



**City of Lacey, Washington**  
**Joint Animal Services Commission Approved Regular Meeting Minutes**  
**Monday, April 8, 2024 - Lacey City Hall and Online**

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**1. Call to Order**

Chair Parshley called the meeting to order at 5:30 p.m.

**2. Roll Call:**

JOINT ANIMAL SERVICES (JAS) COMMITTEE MEMBERS PRESENT: Chair Lisa Parshley, City of Olympia (remote); Vice Chair Peter Agabi, City of Tumwater (remote); Commissioners Malcolm Miller, City of Lacey; Emily Clouse, Thurston County (remote); Jo MacGugan, Feline Friends of Olympia; Vicky Smith, DVM, Deschutes Anima Clinic; and Mike Murphy, DVM, Thurston County Humane Society (remote)

JOINT ANIMAL SERVICES COMMITTEE MEMBERS EXCUSED: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Sarah Hock, Executive Director of JAS; and Brandy Legomina, Deputy City Clerk

**3. Approval of Agenda and Consent Agenda Items:**

- A. Approval of Agenda
- B. February 12, 2024, Meeting Minutes
- C. February 2024 Shelter Statistics
- D. March 2024 Shelter Statistics

**Commissioner Agabi moved to approve the Agenda, Meeting Minutes of February 12, 2024, February 2024 Statistics, and March 2024 Statistics. Commissioner Miller seconded. Motion carried.**

#### 4. Public Comment:

The Committee received no verbal public comment and one (1) written comment.

#### 5. Business Items:

##### A. Space Needs Assessment Update and Budget Amendment Discussion

Sarah Bowman, Animal Arts

Amy Sanchez, Animal Arts

Sarah Hock, Executive Director

Bowman and Sanchez presented the JAS Site Studies Update. This presentation included discussions on JAS operations and needs; space needs analysis including staffing, program of spaces, adjacency diagrams, site analysis, and a preliminary design. Bowman described adjacency priorities for public, staff, and animal needs; site selection criteria to accommodate the building, noise, and working space; existing site analysis advantages and disadvantages; site redevelopment constraints including wetlands and flood zones; challenges due to limited options for development, redevelopment, and operational constraints; adjacency impacts of the current site; and the recommendation for a new site.

Hock presented the budget amendment to the space needs assessment. This amendment would provide an additional \$30,000 to the original \$200,000. The budget amendment would include \$11,000 for public works engineering project time, \$6,000 for an appraisal, and \$13,000 for critical area evaluation. The \$30,000 for the budget amendment would be allocated from general or capital reserves, which have restricted and unrestricted funding requirements.

##### Directives to Staff:

- Provide the 2024 Budget to the Commission
- Determine if updates are required for reserves in the next policy review

**Commissioner Miller moved to approve the budget amendment adding \$30,000 to the space needs assessment project. Commissioner Clouse seconded. Motion carried.**

##### B. JAS Medical Programs

Dr. Stephanie Swearngin, Lead Veterinarian

Dr. Swearngin presented the Joint Animal Services Veterinary Program. This presentation included discussions on the number of surgeries completed monthly since June 2023; details of special surgeries; medical exams by shelter staff and veterinary professionals from January 2023 to March 2024; list of conditions

treated and managed; and an overview of future goals.

**C. Nisqually Indian Tribe Professional Services Agreement**

Sarah Hock, Executive Director

Hock presented the Nisqually Indian Tribe Professional Service Agreement. This presentation included discussions on the levels of service including law enforcement assistance and the ability to quarantine animals, accept injured, stray, and surrendered animals from the tribal community. This agreement is for an annual fee of \$75,000.

**Commissioner Miller moved to authorize the Executive Director of Joint Animal Services to enter into a Professional Services Agreement with the Nisqually Indian Tribe. Commissioner Clouse seconded. Motion carried.**

**6. Director Report:**

**A. April 2024 Report**

Sarah Hock, Executive Director

Hock presented the Directors Report. This presentation included discussions and updates on staffing; the Thurston County Sheriff's Office (TCSO)/JAS quarterly communications meeting; a tour with Lewis County, Centralia, and Chehalis to learn about operations and joint jurisdiction agreements; the Thurston County Commissioners meeting regarding citation booklets and levels of service requested; the Unicorn Program; the purchase of a new vehicle, and a Happy Tails (post adoption) update.

**7. Adjourn**

Commissioner Agabi adjourned the meeting at 7:12 p.m.

Minutes approved May 13, 2024.