

MINUTES OF THE UNTAH ANIMAL CONTROL AND SHELTER SPECIAL SERVICE DISTRICT BOARD OF DIRECTORS MEETING HELD ON JUNE 9, 2023 at 4:00 p.m., in the Uintah County Building at 152 East 100 North, Vernal, Utah 84078.

BOARD MEMBERS PRESENT: Dave Everett, John Laursen, Nile Mathisen, Debra Hamaker, and Dan Olsen

STAFF PRESENT: Tina Williams, Devin Cobb, Rylee Olsen and Colt Atwood.

PRESENT: Carl Morton was absent.

WELCOME: Dave Everett welcomed everyone to the meeting and the pledge of allegiance was recited.

REQUEST FOR APPROVAL OF THE MINUTES FROM THE APRIL 14, 2023 MEETING: Dave Everett asked if there were any comments, questions, or concerns regarding the minutes from the April 14, 2023 meeting. The Board had no concerns. *John Laursen moved to approve the April 14, 2023, minutes as presented. Debra Hamaker seconded the motion. The motion passed with Olsen, Mathisen, Hamaker, Everett, and Laursen voting in favor.*

DISCUSSION ON ADDITIONAL COSTS FOR WEST SIDE ENTRANCE ROOF/AWNING CAPITAL PROJECT AND MOTION TO APPROVE: Tina Williams stated that she had spoken with Danny Anderson and an engineer because the West side awning will need to be built to code. With the engineer being involved, the project will be approximately \$10,000 more than originally planned. *Debra Hamaker moved to approve the additional \$10,000 for*

the West side entrance awning. Dan Olsen seconded the motion. The motion passed with the following roll call vote;

*Dan Olsen.....aye;
Nile Mathisen.....aye;
John Laursen.....aye;
Deb Hamaker.....aye;
Dave Everett.....aye.*

DISCUSSION ON ENGINEERING & REMODELING COSTS OF LIVESTOCK ROOFING PENS CAPITAL PROJECT, PER CODE REQUIREMENTS: Tina Williams commented that the originally estimated cost was roughly \$76,000, but the new estimate from the engineer is close to \$48,000.

DISCUSSION ON MINERAL LEASE MONIES: Carl Morton was not able to attend the meeting and the discussion on mineral lease monies was moved to the next meeting.

DISCUSSION ON CONTRACTING WITH VERNAL CITY FOR NEW DISTRICT CIVIL ATTORNEY REPRESENTATION: Tina Williams stated that Vernal City hired a new civil attorney. The new attorney starts July 3rd for the city. Dan Olsen asked what the District spent on attorney fees during 2022. Tina Williams replied approximately \$6,100 was spent on attorney fees.

DISCUSSION AND MOTION TO APPROVE A ONE-TIMECONTRIBUTION OF FUNDS TO HELP OFFSET PLANNED ESTRAY RANGE HORSE ROUND-UP COSTS: Tina Williams discussed the horse round up that Richie Anderson did in May. Colt Atwood stated that there are roughly 100 head of horses still and how Richie is wanting to get at least 80 gathered up. Tina Williams mentioned how it will be helping the county as whole if the district

helps off-set the cost. John Laursen stated he had concerns about not having a contract with Ritchie Anderson. ***Nile Mathisen moved to approve a one-time contribution of \$2,000 to Ritchie Anderson for a horse round up in Uintah County AFTER he signs a contract. John Laursen seconded the motion. . The motion passed with the following roll call vote;***

Dan Olsen.....aye;
Nile Mathisen.....aye;
John Laursen.....aye;
Deb Hamaker.....nay;
Dave Everett.....aye.

REQUEST FOR APPROVAL TO DECLARE (1) 2014 HP PAVILION 570-P026 DESK TOP COMPUTER & KEYBOARD AS “SURPLUS PROPERTY” AND TURN OVER TO VERNAL CITY IT FOR RECYCLING:

The Board reviewed the photos. ***Dan Olsen moved to declare the 2014 HP Pavilion Desktop and keyboard as surplus property and turn it over to Vernal City IT for recycling. John Laursen seconded the motion. The motion passed with Olsen, Mathisen, Hamaker, Everett, and Laursen voting in favor.***

REQUEST FOR APPROVAL TO DECLARE (1) POLAROID 1200 FF 100MM CAMERA AS “SURPLUS PROPERTY” AND TURN IT OVER TO VERNAL CITY IT FOR RECYCLING: The Board reviewed the photos. ***Dan Olsen moved to declare the Polaroid camera as surplus property and turn it over to Vernal City IT for recycling. Debra Hamaker seconded the motion. The motion passed with Olsen, Mathisen, Hamaker, Everett, and Laursen voting in favor.***

REQUEST FOR APPROVAL TO DECLARE (2) SPRINT SAMSUNG FLIP TOP CELL PHONES AND (2) MOTOROLA ALLTEL FLIP TOP CELLPHONES AS “SURPLUS PROPERTY” AND TURN THEM OVER TO VERNAL CITY IT FOR RECYCLING: The Board reviewed the photos. ***John***

Laursen moved to declare the (2) Samsung flip top cell phones and the (2) Motorola flip top cell phones as surplus property and turn them over to Vernal City IT for recycling. Debra Hamaker seconded the motion. The motion passed with Olsen, Mathisen, Hamaker, Everett, and Laursen voting in favor.

REQUEST FOR APPROVAL TO DECLARE (2) 20 YEAR OLD & DAMAGED LG HEAVY DUTY METAL SHELVING/STORAGE RACKS AS “SURPLUS PROPERTY” AND DISPOSE OF AT LANDFILL: The Board reviewed the photos. ***Nile Mathisen moved to approve declaring the large heavy duty metal shelving/storage racks as surplus property and dispose of. Debra Hamaker seconded the motion. The motion passed with Olsen, Mathisen, Hamaker, Everett, and Laursen voting in favor.***

REQUEST FOR APPROVAL TO DECLARE (1) PANASONIC CORDLESS PHONE W/ BASE & CHARGER, AND (2) PANASONIC CORDLESS PHONES W/ CHARGERS, AS “SURPLUS PROPERTY” AND TURN OVER TO VERNAL CITY IT FOR RECYCLING: The Board reviewed the photos. ***John Laursen moved to declare all 3 Panasonic cordless phones and their accessories as surplus property and turn it over to Vernal City IT for recycling. The motion passed with Olsen, Mathisen, Hamaker, Everett, and Laursen voting in favor.***

REQUEST FOR APPROVAL OF RESOLUTION NO. 2023-01, TO APPROVE & ADOPT REVISIONS TO CHAPTER 9.07 EMPLOYEE TRAVEL, SECTION 0.07.020, PARAGRAPH H. PERDIEM ALLOWANCE IN THE PERSONNEL POLICY & PROCEDURE MANUAL: Tina Williams mentioned the updated fees came from Vernal City. ***Dan Olsen moved to approve resolution No. 2023-01 as presented. Nile Mathisen seconded the motion. The motion passed with the following roll call vote;***

Dan Olsen.....aye;

Nile Mathisen.....aye;

John Laursen.....aye;

Deb Hamaker.....aye;
Dave Everett.....aye.

REQUEST FOR APPROVAL OF REVISED DISTRICT TRAVEL & EXPENSE AUTHORIZATION FORM: Tina Williams stated that the form changed due to updated fees. *Dan Olsen moved to approve the revisions to the District travel & expense authorization form. Debra Hamaker seconded the motion. The motion passed with Olsen, Mathisen, Hamaker, Everett, and Laursen voting in favor.*

REVIEW OF AND REQUEST FOR APPROVAL TO ELECT TO PARTICIPATE IN PEHP'S LONG TERM DISABILITY BENEFIT PILOT PROGRAM: Tina Williams stated that PEHP will cover mental health on long term disability. With the addition of mental health coverage the Districts fees will go up from 0.5% to 0.68%. *John Laursen moved to participate in PEHP's long term disability benefit pilot program. Nile Mathisen seconded the motion. The motion passed with the following roll call vote;*

Dan Olsen.....aye;
Nile Mathisen.....aye;
John Laursen.....aye;
Deb Hamaker.....aye;
Dave Everett.....aye.

TREASURER REPORT-APRIL 2023: The Board reviewed the report. Dan Olsen mentioned that the return rate on investments was at 5.0063%.

TREASURER REPORT-MAY 2023: Dan Olsen reported that at the end of May the Zions account had \$130,458.95, the regular account had

\$561,818.75, and capital projects had \$203,264.12, for a total of \$895,541.82. The mineral lease deposit was received along with dividends.

MONTHLY PAYMENT APPROVAL REPORT-APRIL 2023: The Board reviewed the report and had no comments. *Nile Mathisen moved to approve the April 2023 payment report as presented. John Laursen seconded the motion. The motion passed with the following roll call vote:*

Dan Olsen aye;
Nile Mathisen..... aye;
Debra Hamaker..... aye;
John Laursen..... aye;
Dave Everett..... aye.

FINANCIAL STATEMENT-MARCH 2023: The Board reviewed the financial statement and had no remarks. *John Laursen moved to approve the March 2023 financial statement as presented. Nile Mathisen seconded the motion. The motion passed with the following roll call vote;*

Dan Olsen..... aye;
Nile Mathisen..... aye;
John Laursen..... aye;
Deb Hamaker..... aye;
Dave Everett..... aye.

FINANCIAL STATEMENT-APRIL 2023: Tina Williams stated that the District has been within budget. *John Laursen moved to approve the April 2023 financial statement as approved. Debra Hamaker seconded the motion. The motion passed with Olsen, Mathisen, Hamaker, Everett, and Laursen voting in favor.*

DRAFT STANDARD FINANCIAL REPORT-MAY 2023: Devin Cobb mentioned that the shelters gas and auto is in the 90's percentage, but that is due to an error from the financial department. The department accidentally added animal controls bill to the shelter. Devin stated that the error will be fixed.

ANIMAL CONTROL STATISTICS-APRIL & MAY 2023: Colt Atwood stated that animal control was very busy during April & May. Tina Williams mentioned that in a 3 month span the officers have driven over 11,000 miles.

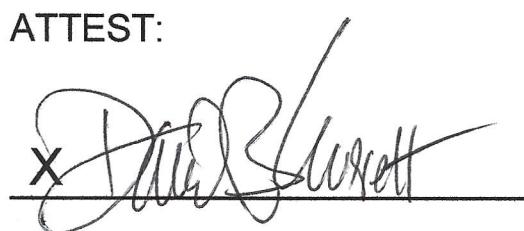
SHELTER STATISTICS-APRIL & MAY 2023: Devin Cobb reported there were 51 cats and 76 canines impounded during April. Of those impounded 29 were adopted, 34 were claimed by their owners, and 71 went with rescues. Devin stated that during May there were 75 cats, 89 dogs, 3 guinea pigs, and 3 turtles impounded. Of those impounded during May, 48 were claimed by their owners, 28 were adopted, and 46 were sent with rescues. At the end of May there were still 86 animals impounded. Devin mentioned during April there were 4 head of livestock impounded and during May there were 9 head of livestock impounded.

DISTRICT ACTIVITIES REPORT-JUNE 2023: Tina Williams stated that a lot of animals have been sent with rescue groups. The shelter held a couple adoption events that were successful. Total fund expenditures were at 29.87% with 41.67% of the fiscal year elapsed. Devin Cobb mentioned that during a rabies training the rabies experts stated that Utah could see rabies in mammals within the next couple years. Tina Williams reported that all three animal control officers were certified for electronic citations. At the beginning of June, the shelter started offering free microchips to the public. The microchips were provided by Best Friends Animal Society. Tina commented that a limited hourly employee resigned. The Board reviewed photos of the new dog kennels purchased with grant money and the new storage shelving.

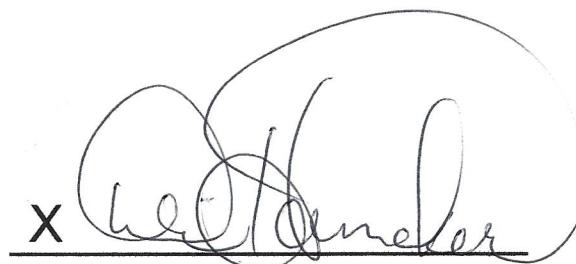
MISCELLANEOUS ADMINISTRATIVE UPDATES & REPORTS: There were no updates or reports.

ADJOURN: There being no further discussion, *Dan Olsen moved to adjourn the meeting. Nile Mathisen seconded the motion. The motion passed with a unanimous vote, and the meeting was adjourned.*

ATTEST:

A handwritten signature in black ink, appearing to read "Dan Olsen". It is signed over a horizontal line.

Chair-person

A handwritten signature in black ink, appearing to read "Nile Mathisen". It is signed over a horizontal line, with the name enclosed in a circle.

Secretary