

North Utah Valley Animal Services Special Service District  
Pending Monthly Board Meeting Minutes  
March 28<sup>th</sup>, 2024  
87 East 100 South, Pleasant Grove, Utah 84062

**BOARD MEMBERS PRESENT:**

American Fork- Stuart Fore  
Cedar Hills- Chandler Goodwin  
Highland- Scott Smith  
Lehi- Chad Ray  
Lindon- Orlando Ruiz  
Orem- Kris Pease /  
Pleasant Grove- Carl Nielson  
Utah County- Steve Alder  
Utah County Sheriff's Office- Yvette Rice  
Vineyard- Don Overson

**MEMBERS ABSENT:**

Alpine-  
Eagle Mountain- Tara Freeman  
Saratoga Springs- Owen Jackson  
Utah County-

**OTHERS PRESENT:**

Director- Tug Gettling  
Legal Counsel- Laramie Merritt  
Minutes- Janeen Olson

**OTHERS ABSENT:**

**OPEN THE MEETING:**

1. Welcome and Introductions: Chair Yvette Rice opened the meeting just after 10:00 a.m., wishing the group a good morning.
2. Prayer/Thought- Offered by Chad Ray

**WORK SESSION ITEMS:**

1. No Items.

**PUBLIC HEARING ITEMS:**

1. No Items.

**GENERAL MEETING ITEMS:**

1. **Public Comment-** Caroline Fox and Karen McCoy were both in attendance, neither expressed an interest to comment.
2. **Review and approve Minutes from the February 29<sup>th</sup>, 2024, North Utah Valley Animal Services Special Service District (NUVASSSD) Board of Directors Meetings-** Don Overson moved to approve the minutes, Chandler Goodwin seconded the motion, all were in favor and the motion carried.
3. **Financial Report-** Tug referenced the February Check Register, noting the two larger amounts of \$6,428 and \$1,623 both for utilities and both within the normal range billed. Other than that, most of the charges were small and nothing out of the ordinary. *Laramie Merritt entered the room at 10:03.*  
Moving on to the Monthly Financial Statement, Tug advised we are getting to the last quarter of the fiscal year and showing 73.7% of the year gone by. Our total income is above that at 87%, which is good, and expenses at 60.1%, which is lower and also how we like it. He pointed out that under Income, line-item Animal Licenses are at 63.5% and Animal Impound Fees are at 63.4% both of which are a little lower than we budgeted for, however we anticipate a lot more animals coming in the next few months. Tug also stated the Interest Earnings percentage is also high, this is

what we are earning from our PTIF and Capital Outlay funds are always an added benefit.

*Scott Smith entered the room at 10:04, Steve Alder at 10:05.*

Tug advised on the Expense side, line-item Supplies-Medicine & Vaccines at 80.4% like last month are higher, however offsetting those are the Professional & Technical Services- Animal Veterinary Care lower at 23.3%. He advised they are seeing a lot more sickness with animals coming into the shelter, a lot of which still has to do with the respiratory illness in canines. Luckily, we have not lost any, but it has proved to be a challenge, currently this morning we still have eight dogs in isolation due to it. Tug also noted the Maintenance & Repair line is also higher at 82.2%, a lot of that stems from the cost of doing business and the smaller repairs such as replacing light switches or fixing faucets, those types of things. A few other things are on the positive side, with lower numbers are the Removal Fees at 66.4% which equates to lower rates of euthanasia. Our Salaries & Wages-Temporary is also lower at 67.7%, it is however catching up now that we have hired more. Scott inquired if the animal licenses issues we have been dealing with this last year are caught up and actually reflecting the correct numbers, Tug advised that has been corrected.

#### 4. Shelter Progress Report- Tug Gettling

- Tug gave an update on the air handler unit that is being replaced, the quote for just the unit, not shipping or installing was \$34,244, we set aside \$25,000 in this budget as well as \$25,000 this next fiscal year which should handle it. The County approached Tug about replacing the roof at the same time, he advised the cost of that is around \$150,000 and we projected that for the 2026-2027 budget and advised we are not in a position to do that now, nor does it need to be replaced yet.
- The window wrapping for the front of the building that Tug mentioned last meeting, he has decided to wait until the end of fiscal year to make sure where the budget is, when he checked almost a year ago the cost was around \$3,000. He still believes it is a good idea to reduce heat, the glare on the window, and it helps promote the shelter.
- Regarding personnel, we had one animal care attendant leave, we believe we have a replacement, if things get worked out with the process through Orem City onboarding system they should be starting next week.
- Tug reminded everyone that in April we will do our Tentative Budget, with the Final Budget in June.
- Tug reviewed a letter regarding renewal for our Workers' Compensation Insurance stating it will be going down 10%, from \$54.15 to \$48.54. They have also changed how the payment is made, so it will be lower, but all at once so more upfront starting July 1<sup>st</sup>.
- As of this morning we had 64 dogs, and 53 cats, which for the amount of cats is really good. It is an increase of 31 cats since the lowest part of this month, but still a lot better than the 220 cats which we have seen previously. The number of dogs is actually a decrease of 19 dogs since the highest point this month, still a lot higher than we like, but we can still attribute a lot of those to the canine infection and they have to stay longer before we can release them. These next few months we always see an increase in cats, as well as births, on Monday we had four cats with litter of kittens at the shelter which greatly increases our numbers. *Carl Nielson entered the room at 10:13.*
- Tug reviewed the idea of donor recognition, which was previously discussed, they compiled a list of donors that had given more than \$100 dating back to the end of 2021. There were 34 on the list, however some of those had donated multiple times, so going by name only it puts the count at 25. He noted those that were "in honor of" or "in memory of", those coming from estates are the largest donors, with a lot of those in 2022 in honor of Betty White. They are now just trying to work on ways to display and honor those in the lobby of the shelter.
- In the seven months that we have been staying open until 5:30, we are still tracking the amount of individuals that come into the shelter after 5:00, currently we are at .71 a day, Tug stated they will keep doing that up to a year and then possibly revisit that.
- Tug updated the board on the case where the male drove his truck into the front of our building, he noted they got a letter from the Department of Finance, Fourth District Court, asking if we would be willing to forgive any of the restitution at the request of the suspect. Tug read the different options presented such as partial or all of it, his opinion was that none of it should be forgiven, but he wanted to get the board's opinion as well. He stated the balance owed to the shelter was about \$1,000 while the cost to the shelter was over \$12,000, with insurance that might be the remainder after the deductible. As Tug was reviewing this, he stated at the time the insurance was

done through the County and this may need to go to the County instead. A short discussion was had amongst the board members and if it was their decisions and not the County's it was decided that none of the amount owed should be forgiven. Tug will do follow up to determine who needs to make that decision.

- Our volunteer groups are going well, we have a lot more than previously and have a group of volunteers coming today of around 26 individuals. Since they can't all be in the lobby at once they are going to have some work outside doing yard work and rotate around during the two-hour period. We have also added a few rescue groups that have been approved and working great.

A few side discussions were had regarding: A media article released and the impacts on shelters. The Vineyard Connector construction proposal and how that impacts the shelter, Laramie will check on what the requirements are regarding timeline of notification if the shelter is impacted. Steve mentioned doing the donor wall as a mobile option if we have to relocate or even using pavers with their names on for walking paths outdoors. Tug will try to get an update for the next meeting on the Vineyard Connector.

5. **Discussion/decision regarding protocol when a quorum is not present at board meetings-** Yvette reviewed that during last month's meeting the question of what should be done if a quorum is not present for a meeting and what the options are and requested Laramie to discuss those options. Laramie advised that part of the reason this came up was that our current bylaws don't address what to do in that situation. The newest version of Robert's Rules that he reviewed states that as a general rule, when you don't have a quorum, the only authority the board has at that time is to adjourn the meeting and set a date for the next meeting or when it is to be rescheduled to. However, in looking at State law, while you cannot take action at a meeting where you don't have a quorum, there are some informational types of things that may still occur. He noted that back in the end of 2023, we didn't have a quorum, however we had several members of the public who had come prepared to make comments and rather than not hear them, we had the public comment section but could not take any action. The question comes is it really effective and when the public is here, we want the board to be able to hear it and take appropriate action or set on the agenda for the next time. He noted the State Board of Education allows their superintendent to give their reports, much like Tug gives the financial and shelter progress reports. So, one alternative would be to allow such type of reports and take no action, the other would be to just adjourn and save everything for the next meeting when a quorum is present. Yvette clarified that regardless of what direction we go the bylaws need to be updated and she requested from the other board members what their cities do and what their preferences would be. A short discussion was had regarding reviewing previous minutes to review what was said, consideration that the public has taken time off work or made other arrangements to be able to attend. Laramie advised he doesn't have a preference for either, but he believes there should be guidance on how to proceed. Yvette requested if anyone feels strongly about changing what we have historically done and allowing the information to be shared and discussion to be made, then any action should be held until a quorum is present. The consensus was to allow the comments to be made and continue what we have done historically and updated the bylaws to reflect that.

#### **ACTION ITEMS:**

1. Proceedings without a quorum present- Scott Smith moved to amend the bylaws to clarify actions to be taken at a meeting at which a quorum is not present and specifically to allow public comments, the Director's reports, and discussion without taking any formal action or taking votes or making any decision. Stuart Fore seconded the motion. Roll Call: Yvette Rice, Utah County-Yes, Scott Smith, Highland City-Yes, Don Overson, Vineyard City-Yes, Chad Ray, Lehi City-Yes, Orlando Ruiz, Lindon City-Yes, Kris Pease- Orem City-Yes, Carl Nielson, Pleasant Grove City-Yes, Stuart, American Fork City-Yes, Chandler Goodwin, Cedar Hills City- Yes, Steve Alder, Utah County-Yes. All were in favor, motion carries unanimously.
6. **Other business-** None

7. **Adjourned-** Chair Yvette Rice adjourned the meeting at 10:42 a.m.

**CLOSED DOOR SESSION:**

1. No items

Next Meeting: April 25th, 2024 @ 10:00 a.m.

**PENDING MINUTES (subject to change until approved)**