City of Lacey, Washington
Joint Animal Services Commission Approved Meeting Minutes
Monday, July 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) COMMISSIONERS PRESENT: Chair Lisa Parshley, City of Olympia; Commissioner(s) Malcolm Miller, City of Lacey; Emily Clouse, Thurston County (present after 5:34 p.m.); Jo MacGugan, Feline Friends of Olympia; and Vicky Smith, DVM, Deschutes Animal Clinic

JOINT ANIMAL SERVICES COMMISSIONERS EXCUSED: Vice Chair Peter Agabi, City of Tumwater; and Mike Murphy, DVM, Thurston County Humane Society

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Sarah Hock, Executive Director of JAS; Dave Schneider, City Attorney; Ashley Smith, Design and Construction Manager; and Brandy Legomina, Deputy City Clerk

3. Approval of the Amended Agenda and Consent Agenda Items

A. Approval of the Amended Agenda

B. May 13, 2024, Meeting Minutes

C. May 2024 Shelter Statistics

Commissioner Miller moved to approve the amended agenda adding Item 5.A - Space Needs Assessment Update and Appraisal Process, meeting minutes of May 13, 2024, and May 2024 shelter statistics. Commissioner Smith seconded. Motion carried.

4. Public Comment

The Commission received no verbal or written public comment.

5. Business Items

A. **Space Needs Assessment Update and Appraisal Process**
Dave Schneider, City Attorney
Sarah Hock, Joint Animal Services Executive Director
Ashley Smith, Design and Construction Manager

Hock presented the Space Needs Assessment Update and Appraisal Process. This presentation included discussion on the Work Plan timeline and a list of completed tasks including: Task one (1) - Data gathering for current and potential sites; animal intakes and outcomes; strategic planning; current programs; applicable regulations; tours of the current site; and workshops to identify needs and priorities. Task two (2) – Animal Arts prioritized space requirements; adjacency diagrams; and site advantages, disadvantages, and constraints for rebuilding on the current site. Task three (3) will include concept plans. The recommendation is to move forward with a concept floor plan for one (1) alternative site. Discussion among the Commission, Schneider, and Smith ensued on the description of a potential alternative site, a final concept plan, and a final cost model.

6. Director Report

A. Director Sarah Hock

Hock presented the Director's Report. This presentation included discussion on private contributions; the number of spay/neuter surgeries; staffing and training updates; shelter capacity and waived fees; the Best Friends National Conference; JAS events; and Happy Tails reports for Sasha (aka Christina Wagulera) and Knox (aka Jar Jar Binks).

7. Adjourn

Chair Parshley adjourned the meeting at 6:23 p.m.

Minutes approved September 9, 2024.