

North Utah Valley Animal Services Special Service District  
Board Meeting Minutes

June 26<sup>th</sup>, 2025  
108 South 100 East, Pleasant Grove, Utah 84062

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**BOARD MEMBERS PRESENT**

American Fork	Ryan Archuleta
Eagle Mountain	Fionnuala Kofoed
Highland	Scott Smith
Lindon	Orlando Ruiz
Pleasant Grove	Carl Nielson
Utah County	Yvette Rice
Vineyard	Eric Ellis

**BOARD MEMBERS ABSENT**

Cedar Hills	Chandler Goodwin
Lehi	Chad Ray
Orem	Kris Pease
Saratoga Springs	Owen Jackson
Utah County	Steve Alder

**OTHERS PRESENT**

CEO/Director	Tug Gettling
Legal Counsel	Laramie Merritt
Minutes	Shaylee Wiser

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**OPEN THE MEETING**

- Welcome and Introductions:** Yvette Rice started the meeting at 6:25 PM. She welcomed everybody and thanked Carl Nielson for hosting the meeting once again.
- Prayer/Thought:** Prayer offered by Tug Gettling.

**WORK SESSION ITEMS**

- No Items:**

**PUBLIC HEARING ITEMS**

- Open Public Hearing:** Eric Ellis made a motion to open the public hearing; Scott Smith seconded the motion.
- Proposed Final Budget for Fiscal Year 2025-26:** Tug mentioned there were no changes made from the tentative budget. There are a couple of new expenses that haven't been on the budget for previous years, one being the new Executive Assistant position, and the other being a full audit, which will be double the cost to about \$15,000. Yvette clarified if the audit increase is included in Professional & Technical Services, and Tug confirmed. Scott questioned the increase in city fees for Highland and Alpine, and some discussion was had about how the fees are calculated. Fionnuala asked if the budgeted amount for Miscellaneous Revenue was enough, dropping from \$8800 in 2024-25 to \$2600 in 2025-26. Tug

explained the amount was based on projections, and restitution fees were a large part of the budgeted amount from last year, but are not expected for the 2025-26 fiscal year. Eric asked about accounting firms that would be doing the audit, and Tug responded that NUVAS has an agreement and a contract with Orem City, so they will choose the accounting firm.

3. **Public Comment Regarding Proposed Final Budget for Fiscal Year 2025-26:** Caroline Fox questioned the Benefits line item jumping from \$178,000 to \$223,000. Tug explained the increase is partially from the new full time Executive Assistant position requiring benefits coverage, and other employees deciding on single or family coverage, causing the price to fluctuate. Discussion was had about how the cost is calculated. Caroline asked where Payroll Taxes are budgeted, and after some discussion it was concluded that they are budgeted with the Benefits line item. Caroline also inquired about Repair & Maintenance going from \$14,000 to \$25,000. Tug explained there is a roof repair that is upcoming, but most of that cost has already been set aside in preparation. Overall, the building is just getting older, and the cost of running it is going up. Utilities are projected to go down, which is based on weather expectations. Kayla Lyman questioned the increase in Owner Surrendered Animals, from \$2,900 to \$10,000. Tug responded that NUVAS is planning to accept more surrendered animals in the upcoming year, and explained that it will be based on available space. Kayla also asked about the Medicine & Vaccines and Veterinary Costs. Tug responded that Medicine & Vaccines are projected to go down because historically, the number of animals received at the shelter have been going down for several years. Veterinary Costs will be increasing because veterinarians are raising their prices. Karen McKoy asked if they charge customers for credit card fees. Tug answered that NUVAS pays the fees, but does not charge customers for the fees. The shelter is a community service, and they have to be careful not to make prices too expensive, or they risk losing customers and getting animals out.
4. **Motion to Close Public Hearing:** Scott made a motion to close the public hearing; Eric seconded the motion. All in favor, motion carried.

#### GENERAL MEETING ITEMS

1. **Public Comment:** Kayla Lyman had a few thoughts to share. She thanked everyone for being on the board, and said she appreciated what the board is doing. The three main topics she wanted to talk about were volunteering, social media, and animals leaving the shelter property. Kayla explained she has volunteered at several different animal shelters, and went over the application process. She wants NUVAS to consider opening up the volunteer program further and expanding on the number of allowed volunteers and other policies. Secondly, she urged NUVAS to start using social media, to help promote animals, ask for donations, and be more involved in the community. She offered her help to get the social media up and running for NUVAS. Kayla also expressed her frustrations with the landscaping and the outdoor layout of the shelter, saying there are not many areas to take a dog for a walk around the building, especially if there are multiple people walking or playing with dogs at the same time. She mentioned that other shelters have a Doggy Day Out or Doggy Vacation program. Also in attendance were Caroline Fox, Karen McKoy, and one other person.
2. **Review and Approve Minutes from the May 29, 2025 Meeting:** Fionnuala made a motion to approve the minutes from the May 29, 2025 Board Meeting, Scott seconded the motion. All in favor, motion carried.
3. **Financial Report:**
  - a. Check Register: Tug reported that it is small this month, and there are no expenses out of the ordinary. There are three larger expenses: one from Hanson Law, one for Utilities, and one for Professional & Technical Services. Everything else is business as usual.

- b. Financial Report: Tug reported that 98.1% of the fiscal year is passed, and everything is looking good. Total income is at 92.8% and total expenses are at 77.2%, which is lower than what was projected. Maintenance & Repair is right on schedule at 98.5%.

Scott Smith entered the room at 6:33 PM.

**4. Shelter Progress Report:** Tug Gettling

- a. Road construction: Finally finished
- b. Roof replacement cost: \$173,000 was the bid awarded. Insurance will pay \$84,322, and the remaining cost is \$89,178. The replacement is expected to start in the next couple of weeks.
- c. Currently hiring two part-time Animal Care Attendant positions
- d. Animal Numbers:
  - i. 60 dogs and 65 cats currently in the shelter
  - ii. 69% dogs redeemed with 90% live release rate for May
  - iii. 14% cats redeemed with 75% live release rate for May
- e. An employee has been assigned to begin social media for NUVAS
- f. Recent Events:
  - i. Lehi City Expo
  - ii. Strawberry Days
  - iii. Shelter tours
- g. Upcoming Events:
  - i. Pet Supplies Plus
  - ii. Better Body Foods
  - iii. Girl Scout Troop volunteer project
  - iv. Utah Food Bank Summer Feeding Program
  - v. Young Women's group volunteer project
- h. Volunteer Program: NUVAS will be implementing a new volunteer program. The number of volunteers will increase from 10 to 20 at a time. Also looking at the possibility of accepting one-time volunteers.
- i. Rescue Groups: NUVAS is collaborating with 71 rescue groups currently. One rescue group recently went out of business.
- j. RFP: Tug and Laramie went over a document that will be included in the RFP paperwork, which is a statute that says cost can be a considering factor when evaluating proposals, when agreed upon by the board.

**5. Board Discussion Regarding Proposed Final Budget for Fiscal Year 2025-26:** Scott expressed his appreciation for the discussions and to the public for being at the meeting. He commented on the number of cats that have been abandoned at a park near his home, and is glad that NUVAS will be accepting more owner surrendered animals.

**6. Vote to Approve Proposed Final Budget for Fiscal Year 2025-26:** Scott made a motion to approve the final budget for fiscal year 2025-26; Fionnuala seconded the motion. Roll call was taken, motion carried unanimously.

Yvette Rice – Utah County – Yes

Carl Nielson – Pleasant Grove – Yes

Scott Smith – Lone Peak Safety – Yes

Ryan Archuleta – American Fork – Yes

Eric Ellis – Vineyard – Yes

Fionnuala Kofoed – Eagle Mountain – Yes

Orlando Ruiz – Lindon – Yes

**7. Other Business:** Yvette advised the next meeting will be Thursday, July 31 at 10:00 AM at the Pleasant Grove Police Department.

8. **Adjourn:** Yvette Rice thanked everyone for coming and adjourned the meeting at 7:12 PM.

CLOSED DOOR SESSION

1. **No Items:**

Next Meeting: July 31, 2025 @ 10:00 AM

PENDING MINUTES (subject to change until approved)