

**MINUTES OF THE UNTAH ANIMAL CONTROL AND SHELTER SPECIAL SERVICE  
DISTRICT BOARD OF DIRECTORS MEETING HELD ON December 12<sup>th</sup> 2025 at 4:00 p.m., in  
the Uintah County Building at 152 East 100 North, Vernal, Utah 84078.**

**BOARD MEMBERS PRESENT:** John Laursen, Debra Hamaker, and Dan Olsen

**STAFF PRESENT:** Devin Cobb, Donna Long, Abbigayle Jackson, Colt Atwood, Angel Collins and Justin Moosmann

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

**STANDING BUSINESS**

**REQUEST FOR APPROVAL OF THE MINUTES FROM THE NOVEMBER 14, 2025**

**MEETING:** Debra Hamaker asked if there were any comments, questions, or concerns regarding the minutes from the meeting. The Board had no concerns. *Dan Olsen moved to approve of the minutes as presented. John Laursen seconded the motion. The motion passed with Olsen, Hamaker and Laursen voting in favor.*

**REQUEST FOR THE APPROVAL OF THE OLD VEVU BODY CAMERAS BE DECLARED SURPLUS AND DISPOSED OF:-** Devin discussed the cameras are outdated and have already been upgraded. The board recommended reaching out to cops for repurposing. *Dan Olsen Moved to approve the disposal. John Laursen seconded the motion with the following roll call:*

*Dan Olsen ..... aye;*

*Debra Hamaker..... aye;*

*John Laursen..... aye;*

**REQUEST FOR THE RATIFICATION OF THE ONE TIME SALARY ADJUSTMENT APPROVED IN THE NOVEMBER 14, 2025, MEETING:-** Devin Cobb stated this request had already been verbally approved and needed ratified. *Dan Olsen moved to approve this motion. John Laursen seconded with the following roll call:*

*Dan Olsen* ..... aye;

*Debra Hamaker* ..... aye;

*John Laursen* ..... aye;

**FURTHER DISCUSSION AND UPDATE ON THE HORSE GATHER:-** Devin stated he has still has not received an update from the Ute Tribe Business Committee. The pre-bid meeting was held with the Cattoors and Sampsons attending. The gathering is tentatively planned for January 12<sup>th</sup> and 13<sup>th</sup>.

#### **PUBLIC BUISNESS**

- 1. SELECTION OF OFFICERS:-** Devin Cobb stated all sitting board positions are staying the same. *Dan Olsen moved to approve this motion. John Laursen Seconded with the following roll call vote:*

*Dan Olsen* ..... aye;

*Debra Hamaker* ..... aye;

*John Laursen* ..... aye;

*Dan Olsen moved to open the Public Hearing. John Laursen seconded. This motion was approved with the following roll call vote:*

*Dan Olsen* ..... aye;

*Debra Hamaker* ..... aye;

*John Laursen* ..... aye;

#### **4:30 P.M. PUBLIC HEARING**

- 1. BUDGET DISCUSSION FY 2025**

A. COLA FY 2025- 3.5% COLA

B. PERSONNEL COSTS- 2% pay per performance

- C. CAPITAL PROJECTS- The Shelter is planning for a livestock coral roof extension, a shelter office update and an adoption meet and greet area.
- D. ADJUSMENT OF FEE SCHEUDLE- Devin stated the shelter will now do a stud horse fee added to the fee schedule. A change in the horse surrender fee from \$25 to \$50 for adults and keep the \$25 for younger. All studs will also be cut before adoption through our facility. Additionally, a Pre sterilization fee of \$100 will be added to stud horse claims by owner.

#### **BUDGET RE-OPENER #2 FY 2025**

- A. ADJUSTMENT OF LINE ITEMS- Devin Cobb stated all over budget line items have been corrected with adjustments.

*John Laursen motioned to adopt the 2026 tentative budget. Dan Olsen seconded, with the following roll call:*

*Dan Olsen ..... aye;*

*Debra Hamaker..... aye;*

*John Laursen..... aye;*

*Dan Olsen motioned to close the public hearing. Nile Mathisen seconded, with the following roll call:*

*Dan Olsen ..... aye;*

*Debra Hamaker..... aye;*

*John Laursen..... aye;*

#### **POLICY & LEGISLATION**

**REQUEST FOR THE APPROVAL OF RESOLUTIONS NO. 2025-03 FY 2026 BUDGET:-** Devin Cobb stated with the increase in operating cost the shelter would benefit from an increased yearly budget. The commissioners discussed and signed off on this request. The Budget will go from \$1,000,000 to \$1,148,278. *Dan Olsen moved to approve this request. John Laursen seconded this motion. The motion passed with the following roll call vote:*

*Dan Olsen* ..... aye;  
*Debra Hamaker* ..... aye;  
*John Laursen* ..... aye;

#### **REQUEST FOR THE APPROVAL OF RESOLUTION NO 2025-04 FY 2026 MEETING**

**SCHEDULE:-** The board discussed and decided on moving the monthly board meetings to the second Thursday of each month at 4:00 P.M. *Dan Olsen moved to approve this request. John Laursen seconded. This request passed unanimously with the following roll call vote:*

*Dan Olsen* ..... aye;  
*Debra Hamaker* ..... aye;  
*John Laursen* ..... aye;

#### **REQUEST FOR THE APPROVAL OF RESOLUTION NO.2025-05 FY 2026 FEE SCHEDULE :-**

The board discussed potential new meeting days and decided to move our monthly board meetings from the first Friday of every month to the first Thursday of every month. *John Laursen moved to approve this motion. Dan Olsen seconded the motion. The motion was approved with the following roll call vote:*

*Dan Olsen* ..... aye;  
*Debra Hamaker* ..... aye;  
*John Laursen* ..... aye;

*Dan Olsen motioned to close the public hearing. Debra Hamaker seconded, with the following roll call:*

*Dan Olsen* ..... aye;  
*Debra Hamaker* ..... aye;

*John Laursen.....aye;*

## **MANAGEMENT & COMMITTEE REPORTS**

**TREASURER REPORT-:** Dan Olsen reads the treasurers report as follows; \$185,795.88 in the Zions account. \$990,080.81 in the PTIF regular and \$201,966.39 in the PTIF capital projects account. For a total of \$1,377,843.08. On 11/01/2025 there was a Mineral Lase deposit to PTIF Regular in the amount of \$83,333.33. On 11/04/2025 there was a withdrawal from the PTIF regular to Zions Bank in the amount \$80,000. On 11/30/2025 the PTIF Capital Projects Reinvestment Dividend got \$3379.00. On the same day, 11/30/2025 the PTIF Capital Projects Reinvestment Dividend was \$683.76. The districts interest rate on the PTIF is 4.1330%.

**MONTHLY PAYMENT APPROVAL REPORT-:** The Board reviewed the report and had no comments. *Dan Olsen moved to approve. John Laursen seconded the motion. The motion passed with the following roll call vote:*

*Dan Olsen .....aye;*

*Debra Hamaker.....aye;*

*John Laursen.....aye;*

**FINANCIAL STATEMENT OCTOBER 2025-:** The board reviewed this statement and had no concerns.

**DRAFT FINANCIAL STATEMENT NOVEMBER 2025-:** The board reviewed this statement and had no concerns.

**ANIMAL CONTROL STATISTICS-:** Colt Atwood stated things are running smoothly. The newest Animal Control Officer, Justin Moosmann, has been participating in training. All Animal Control Officers have been focusing mainly on horse gathering. During the month one sheep that was stray and impounded and taken to the next livestock auction after serving its stray hold.

**SHELTER STATISTICS-:** Donna Long stated things at the shelter have also been running smoothly. The shelter has acquired quite a few rabbits during the month. Animal intakes were lower during the

month of November than in the previous 3 months. The shelter has since switched to a management program called ShelterLuv that is doing great. The new shelter tech Ashlynn Bascom has been very consistent with vaccines as well aiding in the containment of diseases at the shelter. During the month a Veterinarian from Best Friends Animal Society visited the shelter to help with disease control and protocol which has helped tremendously.

**DISTRICT ACTIVITIES REPORT:-** Devin Cobb stated all the illnesses at the shelter have declined tremendously. A new MOU with The Cat Wrangler Ranch and Rescue. The month of November had a lot of rescue pulls. Draft Budget is still within budget. In total 213 calls were received for service; 47 dogs and 47 cats were impounded. 4 other 15v livestock. The Shelter received 54 visitors. Giardia is still prevalent in the facility. Devin also attended multiple meetings with the state for the horse gathering.

**MISCELLANEOUS ADMINISTRATIVE UPDATES & REPORTS:** None

**ADJOURN:** There being no further discussion, *Dan Olsen moved to adjourn the meeting. John Laursen seconded the motion. The motion passed with a unanimous vote, and the meeting was adjourned.*

ATTEST:

**X**

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Chair-person

**X**

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Secretary

*John Laursen.....aye;*

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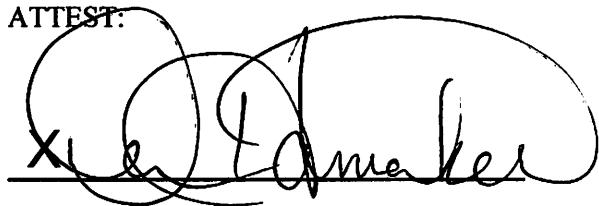
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ATTEST:

A handwritten signature in black ink, appearing to read "Dan Olsen". It is written in a cursive style with a large, stylized 'D' and 'O'.

Chair-person

A handwritten signature in black ink, appearing to read "Vicki L. Meltzer". It is written in a cursive style with a large, stylized 'V' and 'L'.

Secretary