

North Utah Valley Animal Services Special Service District
Pending Monthly Board Meeting Minutes
April 25th, 2024
87 East 100 South, Pleasant Grove, Utah 84062

BOARD MEMBERS PRESENT:

Cedar Hills- Chandler Goodwin
Highland- Scott Smith
Lehi- Chad Ray
Lindon- Orlando Ruiz
Orem- Kris Pease
Pleasant Grove- Carl Nielson
Saratoga Springs- Owen Jackson
Utah County Sheriff's Office- Yvette Rice
Vineyard- Don Overson

MEMBERS ABSENT:

Alpine-
American Fork- Stuart Fore
Eagle Mountain- Tara Freeman
Utah County- Steve Alder
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 wished everyone at the Board of Directors Meeting a good morning and expressed gratitude to Pleasant Grove City and Carl for hosting and helping facilitate the meetings in their building each month. She opened the meeting at 10:08 a.m.
2. Prayer/Thought- Offered by Scott Smith

WORK SESSION ITEMS:

1. No Items.

PUBLIC HEARING ITEMS:

1. **Open Public Hearing-** Owen Jackson moved to open the Public Hearing. Scott Smith seconded the motion. All were in favor and the meeting was opened at 10:10 a.m.
2. **Presentation of the Fiscal Year 2024-25 NUVASSSD Tentative Budget-** Tug referenced the handout for the proposed Tentative Budget advising most of it is business as usual, however there are some things we need to discuss, and the board will need to consider. He stated that he was contacted by the County this week and advised that the air handler unit had arrived, we have \$25,000 in this year's budget and will have to put another \$25,000 in the upcoming budget. The unit itself is \$34,000 and he was quoted around \$16,000 for installation, putting it just over the expected \$50,000. Tug noted this will affect us and the budget in a couple of ways, one of which is we will have to pay for it out of the current budget year. The other is that County stated they will need seven good days of weather to prepare for and install the new unit. During that period, they will need to remove the old make up unit, replace the roof curb, repair the roof, set the new unit in place, finish the wiring, and redo the gas line, while this construction is going on we will not have working air flow through that portion of the shelter. Tug noted we will take the needed amount out of the Capital Outlay Fund and replenish it next year as reflected on the 2024/25 in the budget column on the handout under the Expenses line item- Capital Outlay- \$25,000. Additionally, the Air Handler Unit Replacement Fund is zero due to it being done in this budget cycle out of Capital Outlay monies. Tug also pointed out we are still putting money aside for roof replacement, which hopefully wont happen until 2026 or 2027, as well as putting \$10,000 aside in a Vehicle

Replacement Fund. He also went over how last year we used \$80,000 from retained earnings, as well as some the previous year, to help offset the budget with the increased costs. Tug feels like we shouldn't keep pulling from that account and stated he didn't use any for this budget and that will affect the city participation fees for everyone. He also pointed out that when he was putting together the Tentative Budget it was based on only 73% of the fiscal year and some of it may change in the next couple of months, hopefully for the better. One other line item he wanted to point out was the Expenses- Professional & Technical Services which went up, Tug briefly went over the issues we have with our current dog licenses website and the inability to get it fixed so for the last several years he has been looking into replacing that. He met last week through ZOOM with a company that had already presented to the SUVAS and Tug is meeting with the South Shelter on Monday to go over it again with them. The cost quoted to build their system, initial set up costs, and to run it for a year was \$22,393, we would be splitting that cost with SUVAS, bringing our total down to roughly \$11,200, after that it is \$8,500 a year to maintain. Tug inquired with the board members if that was a reasonable amount to which they agreed for information systems that it was, as well as the savings gained by splitting the cost with the other shelter. He also noted he wasn't involved in the original meetings with SUVAS but that the original cost had been reduced by over \$24,000.

Tug also presented a handout with the city participation fees included for all of the cities from both last year and the proposed amount for the new budget, including the total number of intakes of animals each city brought into the shelter.

Scott inquired as to why the salaries & wages are projected to go up, but the benefits go down, stating he hasn't seen that pattern before? Tug explained that depending on if employees opt out or how large their families are it varies, currently they have one employee only doing dental and another opted out completely, whereas last year they had one with family coverage costs us around \$40,000. Owen suggested that although we can always amend the budget, in the future he may want to look at setting the standard to always budget as if everyone will take the family benefit, that way if someone leaves and you hire someone else it isn't a concern if they need more benefits. He also noted in regard to the air handler unit getting that fixed before the warmer temperatures would be ideal and did County have a timeline? Tug advised dependent on weather conditions; they were targeting for the second week in May, but it would just depend on those conditions. He also advised there was unexpected additional cost they received from the County, explaining they get an invoice quarterly for any preventative maintenance, parts and labor that historically is around \$2,000, this week he received one for \$10,000, without explanation. In checking he was advised this was the cost from trying to get the issue with the HVAC system not working properly, that involved several months of working with both Orem City and Utah County Information Systems Technology and Atkinson Electronics to resolve that. In the past we have had great communication with the County before any purchase, even very small ones, he believes this stemmed from a new individual in their finance section. Tug plans to speak with them as a reminder for larger purchases some type of pre-approval is warranted. Scott inquired as to why the revenue for animal sales and adoptions is predicted to drop, Tug explained he is basing that on the projections that he currently has, using the more conservative approach. He also gave a short explanation of why the interest in the capital outlay accounts is higher, and how the estimated fees for the cities are based off of the intake of animals from the cities.

3. **Public comment regarding Fiscal Year 2024-25 NUVASSSD Tentative Budget-** Alex Palacios with Eagle Mountain City requested the amount for their city fees, Tug advised he would provide him with a copy of the handout. Chandler Goodwin entered the room at 10:28 a.m.
4. **Motion to close Public Hearing-** Owen Jackson moved to close the Public Hearing. Don Overson seconded the motion. All were in favor and the hearing was closed at 10:29 a.m.

GENERAL MEETING ITEMS:

1. **Public Comment-** Caroline Fox, Karen McCoy, Kirsten Halliday, Becky Halliday, Justin Stewart, and Alex Palacios were in attendance, none expressed an interest to comment.

2. **Review and approve Minutes from the March 28th, 2024, North Utah Valley Animal Services Special Service District (NUVASSSD) Board of Directors Meeting-** Scott Smith moved to approve the Minutes from the March 28th, 2024, NUVASSSD Board of Directors Meeting. Owen Jackson seconded the motion. All were in favor and the motion carried.
3. **Financial Report-** Tug advised a lot of the information on the Financial Report has already been reviewed during the Tentative Budget discussion. He did advise that several times the date on the heading of the statements have been wrong, when he gets them initially from Orem City he is not able to view the heading until it is printed, he believes they have a new person doing them but he has made a reminder to double check that from now on but wanted the board to know the statement itself is correct, even if the date shows different. Going over the Check Register, he noted the amounts were all standard and there were no huge expenses, the largest being the utilities which is to be expected. The Monthly Financial Statement reflects 81% of the year past, with Income at 89.3% and Expenses at 67.1% which is where we want to be and no surprises either. We are hopeful that some of the incomes can increase like animal sales & adoptions, currently we are having a hard time getting dogs adopted out. However, the cats adoptions have increased, which is great, and we are already low on the number of cats we have in the shelter although that is expected to increase as it does each year. The rescue groups have been able to help us as well, however they start to get full around the same time we do. He noted that in one night they had 14 dogs taken in, with a lower number of owners coming to pick them up. Tug also stated that they are seeing an increase in some of the pure breed and better breeds of dogs in the shelter, in speaking with other shelters they seem to be experiencing the same thing. Scott inquired about what the miscellaneous revenues are, Tug gave a short statement on why it is so hard to budget around due to not being able to predict and also explained the marked increases in donations.
4. **Shelter Progress Report-** Tug Gettling
 - Personnel- One part time animal care attendant is moving out of the country for the summer so their last day is next week, due to the lower number of animals in the shelter it's a slower time and it will give us a chance to rehire and train before the busy season hits.
 - Tug and Laramie both looked into the Vineyard Connector extension and if it will impact the shelter location. Between all of their research in the hundreds of pages of documents, no final decision has been made and nothing could be found that specifies any amount of time they are required to notify us if it does affect the shelter. If it does, the timeline is still ways out and hopefully we will have a better idea before we plan on replacing the roof, which is somewhere between 2026 to 2027. Currently there are about nine locations it could be routed through; Laramie advised the environmental study that was done for a portion in American Fork City, they have already allowed development there, so they will have to redo that, and he doesn't see any of it happening in the next five years. Don explained some of the requirements they have to do before they present them to the public and what their preferred options mean. Tug advised several years ago he was aware of where we were on that list but that has changed. Scott inquired if we have alternate location chosen and Tug advised since it was a County owned building that would ultimately be up to them, however we may have some input.
5. **Board discussion regarding Fiscal Year 2024-25 NUVASSSD Tentative Budget –** Scott advised it looks like a good budget and Owen and Yvette agreed, adding they didn't believe we should keep using fund balances to supplement and they agree with Tug on opting to not this year. Owen advised there are times it is needed but this is a conservative balanced budget and if needed we could always amend it. Yvette confirmed that the group was comfortable with the Tentative Budget and gave them an opportunity to raise any comments or concerns, none were voiced.
6. **Vote to approval Fiscal Year 2024-25 NUVASSSD Tentative Budget –** Owen Jackson moved to approve the Fiscal Year 2024-2025 Tentative Budget as outlined today. Scott Smith seconded the motion. Roll Call: Yvette Rice, Utah County- Yes, Scott Smith, Highland City- Yes, Owen Jackson, Saratoga Springs- Yes, Don Overson, Vineyard City- Yes, Chad Ray, Lehi City- Yes, Orlando Ruiz, Lindon- Yes, Kris Pease, Orem- Yes, Carl Nielson, Pleasant Grove- Yes, Chandler Goodwin, Cedar Hills- Yes. All in favor, motion passed.

7. **Other business-** Scott Smith relayed an incident that occurred regarding a dog bite and information he received regarding who should be reporting the attack, clarification was given and what the mandatory reporting requirements are. Scott also noted that in this case the dog that attacked them had been adopted from another shelter and he believes we need to be cautious with dogs we adopt out which he believes we are. Tug reviewed that not just for liability but the moral responsibility we also have to the citizens we serve we take a lot of precautions prior to adopting dogs out.

8. **Adjourned-** Chair Yvette Rice adjourned the meeting at 10:54 a.m.

CLOSED DOOR SESSION:

1. No items

Next Meeting: May 30th, 2024 @ 10:00 a.m.