

Gallup-McKinley County Animal Control Authority
June 2nd, 2020 Minutes
Special Virtual Meeting

The Special Meeting of the Gallup-McKinley County Animal Control Authority was called to order at 1:00 p.m. by Chairwoman Cherry Menapace. Chairwoman Menapace 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. Chairwoman Menapace 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:

Cherry Menapace
Dr. Oscar A. Palomo, MD
Patty Holland
Dorie Rowberry

Upon roll call, the following were absent:

Tommy Nelson

Presented to the Chairwoman and Authority Board Members for their approval were the minutes of the January 14th, 2020 meeting. Board Member Palomo motioned for approval of minutes as presented. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)
Dorie Rowberry (Yes)
Patty Holland (Yes)

Chairwoman Menapace 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
Curtis Hayes, City Attorney

ITEM ONE: Quarterly Financial Report

Patty Holland, Chief Financial Officer began by explaining how the Animal Control Quarterly Report (Pages 1-1 & 1-2) included data from the first two quarters of fiscal year 2020 (July 2019 to December 2019). This is a makeup item, which would have

been presented at the April meeting however with the cancellation of that meeting the report was never shared with the Board. The next meeting in July will display the third quarter of fiscal year 2020. Board Member Holland pointed out how there wasn't really any notable items being that spending was as anticipated and everything was within budget.

Chairwoman Menapace asked the Board Members if they had any questions. There were none.

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

Chairwoman Menapace stated that the item was closed.

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

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)
Dorie Rowberry (Yes)
Patty Holland (Yes)

ITEM TWO: FY 2021 Projected Budget

Patty Holland, Chief Financial Officer informed the Board Members that the Preliminary Budget (Page 2-1) was for the next fiscal year 2021, which begins on July 1, 2020. Board Member Holland explained that the far right hand column on Page 2-1 was the final dollar amount for each line item. Next year's budget is very close to the current fiscal year's budget; fiscal year 2021 is slightly lower than fiscal year 2020. Board Member Holland pointed out how those figures were not final, but wanted to present as an initial budget to the Board. These figures have already been presented to the City Council where they've been preliminary approved and submitted to the State. She stated that as of today \$657,854.00 was the projected budget for fiscal year 2021, however due to the pandemic she anticipates the budget changing. The Budget Committee is in the process of making budget adjustments and once finalized they will be presented to the Board. Board Member Holland emphasized how the budgets will be lowered due to the funding cuts the City will be facing.

Chairwoman Menapace asked the Board Members if they had any questions. There were none.

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

Chairwoman Menapace stated that the item was closed.

Motion to accept or not accept the fiscal year 2021 projected budget. Board Member Palomo motioned to accept Item Two. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)

Dorie Rowberry (Yes)

Patty Holland (Yes)

ITEM THREE: Review the Request for Proposals (RFP) for Animal Shelter Services and Veterinarian Services

Clyde (C.B.) Strain, Planning & Development Director explained that it was time to Request for Proposals (RFP) for the Animal Shelter Services and Veterinarian Services. According to the Joint Powers Agreement (JPA) they're required to do this every four (4) years. The Professional Services Agreement for the McKinley County Humane Society and Clinton Balok expire on June 30, 2020. So before those contracts can be renewed they need to go out for RFP immediately. C.B. explained how the RFP's were included in their agenda packets and once a vendor was selected their contracts will go into effect July 1st, 2020. C.B. informed the Board that a few changes were made to the RFP's to add clarity and consistency. In order to illustrate the changes, C.B. used the screen to display a markup of the Animal Shelter Services Scope of Services for Page 3-11. *(A copy is attached hereto, marked as Exhibit A and made a part of these official minutes)*. The following changes were made:

- Changed from "...care for 3,000 – 5,000 animals annually" to "...an average of 4,000 to 6,000 animals annually." C.B. stated that the previous numbers stated was inaccurate; however that number has been increased to reflect the actual numbers according to Cosy's annual reports.
- Added "residing within the boundaries of the City of Gallup and McKinley County." C.B. stated that adding this language will exclude anything outside the County boundaries which meant Reservation animals. Hopefully this will help decrease the amount of animals coming in from the Reservation. C.B. added how this language was also run by the City Attorney, Curtis Hayes. City Attorney, Curtis Hayes added how all of these changes were discussed and recommended by Cosy, C.B. and himself. Mr. Hayes thought that adding this language to the scope of services was the best way to address their ongoing issues. Mr. Hayes mentioned how the checkerboard areas were difficult when determining if it was Reservation land, however if they reside within the McKinley County side but on the Reservation Animal Control would still accept their animals. Mr. Hayes stated that adding this language may help bring the total number of animals down, which in turn will help decrease shelter costs. There was a brief discussion about how it would be difficult to determine an individual's residency.
- Added "includes the appropriate licenses as required by the State of New Mexico Board of Veterinary Medicine. Any expenses related to licensing will fall on

vendor.” C.B. stated that they felt it was important to add to make sure the vendor was licensed properly and any cost to obtain their license would fall on the vendor.

- Added “provide a copy upon award.” C.B. stated that whoever was awarded the contract they would be required to submit a copy of their policies and procedures on how they plan to operate the shelter.
- Added “monthly reporting to provide evidence of services.” C.B. stated that the current vendor already provided these figures, however they wanted it to be called out in the RFP.

C.B. used the screen to display a markup of the Veterinarian Services Scope of Services for Page 3-38 & Page 3-39. *(A copy is attached hereto, marked as Exhibit B and made a part of these official minutes).* The following changes were made:

- Added “Also responsible for overseeing Animal Protection Officers that perform euthanasia.” C.B. explained how Animal Protection Officers needed a licensed Veterinarian who oversaw euthanasia and they already do this they just wanted this to be called out in the RFP.
- Added “Monthly reporting to provide evidence of services.” C.B. stated that the current vendor already provided these figures, however they wanted it to be called out in the RFP.
- Moved “Federal Controlled Substance License (DEA) and New Mexico Pharmacy License” under the minimum requirements.
- Removed “Kennel permit and Equine rescue permit” being that they’re regulated under the State licenses.
- Changed “Minimum of fifteen (15) years experience in veterinary medicine” to “Minimum of three to five (3-5) years experience in veterinary medicine.” C.B. explained how they thought the previous amount of experience was excessive especially if it was a new veterinarian recently licensed. They changed the number of years to be more fair. C.B. also reminded the Board that if they would like to make other suggestions they’re able to do so.
- Changed “Ten (10) years experience in animal shelter medicine” to “Three to five (3-5) years experience in animal shelter medicine.” C.B. stated that they also felt the previous amount of experience was excessive, which was why the number of years was decreased.

C.B. stated that those were all the changes they made within both RFP’s. If the Board accepts the changes they will send out for advertisement as soon as possible.

Chairwoman Menapace asked the Board Members if they had any additional questions.

Board Member Palomo asked about making a revision on Page 3-39 under Minimum Requirements e. Board Member Palomo would like to change from “Said providers must have a minimum of five (5) years previous experience in the type of services as called for in this proposal” to “Said providers must have a minimum of three to five (3-5) years previous experience in the type of services as called for in this proposal”. Board Member Palomo explained how he wanted it to be consistent with the Minimum Requirements set for veterinary medicine and animal shelter medicine under b. and c.

C.B. agreed that all those should have the same amount of experience required and staff will make that change to the RFP.

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

Chairwoman Menapace stated that the item was closed.

Motion to accept or not accept the RFP's for Animal Shelter Services and Veterinarian Services. Board Member Palomo motioned to accept Item Three. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)

Dorie Rowberry (Yes)

Patty Holland (Yes)

Madam Secretary, Nikki Lee informed the Board that they plan on advertising the RFP on June 12, 2020 and requiring bid submittals by July 6, 2020. After the bids are received an evaluation will be completed and awarded to the selected vendor.

Open Floor:

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

Chairwoman Menapace asked if there was anyone in attendance that would like to comment on a non-agenda item.

C.B. reminded the Board about how Board Member, Tommy Nelson has only attended one Board meeting. He explained how they've made multiple attempts to contact him to verify his attendance; however he fails to return calls, messages and emails. C.B. didn't think he was taking his position seriously and recommended the Board replace him. If the Board is in agreement, Chairwoman Menapace could speak to the County Commission Chair and request for a replacement. C.B. added that if they don't have a quorum they're unable to have a meeting, which sets Animal Control back on approvals. Chairwoman Menapace stated that she agreed and will setup a meeting with the County to discuss a replacement. Board Member Palomo and Board Member Rowberry also agreed with C.B.'s recommendation.

Board Member Palomo wanted to inform the Board about what he and Board Member Rowberry did to advocate for the new Animal Control building. He spoke about how they went to Santa Fe for the Roundhouse Meeting and met with Senator Munoz and Patty Lundstrom. Both individuals were willing to contribute \$250,000.00 each for the new shelter; however that was a lot less than what was needed. Part of their stipulation however that was a site be selected immediately. Board Member Palomo asked C.B. if a

site had been selected yet. CB responded that City Council has not made a decision to select a site yet; two options were given and when it came time to decide it was put to the side. C.B. recommended the Chair approach City Council and request a decision be made so they can move forward with funding from Munoz and Lundstrom. However, with the current pandemic he wasn't sure if the State would have any funding available. Board Member Holland stated that the new shelter wasn't definitive, but the State has given the City two different awards on this and other items that were a high priority. However, Board Member Holland anticipates that the State will pull back on that. She suggested the Board wait until the end of June to see what the financial status is and what funds will be available. Board Member Holland explained how the State has frozen funds on everything that they didn't have a Notice of Obligation on whereas the City didn't have funds for the shelter yet. So at this time they need to wait and see what the Legislature does.

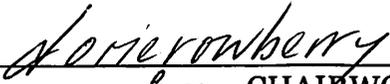
Motion was made by Board Member Palomo to adjourn the meeting. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)
Dorie Rowberry (Yes)
Patty Holland (Yes)

Authority Board meeting adjourned at 1:28 p.m.

GALLUP MCKINLEY COUNTY ANIMAL CONTROL AUTHORITY



for CHAIRWOMAN CHERRY MENAPACE

ATTEST:



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

III. SCOPE OF SERVICES

PROVIDE ANIMAL SHELTER SERVICES:

The successful offeror will provide the requested services to include, but not limited to the following:

- Provide management and day-to-day operations of all interior facility activities and provide staff, equipment and supplies to house and care for ~~3,000 to 5,000~~ **an average of 4,000 to 6,000** animals annually, including but not limited to, cleaning kennels daily, feeding and care of animals.
- Accept and house all animals brought in by the City Animal Protection Officers and general public **residing within the boundaries of the City of Gallup and McKinley County.**
- Provide a means of disposition of animals after the required five (5) day holding period through adoption, animal transfer and when necessary euthanasia
- Provide animal evaluations prior to adoption or transfer
- Offer low-cost spay and neuter programs
- Be able to care for and adopt out, or otherwise dispose of, large animals such as horses, cows, sheep and goats
- Provide that all adopted animals will be spayed/neutered and vaccinated prior to adoption in accordance with New Mexico law.
- Collection of adopting and other fees as set by City of Gallup ordinance.
- Establish a close working relationship with City of Gallup Animal Protection Officers and Animal Protection Supervisor.
- Follow all local, state, and federal laws relating to animal shelters. **This includes the appropriate licenses as required by the State of New Mexico Board of Veterinary Medicine. Any expenses related to licensing will fall on vendor.**
- Responsible to determine whether an animal is of a temperament that is adoptable.
- Establish policies and procedures for sound municipal animal shelter operations **and provide a copy upon award.**
- Establish and maintain a healthy and safe environment in the Animal Control facility.
- Retain such personnel to operate kennels for animals.
- Assist in promoting animals for adoption.
- Provide the City an accounting of all adoption and other fees received as part of the operations of the Animal Control shelter services. **This includes a monthly reporting to provide evidence of services.**
- Offeror will be responsible for the entire operation of the animal shelter services with the exception of the control of the activities of the Animal Protection Officers, Animal Protection Supervisor and the dispatching of Animal ~~control~~ Protection Officers, which shall be retained by the City.
- Offeror shall be insured for automotive/general professional liability up to at least the limits of the New Mexico Tort Claims Act, and insured for Workers Compensation if applicable.
- Assist in applying for local, state and national grants

MINIMUM REQUIREMENTS:

Offeror shall demonstrate shelter management for a minimum of five (5) years.

Offeror shall demonstrate that offeror has the following:

- 50 stainless steel and fiberglass cages of various sizes
- 50 portable cages of various sizes
- Commercial type washer and dryer
- Bathing tub

III. SCOPE OF SERVICES

PROVIDE SERVICES OF A LICENSED AND QUALIFIED VETERINARIAN:

The City of Gallup is seeking to contract with a veterinary services provider whereas awarded provider must have qualified personnel available to examine animals brought in by City of Gallup Animal Control personnel and veterinary consultation during business hours, after-hours and emergency basis.

The successful offeror will provide the requested services to include, but not limited to the following:

The Veterinarian shall provide as needed sterilizations of dogs and cats; provide any additional vaccinations as recommended to and/or requested by the animal's new owner, at rates determined by the Veterinarian and billed to the new owner.

The Veterinarian shall have experience in dealing with livestock and large animals such as horses, cows, sheep and goats

Sterilization services shall include, at a minimum, the following:

- a. Evaluating animals to determine their suitability for the operation.
- b. Performing the operation in a timely manner.
- c. Communication if you are unable to perform the operation.
- d. Follow-up care in the event of complications.

The Veterinarian shall also provide the following services and establish and maintain shelter protocols for:

- a. Euthanasia and vaccination services. **Also responsible for overseeing Animal Protection Officers that perform euthanasia.**
- b. Immunization procedures
- c. Safe and secure drug handling and storage
- d. Proper use of sedatives and darting equipment
- e. Cleaning and sanitation
- f. Animal sterilization
- g. Emergency treatment and triage
- h. **Monthly reporting to provide evidence of services.**
- ~~h. Have a Federal Controlled Substance License (DEA)~~
- ~~i. New Mexico Pharmacy License~~
- ~~j. Kennel permit~~
- ~~k. Equine rescue permit~~
- i. USDA accreditation for issuance of health certificates for intrastate in interstate transport of animals.

MINIMUM REQUIREMENTS:

In addition to all other items required within the RFP, offeror shall submit a sworn affidavit that the Veterinarian:

- a. Graduated in good standing from an accredited college of veterinary medicine.
- b. Minimum of ~~fifteen (15)~~ **three to five (3-5)** years experience in veterinary medicine

- c. ~~Ten (10)~~ **three to five (3-5)** years experience in animal shelter medicine
- d. Currently has, and will maintain, appropriate licensing as required by the State of New Mexico Board of Veterinary Medicine, New Mexico Pharmaceutical Board and **Federal Controlled Substance License as required by DEA.**
- e. Said providers must have a **minimum of five (5) years previous experience** in the type of services as called for in this proposal.

IV. PROPOSAL INFORMATION

A. Cost Proposal Information

The Cost Proposal will not be used in the evaluation and selection of the Proposers for the award of the agreement. The Cost Proposal will only be used as a basis for contract negotiations once the highest rated proposals are determined. The Offeror must submit their cost proposal in the same shipping container as the proposal but in a **separate sealed container labeled "Cost Proposal."**

In separate, sealed envelopes, include four (4) copies of the cost proposal, unless otherwise specified in the RFP, marked as **COST PROPOSAL** and clearly showing the proposal number and proponent name. For the purposes of these conditions of proposing, Total Price shall include all costs except gross receipts tax.

Enclose both the Technical Proposal and Cost Proposal envelopes in one shipping container to be mailed or delivered to the Purchasing Division. Cover envelope or shipping container should be marked as stated in the General Conditions.

RESPONDENTS WHO INCLUDE COST WITHIN THE TECHNICAL PROPOSAL WILL COMPROMISE THE EVALUATION PROCESS AND WILL SUBJECT ITS PROPOSAL TO IMMEDIATE DISQUALIFICATION.

B. Number of Responses/Copies

Offerors shall provide one (1) original and three (3) identical copies of their proposal.

C. Proposal Format

The proposal shall be limited in format and length. Format will be 8-1/2" x 11" with foldout sheets allowed up to 11" x 17" in size. All foldout sheets, up to a maximum of 11" x 17" sheets will be counted as two pages and shall be labeled as such. Length of the proposal shall be limited to a maximum of **twenty-five (25)** numbered pages (printed sheet faces) of text no smaller than 10 point, and/or graphics. Points may be deducted if the page count is exceeded. If there is any question as to format requirements contact the Purchasing Division for clarification, prior to submittal of the proposal.

Material excluded from the **twenty-five (25) page** maximum count is limited to:

- Front cover (photos with captions on inside cover allowed)
- Divider pages (blank except for title information)
- Back cover (photos with captions on inside of back cover allowed)