

**MINUTES OF THE UNTAH ANIMAL CONTROL AND SHELTER
SPECIAL SERVICE DISTRICT BOARD OF DIRECTORS MEETING
HELD ON February 9, 2024 at 4:00 p.m., in the Uintah County Building at
152 East 100 North, Vernal, Utah 84078.**

BOARD MEMBERS PRESENT: Nile Mathisen, Debra Hamaker, and Dan Olsen. John Laursen and Ed Long were excused.

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

Members of public: Craig Nebeker

WELCOME: Debra Hamaker welcomed everyone to the meeting and the pledge of allegiance was recited.

REQUEST FOR APPROVAL OF THE MINUTES FROM THE FEBRUARY 9, 2024 MEETING: Debra Hamaker asked if there were any comments, questions, or concerns regarding the minutes from the meeting. The Board had no concerns. Nile had a concern for the misspelling of his name. Dan stated that everything needed to be in the past tense, *Dan Olsen moved to approve the minutes as presented, with corrections made. Nile Mathisen seconded the motion. The motion passed with Olsen, Mathisen, and Hamaker voting in favor. Roll call:*

Dan Olsen aye;

Nile Mathisen aye;

Debra Hamaker..... aye.

Craig Nebeker entered the meeting: Devin Cobb stated that Craig Nebeker would be overseeing all current capital projects because he had helped in the past and did a great job.

PUBLIC BUSINESS

1. Request for approval to hire CRS Engineering to overhaul 2024 walls, ceilings, and doors capital projects, and resubmit. – Dan Olsen questioned what a rough estimate would be on this project. Tina Williams discussed the last bid pricing with the exclusion of the outdoor livestock pen, Craig explained that it will be around \$50,000 less than the initial bidding, from last year. Craig gave a rough estimate of the cost being around \$80,000 to \$90,000 in total. Dan Olsen stated it would be a good use of the mineral lease money. Tina stated that after the renovations the building should be adequate for another twenty years. **Dan Olsen moved to approve the motion, Nile Mathisen seconded, with the following roll call:**

*Dan Olsen*aye;

*Nile Mathisen*aye;

*Debra Hamaker.....*aye.

2. Request for approval to hire CRS Engineering to oversee parking lot parking lot patch paving capital project- Craig Nebeker discussed that there is a 2-3 inch step that would need repaired, but the asphalt is not very concerning overall. The main concern is the drain basins that have settled over the years. Tina Williams added that the asphalt patch that was ripped up for repairs previously by the front door, needs to be replaced as well. Dan Olsen questioned if Craig had the cost estimate to which Craig explained why he has not yet and explained how he wanted to do a walk through because some adjustments had been made to the plans. Craig stated he could get an estimate together and send it out by email the following week. Craig stated that the bid dates be due March 7, 2024, with the approval of the board. Craig also recommended a pre bid meeting be set for February 29. 2024 that would also include a walkthrough of the site. Tina asked if Craig was going to advertise on the state website, in which Craig stated that it was required to be advertised on the Utah website. At Craig's recommendation he requested finding local contractors and personally invite them as well in which he agreed to facilitate. Dan Olsen motioned for the approval of the

resubmit, Nile Mathisen seconded the motion, Debra Hamaker called for a roll call;

Dan Olsenaye;

Nile Mathisenaye;

Debra Hamaker..... aye.

3. Request for approval for CRS Engineering to resubmit 2023 shelter awning capital project- Nile Mathisen moved to approve the motion, Dan Olsen seconded the motion, with a roll call;

Dan Olsenaye;

Nile Mathisenaye;

Debra Hamaker..... aye.

4. Request for approval to roll over seasonal employees to full- time benefitted position: Devin Cobb described the seasonal employee as a great worker and that she showed initiative. In his recommendation she would be a great member to be kept on full time. **Deb Hamaker moved to approve the motion. Dan Olsen seconded the motion. The motion passed with the following roll call vote:**

Dan Olsenaye;

Nile Mathisenaye;

Debra Hamaker..... aye.

5. Addition of new board member Ed Long to Zions Bank Account: The Board had no comments. **Deb Hamaker moved to approve. Dan Olsen seconded the motion. The motion passed with the following roll call vote:**

Dan Olsenaye;

Nile Mathisenaye;
Debra Hamaker..... aye.

Request for approval to declare 2016 HP Pavilion Intel core 15 laptop computer as “surplus property” and dispose of with Vernal City IT. Devin Cobb stated that the technology of the laptop was outdated and needed to be upgraded. **Nile Mathisen motioned for approval; Dan Olsen seconded the motion. The motion passed with the fallowing roll call vote:**

Dan Olsenaye;
Nile Mathisenaye;
Debra Hamaker..... aye.

Closed Session 4:30

Discussion of the character, professional competence, or physical or mental health of an individual.

Dan Olsen made a motion for the meeting to move into a closed session. Deb Hamaker seconded the motion.

Dan Olsen made a motion to move out of the closed session, Nile Mathisen seconded,-Debra Hamaker called for a roll call:

Dan Olsenaye;
Nile Mathisenaye;
Debra Hamaker..... aye.

TREASURER REPORT-: Dan Olsen read the treasurer report as follows; at the end of January 31st, 2024, in the Zions Bank account there was \$88,067.00. In the PTIF (Regular) there was \$804,164.76. In the PTIF (Capital Projects) there was \$210,708.00, for a total of \$1,102,939.76. On 01/01/24 there was a Mineral lease deposit to the PTIF (Regular Account) in the amount of \$83,333.33. On 01/02/24 there was a withdrawal in the amount of \$75,000.00. from the PTIF, which was deposited into Zions Bank.

On 01/31/24 the PTIF Capital Projects received a reinvestment dividend in the amount of \$976.44. Dan also stated the current PTIF interest rate was 5.481%.

MONTHLY PAYMENT APPROVAL REPORT-: The Board reviewed the report and had no comments. *Deb Hamaker moved to approve. Nile Mathisen seconded the motion. The motion passed with the following roll call vote:*

*Dan Olsen*aye;

*Nile Mathisen.....*aye;

*Debra Hamaker.....*aye;

Draft Financial Statement- January 2024. The board had no comments.

ANIMAL CONTROL STATISTICS-: Tina Williams stated that calls are up 33% for January 2024, compared to January 2023. Tina Williams also stated stray dog calls are up 77% from the previous year, dog at large calls are up 22% from the previous year, and animal bites are up 267% from the previous year. Colt Atwood did not have the paper present to read the statistics, Tina Williams recited them.

SHELTER STATISTICS-: Devin Cobb gave the shelter stats as follows; the records clerk position was filled by Abbigayle Jackson. Colt Atwood and Rylee Olsen went to a Utah Animal Control conference in St George. Devin Cobb then discussed a couple of cases that Animal Control has been working on, involving a few horses and some dogs. He stated the shelter has had quite a few impounds between Uintah County and Vernal City that were mostly claimed. He continued that it has been difficult to get dogs moved at this current time. Tina Williams discussed an Animal Control case which

involved a poorly conditioned horse. The seized horse was rated to be in 1.5 body weight condition by a veterinarian at Countryside Vet Clinic.

DISTRICT ACTIVITIES REPORT-: Tina Williams stated that feline impounds are down 48% and canine impounds are the same amount as January 2023, at 73%. No other impounds were listed for January. Claims are up 88% with 5 impounded Livestock. Tina stated that two goats were still impounded, and the owner had been notified with a lien for labor and cash services letter, that stated if they were not claimed by February 12. 2024 they would be sold at the next auction. Heidi retired and Tina stated there were a total of 39 volunteer hours for January.

MISCELLANEOUS ADMINISTRATIVE UPDATES & REPORTS: Devin Cobb stated that it was approved to trade in the Expedition for a new shelter vehicle. Devin got estimates from three different dealerships, which were L&L Motor, Murry Motor and Heritage Automotive. The vehicle at Murray Motor is a GMC, and it's not on the lot and they couldn't give a trade-in value until it was. The vehicle from Heritage Automotive is an F150 and it is on the lot. Deb questioned about a fleet discount and how much they estimated for trade in for the Expedition. L&L is having a brand new Dodge RAM 1500, built on February 9, 2024. Devin stated after trade in the estimate for the Dodge would be the lowest. A discussion was had over quality issues with each make and a further breakdown on prices. the decision was made to purchase the Ford F-150 at Heritage Automotive. The shelter had only budgeted \$50,000 for a new vehicle. After discussion Deb made a motion to allow the budget to be higher to purchase the Ford F-150 in favor of a better trade in value in the future. Dan Olsen seconds. Debra Hamaker called for a roll call:

Dan Olsen aye;

Nile Mathisen aye;

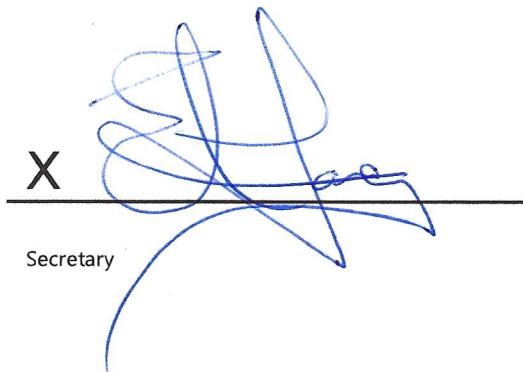
Debra Hamaker..... aye.

ADJOURN: There being no further discussion, 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 blue ink, appearing to read "Laith Mathisen", is written over a horizontal line. An "X" is placed to the left of the signature.

Chair-person

A handwritten signature in blue ink, appearing to read "Dale", is written over a horizontal line. An "X" is placed to the left of the signature.

Secretary