



Shenandoah Valley Animal Services Center Owners' Meeting:

6/24/25

2:00pm

Augusta County Government Center

1. Approval of Minutes from 5/27/25 Meeting
2. Population Report
3. Director's Report
4. Budget Review
5. Public Comment
6. Closed Session

I move that the Shenandoah Valley Animal Services Center Board of Trustees enter into a closed session to (i) discuss amendments to the June 27, 2022 Shenandoah Valley Animal Services Center Operating Agreement, the acquisition of real property for a public purpose related to the Center as well as the disposition of Center real property, where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the Center pursuant to Virginia Code Section 2.2-3711(A)(3) and Virginia Code Section 2.2-3711(A)(29); and (ii) consideration of the performance of the Executive Director of the Shenandoah Valley Animal Services Center pursuant to Virginia Code Section 2.2-3711(A)(1); and (iii) discuss a proposed public contract between the Shenandoah Valley Animal Services Center and a non-profit entity where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the Center pursuant to Virginia Code Section 2.2-3711(A)(29).

**ANIMAL SHELTER MEETING
MINUTES
May 27, 2025 2:00 PM**

PRESENT

**Mike Hamp, Waynesboro City Manager
Leslie Beauregard, Staunton City Manager
Jon Hilbert, Shelter Director
Shane Ayers, Staunton ACO
Candy Hensley, Assistant County Administrator**

1. Minutes were presented and approved for the April 8, 2025, meeting.
Motion: Hamp Second: Hensley Approved
2. Mr. Hilbert presented the population report as attached.
3. Mr. Hilbert presented the Director's report as attached.
 - a. Mr. Hilbert requested that an additional PT kennel attendant be hired. Current PT employees are not working the hours that have been budgeted and an additional staff person is recommended. The owners indicated to proceed as long as there is no increase in the budget.
4. Mr. Hilbert presented a year-to-date budget update that includes revenues and expenditures. Owners appreciated this information being provided for review.
5. Ms. Hensley provided an update on construction of the new shelter.
 - Remaining cabinetry installation is occurring.
 - Painting continues.
 - Door installation continues.
 - Ceiling installation continues.
 - Waiting on power upgrade and connection to occur by the middle of June. Afterwards start of HVAC equipment, etc. can occur.
 - Currently, completing requirements with Augusta Water so that the water tap can occur and start of plumbing fixtures can occur.
 - Currently working on the site work in the parking lot, between the buildings, etc.
 - Fencing will occur soon.
 - Working to get internet to the site and complete technology related work.
 - Dog kennel manufacturing is occurring. There is lead time on manufacturing and it has taken time to secure. It is possible kennels won't be installed until August which will delay opening.
6. Public Comment
 - a. General comments and questions were received and answered.
 - b. Sherri Heishman presented information from Cat's Cradle to include what they do for our localities. Statistical information is attached. Ms. Heishman also shared with the owners that Cat's Cradle wants to sponsor training to break

down the barriers for adoption so that less applications are rejected. She also indicated returns have not increased.

Next meeting – June 24th at 2:00 PM

DRAFT

ANIMAL SHELTER MEETING

MINUTES

April 8, 2025 2:00 PM

PRESENT

Tim Fitzgerald, Augusta County Administrator

Mike Hamp, Waynesboro City Manager

Leslie Beauregard, Staunton City Manager

Jon Hilbert, Shelter Director

Shane Ayers, Staunton ACO

1. Minutes were presented and approved for the February 25, 2025, meeting.

Motion: Fitzgerald

Second: Hamp

Approved

2. Mr. Hilbert presented the revised budget and recommendations for FY25/26

Increased veterinarian funding and increased animal supplies funding were discussed. Spending was discussed for revised budget projections. The board requested that the shelter stay within approved budget for FY24/25.

- a. Ms. Beauregard requested that expenses are delineated between old/new shelter during the summer/fall.

- b. Mr. Hamp asked that the shelter review animal supply use over the next six months.

- c. The board approved the budget for FY 25/26

Motion: Fitzgerald

Second: Hamp

Approved

3. Public Comment

- a. General comments and questions were received and answered.

4. Closed Session

Motion to go into closed session: Fitzgerald

Second: Hamp

Approved

I move that the Shenandoah Valley Animal Services Center Board of Trustees enter into a closed session to discuss amendments to the June 27, 2022 Shenandoah Valley Animal Services Center Operating Agreement. Such discussion shall consider the acquisition of real property for a public purpose related to the Center as well as the disposition of Center real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Center pursuant to Virginia Code Section 2.2-3711(A)(3).

Shenandoah Valley Animal Services Center
May Population Report
5/27/25

CAPACITY
46 Dog Runs
104 Cat Cages

Current Animals On Hand

Dogs: 49	Cats 84	Other: 0
Foster: 35	Foster: 78	Foster: 0
Court Cases: 1	Court Cases: 0	Court Cases: 10

Year To Date Total Intakes

Dogs: 218	Cats: 199	Other: 15	Total: 432
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Year to Date Intake by Jurisdiction

Augusta County

Dogs: 126	Cats: 128	Other: 10	Total: 264
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Staunton

Dogs: 24	Cats: 48	Other: 1	Total: 73
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Waynesboro

Dogs: 67	Cats: 24	Other: 4	Total: 95
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Year To Date Euthanasia

Dogs: 25	PERCENTAGE (live release)
Cats: 10	88.53%
Other: 1	94.97%
Total: 36	93.34%

Year To Date Adoptions

Dogs: 79	Cats: 64	Other: 0	Total: 143
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Year To Date Transfers

Dogs: 71	Cats: 30	Other: 0	Total: 101
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Year To Date Return To Owner

Dogs: 108	Cats: 14	Other: 3	Total: 125
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Director's Report: 5/27/25

Move

Staff are excited and eager to move. We have purchased furniture from Office Supplies Inc in Harrisonburg and are excited about having formal office spaces. For many years, staff have shared offices and work spaces and are looking forward to being able to have space to focus on work and planning. We purchased individual office equipment, items for the staff lounge and kitchen, lockers, a large conference desk and chairs, and chairs/benches for pet visitation rooms.

Staff have begun cleaning out work spaces and boxing and marking items to be moved. I've been attending frequent meetings with county staff and animal control, as we have been working collaboratively with a move plan. Kudos to Candy Hensly for help and support during this busy time.

We are planning a "clear the shelter" adoption event that will be held closer to the anticipated move date.

Intake/Kitten Season

Kitten season had a delayed start this year, but beginning in May we have seen a significant increase in kittens being found and surrendered to the shelter. Staff have worked diligently over the past few months to help with the higher census levels from the early winter. I was pleased with the collaboration amongst staff over the winter months in working towards common goals as we navigated without a lead kennel attendant for a few months. Weekly census levels have fluctuated over the past few months but compared to fall and winter we seem to be managing space related concerns more effectively by adoption and fostering, and transferring to other agencies.

VDACS Training

In April, the lead kennel attendants, operations manager, outreach coordinator, and myself attended VDACS training in Harrisonburg. Topics included: foster programs, review of VDACS regulations concerning inspections and review of intake policies. The information about VDACS regulations to help prepare for inspections was helpful and everyone enjoyed learning from other organizations about different foster programs and ways to improve our existing program.

Training

Kennel staff are beginning Fear Free Training. This nationally recognized program is free to shelter workers and is designed to educate staff on ways to help detect and minimize stress on animals who are adjusting to the shelter environment. Our goal is to have all training completed before we move to the new facility. Additional staff training is scheduled for this summer and includes a 'Best Friends' Adoption Seminar Summit that will discuss ways to increase adoption success rates.

Hiring

We are currently hiring for one FT Kennel Attendant.

Outreach

On site Petco Adoptions have resumed on the first Saturday's of each month. A variety of outreach/adoption events occurred in March and April including Expoland Arts & Crafts show, adoption event at Basic City brewery. We will be attending Draft Days on 5/31 with an informational booth about shelter services.

Staffing Request

Creating third PT position with hours not used for current PT position

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YEAR-TO-DATE BUDGET REPORT

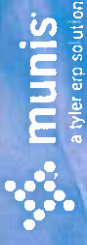


FOR 2025 09

ACCOUNTS FOR:	SHEN VALLEY ANIMAL SRVC CENTER	ORIGINAL APPROP.	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
87								
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873000 315101	INTEREST ON BANK	-23,571	0	-23,571	-15,195.39	.00	-8,375.61	64.5%*
873000 315207	SALE OF SALVAGE A	0	0	0	.00	.00	.00	.0%
873000 316603	ANIMAL ADOPTION	-30,000	0	-30,000	-17,650.00	.00	-12,350.00	58.8%*
873000 316604	POUND FEE	-5,000	0	-5,000	-1,395.00	.00	-3,605.00	27.9%*
873000 316605	SURRENDER FEE	-2,000	0	-2,000	-1,320.00	.00	-680.00	66.0%*
873000 318903	DONATIONS	-20,000	0	-20,000	-7,583.49	.00	-12,416.51	37.9%*
873000 318905	PETCO LOVE GRANT	-25,000	0	-25,000	.00	.00	-25,000.00	.0%*
873000 318906	MISCELLANEOUS	0	0	0	.00	.00	.00	.0%
873000 318911	SUBARU GRANT	0	0	0	-4,000.00	.00	4,000.00	100.0%
873000 319103	CONTRIBUTION STAU	-170,754	0	-170,754	-128,065.50	.00	-42,688.50	75.0%*
873000 319104	CONTRIBUTION WAYN	-150,165	0	-150,165	-112,623.75	.00	-37,541.25	75.0%*
873000 319105	CONTRIBUTION AUGU	-594,161	0	-594,161	-445,620.75	.00	-148,540.25	75.0%*
873000 319207	SVASC SPAY NEUTER	0	0	0	.00	.00	.00	.0%
873000 319211	MICROCHIP FEE	-40	0	-40	.00	.00	-40.00	.0%*
873000 324102	SPAY NEUTER REIM	0	0	0	.00	.00	.00	.0%
TOTAL NULL		-1,020,691	0	-1,020,691	-733,453.88	.00	-287,237.12	71.9%

Augusta County ~VA 55592 - PRODUCTION

YEAR-TO-DATE BUDGET REPORT



FOR 2025 '09

ACCOUNTS FOR:	SHEN VALLEY ANIMAL SRVC CENTER	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
87								
3501 ANIMAL CONTROL								
873501 411101 SALARY	456,509	0	0	456,509	303,867.25	.00	152,641.75	66.6%
873501 411206 SALARY OVERTIME	5,000	0	0	5,000	.00	.00	5,000.00	.0%
873501 411302 SALARY PART TIME	60,430	0	0	60,430	27,418.81	.00	33,011.19	45.4%
873501 421000 FICA	39,928	0	0	39,928	24,962.58	.00	14,965.42	62.5%
873501 422100 VRS	47,431	0	0	47,431	38,491.11	.00	8,939.89	81.2%
873501 422200 VRS HYBRID PLAN	2,410	0	0	2,410	1,615.46	.00	794.54	67.0%
873501 423000 HOSPITALIZATION	106,128	0	0	106,128	56,445.00	.00	49,683.00	53.2%
873501 424000 GROUP LIFE INSURA	6,117	0	0	6,117	3,610.27	.00	2,506.73	59.0%
873501 427000 WORKERS COMPENSAT	4,562	0	0	4,562	2,618.25	.00	1,943.75	57.4%
873501 428000 OTHER BENEFITS	0	0	0	0	.00	.00	.00	.0%
873501 431002 PURCH SRV VET SER	115,000	0	0	115,000	77,479.79	.00	37,520.21	67.4%
873501 431200 CONTRACT SERVICES	31,222	0	0	31,222	35,163.71	5,300.00	-9,241.71	129.6%*
873501 450010 TELECOMMUNICATION	0	0	0	0	1,580.10	.00	-1,580.10	100.0%*
873501 451001 UTILITIES ELECTRI	11,478	0	0	11,478	7,934.80	.00	3,543.20	69.1%
873501 451002 UTILITIES HEATING	4,000	0	0	4,000	4,615.77	.00	-615.77	115.4%*
873501 451003 UTILITIES WATER A	4,072	0	0	4,072	4,138.00	.00	-66.00	101.6%*
873501 451006 REFUSE COLLECTION	9,310	0	0	9,310	8,185.86	.00	1,124.14	87.9%
873501 452001 POSTAL SERVICES	314	0	0	314	73.00	.00	241.00	23.2%
873501 452003 TELEPHONE SERVICE	6,000	0	0	6,000	3,309.03	.00	2,690.97	55.2%
873501 453000 INSURANCE	7,861	0	0	7,861	3,265.00	.00	4,596.00	41.5%
873501 454000 LEASES AND RENTAL	0	0	0	0	1,035.00	.00	-1,035.00	100.0%*
873501 455004 TRAVEL CONFERENCE	800	0	0	800	133.25	.00	666.75	16.7%
873501 458000 DUES AND MEMBERSH	250	0	0	250	.00	.00	250.00	.0%
873501 460001 OFFICE SUPPLIES	7,000	0	0	7,000	3,890.17	.00	3,109.83	55.6%
873501 460003 SUPPLIES NONCAPIT	1,000	0	0	1,000	425.54	.00	574.46	42.6%
873501 460005 JANITORIAL SUPPLI	9,300	0	0	9,300	5,780.90	.00	3,519.10	62.2%
873501 460007 REPAIR AND MAINT	2,500	0	0	2,500	4,103.26	1,718.00	-3,321.26	232.9%*
873501 460008 WEARING APPAREL	2,000	0	0	2,000	2,001.27	.00	-1.27	100.1%*
873501 460009 ANIMAL SUPPLIES	51,000	0	0	51,000	44,609.27	.00	6,390.73	87.5%
873501 460017 PROGRAM SUPPLIES	1,000	0	0	1,000	500.68	.00	499.32	50.1%
873501 460080 VEHICLE AND POWER	2,068	0	0	2,068	930.89	.00	1,137.11	45.0%
873501 460090 VEHICLE AND POWER	1,000	0	0	1,000	2,793.91	.00	-1,793.91	279.4%*
873501 460635 PETCO LOVE GRANT	25,000	0	0	25,000	34,569.00	.00	-9,569.00	138.3%*
TOTAL ANIMAL CONTROL	1,020,690	0	0	1,020,690	705,546.93	7,018.00	308,125.07	69.8%
TOTAL SHEN VALLEY ANIMAL SRVC CENTER	-1	0	0	-1	-27,906.95	7,018.00	20,887.95	*****%
TOTAL REVENUES	-1,020,691	0	0	-1,020,691	-733,453.88	.00	-287,237.12	
TOTAL EXPENSES	1,020,690	0	0	1,020,690	705,546.93	7,018.00	308,125.07	

Augusta County ~VA 55592 - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 '09

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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GRAND TOTAL -1 0 -1 -27,906.95 7,018.00 20,887.95*****%

** END OF REPORT - Generated by Misty Cook **

WHAT DO WE DO FOR SAW?

