

**Gallup-McKinley County Animal Control Authority
January 12th, 2021 Minutes
Virtual Meeting**

The Regular Meeting of the Gallup-McKinley County Animal Control Authority was called to order at 1:00 p.m. by Madam Chair Dorie Rowberry. Madam Chair Rowberry stated that the meeting was being held virtually via video and telephone conferencing. The meeting was also being live streamed for the public through the City of Gallup's Facebook page. Madam Chair Rowberry also notified the Board that there may be individuals calling in from the public to make comments during the meeting.

Upon roll call, the following were present:

Dorie Rowberry
Dr. Oscar A. Palomo, MD
Patty Holland
Ruth Gonzales Baca
Henrietta Soland

Presented to the Madam Chair and Authority Board Members for their approval were the minutes of the November 3rd, 2020 meeting. Board Member Palomo motioned for approval of minutes as presented. Seconded by Board Member Gonzales Baca. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)
Ruth Gonzales Baca (Yes)
Patty Holland (Yes)
Henrietta Soland (Yes)

Madam Chair Rowberry asked the Madam Secretary to state the names of the individuals attending the virtual meeting. Upon roll call the following were present:

CB Strain, Planning and Development Director
Cosy Balok, Animal Protection Supervisor

ITEM ONE: Annual Open Meetings Act, Resolution #RA 2021-01

Clyde (C.B.) Strain, Planning & Development Director began by explaining how this item was the Board's annual review of the New Mexico Open Meetings Act. C.B. stated that nothing had changed from last year, unless the board wanted to amend the times or the days of the meetings. If there were no changes, it would stand as follows: The Board will have regular meetings on the second Tuesday of January, April, July and October at 1 p.m. Regular meetings will require a ten (10) day notice, special meetings three (3) day

notice, and emergency meetings twenty-four (24) hour notice to the news media. C.B. explained how with emergency meetings, there is certain criteria that must be met and that has to be disclosed to the State Attorney General's Office. There are also provisions included in the resolution regarding the procedures to the news media and compliance with ADA requirements. C.B. stated that if there are not any changes they can adopt the resolution as is or the Board can make changes and adopt a revised resolution.

Madam Chair Rowberry asked the Board Members if they had any questions or changes.

Board Member Gonzales Baca asked which newspaper the meeting was advertised in. C.B. responded that it was advertised in the Gallup Sun. Madam Secretary, Nikki Lee added that if something were to come up last minute they could advertise in the Gallup Independent if they did not meet the deadline for Gallup Sun. The primary reason for advertising in the Gallup Sun is because it is cheaper than the Gallup Independent. C.B. stated how state law requires they advertise in a newspaper that's in general circulation to the public so they met the standard.

Board Member Palomo asked why the newspaper charged for the advertisement; he thought it would be a public service announcement. C.B. stated that they do charge for the space in the newspaper; they all charge because they are private entities. Board Member Palomo asked if it would be better to change to a seven (7) day notice rather than a ten (10) day notice. C.B. responded it has to be a minimum of ten (10) days per state law, which is why they have it at ten (10). They could do more than ten (10) days, but not any less. Board Member Palomo stated that he understood and thanked C.B. for answering his question.

Madam Chair Rowberry asked the Madam Secretary if there was anyone who called in wishing to speak to Item One. There were none.

Madam Chair Rowberry stated that the item was closed.

Motion to approve or deny Resolution # RA 2021-01. Board Member Holland motioned for approval of Item One. Seconded by Board Member Palomo. Motion Carried.

Upon roll call, the following votes were:

Patty Holland (Yes)
Dr. Oscar A. Palomo, MD (Yes)
Ruth Gonzales Baca (Yes)
Henrietta Soland (Yes)

ITEM TWO: Budget Increase Request for Overtime

Clyde (C.B.) Strain, Planning & Development Director began by stating that he was requesting \$8,000 to cover overtime expenses for Animal Protection Officers who work on-call and after hours depending on if it's an emergency. COVID-19 hit everybody

pretty hard and the city had to decrease their budget, which was appropriate. However, Animal Control was still required to provide services to the public. The city came up with an amount that they hoped would carry Animal Control to the next budget cycle. They were initially budgeted \$10,000 and have expended \$7,673.67 to date, leaving a balance of \$2,326.33. That's not enough to cover their overtime because they still need to provide the service. C.B. explained how Animal Control has been trying to be very selective on the overtime as far as the types of calls whereas they only respond to emergency calls after-hours. If they are emergency calls that could wait until the following day they are very good about doing that, but if it's an emergency they have to respond. C.B. believes \$8,000 will carry them through the end of the fiscal year to June 2021. He reminded the Board how they do respond to calls within the City of Gallup and McKinley County, which was a lot for 3 officers to handle. If approved, it will be presented to the City Council on January 26, 2021 for final approval. Then they'll have to get on the County Commissioner's meeting agenda to request their approval of the overtime increase. Being that they have a Joint Powers Agreement the county is responsible for providing 40% of the cost for Animal Control.

Madam Chair Rowberry asked the Board Members if they had any questions.

Board Member Gonzales Baca asked for an example of an emergency. C.B. stated a vicious animal or an animal that was hit by a vehicle; things of that nature that constitute an emergency that needs an immediate attention. Cosy added how they do try to limit to actual emergencies. Some cases are where police officers are standing by waiting for Animal Protection assistance for example if there was a car accident or DWI with animals. Animals hit by vehicles that are still alive and vicious dogs. Those are the most common ones they respond to after-hours.

Madam Chair Rowberry asked the Madam Secretary if there was anyone who called in wishing to speak to Item Two. There were none.

Madam Chair Rowberry stated that the item was closed.

Motion to approve or deny the budget increase request for overtime. Board Member Palomo motioned for approval of Item Two. Seconded by Board Member Gonzales Baca. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)
Ruth Gonzales Baca (Yes)
Patty Holland (Yes)
Henrietta Soland (Yes)

The positive recommendation will be presented to the City Council on January 26, 2021 for final approval.

ITEM THREE: Quarterly Financial Report

Patty Holland, Chief Financial Officer began by explaining how the Animal Control Quarterly Report (Pages 3-1 & 3-2) included data from the first quarter of fiscal year 2021 (July 2020 to September 2020). She mentioned how the timings of the meetings do not allow her to provide a more updated report because right now they are barely closing the second quarter, which will not be presented until the next meeting. Board Member Holland explained how the overall spending for Animal Control was right on track as planned other than the issues they had with overtime. As C.B. mentioned earlier, the city did cut budgets and one thing they tried to do was say no overtime. However, this is one department they determined that needed to have overtime. They started with a zero budget in overtime and with this change today it will move to \$18,000. The wage spending is a little behind schedule which is going to show a little bit of a savings at the end of the year because of vacancies where there's a lapse from one employee to the next and because of reclassification of an employee who was moved to a pay that was less than the previous position. Other expenditures that are not showing because they have not been encumbered yet are the uniforms line item, which will not hit until January. They may be overly budgeted on the utilities line item being that this was fairly new to them having to add in gas last fiscal year and not having an accurate history to budget off. Board Member stated that everything was on track to fully utilize their operating budget of about \$384,000 whereas most of that was for the payroll, which was about \$246,000.

Madam Chair Rowberry asked the Board Members if they had any questions. There were none.

Madam Chair Rowberry asked the Madam Secretary if there was anyone who called in wishing to speak to Item Three. There were none.

Madam Chair Rowberry stated that the item was closed.

Motion to accept or not accept the quarterly financial report. Board Member Palomo motioned to accept Item Three. Seconded by Board Member Soland. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)
Henrietta Soland (Yes)
Patty Holland (Yes)
Ruth Gonzales Baca (Yes)

ITEM FOUR: Animal Control Statistics from January to December 2020

Cosy Balok, Animal Protection Supervisor explained how every month they gather statistics and at the end of the year they compile them for the Board. They are broken down by the city, county, and reservation. Notice how there is quite a bit less this year

compared to last year. In 2020 they took in a total of 3,509 animals and in 2019 they took in 5,004. Cosy explained the reason for the decrease was because the Animal Shelter was closed down around March 17, 2020 and they did not start opening up for appointments until July 9, 2020. They still took in a lot of animals during that time, but just not as much. Another reason for the decreased incoming animals was because the other facilities in Colorado, Utah, and Arizona where the McKinley Humane Society transports animals out to were also closed. So they had no place to send the animals until they reopened. Right now, Animal Control has not fully opened back up to the public; they are by appointment only. Cosy explained how they only take 1-2 people at a time and still does everything like before where people can view the animals, adopt, and surrender.

Madam Chair Rowberry asked the Board Members if they had any questions.

Board Member Holland stated that on one of the reports (page 4-1) said they had to euthanize 3 animals for a rabies test and asked if any of those tests were positive. Cosy stated there were no positive tests.

Madam Chair Rowberry asked the Madam Secretary if there was anyone who called in wishing to speak to Item Four. There were none.

Madam Chair Rowberry stated that the item was closed.

Motion to accept or not accept the Animal Control statistic report. Board Member Palomo motioned to accept Item Four. Seconded by Board Member Soland. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)
Henrietta Soland (Yes)
Patty Holland (Yes)
Ruth Gonzales Baca (Yes)

ITEM FIVE: Nomination and Appointment of the New Vice-Chairperson

Cosy Balok, Animal Protection Supervisor began by explaining how the Board was required to nominate and elect a new Vice-Chairperson due to Dorie Rowberry being appointed as the new Chairperson. The position was now open so today they were asking for a nomination and appointment.

Madam Chair Rowberry asked the Madam Secretary if there was anyone who called in wishing to speak to Item Five. There were none.

Madam Chair Rowberry opened the floor for nominations.

Motion was made by Board Member Gonzales Baca to nominate Board Member Palomo as the new Vice-Chairperson. Seconded by Board Member Holland. Motion Carried.

Upon roll call, the following votes were:

Ruth Gonzales Baca (Yes)
Patty Holland (Yes)
Dr. Oscar A. Palomo, MD (Yes)
Henrietta Soland (Yes)

ITEM SIX: Recognition of New Chairperson, Dorie Rowberry

Cosy Balok, Animal Protection Supervisor thanked Dorie Rowberry for serving as the new Chairperson.

Madam Chair Rowberry asked the Board Members if they had any questions. There were none.

Madam Chair Rowberry asked the Madam Secretary if there was anyone who called in wishing to speak to Item Six. There were none.

ITEM SEVEN: Recognition of Newly Appointed Board Members, Ruth Gonzales Baca and Henrietta Soland

Cosy Balok, Animal Protection Supervisor thanked Ruth Gonzales Baca and Henrietta Soland for serving as new members on the Board.

Madam Chair Rowberry asked the Board Members if they had any questions. There were none.

Madam Chair Rowberry asked the Madam Secretary if there was anyone who called in wishing to speak to Item Seven. There were none.

ITEM EIGHT: Animal Shelter Update

Clyde (C.B.) Strain, Planning & Development Director gave the Board an update to the animal shelter. On February 25, 2020 the consultants, Huitt-Zollars presented the animal shelter's programmatic feasibility study to the Gallup City Council. That presentation was included in the Board's agenda packets. The consultants reviewed their findings, proposed different designs and sites for the new shelter facility. Proposed site 1 was located on Balok Street, which is the current site location. Site 2 was located on Hasler Valley Road. The advantages and disadvantages of each proposed site were discussed, which also included a breakdown of the projected costs. At that time Council

was unable to select a site for the new animal shelter facility whereas the item was tabled.

At the June 2, 2020 GMCAC Authority Board Meeting the shelter was briefly discussed when Board Member Palomo spoke about how he and Board Member Rowberry went to the Roundhouse Meeting in Santa Fe to seek funding for the shelter. At that time staff informed the Board that no decision had been made on selecting a site.

With the change of administration and the way things were progressing C.B. decided to take it back to Council to make a decision. On December 8, 2020 C.B. presented the same study findings and proposals to Council and they selected site 1 located on Balok Street. Right now the City is going through the purchasing process, which includes the appraisal of the property and negotiations with the property owner. The legislative grant funding of \$400,000.00 will be utilized to purchase the property and to complete a formal design to have a shovel ready project. Thereafter they will move forward with securing funding and once the funding is secured they can go out to bid. C.B. stated that the project will be about six to eight million dollars and they will have their state lobbyist try to seek funding for this project. A site was finally selected so they are one step closer.

Madam Chair Rowberry asked the Board Members if they had any questions.

Board Member Gonzales Baca asked if Senator Munoz or Representative Lundstrom were interested in participating. C.B. stated yes they both contributed to the land acquisition and design costs.

Board Member Palomo spoke about how Munoz and Lundstrom were both concerned about site 1 having a conflict of interest. He wanted to know if that was still an issue. C.B. stated that nothing was ever brought to his attention or the administration, but will follow up on his concerns.

Madam Chair Rowberry asked the Madam Secretary if there was anyone who called in wishing to speak to Item Eight. There were none.

Open Floor:

Madam Chair Rowberry asked the Madam Secretary if there was anyone who called in wishing to comment on a non-agenda item. There were none.

Madam Chair Rowberry asked if there was anyone in attendance that would like to comment on a non-agenda item. There were none.

Motion was made by Board Member Palomo to adjourn the meeting. Seconded by Board Member Holland. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)
Patty Holland (Yes)
Ruth Gonzales Baca (Yes)
Henrietta Soland (Yes)

Authority Board meeting adjourned at 1:32 p.m.

GALLUP MCKINLEY COUNTY ANIMAL CONTROL AUTHORITY



for CHAIRMAN DORIE ROWBERRY

ATTEST:



CLYDE (C.B.) STRAIN
SECRETARY TO GALLUP MCKINLEY COUNTY
ANIMAL CONTROL AUTHORITY