North Utah Valley Animal Services Special Service District
Pending Monthly Board Meeting Minutes
November 21st, 2024
71 East 200 South, Pleasant Grove, Utah 84062

BOARD MEMBERS PRESENT:
American Fork- Stuart Fore
Highland- Scott Smith
Lehi- Chad Ray
Pleasant Grove- Carl Nielson
Saratoga Springs- Owen Jackson
Utah County- Steve Alder
Utah County Sheriff's Office- Yvette Rice

OTHERS PRESENT:
Director-Tug Gettling
Minutes- Janeen Olson

MEMBERS ABSENT:
Alpine
Cedar Hills- Chandler Goodwin
Eagle Mountain
Lindon- Orlando Ruiz
Orem- Kris Pease
Utah County
Vineyard- Don Overson

OTHERS ABSENT:
Legal Counsel- Laramie Merritt

OPEN THE MEETING:

1. Welcome and Introductions: The meeting was opened about 10:10 a.m. by Chairperson Yvette Rice, she greeted the group and offered the thanks of the Board to Pleasant Grove City for once again hosting the meeting.

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- Karen McCoy wanted to express a couple of thoughts, regarding an earlier discussion about the possibility of listing the location of where an animal was picked up on the NUVAS website. She had been advised that it was not feasible due to publishing information to the general public that they help use to verify the validity of an owner. Karen looked into other websites of different shelters and noted that some put up a type of place card on a map with limited information on an animal being picked up near that location and contact information for the shelter if they have lost one. She agrees with the concept that animals are not the problem, but society is, and further education needs to be provided. She suggested working more with the Utah State Board of Education to offer training for students on the care of pets and advised she planned on writing letters herself. Another idea might be to enlist the help of Cities, Homeowners Associations (HOA) or the Shelters to offer classes through outreach programs like the Human Society of Utah provides at different schools. She also wanted to express her disappointment in the rejection of Best

Friends proposal on TNVR and stated she had seen on social media that Provo City is trying the pilot program and ending the program if funding is an issue, Karen believes that is better than doing nothing. Also in attendance were Tom Sinnott, Caroline Fox, Kirsten Halliday, and Becky Halliday. Yvette thanked Karen for her remarks and closed the Public Comments portion of the meeting.

2. Financial Report- Tug stated regarding the Check Register for October, it is pure vanilla, everything on there is expected, the larger amounts were like always the utilities, no outliers. The Monthly Financial Statement is about the same, he mentioned that it has only been three weeks, so not a lot of change, but wanted to point out that although we are at only 38.6% of the year past the one-line item under Expense-Maintenance and Repair is at 71% that was due to the air unit and water softener that we discussed previously. Also, the Professional & Technical Services also under Expenses are at 46.8% that is up mostly due to the IWorkQ software and a one-time expense to get that built. Tug stated our overall totals are looking good with Income at 73.2% and Expenses showing 31.7%. Yvette inquired if he had any concerns on how the accounts are spending down and Tug advised he didn't at this time.

   Scott Smith entered the room at 10:16

3. Review and Approve Minutes from October 31st , 2024, North Utah Valley Animal Services Special Service District (NUVASSD) Board of Directors Meetings. Owen Jackson moved to approve the Minutes from October 31st, 2024; North Utah Valley Animal Services Special Service District Board of Directors Meeting. Scott Smith seconded the motion. All were in favor, motion carried.

4. Shelter Progress Report- Tug Gettling
   - Tug advised the makeup air unit that was repaired seems to be working well, although he still does not have the internet access so he can adjust it, and they are working on fixing that. He added that the water softener that was repaired is also working well.
   - In regard to personnel, we are fully staffed.
   - As of yesterday, Tug advised we have 62 dogs and 62 cats in the Shelter, which is a lot lower than last year with 56 dogs and 121 cats. He reminded the board that our dog numbers have been higher this year and now we are about back to the normal amount which is good. Tug stated one thing that really helped us out was this week we had three rescue groups come and take a total of about 25 cats from us in one day which was fantastic.
   - Tug provided an update on the animal licensing software noting we went live this week and it is up and going well. They have been giving training to both their staff and the animal control officers.
   - Statistics for October are; for dogs 61% redeemed, for a 90% live release rate while cats 16% redeemed for 55% live release rate, the 16 is up from last month so that is pretty good and that is only for the month of October.
   - One of Karen's great suggestions was to list our events on our website, Tug noted we now have those listed under a tab and have had a lot of events; Spectrum Academy, a Charter School in Pleasant Grove, has been coming to the Shelter, as well as Live Empowered, a home for special needs adults, comes a couple of times a month. They have done an employee health fair at Entrada, an adoption event at Cal Ranch, and one pending for December at Pet Supplies Plus, they continue to get more events going and are trying to get more out into the community.
   - Tug provided an update on the RFP and what Davis County did, he reviewed some information such as; their assessment was completed two years ago, it took one and a half years to complete, they added a feasibility study to see if a new shelter was needed, the report was 242 pages long and had 79 recommendations, and the cost for the study was $150,000. Since we had talked about the possibility of a third shelter, Tug inquired if adding

that to our request was something the board thought we should do and maybe even including the south shelter into it. He also noted about 50% of the cost was for the operation side of the study and the rest was for looking into a new shelter. Tug has reviewed the full report and advised there are things we could learn from it and implement. He also stated that they had started to write a Standard Operations Procedure (SOP) for the shelter and some of the items in the SOP are included in an assessment, Tug suggested working in coordination the assessment, and holding off until that is done, so they are not duplicating efforts or having to make a lot of changes. Tug presented the idea of them doing the assessment by employing animal services metrics to identify key performance indicators, compare current practices to best practices, analyze and utilize other animal shelters assessments, utilizing guidelines for standards of care at animal shelter like the one put out by the Association of Shelter Veterinarians in 2010 and updated in 2022. Tug reviewed the things listed in the guideline, along with that and using other tools he feels like they can produce a comprehensive analysis of where we are at and provide some critical recommendations, and he wanted to offer that option before we go forward. Scott confirmed when Tug refers to "them" who is he meaning, Tug advised himself and his staff. Scott also inquired if we need to do long-term planning for the possibility of the Vineyard Connector forcing the relocation of the Shelter. A short discussion was held with the board regarding what they believe the status of that to be. Tug also mentioned that in discussions with SUVAS they had requested to come to one of the NUVAS Meetings and discuss some of these items. He inquired whether the board was open to having them come to the January meeting to go over that and see if we can collaborate on the best practices, putting together our own assessments, and maybe even the RFP. Owen advised his issue with doing that was the intent was to have a third party come in to do the assessment and get a different set of eyes and he is still a proponent of that. In his opinion, getting a new facility does not need to happen as soon as getting an agency assessment, so he would not be in favor of slowing down the assessment process by combing both. He doesn't believe it's a bad use of time to look at the other recommendations, so we are aware, but he feels like getting the third party to come in and getting fresh eyes on things, whether they base part of it off of those recommendations coming from other organizations would be his preference and Yvette agreed as well. Owen doesn't see any problem with having the combined meeting in January, Tug agreed and said the new facility can be a separate conversation. Tug advised the RFP will go out in December and he will get those costs and time lines and bring that back to the board. Owen requested the deadline for submittals be in January. Carl inquired if there is something already done for best practices for comparison and Tug advised there are several. Yvette advised the hope is between doing the assessment and comparing the other recommendations already completed we capture everything. Owen advised adding the clause that we can reject all bids. Scott confirmed if once we get the bids, we will determine how to pay for it. Yvette advised that is correct, or if it is even feasible to do so at this time, Owen stated we could also use the fund balance to transfer money. Yvette wanted to thank Tug for all the extra work he has put into this stating he has done an awesome job.

- Scott inquired about donations for food, Tug gave a brief summary of how it has been in the past, the fall food drive and the type of ways they receive donations, noting we always have a need for wet cat food for the kittens or older cats with medical issues.

5. **Other Business-** Yvette reminded the group that there is not a meeting in December and inquired if Pleasant Grove would still be able to provide us with the venue in the next year. Carl advised it should be okay, and Tug will send him the dates to confirm. She noted she is grateful to be able to work with everyone and wished everyone a safe and happy holiday.

6. **Adjourned-** Meeting was adjourned at 10:43 a.m.

CLOSED DOOR SESSION:

1. No items

Next Meeting: January 30th, 2025 @ 10:00 a.m.