

**CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD MEETING**

Tuesday, January 27, 2026

5:30 – 7:00 p.m.

Virtual Microsoft Teams meeting: 1-425-616-3920, Conference ID: 240 721 111 514 #

**Roll call**

**Approval of minutes: October 21, 2025**

**Adoption of meeting agenda**

**Animal Services Manager report**

**Assistant Parks Director report**

**Member reports and introductions**

**Council Liaison report**

**Public comment**

**ACTION ITEMS:**

Election of Chair and Vice Chair Glynis Frederiksen

Board Rules of Procedure review and acceptance Glynis Frederiksen

**INFORMATIONAL BRIEFINGS & DISCUSSION ITEMS:**

2025 year in review and performance measures Glynis Frederiksen  
Leslie Wall  
Lindsay Roe  
Jason Robertson

December flood evacuation Glynis Frederiksen  
Leslie Wall

Shelter opening Leslie Wall

**New business**

**Adjourn**

Next Meeting  
Tuesday, April 28, 2026  
Virtual meeting on Microsoft Teams

**MISSION STATEMENT:**

Everett Animal Services provides for the well-being of animals and the community through progressive animal sheltering, education, and municipal code enforcement.

## How To Use MS Teams

The City of Everett uses Microsoft Teams to conduct public meetings. Board members can access online using the Teams App or by phone.

### **To connect via app or browser:**

If you have a computer/smartphone/tablet and an Internet connection, you can join via Microsoft Teams.

- Download the **Microsoft Teams**® app for the best experience, or join via Edge, Firefox, or Chrome browsers.
  - The mobile app is available through your app store
  - The desktop app is available by going to <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>
- If you do not have an account you do not need to sign in to access MS Teams. You can join as a guest when you click on the Virtual meeting invite link from the City.

If you do not have a mic and/or speakers, you can connect via the dial in phone number provided above to provide comment and/or just listen.

### **Access By Phone:**

**If you have trouble downloading MS Teams please be reassured you can access the meeting by phone. The phone number and access code for the Animal Shelter Advisory Board meeting January 27, 2026 from 5:30 – 7:00 p.m.**

Meeting ID: 240 721 111 514

Passcode: AD9JBX

[Download Teams](#) | [Join on the web](#)

#### **Or call in (audio only)**

[+1 425-616-3920,857057597#](tel:+14256163920857057597) United States, Seattle

Phone Conference ID: 857 057 597#

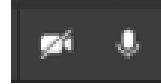
### **Meeting Conduct**

When connecting to our virtual meeting, we ask that all public attendees leave their video off and their microphones muted unless called upon to speak for public comment. As an additional measure, we will mute any open mics outside the public comment period to help avoid disruption.

### **Making the Meeting a Success**

- Make sure the smart phone, tablet, computer, or other video inspection device is fully charged.
- Have any required information on hand

- *Make sure background noise is turned off so that the call audio is clear.*
- *Turn off phone, tablet, or computer notifications during the meeting. Notifications can cause the video to freeze and the sound to silence briefly.*
- *Use ear buds or a headset with microphone to improve communication.*
- *If you want to speak, click the “Raise your hand” icon. This will be explained at the beginning of the meeting.*
- *Make sure your microphone is muted and video camera is turned off unless you are speaking.*
  - *Look at the icons. A slash means off and no slash means on.*
  - *Click on the icon to toggle it on/off.*



*If you have trouble accessing the meeting via MS Teams or by cell phone don't hesitate to call Glynis Frederiksen at 206-550-5811.*

DRAFT

CITY OF EVERETT  
ANIMAL SHELTER ADVISORY BOARD MEETING  
October 21, 2025  
5:30 – 7:00 P.M.  
Virtual Microsoft Teams Meeting

The meeting was called to order at 5:33 P.M

**Shelter Advisory Board members present:**

Lindsay Ellsworth, Sarah Hartwell, Shel Graves, Kara Langus, Jennifer St. Mary, Jennifer Ward, Megan Ward

**Staff present:** Glynis Frederiksen, Animal Services Manager, Lacey Ross, Animal Services Accounting Technician, Leslie Wall, Assistant Animal Services Manager

**Council liaison:** Councilmember Judy Tuohy

**Review and acceptance of minutes:**

Motion/Second/Approved (m/s/a) unanimously to accept the previous minutes from April 22nd, 2025.

**Acceptance of meeting agenda:** A motion was made to accept the agenda for July 22nd, 2025.

Motion/Second/Approved (m/s/a) unanimously to accept the agenda.

**Animal Services Manager report:**

Glynis welcomed Council member Judy Tuohy to the meeting and thanked Kara Langus for her service on the board as her term ends. Our ACO position is available, and we have final interviews next week. That position became available when former ACO, Christina Johnson decided to go back to her previous position as Animal Care and Customer Service Assistant. We had a kitten yoga in October rather than August, as previously planned. We won the \$20,000 SpotOn grant, after being one of three finalists nationwide. We are in the process of receiving a \$20,000 housing grant from ASPCA to install guillotine doors between the kennels in the back wing. This will provide two separate housing areas for dogs per kennel. The contracted behavior program coordinator was added to the proposed budget for 2026, funded through Fund 151, the Fund for the Animals. The \$20,000 SpotOn grant will also go towards this along with another potential \$40,000 grant that we have received verbal approval for. The feedback is that the behavior program is doing a great job. As you know we struggle to get all our phone calls answered. A new volunteer program called “Pet Detectives” will try to get pets back to their owners and respond to some of our other calls. We have had quite a few calls about coyote sightings in town. Just a reminder that we do not handle wildlife so we would refer those calls out to WDFW. They will not respond unless coyotes have human or domestic animal contact. We do recommend hazing by making loud sounds to scare them away and become less complacent around humans. Glynis requested member reports if there are any.

**Asst Parks Director update:**

Kimberly Moore was not present.

**Member reports and introductions:**

Lindsay Ellsworth started with member reports. She mentioned Wandering Rover stories giving more useful information for the future adopters. Kara Langus transported animals to NOAH this summer, and they were great to work with. Shel Graves renewed her pet license online through the new DocuPet system and she said it was easy. Jennifer Ward commented that Lisa has fit in great in the clinic. Megan Ward had a few items. She brought up the public’s perception of how they view the shelter’s procedure to not let everyone just walk through the kennels. She thinks it would be helpful to educate them on why it’s better now. She also mentioned people’s perception of the Animal Shelter embellishing on what type of breed a dog is so that they are more adoptable. Wondered if we could educate the public on that. She mentioned Next Door as a resource for the future “Pet Detectives”. She also noticed signs for people selling puppies. She wondered about educating the public on the importance of having your pets spayed or neutered.

**Council liaison report:**

Judy Tuohy joined us for the first time. She added in about the wildlife conversation about raccoons. There has been a lot of community input on the deadline date extension on our four buffer zones, we are discussing a two-year extension. The SODA (Stay Out of Drug Area) regularly gets reviewed to make sure the zones are still appropriate.

**Public comment**

None present.

## **Municipal code Revisions**

In January, Glynis will go over in more detail about commercial pet licenses, and then later in 2026 we would likely take the proposed revisions to council. Glynis talked about recent code changes including: changing pet license expiration dates from last day of the month to 365 days from date of purchase; eliminate rabies vaccination as a condition of license purchase and move rabies requirement to a separate section; exempt licensed cats from wearing a collar/tag if microchipped/registered; mandatory microchip implantation at time of first impound; mandatory spay/neuter at second impound; cats/community cats:

- Create definition: “Community cat” means any free roaming cat that may be cared for by one or more residents in the area, known or unknown. Community cats with ears tipped were sterilized and vaccinated against rabies at least one time. Community cats are not considered pet animals.”
- Community cats would not be subject to pet licensing requirements.
- Revise current “at large” violation: “permit any animal to be at large. Exception: licensed domestic cats; (Note: there is a violation that will not be changed: Permit a domestic cat to trespass upon the property of another in such a manner as to be a nuisance);
- Authorize TNR vs. animal abandonment for community cats. There was a discussion of whether cats and dogs should be required to wear a collar with their license info even if they are microchipped and licensed. There was discussion about how many impounds should be allowed before the animal is spayed or neutered, whether altering on the third impound would be appropriate, and whether exceptions should be made for altering senior animals at the recommendation of their veterinarian.

## **Dogs Playing for Life, Adoptoberfest, Rovernights update**

Leslie talked about everyone that joined us for Dogs Playing for Life, whose philosophy is “every dog every day.” The goal is to improve their life and provide enrichment and ultimately become more adoptable. They have been using the fenced play yard for play groups with the shelter dogs. There have been a few hiccups in organizing and getting the volunteers scheduled. Shel graves voiced some concern about “every” dog. She believes that not all dogs would like playgroups. Leslie shared that they hand pick the pairings of the dogs and match them by size and behaviors, with great success. She talked about Rovernights being a great enrichment program for animals and people who cannot have an animal. We get so much information about an animal in a home compared to in a shelter. They often demonstrate different habits in the home. We also had an Open House called Adoptoberfest and it ran very smoothly. We had so many people here that wanted to see animals. It was a free adoption event funded by Best Friends. We did 38 adoptions that day. There was discussion about how there have been lots of positive programs added at EAS and different ways the community can contribute and help animals.

## **Q2 2025 Performance Measures**

Glynis went over the second quarter performance measures.

## **New Business**

No new business.

## **Meeting adjourned at 7:01 p.m.**

**Next meeting date: Jan 27<sup>th</sup>, 2026**

Respectfully submitted by  
Lacey Ross  
Everett Animal Shelter  
Accounting Technician

**Rules of Procedure 2026  
City of Everett Animal Shelter Advisory Board**

<b>Number</b>	<b>Rule of Procedure</b>	<b>Rationale</b>
<b>1.0</b>	<b>Meeting Length</b>	
1.1	The length of board meetings and workshops shall not exceed two hours unless the board approves an extension.	Research demonstrates that the productivity of attendees tends to rapidly diminish after meeting for two consecutive hours.
1.2	The length of special board meetings will be jointly determined by the Everett Animal Services Manager (“Manager”) and the Animal Shelter Advisory Board Chair (“Chair”).	This provides the necessary flexibility based upon the timing of projects and issues that need to be discussed prior to actions that may be taken by the board.
<b>2.0</b>	<b>Meeting Day, Time and Location</b>	
2.1	The regular meeting of the board shall be the fourth Tuesday of January, April, July and October at 5:30 p.m. The Manager and Chair will jointly determine if a regular meeting will be canceled. All meetings of the board are open to the public.	The fourth Tuesday permits the Council liaison to attend.
2.2	Special meetings may be called by the Manager, in consultation with the Chair, if a formal action is required of the board and the action must be taken prior to the next regularly scheduled board meeting. Public notice will be provided in advance of special meetings.	On the rare occasion there may be a need to have a special meeting for an item that is unanticipated and cannot wait until the next regularly scheduled meeting.
2.3	Regular meetings and workshops (if scheduled) will have a standard meeting time for each calendar year. The meeting time will be decided at the regular meeting each January.	This gives Everett Animal Services and the board flexibility to balance a variety of factors that can affect attendance.
2.4	All meetings and workshops shall be held virtually unless otherwise agreed to by the Manager and Chair, and posted on the City’s website at least one week in advance of the meeting date. The meeting location will be decided at the regular meeting each January.	This gives EAS and the board the ability to establish the location(s) on an annual basis and also allows for a different location to have a meeting and/or workshop due to a special circumstance.
2.5	When a regular meeting or workshop falls on a holiday or specially	Necessary because occasionally, a conflict will occur.

	recognized day of celebration (though not an official holiday), the Manager and Chair shall jointly determine if the regular meeting will be canceled or re-scheduled.	
<b>3.0</b>	<b>Meeting Agenda</b>	
3.1	All regular meetings, workshops and special meetings shall have an agenda prepared by the Manager to guide board member and staff discussion. The agenda shall be distributed to board members no later than three business days before regular meetings and workshops. Agenda for special board meetings shall be distributed no later than one business day before said meeting.	This helps to ensure that discussion is focused and that the intent of meetings, workshops, special meetings and retreats is accomplished.
3.2	The Chair has the authority to alter the order of the agenda.	Provides the needed flexibility to account for any issue.
3.3	Regular meeting agenda shall include, at the minimum, the following in the order stated: 1) roll call of members; 2) acceptance of minutes from the previous meeting; 3) adoption of the meeting agenda; 4) Manager report; 5) board member comments; 6) city council liaison report; 7) public comment; 8) board action items (adoption, public hearings and/or recommendation to the Manager); 9) discussion items; 10) information items; 11) new business as time allows and as allowed by the Chair; and 12) adjournment. Under board member comments, members may include requests to have an item placed under new business to allow an appropriate amount of time to initiate discussion, including a request to place items on an agenda at a future meeting. The only planned exception to the agenda is when a public	This order closely aligns with the order of the city council meetings. An opportunity is also provided to more fully discuss board member initiated ideas, observations and/or concerns as part of the new business section without necessarily needing to speak to these types of items under their board member comment's section.  There may be other meetings during the year where a public hearing or public forum is scheduled as part of the Board meeting. In this case, placing hearings/forums as the second agenda item allows staff to advertise a specific time to the public when the hearings/forums will begin.

	hearing/public forum is scheduled at the meeting. If scheduled, the public hearing will constitute the second item on the agenda.	
3.4	Special meeting agenda shall only include action items (adoption and/or recommendation to the Manager). No other item is discussed.	By its nature a special meeting is for a more narrow purpose than a regular meeting.
3.5	Workshop agenda shall only include items for discussion and tasks to be performed. These items are of a nature that extended discussion by board members may be necessary. Items for discussion at workshops would typically precede an action by the board. The Chair shall determine if public comment will be allowed during workshops.	Typically, policy items and comprehensive plan processes affecting staff work priorities are the types of items that would usually be scheduled.
<b>4.0</b>	<b>Meeting Conduct</b>	
4.1	In all practical cases, Robert’s Rules of Order will govern the conduct of meetings and workshops.	This is to help ensure fairness and protection of speech by all board members.
4.2	Acceptance of minutes and board actions (adoptions, public hearing closure and recommendations to the Manager) require motions (first and second) and a quorum. A quorum consists of a simple majority present based on the total number of appointed positions. A quorum shall be four (4) members based upon six (6) or seven (7) appointed positions. A quorum shall be three (3) based on four (4) or five (5) members appointed. Actions shall be determined by a simple majority vote of the members present. Voting shall be by voice unless a board member requests a roll call vote. Board member alternates are voting members in the absence of a regular member.	Motions apply to formal board activity. All other activity involves discussion and consensus.
4.3	Board member, city council liaison and general public comments are limited to three (3) minutes each unless otherwise approved, in advance of the meeting, by the Chair. Discussion items shall not exceed 20 minutes in length (including board questions/comments	This is to help ensure that the gist of the comment is identified and discussion/information items are concisely presented to help ensure that the agenda is followed in the time available.

	unless otherwise arranged ahead of time between the Manager and Chair. Information items shall not exceed 10 minutes in length unless otherwise arranged ahead of time between the Manager and Chair.	
4.4	Discussion of any issue not on the agenda and brought up under board member comments, may be further discussed under new business as time allows. The issues can then be scheduled for further board consideration at a future meeting (see 3.3 above).	This is to help ensure that the rules of procedure framework are utilized in a manner to promote appropriate discussion based on the application of standard meeting protocols. It also allows, as time is available, for additional discussion prior to a potential scheduling of issues at future board meetings.
4.5	It is the responsibility of board members to take the initiative to comment on agenda items. The Chair will conclude agenda items prior to board action and/or direction by offering an opportunity for “final” comments through a general appeal to board members.	This is to both ensure that discussion is not prematurely “closed” and that individual board members are not required to speak on an issue if they desire to remain silent.
4.6	The public can speak on any item not on the agenda as the seventh agenda item (see 3.3 above). The public will also have the opportunity to speak on any item on the agenda after staff presentation and prior to board discussion. Each member of the public is also limited to three minutes.	This follows city council meeting protocol.
4.7	Everett Animal Services shall keep minutes of all regular meetings, special meetings and workshops, including actions of the board, all of which shall be housed at the Everett Animal Shelter. Minutes are public records and subject to public disclosure. The minutes are designed to capture the essence of dialogue and are not meant to be a verbatim summary of remarks.	Specifies in writing what is today’s common practice.
4.8	All board members, staff and guests are expected to comport themselves with respect and collegiality.	Proper etiquette is to be exercised as a requirement of participation.
4.9	Any board member who has a financial, personal or official interest in, or conflict (or appearance of a conflict) with any matter pending	Board members must avoid a conflict of interest or the appearance of a conflict of interest.

	before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his/her seat and refrain from discussion and voting on said item.	
<b>5.0</b>	<b>General Meeting Responsibilities</b>	
5.1	Each board member commits to read agendas and agenda packet materials prior to the start of a meeting or workshop.	Board members cannot discharge their responsibility without reading, absorbing and thinking about the material prior to discussion and/or action.
5.2	During discussions, the Chair “officiates” (i.e. facilitates) the meeting. In this role, the Chair progresses the meeting through the agenda, recognizes all speakers, including board members, extends and/or limits discussion and helps to ensure that, where practical, Roberts rules of order are followed. If an agenda item is likely to require additional time that may impede the likelihood of addressing all agenda items, the Chair shall seek board guidance to either extend an agenda item’s discussion time, postpone any agenda item(s) to a future meeting, if practical, or seek other guidance such as extend the meeting time.	The chair is in the position to promote the conduct of a meeting that is smoothly run. Occasionally, it is not possible to conclude discussion and/or take action as planned. In these cases, it is appropriate for board members to discuss how they wish to proceed, in light of any constraints as may be identified by the Chair and/or Manager.
5.3	The Chair may also 1) appoint ad hoc committees as needed; and 2) select a member to chair any meeting if the Chair or Vice Chair cannot attend. The Vice Chair is to serve as Chair in the event that the Chair is unable to do so.	Provides additional clarity regarding procedure.
5.4	The Chair will restate all motions to help ensure that board members understand the intent of the motion.	Avoids a situation when someone might say he/she didn’t realize what was associated with the vote.
5.5	Board members commit to frame discussion around Everett Animal Services’ vision, mission, the magnitude of benefits, costs and cost savings as a guiding principle. The principal board role is related to policy advice as opposed to administration or	This commitment is to reinforce the notion that there is a balance between the extent of benefits received and the resources needed to extend the benefit. It is also to clearly define “policy advocacy” from “administration.”






	“how” to implement policies and/or programs/facilities.	
5.6	Board members who wish to schedule a discussion of a specific issue will request that the Chair work with the Manager to place the issue on an upcoming agenda.	This is to prevent a meeting from veering off the agenda which is not fair to anyone in attendance.
5.7	Suggestions, ideas and initiatives that are introduced at a meeting where the board members are hearing it for the first time or have not been included in an agenda packet for review will not result in any type of board action and/or commitment at the meeting where first introduced.	No one should be placed on the spot and forced to indicate a position or comment on the worthiness of a proposal without having the opportunity to think about a suggestion, idea or initiative outside of a meeting.
5.8	Board members commit to analyzing staff proposals, asking questions and helping to ensure that they are well thought out and balance benefits with costs. Questions are encouraged by board members during staff and/or consultant presentations in all practical cases.	This is a fundamental responsibility. Most presentations also are structured to have questions asked throughout the presentations.
<b>6.0</b>	<b>Meeting Attendance</b>	
6.1	Board members are volunteers appointed by the Mayor and confirmed by City Council. Their service is voluntary. Notwithstanding the volunteer nature of the membership, board members are expected to attend a minimum number of meetings per calendar year. As soon as known, unique circumstances adversely affecting minimum and/or consecutive attendance requirements stated in (6.2) and (6.3) below shall be discussed with the Manager & Chair.	This statement identifies the nature of the position and the general philosophy. It also helps to ensure that there are always quorums (at least 4 members present).
6.2	Board members commit to respond to the Manager or his/her administrative liaison by 5:00 p.m. the day before a meeting, workshop or special meeting if they cannot attend.	This helps to ensure that the Manager and Chair are aware if agenda items need to be revised and that the proper meeting supplies are prepared in advance, thereby avoiding unnecessary expense.
6.3	Board members commit to attending a minimum of 67% (4 of 6 meetings) of all regularly scheduled meetings,	This is generally the minimum percentage to help ensure continuity of discussion and minimize the probability of board and staff time being devoted to



	workshops and special meetings during a rolling 12 month period.	reviewing material previously discussed and/or acted upon by the board.
6.4	In addition to the requirement of 6.3 above, board members commit to not missing more than two consecutive board meetings, in any combination of sequence of regular meetings, workshops or special meetings.	This helps to prevent significant knowledge gaps from developing which could hinder board member activities, discussions and/or actions.
6.5	Board members, whose attendance does not conform to the requirements of section 6.3 or 6.4 above, and after taking into account any unique circumstances that may affect attendance based on discussion between the member and the Manager and Chair, may be recommended to the Mayor for removal from the board by formal action of the board at a regular meeting.	This is to help ensure that the probability is maximized that there will be full board member attendance.
<b>7.0</b>	<b>Officers</b>	
7.1	The board shall have two officers, a Chair and Vice Chair, to be elected from the members of the board.	Positions are necessary to conduct the meeting.
7.2	The election of the officers shall take place annually in the month of January. The term of office shall run until the next subsequent election.	The Chair and Vice Chair are members with at least one year of service on the board as a regular or alternate member.
7.3	In the event of a vacancy of any officer position during the term of office, the board shall elect a successor from its membership.	As relates to the Chair position, it is not automatic that the Vice Chair becomes Chair.





**Approved this 27<sup>th</sup> day of January, 2026**

Draft

## 2025 EAS PERFORMANCE MEASURES

ANIMAL SHELTER		2021	2022	2023	2024	2025
	Total live shelter animal intake <i>(all species/intake type)</i>	3557	3601	3437	3723	3829
	Average daily shelter population <i>(all animal types)</i>	118	129	122	128	116
	Live release rate <i>(dogs/ cats: live out/total out)</i>	89.5%	88.6%	85.5%	84.3%	86.5%
	Number of spay/neuter surgeries performed	2036	3246	3487	3690	
	Number of volunteer hours <i>(excluding foster hours)</i>	5474	6971	9068	14,158	17,502

ANIMAL CONTROL & LICENSING		2021	2022	2023	2024	2025
	Number of animal control cases	1025	980	880	766	
	Number of pet licenses issued	2872	2900	2625	2329	

FINANCE		2021	2022	2023	2024	2024
	Fund 026 Expenses	\$1,582,914	\$1,758,962	\$2,007,356* <i>Incl \$21,991 transfer from 151</i>	\$1,808,417* <i>Incl \$445,175 transfer from 151</i>	
	Fund 026 Revenue	\$857,220	\$983,401	\$1,012,147	\$1,150,525	
	Fund 151 Expenses	\$136,948	\$183,949	\$203,863	\$662,467	
	Charitable support to the 'Fund for Animals' (151)	\$272,798	\$625,273	\$485,626	\$526,084	

