is closed  
11 pursuant to Section 10-15-1-H(2), NMSA 1978. So we will, I need a motion.  
12 Yes, I need a motion.  
13

14 Eakman: I would move approval.  
15

16 Gonzales: Second.  
17

18 Gandara: Motion made by Board Member Eakman. Second by Board Member  
19 Gonzales. Becky.  
20

21 Baum: Board Member Gonzales.  
22

23 Gonzales: Yes.  
24

25 Baum: Board Member Macias.  
26

27 Macias: Yes.  
28

29 Baum: Board Member Eakman.  
30

31 Eakman: Yes.  
32

33 Baum: Board Member Ellins.  
34

35 Ellins: Yes.  
36

37 Baum: Board Member Smith.  
38

39 Smith: Yes.  
40

41 Baum: Chairperson Gandara.  
42

43 Gandara: Yes. Okay, we will go into closed session. Thank you.  
44

1 **VIII. THE BOARD OF DIRECTORS OF THE ANIMAL SERVICE CENTER OF THE**  
2 **MESILLA VALLEY MAY CONVENE IN OPEN SESSION to take action, if any,**  
3 **on the closed session items.**  
4

5 Gandara: Okay, let the record reflect that we are back on. I have 12:05 Becky and  
6 I'm required to read this statement. The Board of Directors of the Animal  
7 Services Center of Mesilla Valley, we've reconvened at open session to  
8 take action if any on the closed section items. And I don't see any actions.  
9 Okay.

10  
11 **IX. PUBLIC INPUT**  
12

13 Gandara: Public input. Yes, please come forward.

14  
15 Smith: Madam Chair, would all of the members of the public please come forward  
16 at one point.

17  
18 Gandara: Right.

19  
20 Bryce: Frank Bryce, Humane Society of Southern New Mexico. Some people  
21 would call me a die-hard and I am I guess, and I apologize for that. First of  
22 all, I was to thank this Board for taking on another year of responsibility. We  
23 are making progress, I think. Not as fast as we want, not everywhere we  
24 want, but you guys and ladies have taken a lot of responsibility and I know  
25 it's not an enviable position. I find myself in not an enviable position quite  
26 often myself. But today I would like to thank you folks. I would like to  
27 particularly thank David and Ms. Gandara for their work on the task force. I  
28 don't think you've really been recognized for that yet. Hopefully you will be  
29 and be coming up soon. But these two folks have been working really hard  
30 to get that ordinance to where it's workable, amenable.

31 And then of course, if I hadn't already done it, thank Liz Sealey and  
32 Dr. Baiz for their work on those cats. That was really quite a heartwarming  
33 situation where so many people got involved. I'm a little disappointed. We  
34 had five cats that we wanted to get on there and we couldn't meet the  
35 restrictions because they were too wild or too wooly or whatever the case  
36 may be. Only one of them made it. One of them was too old and one of  
37 them was too wild and the kittens just were not manageable at all. They  
38 were manageable for me, but in a new situation they weren't. But anyway,  
39 thank you for what you're doing and your tolerance for us coming up here,  
40 representing our group of course. We want to work together and I  
41 appreciate what you all are doing. Thank you.

42  
43 Gandara: Thank you Mr. Bryce. We appreciate that. I don't see any other public input  
44 or public.

45  
46 **X. CHAIR AND BOARD COMMENTS**



1  
2 Gandara: Now on to Chair and Board comments and I will start Mr. Dollahon. None.  
3 Board Member Gonzales. None. Board Member Eakman.  
4  
5 Eakman: Thank you Madam Chair. I'm wondering if we are planning a reopening  
6 event for the Animal Services Center after renovation.  
7  
8 Gandara: We are. I don't know if you want to hear specifically from our Executive  
9 Director, Mr. Thacker, but yes.  
10  
11 Eakman: I would prefer if we had that next month. If we have the complete report  
12 next month. Would that be possible?  
13  
14 Dollahon: We have to be careful because we're under Board comments. We're not.  
15  
16 Gandara: Okay. Thank you. That it Mr. Eakman?  
17  
18 Eakman: That is it. Thank you.  
19  
20 Gandara: Okay. Board Member Smith.  
21  
22 Smith: Thank you Madam Chair. I think things, we handled a lot of things very well  
23 today and a lot of different things that come up and it's always nice to hear  
24 compliments, so I appreciate that. One thing we did talk last time, and you  
25 weren't here Madam Chair so I apologize for not bringing it to your attention,  
26 we did talk about the possibility of a work session about some of the topics  
27 that had come up. And so, without getting into a whole lot of things, details  
28 that, for the comments portion, I would just simply say that we might need  
29 to discuss further. Whether or not that need for a work session is something  
30 that needs to be addressed in that particular way or a different way. But I  
31 didn't want us to drop the ball on that.  
32  
33 Gandara: What do you want to discuss in terms of a work session? I think that's  
34 appropriate to at least give me some lead way.  
35  
36 Smith: Let me go back and look at the minutes. I believe it's on page 20. I  
37 apologize.  
38  
39 Gandara: Maybe we can talk about it at the Executive Committee? I think that's a  
40 good idea. Yes.  
41  
42 Smith: Yes.  
43  
44 Gandara: I'm sorry. I didn't mean to put you on the spot. Board Member Smith.  
45

1 Smith: I didn't mean to bog you down. I simply wanted to point out that we had  
2 mentioned that. We talked about that possibly being discussed at this  
3 meeting and then I failed to note that it wasn't on the agenda.  
4

5 Gandara: I didn't mean to put you on the spot, but if we go back and look at that and  
6 then we'll decide or determine if we need to take, have a work session.  
7 Thank you.  
8

9 Smith: Thank you Madam Chair.  
10

11 Gandara: I do want to, from the input from Mr. Bryce. Usually our annual report is  
12 pretty standard. I don't see any differences from years past, but maybe  
13 what we might want to do, and he made the point about our Giardia, that's  
14 hard to say Giardia Outbreak and distemper and I know that isn't in one of  
15 the areas of some of the stats that we're receiving and we may want to do  
16 that and include an area where there have been, say barriers or concerns  
17 to the center, and be able to report on that. Because you do talk about it on  
18 a monthly basis. I know that in your letter, Mr. Thacker, you made mention  
19 the outbreak and what we have done and the numerous protocols and  
20 processes that we've put in place. And you have been nothing, from my  
21 perspective, forthcoming and transparent. Particularly on Facebook as it  
22 relates to all the happenings in the facility and what you're experiencing.  
23 And so that might be a suggestion to put in our annual report.

24 The other thing is, is I've asked in the past to speak to a work session  
25 as it relates to responsible pet ownership, training, the need for sort of  
26 capacity building and such. And maybe, I circled a couple of, or three  
27 metrics that I thought we should look at in terms of euthanasia, return to  
28 owner, and there was a third one without getting into. But looking at metrics  
29 and the standards and then speaking to, okay what do we want to see in  
30 the coming year. So I would really like to see that we reduce our euthanasia  
31 rate by 2%. But maybe have a work session to really sort of dig through  
32 that and talk about those kinds of things. I think would be helpful. So that's  
33 all I have to say about that.

34 I've really enjoyed chairing this Board. I've learned a lot and I hope  
35 that people felt that when they came up that they were welcomed and that  
36 they felt they could say what they need to say in a respectful manner. So I  
37 appreciate all of the board's insights and assistance when I fumbled. But I  
38 think I quickly learned and I appreciate it. Thank you.  
39

#### 40 **XI. Adjournment (10:15 AM)** 41

42 Gandara: So can we get a motion to adjourn?  
43

44 Smith: Madam Chair, before I make that motion, may I simply say thank you for  
45 your year of service and I appreciate all of your efforts. And we certainly all

1 have our moments when we have the learning curve. So you've done very  
2 well. Thank you. And I will move that we adjourn.

3  
4 Gandara: Thank you.

5  
6 Eakman: And I appreciate your service and will second the motion.

7  
8 Gandara: Thank you. Appreciate it. All in favor?

9  
10 MOTION PASSES UNANIMOUSLY.

11  
12 Gandara: All right. Thank you.

13  
14 BOARD OF DIRECTORS

15  
16 \_\_\_\_\_  
Lynn Ellins, Chairperson

17  
18  
19 \_\_\_\_\_  
20 Jack Eakman, Vice Chairperson

21  
22 \_\_\_\_\_  
23 Kasandra Gandara, Board Member

24  
25 \_\_\_\_\_  
26 Ramon S. Gonzales, Board Member

27  
28 \_\_\_\_\_  
29 Fernando R. Macias, Board Member

30  
31 \_\_\_\_\_  
32 Gregory Z. Smith, Board Member'

33  
34  
35  
36  
37 ATTEST:

38  
39  
40  
41  
42 \_\_\_\_\_  
43 Amanda Lopez Askin, County Clerk

## MEMORANDUM

**To:** Animal Service Center of the Mesilla Valley Board of Supervisors  
**From:** Josie Medina, Accounting Manager **Initials:** JM  
**Date:** March 11, 2019 **File #:**  
**F-19-071**

**Subject:** Animal Service Center of the Mesilla Valley Unaudited Financial Reports for February 28, 2019.

Attached are the unaudited financial results of the Animal Service Center operations for the period ending February 28, 2019, below are some observations for your consideration:

- The Statement of Net Position (page 1) shows a cash balance of \$410,682 in the General Fund. There are outstanding account receivables in the amount of \$91,681, \$88,636 is due from Dona Ana County and \$2,905 from the City of Anthony. There are no outstanding accounts payable balances for the month. In addition, The General Fund has \$52,621 in outstanding payroll liabilities.
- The Capital Projects Fund also on page 1 shows a cash balance of \$417,520. There are no outstanding receivables in the Capital Fund. There are \$77,000 in Revenues Collected in Advance for a PetSmart Grant that has not been expended.
- The Statement of Revenues and Expenditures (page 2) shows YTD operating revenues in the General Fund are \$2,027,370. YTD operating expenditures are at \$1,797,854 which results in an increase in Net Fund Balance of \$229,516.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual (page 3) indicates 69.6% of budgeted revenues and 59.8% of budgeted expenditures have been recognized. The current budget parameter for this month is 66.7%.
- Repair and maintenance expenditures are at 86.3% of budget. This was due to the vehicle work order repair, the demolition and removal of the existing infirmary structure, and for the installation of the new electrical receptacles and conduits for the five computer stations.

- The Grants and Donations Schedule on page 7 provides a Life-to-Date Summary of grants and donations.

CC: Barbara De Leon, Interim Deputy Finance Director

**Initials:** 

CC: Amador Espinosa, Accountant

**Initials:** 

**Animal Service Center of the Mesilla Valley**  
**Statement of Net Position**  
**February 28, 2019 (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	\$ 410,682	\$ 417,520	\$ -	\$ 828,202
Accounts receivable	91,681	-	-	91,681
<b>Total Current Assets</b>	<u>502,363</u>	<u>417,520</u>	<u>-</u>	<u>919,883</u>
<b>Capital Assets</b>				
Equipment, net of accum depr	-	-	240,894	240,894
<b>Total Capital Assets</b>	<u>-</u>	<u>-</u>	<u>240,894</u>	<u>240,894</u>
<b>Total Assets</b>	<u>\$ 502,363</u>	<u>\$ 417,520</u>	<u>\$ 240,894</u>	<u>\$ 1,160,777</u>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts payable	-	-	-	-
Accrued wages payable	-	-	-	-
Accrued payroll liabilities	52,621	-	-	52,621
Revenue collected in advance	-	77,000	-	77,000
<b>Total Current Liabilities</b>	<u>52,621</u>	<u>77,000</u>	<u>-</u>	<u>129,621</u>
<b>Fund Balance</b>				
Required reserve	250,509	-	-	250,509
Restricted	-	50,000	-	50,000
Unassigned	199,233	290,520	240,894	730,647
<b>Total Fund Balance</b>	<u>449,744</u>	<u>340,520</u>	<u>240,894</u>	<u>1,031,156</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 502,363</u>	<u>\$ 417,520</u>	<u>\$ 240,894</u>	<u>\$ 1,160,777</u>

**Animal Service Center of the Mesilla Valley  
Statement of Revenues, Expenditures,  
And Changes in Fund Balance  
For the Period Ended February 28, 2019 (Unaudited)**

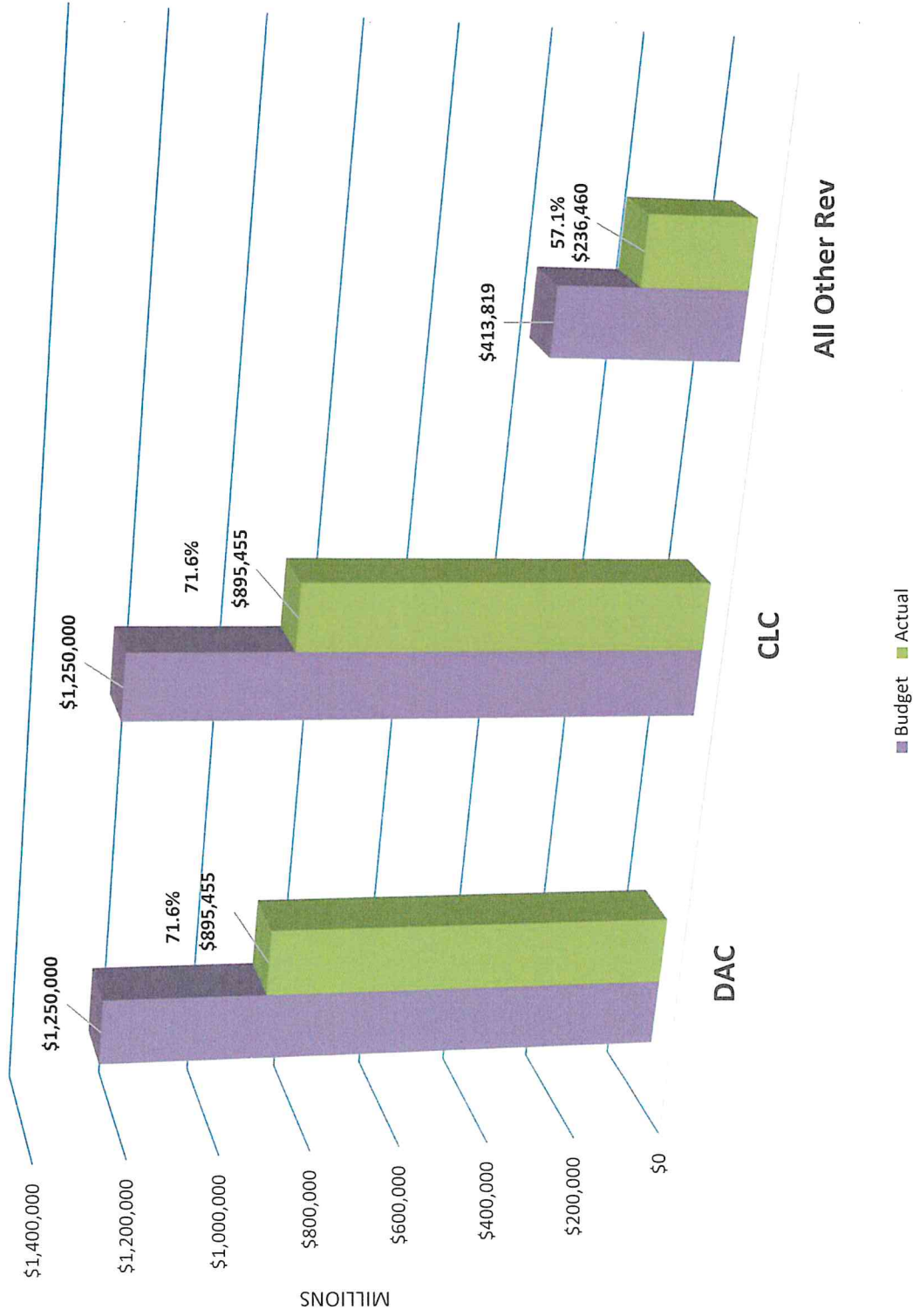
	<b>General Fund 7440 Actual</b>	<b>Capital Projects 7441 Actual</b>	<b>Fixed Assets 9440 Actual</b>	<b>Total</b>
<b>Revenues</b>				
Pet licenses-CLC	\$ 25,063	\$ -	\$ -	\$ 25,063
Pet licenses-DAC	11,278	-	-	11,278
Vaccinations	12,505	-	-	12,505
Pet micro-chip	13,962	-	-	13,962
Onsite adoptions	32,137	-	-	32,137
Return to owner-DAC	6,576	-	-	6,576
Return to owner-CLC	16,602	-	-	16,602
Spay/neuter	32,411	-	-	32,411
Dona Ana County	895,455	-	-	895,455
City of Las Cruces	895,455	-	-	895,455
City of Anthony	5,600	-	-	5,600
Donations & memorials	18,172	-	-	18,172
City of Sunland Park	140	-	-	140
Village of Hatch	105	-	-	105
Other revenue	24,521	38,000	-	62,521
Investment income	17,389	-	-	17,389
<b>Total revenues</b>	<u>2,027,370</u>	<u>38,000</u>	<u>-</u>	<u>2,103,371</u>
<b>Expenditures</b>				
Personnel	1,228,290	-	-	1,228,290
Temp agency services	45,486	-	-	45,486
Repairs and maintenance	38,847	-	-	38,847
Services	279,918	-	-	279,918
Supplies	144,070	-	-	144,070
Insurance	41,376	-	-	41,376
Other	19,867	-	-	19,867
Depreciation	-	-	25,097	25,097
Capital outlay	-	712,831	-	712,831
<b>Total expenditures</b>	<u>1,797,854</u>	<u>712,831</u>	<u>25,097</u>	<u>2,535,782</u>
Net Operating Income (Loss)	<u>229,516</u>	<u>(674,831)</u>	<u>(25,097)</u>	<u>(470,412)</u>
Transfers	-	-	-	-
Net Change in Fund Balance	<u>229,516</u>	<u>(674,831)</u>	<u>(25,097)</u>	<u>(470,412)</u>
Net Investment in Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Beginning Fund Balance</b>	<u>220,228</u>	<u>1,015,351</u>	<u>265,991</u>	<u>1,501,570</u>
<b>Ending Fund Balance</b>	<u>\$ 449,744</u>	<u>\$ 340,520</u>	<u>\$ 240,894</u>	<u>\$ 1,031,156</u>

**Animal Service Center of the Mesilla Valley  
Statement of Revenues, Expenditures,  
And Changes in Fund Balance - Budget and Actual  
For the Period Ended February 28, 2019 (Unaudited)**

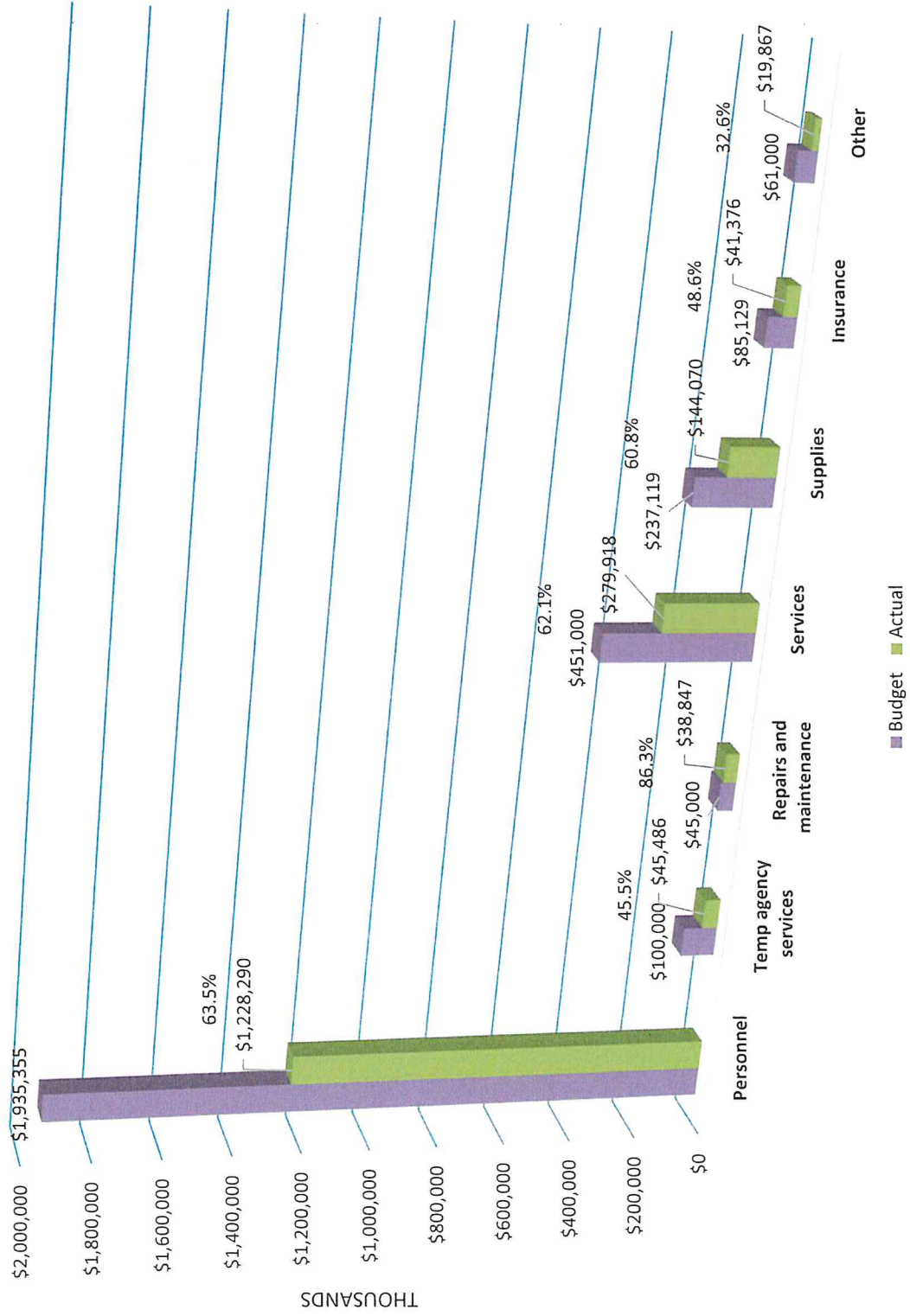
	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Revenues</b>			
Pet licenses-CLC	\$ 50,000	\$ 25,063	50.1%
Pet licenses-DAC	20,000	11,278	56.4%
Vaccinations	30,000	12,505	41.7%
Pet micro-chip	50,000	13,962	27.9%
Onsite adoptions	60,000	32,137	53.6%
Return to owner-DAC	10,000	6,576	65.8%
Return to owner-CLC	25,000	16,602	66.4%
Spay/neuter	70,000	32,411	46.3%
Dona Ana County	1,250,000	895,455	71.6%
City of Las Cruces	1,250,000	895,455	71.6%
City of Anthony	3,000	5,600	186.7%
Donations & memorials	33,619	18,172	54.1%
Grant Revenue	20,000	20,000	100.0%
City of Sunland Park	2,000	140	7.0%
Village of Hatch	200	105	52.5%
Other revenue	23,000	24,521	106.6%
Investment income	17,000	17,389	102.3%
<b>Total revenues</b>	<u><b>2,913,819</b></u>	<u><b>2,027,370</b></u>	<b>69.6%</b>
<b>Expenditures</b>			
Personnel	1,935,355	1,228,290	63.5%
Temp agency services	100,000	45,486	45.5%
Repairs and maintenance	45,000	38,847	86.3%
Services	451,000	279,918	62.1%
Supplies	237,119	144,070	60.8%
Insurance	85,129	41,376	48.6%
Other	61,000	19,867	32.6%
Capital outlay	91,500	-	0.0%
<b>Total expenditures</b>	<u><b>3,006,103</b></u>	<u><b>1,797,854</b></u>	<b>59.8%</b>
Net income (loss)	<u><b>(92,284)</b></u>	<u><b>229,516</b></u>	
Transfer to capital from operations	<u>-</u>	<u>-</u>	
<b>Net change in fund balance</b>	<u><b>\$ (92,284)</b></u>	<u><b>229,516</b></u>	
<b>Beginning Fund Balance</b>		<u>220,228</u>	
<b>Ending Fund Balance</b>		<u><b>\$ 449,744</b></u>	



Animal Service Center of the Mesilla Valley  
 Annual Budget vs. Actual Year -To- Date  
 February 28, 2019 - Revenues



Animal Service Center of the Mesilla Valley  
 Annual Budget vs. Actual Year-To-Date  
 February 28, 2019 - Expenditures



Animal Service Center of the Mesilla Valley  
Statement of Revenues, Expenditures,  
And Changes in Fund Balance  
July 2018 Through June 2019 (Unaudited)

General Fund  
7440

	Revised Budget	July-18	August-18	September-18	October-18	November-18	December-18	January-19	February-19	Total	Actual/Bgt %
<b>Revenues</b>											
Pet licenses-CLC	\$ 50,000	\$ 5,234	\$ 3,556	\$ 3,046	\$ 3,664	\$ 1,580	\$ 1,975	\$ 2,629	\$ 3,379	\$ 25,063	50.1%
Pet licenses-DAC	20,000	1,764	1,196	1,002	1,548	1,571	1,960	1,487	750	11,278	56.4%
Vaccinations	30,000	2,238	1,715	1,095	1,972	1,245	1,245	1,404	1,291	12,505	41.7%
Pet micro-chip	50,000	2,924	1,483	1,463	1,853	1,415	1,135	2,232	1,457	13,962	27.9%
Onsite adoptions	60,000	2,632	2,295	2,390	4,210	4,677	2,147	9,680	4,107	32,138	53.6%
Return to owner-DAC	10,000	1,076	571	956	1,141	502	628	709	993	6,576	65.8%
Return to owner-CLC	25,000	1,977	2,026	1,709	2,142	1,830	2,148	2,150	2,620	16,602	66.4%
Spay/neuter	70,000	5,641	6,506	3,793	5,766	2,790	3,337	2,501	2,077	32,411	46.3%
Dona Ana County	1,250,000	275,000	88,636	88,636	88,636	88,636	88,636	88,636	88,636	895,454	71.6%
City of Las Cruces	1,250,000	275,000	88,636	88,636	88,636	88,636	88,636	88,636	88,636	895,454	71.6%
City of Anthony	3,000	-	-	-	-	2,695	-	-	2,905	5,600	186.7%
Donations & memorials	33,619	4,326	1,740	5,258	1,646	1,273	1,587	1,180	1,162	18,172	54.1%
Grant revenue	20,000	-	-	-	-	-	-	20,000	-	20,000	0.0%
City of Sunland Park	2,000	-	-	-	-	140	-	-	-	140	7.0%
Village of Hatch	200	-	-	-	-	105	-	-	-	105	52.5%
Other revenue	23,000	1,885	1,024	8,261	2,732	980	7,569	1,164	906	24,521	106.6%
Investment income	17,000	2,694	-	-	-	-	12,805	-	1,890	17,389	102.3%
<b>Total revenues</b>	<b>2,913,819</b>	<b>582,391</b>	<b>199,384</b>	<b>206,245</b>	<b>203,946</b>	<b>198,075</b>	<b>213,808</b>	<b>222,708</b>	<b>200,809</b>	<b>2,027,370</b>	<b>69.6%</b>
<b>Expenditures</b>											
Personnel	1,935,355	100,654	141,754	144,346	133,296	233,149	168,374	152,315	154,403	1,228,290	63.5%
Temp agency services	100,000	19,587	(8,553)	5,073	9,866	5,510	8,863	5,139	-	45,486	45.5%
Repairs and maintenance	45,000	1,424	2,050	7,853	3,228	381	12,661	4,729	6,522	38,847	86.3%
Services	451,000	41,810	32,738	32,141	55,762	33,113	47,718	17,757	18,879	279,918	62.1%
Supplies	237,119	8,402	17,941	25,430	21,053	17,969	10,829	16,333	26,114	144,070	60.8%
Insurance	85,129	-	22,055	2,054	10,421	2,054	2,054	2,738	-	41,376	48.6%
Other	61,000	2,382	1,151	3,412	3,773	2,619	1,125	4,017	1,389	19,867	32.6%
Depreciation	91,500	-	-	-	-	-	-	-	-	-	0.0%
Capital outlay	3,006,103	174,259	209,136	220,309	237,399	294,795	251,624	203,028	207,307	1,797,854	59.8%
<b>Total expenditures</b>	<b>(92,284)</b>	<b>408,132</b>	<b>(9,752)</b>	<b>(14,064)</b>	<b>(33,453)</b>	<b>(96,720)</b>	<b>(37,816)</b>	<b>19,680</b>	<b>(6,498)</b>	<b>229,516</b>	
<b>Net Operating Income (Loss)</b>											
Transfers	-	-	-	-	-	-	-	-	-	-	-
<b>Net Change in Fund Balance</b>	<b>\$ (92,284)</b>	<b>\$ 408,132</b>	<b>\$ (9,752)</b>	<b>\$ (14,064)</b>	<b>\$ (33,453)</b>	<b>\$ (96,720)</b>	<b>\$ (37,816)</b>	<b>\$ 19,680</b>	<b>\$ (6,498)</b>	<b>\$ 229,516</b>	

**Animal Service Center of the Mesilla Valley  
Grants and Donations Schedule  
as of February 28 ,2019**

Fund	Project	Project Name	Award Amount	Life-to-Date Expenditures	Remaining Balance	Type	End Date	Purpose
7441	11627	STERN DONATION	\$ 50,000	-	\$ 50,000	Donation	upon completion	The Kern donation provides funding strictly for costs associated with the renovation of the cat room.
7441	11628	PETCO GRANT	\$ 38,000	38,000	\$ -	Grant	fully expended	The grant funds support costs associated with constructing a new adoption lobby, office support space, and renovating existing admin area.
7441	11732	PETSMART RENOVATION	\$ 77,000	-	\$ 77,000	Grant	07/31/19	The grant funds will be used to construct and renovate the shelter infirmary area, i.e. concrete slab work, plumbing, electrical work.
7440	11764	PETSMART	\$ 20,000	20,000	\$ -	Grant	08/31/19	The grant funds support costs associated with transportation, vaccination , health certificates , medical treatment.

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2019-02**

**A RESOLUTION TO ADJUST THE ADOPTED FY19 BUDGET ALLOWING FOR ADJUSTMENTS WITHIN VARIOUS LINE ITEM BUDGETS AND TRANSFER ACCOUNTS DUE TO FINAL END-OF-YEAR REVIEW OF REVENUES AND EXPENDITURES**

The Animal Service Center of Mesilla Valley (ASCMV) Board of Directors is hereby informed that:

**WHEREAS**, the ASCMV has prepared a proposed, comprehensive end-of-year budget adjustment for the ASCMV fiscal year starting July 1, 2018 through June 30, 2019; and

**WHEREAS**, the adjustments are necessary due to expenditure variances for FY19

**NOW THEREFORE**, be it resolved by the Board of Directors for the Animal Service Center of the Mesilla Valley:

**(I)**

**THAT** the end-of-year budget adjustment for FY19, reflected in Exhibit "A" attached hereto and made part of this resolution is hereby adopted.

**(II)**

**THAT**, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY19 budget for the ASCMV.

**(III)**

**THAT**, ASCMV staff be and hereby are authorized to take any action necessary to implement and comply with the budget submitted and approved as part of this resolution.

**PASSED AND APPROVED** this 14<sup>th</sup> day of March, 2019.

\_\_\_\_\_  
Board Chair

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE:

Lynn Ellins, Chair	_____	___yea___	nay
Jack Eakman, Vice-Chair	_____	___yes___	nay
Kasandra Gandara, Member	_____	___yea___	nay
Ramon S. Gonzalez, Member	_____	___yea___	nay
Fernando R. Macias, Member	_____	___yea___	nay
Gregory Z. Smith, Member	_____	___yea___	nay
David Dollahon, Ex-Officio Member	_____	___yea___	nay

ATTEST:

\_\_\_\_\_  
Amanda López Askin, Ph. D., County Clerk

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY**  
**BUDGET ADJUSTMENT REQUEST**  
 BUDGET FISCAL YEAR 2018-19

	7440 ANIMAL SERVICES CENTER 2018-19			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
<b>RESOURCES</b>				
Beginning Balance	\$ 488,787	488,787	(158,705)	330,082
<b>Revenues</b>				
ASCMV Revenues	2,890,200	2,913,819	(90,983)	2,822,836
<b>Total Revenues</b>	<b>2,890,200</b>	<b>2,913,819</b>		<b>2,822,836</b>
<b>TOTAL RESOURCES</b>	<b>\$ 3,378,987</b>	<b>3,402,606</b>	<b>(249,688)</b>	<b>3,152,918</b>
<b>Expenditures</b>				
Personnel	2,035,355	2,035,355	(53,558)	1,981,797
Operating	855,629	879,248	(51,642)	827,606
Capital	91,500	91,500		91,500
<b>Total Expenditures</b>	<b>\$ 2,982,484</b>	<b>3,006,103</b>	<b>(105,200)</b>	<b>2,900,903</b>
Transfer to 7441-	0	0		0
<b>ENDING BALANCE</b>	<b>\$ 396,503</b>	<b>396,503</b>	<b>(158,705)</b>	<b>252,015</b>
<b>Reserve:</b>				
1/12th Reserve	248,540	250,509		241,742
<b>UN-RESERVED BALANCE</b>	<b>\$ 147,963</b>	<b>145,994</b>	<b>(90,983)</b>	<b>10,273</b>

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY**  
**BUDGET ADJUSTMENT REQUEST**  
 BUDGET FISCAL YEAR 2018-19

	7441 ASCMV CAPITAL 2018-19			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
<b>RESOURCES</b>				
Beginning Balance	\$ 1,156,686	1,156,686	(26,427)	1,130,259
<b>Revenues</b>				
ASCMV Revenues	27,501	115,000		115,000
<b>Total Revenues</b>		<b>115,000</b>	<b>0</b>	<b>115,000</b>
<b>TOTAL RESOURCES</b>	<b>\$ 1,156,686</b>	<b>1,271,686</b>	<b>(26,427)</b>	<b>1,245,259</b>
<b>Expenditures</b>				
Personnel		0	0	0
Operating				0
Capital	1,184,187	1,233,686	0	1,233,686
<b>Total Expenditures</b>	<b>\$ 1,184,187</b>	<b>1,233,686</b>	<b>0</b>	<b>1,233,686</b>
<b>ENDING BALANCE</b>	<b>\$ (27,501)</b>	<b>38,000</b>	<b>(26,427)</b>	<b>11,573</b>



**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2019-03**

**A RESOLUTION AUTHORIZING THE ANIMAL SERVICES CENTER OF THE MESILLA VALLEY TO PIGGYBACK CONTRACT 16-477D WITH HENRY SCHEIN ANIMAL HEALTH FOR THE PURCHASE OF MEDICATIONS AND MEDICAL SUPPLIES, IN AN ANNUAL AMOUNT NOT TO EXCEED \$125,000 FOR ONE YEAR, WITH AN OPTION OF FOUR ADDITIONAL ONE-YEAR PERIODS SUBJECT TO ANNUAL APPROPRIATIONS AND RENEWAL.**

The Animal Service Center of Mesilla Valley (ASCMV) Board of Directors is hereby informed that:

**WHEREAS**, the ASCMV provides medical care and treatment to the animals that are housed at the shelter and provides sterilization procedures for animals adopted from the shelter; and

**WHEREAS**, a purchase order increase to PO# 19200751 is necessary in order to continue purchasing medical products from Henry Schein Animal Health; and

**WHEREAS**, as the fiscal agent for the ASCMV, the City of Las Cruces Purchasing Department has followed the procurement guidelines as noted in the attached memo, labeled "Exhibit A";

**NOW THEREFORE**, be it resolved by the Board of Directors for the Animal Service Center of the Mesilla Valley:

**(I)**

**THAT** the ASCMV is authorized to piggyback the contract with Henry Schein Animal Health for the continued purchase of medical products;

**(II)**

**THAT** the current purchase order established with Henry Schein Animal Health will be increased, not to exceed the amount of \$125,000 for the fiscal year;

**(III)**

**THAT**, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for the ASCMV.

(IV)

THAT, ASCMV staff be and hereby are authorized to take any action necessary to implement and comply with the adjustment submitted and approved as part of this resolution.

PASSED AND APPROVED this 14<sup>th</sup> day of March, 2019.

\_\_\_\_\_  
Board Chair

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE:

Lynn Ellins, Chair \_\_\_\_\_ yea \_\_\_ nay

Jack Eakman, Vice-Chair \_\_\_\_\_ yes \_\_\_ nay

Kasandra Gandara, Member \_\_\_\_\_ yea \_\_\_ nay

Ramon S. Gonzalez, Member \_\_\_\_\_ yea \_\_\_ nay

Fernando R. Macias, Member \_\_\_\_\_ yea \_\_\_ nay

Gregory Z. Smith, Member \_\_\_\_\_ yea \_\_\_ nay

David Dollahon, Ex-Officio Member \_\_\_\_\_ yea \_\_\_ nay

ATTEST:

\_\_\_\_\_  
Amanda López Askin, Ph. D., County Clerk

## MEMORANDUM

**To:** Stuart C. Ed, City Manager

**From:** Dave Duncan, Buyer **Initials:**

**Date:** July 12, 2018 **File #:** F-18-211

**Subject:** Approval of Contract Piggyback for Animal Pharmaceuticals

Purchasing is requesting permission to piggyback contract 16-477D between Pinellas County (Florida) and Butler Animal Health Holding, LLC dba Henry Schein Animal Health Group. This contract was the result of competitive bid number 156-0368-B(JJ), which received 3 responsive bids. The Animal Services Center of the Mesilla Valley has used this vendor for many years, and are very satisfied with their products and service for drugs and pharmaceuticals. Unfortunately, in May of this year, the Animal Health Division of Henry Schein Inc. spun off and formed a new entity, thereby nullifying the State of New Mexico Purchasing Division contract that we previously utilized for these goods, and we were left to explore other avenues for this procurement.

There are two major advantages to piggybacking the Pinellas County contract with this vendor:

1 - Many of the drugs that are used by Animal Services Center of the Mesilla Valley (ASCMV) and represented in the invitation to bid are considered "volatile" from a pricing perspective. Many products in the veterinary drug and supply industry have singular manufacturers, or singular manufactured components which may become unavailable, or difficult to purchase due to short supply. This unique difficulty with the manufacturing supply chain creates shortages that cause the costs to fluctuate and increase quickly. With this in mind, included in the bid document was a price adjustment clause to encourage competition; otherwise due to the pricing instability of many drugs, firms would not bid. Firms had to specify in their bid submittal the drugs deemed volatile and eligible for adjustment. Throughout the term of the contract, before adjustment occurs, firms must submit wholesaler/manufacturer supported documentation to be verified by Pinellas County staff, thus saving the City of Las Cruces and ASCMV the man hours and expense of tracking these volatile prices.

2 - By utilizing this existing agreement, we will be able to take advantage of the volume discount that Pinellas County has with this vendor. Our typical volume with

this vendor is approximately \$75,000.00 annually. Pinellas County's is approximately \$420,000.00. Therefore, their pricing would be more advantageous because of their sheer volume.

Please let me know if you require additional information.

**cc:** Deb Smith, Purchasing Manager

**cc:** William Studer, Assistant City Manager

Approved:

Disapproved:

**Initials:**

**Initials:**

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Stuart C. Ed, City Manager

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Date