



City of Farmers Branch Action Meeting Minutes Animal Shelter Advisory Committee

Fire Station No. 2
13333 Alpha Link
Farmers Branch, TX 7524

Wednesday, September 17, 2025,

12:00 PM

Fire Station No. 2

Members' Present: Valerie Pena, Kristina Valentine, Donna Manchester, Diana Herrera, Jeanne Kirkland, Theresa Kauloku, Scott Sheaffer

Members Absent: Dr. Ashley Finney

A. CALL TO ORDER

Chair Kristina Valentine called the Animal Shelter Advisory Committee Meeting to order at 12:07 p.m.

B. CITIZEN COMMENTS

There were no members of the public wishing to speak.

C. AGENDA ITEMS

C.1 25-731 Introduction of New ASAC Members and Selection of Chair and Vice Chair.

ASAC members introduced themselves.

Chairman Valentine asked for nominations from the Board for the Chair. Member Theresea nominated Kristina Valentine for Chair. A motion was made by member Theresea, seconded by member Diana Herrera.

Chairman Valentine asked for nominations from the Board for the Vice Chair. Member Diana Herrera nominated Theresa Kauloku for Vice Chair. A motion was made by member Herrera, seconded by member Pena.

C.2 25-728 Consider minutes from June 18, 2025, Animal Shelter Advisory Committee meeting.

A motion was made by Chairman Kristina Valentine to approve the minutes from June 18, 2025, seconded by Jeanne Kirkland to approve the minutes.

C.3 25-732 Receive FY26 Meeting Schedule

Chairman Kristina Valentine presented the FY26 Meeting Schedule and called for a vote to approve. The board unanimously voted to pass the meeting schedule.

C.4 25-729 Receive update on Animal Shelter metrics.

Community Services Deputy Director Scott Webster presented the Animal Shelter Metrics.

C.5 25-730 Receive update on shelter expansion project.

Community Services Deputy Director Scott Webster provided a brief update on the Shelter expansion project, it was approved by City Council on September 2, 2025. Will start working on RFQ for bids from contractors.

D. ADJOURNMENT

Motion by Kristina Valentine, second by Donna Manchester, to adjourn the September 17, 2025, Animal Shelter Advisory Committee meeting.

Chair Kristina Valentine adjourned the meeting at 12:41

Animal Services Supervisor Valerie Pena

Board Chair

