

Meeting Summary: Animal Facility Operations

Friday, October 9, 2026 · 9:00 AM

Attendees: Brad Caudle, Chief of Police · David Jordan, City Manager · Brian Brooks, City Council Member · Leigh Ann Thornton, Founder & President, BAAB · Reagan Moreno, BAAB Board Secretary

Prepared by: Leigh Ann Thornton, Founder & President, BAAB (from my notes and recollection)

Thank you all for taking the time to meet. This is my understanding of what we discussed, so that we are all on the same page going forward. If I have missed or misunderstood anything, please let me know and I will update it. We are excited to get the new facility open and to work together for Sweeny's animals.

KEY POINTS DISCUSSED

- ✓ **Custody.** Under the signed MOU, the City keeps legal custody of all animals. All decisions about the animals remain with the City. BAAB is a volunteer, supporting nonprofit that may assist with adoption, rescue, transport and vet care as volunteers and funds allow.
- ✓ **Chain of command.** Rodger Larsen reports to Chief Caudle. Any BAAB request that affects what Rodger does with an animal will go through Chief Caudle.
- ✓ **Intake facility.** The old facility will be called the "intake" facility, not "quarantine," because a quarantine designation changes state inspection rules. New animals stay there for the 72-hour hold, then move to the new facility.
- ✓ **The 10x10 room.** The room at the new facility is for intake, processing and dry storage. It is not set up as an office.
- ✓ **Access.** BAAB has a key and the gate code and can access the new facility 24/7. The building should be kept locked when no one is there.
- ✓ **Shelter Luv.** The plan is for Animal Control to enter each animal in Shelter Luv on the day it comes in, including the intake date, circumstances, and any protective-custody or behavior notes.
- ✓ **Moving dogs to rescues or transport.** BAAB does not need to ask permission each time. Placements are to be coordinated with Animal Control and recorded in Shelter Luv so everyone can see where each dog is.
- ✓ **Adoption events.** BAAB may take adoptable dogs to community and adoption events.
- ✓ **Euthanasia.** BAAB will be contacted before any euthanasia decision. Humane euthanasia on a licensed vet's recommendation, and true emergencies where the Chief must act right away, remain with the Chief.
- ✓ **Spay/neuter at intake.** Chief Caudle supports BAAB arranging spay/neuter, vaccines and microchips early when BAAB is able to, since rescue partners require them before they will take a dog.
- ✓ **Call list.** BAAB's three contacts for the City, in order: Leigh Ann Thornton, President, 979-665-6610; Reagan Moreno, Board Secretary, 713-492-3386; Jerri Freshour, Vice President, 979-417-4517.
- ✓ **Communication.** Everyone agreed that better communication is the key going forward.

HOLD PERIOD (STILL OPEN)

Council is considering a hold period of 60, 90 or 120 days in the updated Animal Control ordinance. Nothing has been decided. As I understood it, reaching the hold period would not mean a dog is automatically euthanized. It

would be a point where the City and BAAB talk about the dog's plan, with room to extend for extenuating circumstances such as a scheduled surgery or transport. We all agreed that a year in a kennel is too long.

BAAB's request: BAAB will ask Council on October 20 to set the hold period at 120 days. Vet appointments can be up to two months out, rescue partners require spay/neuter and vaccines first, and transports run on fixed schedules. 120 days would give BAAB a reasonable window to work toward placement. Many dogs may be placed sooner, but timing depends on factors outside BAAB's control.

ACTION ITEMS

#	Action	Owner
1	Confirm with Rodger that the 10x10 room is for intake, processing and dry storage	Chief Caudle
2	Set up Shelter Luv logins for Rodger (city email), Chief Caudle and Council Member Brooks	Reagan
3	Send Reagan the username Rodger would like to use	Rodger Larsen
4	Hold a Shelter Luv training session with Rodger	Reagan / Rodger
5	Enter every new animal in Shelter Luv on the day of intake	Rodger Larsen
6	Look at internet options for the new facility (Wi-Fi extender, air card, iPad or phone)	Chief Caudle
7	Complete final inspection of the new facility, then move the dogs	City
8	Work toward removing the tires from the play area so there is less weed eating for Rodger, as volunteers are available	BAAB
9	A/C compressor: check warranty with Kenny Lee and share his number with David; City repairs if not covered	Leigh Ann / David Jordan
10	Seek food donations once dogs are in the new facility, including a possible Interact Club food drive	BAAB (Leigh Ann / Jerri)
11	Look into applying for the Hill's Science Diet food grant (needs intake numbers from Shelter Luv)	BAAB (Reagan)
12	Consider a keypad lock for the main entrance door	City
13	Set a regular check-in (monthly or every two months) with the Chief, Rodger and BAAB	Reagan / Chief Caudle
14	Send updated October 20 Council materials to David in time for the agenda posting	Leigh Ann
15	Plan a joint open house or ribbon cutting once the facility is running	City / BAAB

OTHER ITEMS DISCUSSED

- Kennels: some kennels still need to be flipped so the barbs face up. Barbs at the bottom can catch dogs' feet. Lacey needed emergency surgery after cutting her foot.
- Trash from the facility goes in the sewer plant dumpster or the warehouse dumpster.
- The City cannot adopt out a dog with a bite or aggression history. BAAB may be able to work with a trainer to evaluate these dogs.
- Leigh Ann will be out of state from October 21 for two to three weeks. Reagan Moreno (713-492-3386) will be the main contact during that time, with Jerri Freshour (979-417-4517) as backup.

Please note: This summary reflects my personal notes and recollection of a discussion. It is not a contract or agreement, does not change or add to the signed MOU, and does not create any legal obligation for BAAB, its board, its volunteers or me personally. Items assigned to BAAB are good-faith goals, not guarantees, and depend on available volunteers, funds and resources.

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