

North Utah Valley Animal Services Special Service District

Board Meeting Minutes

April 30th, 2026

108 South 100 East, Pleasant Grove, Utah 84062

BOARD MEMBERS PRESENT

American Fork	Ryan Archuleta
Cedar Hills	Chandler Goodwin
Eagle Mountain	Fionnuala Kofoed
Highland	Scott Smith
Lehi	Chad Ray
Lindon	Orlando Ruiz
Orem	Blake Fenn
Pleasant Grove	Carl Nielson
Saratoga Springs	Owen Jackson
Utah County	Yvette Rice

BOARD MEMBERS ABSENT

Orem	Kris Pease
Utah County	Steve Alder
Vineyard	Eric Ellis

OTHERS PRESENT

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

OPEN THE MEETING

- Welcome and Introductions:** Yvette Rice welcomed everyone and thanked Pleasant Grove Police Department for the use of their building. Tug mentioned there might be a new board member soon, as Eric is no longer at Vineyard City.
- Prayer/Thought:** Prayer offered by Chad Ray.

WORK SESSION ITEMS

- No Items:**

PUBLIC HEARING ITEMS

- Open Public Hearing:** Chandler Goodwin made a motion to open the public hearing; Carl Nielson seconded the motion. All in favor, motion carried.
- Proposed Tentative Budget for Fiscal Year 2026-27:** Tug went over the tentative budget, mentioning that this budget is very similar to the one from last year. He reminded everyone that this is only a tentative budget, and there may still be

changes made before the final budget. The city participation fees only increased about \$6,000 from last year. Funds were taken out of Capital Outlay for the roof replacement, and Tug is planning on putting \$17,000 a year back into it to replace the funds. He is also putting \$10,000 a year into the Vehicle Replacement fund, until it reaches about \$60,000. The Professional & Technical Services budget increased by \$8,000, because of the audit that will need to take place. The revenue budget for Microchip Sales increased by quite a bit. Tug explained this is because he is going to propose a fee schedule increase during the final budget, and he is also wanting to microchip more animals, which will increase revenue. The Animal Veterinary Care expense is budgeted slightly lower than before, because of better communication with the veterinarian who partners with NUVAS, which in some cases reduces the number of animals that are taken to the vet clinic. The Benefits expense may change before the final budget. Orem City's head of HR usually provides benefits projections for the new fiscal year, but she has been out of the office recently.

3. **Public Comment Regarding Proposed Tentative Budget for Fiscal Year 2026-27:** Overall, the proposed budget increased about \$24,000 from last year. The board agrees that doing the audit will be a good thing, as it will provide some good information on what to budget for, and take away some of the guesswork. There was some discussion between the public and the board about the budget for employee Salaries & Wages. The public noted that it seemed high, but the board responded that when you account for 15 employees, both full-time and part-time, the budget was reasonable. Chandler suggested breaking it into separate budgets for full-time and part-time wages, just to help with transparency. There was some more discussion among the board about the requirements for appointed heads or officials to have salary increases done through a public hearing. Because Tug is not appointed, nor is any other staff at NUVAS, then that requirement does not apply here.
4. **Motion to Close Public Hearing:** Owen Jackson made a motion to close the public hearing; Scott Smith seconded the motion. All in favor, motion carried.

GENERAL MEETING ITEMS

1. **Public Comment:** Karen McCoy gave an update on how she's doing as a trap host for cats in American Fork. So far, she has assisted in the TNR of about 30 cats, which helps to reduce the number of kittens in the community. She asked for an update on the status of the RFP. Tug responded that it has been delayed, possibly until June, but the contract has been completed and signed, and the check is being sent out. Rene Pond asked what volunteers do if they want to donate their time. Yvette explained that Tug gives an update on the volunteer program during the progress report, and he will answer her question at that time.
2. **Review and Approve Minutes from the March 26, 2026 Meeting:** Scott Smith made a motion to approve the minutes from the March 26, 2026 Board Meeting; Owen Jackson seconded the motion. All in favor, motion carried.
3. **Financial Report:** Tug Gettling
 - a. Check Register: Business as usual, except for Capital Outlay of \$26,565, which was the last payment for the roof replacement. It's now fully paid off. The gas and power bills are the other two biggest expenses, which is expected. Maintenance & Repair has been paid to the county for the work they do on the building.
 - b. Financial Statement: 82.5% of the year has passed. Income is at 86% and expenses are at 70%. There are two months left in this fiscal year. If there are no unexpected large expenses, then it looks like they'll be under budget.
4. **Shelter Progress Report:** Tug Gettling

- a. All facilities are working well. The county has turned on the sprinklers and found some broken heads, which will be fixed.
- b. NUVAS has one part-time position open, and they are in the process of filling it.
- c. Animal Numbers:
 - i. There are currently 34 dogs and 48 cats in the shelter.
 - ii. 64% redemption rate for dogs in March, with a 91% live release rate.
 - iii. 9% redemption rate for cats in March, with a 63% live release rate.
- d. Events:
 - i. Evening Arts Pet Accessories did their Shelter Support Program event. There were around 40 to 50 people involved. They bathe the dogs, walk them, groom them, play with them, take professional photos, etc.
 - ii. NUVAS participated in the Lehi City Expo.
 - iii. ATEC visited the shelter
 - iv. Pleasant Grove Strawberry days is being planned.
 - v. Saratoga Springs Night Out Against Crime is being considered.
 - vi. South Canyon Cares Health Fair is being planned for this summer.
 - vii. Scott asked about getting NUVAS involved in the Highland Fling in August. Tug told him to send an email and he'll forward it to the event coordinator to see if it's something they're able to do.
- e. SB201 takes effect on May 6th. There will be some protocol changes, and they'll see how it goes.
- f. The volunteer program is going very well. There is an application on the NUVAS website to fill out and submit for those interested. There is a waiting list, and volunteers rotate every 90 days, with 20 volunteering at a time. They also accept one-time volunteers.
- g. There are still 78 rescue groups the shelter is working with, though they have recently started getting word that some of the rescues are getting full, and are no longer able to take as many cats as they have been.
- h. There is a new photo booth area in the shelter lobby with the logo painted on the window, where those that have adopted an animal can have their photo taken. Laramie and Tug discussed having a release form for adopters to sign to have their photos used on social media.
- i. Tug explained the goal with wanting to microchip more cats is to help increase the number of cats being returned to their owners. He believes the reason there is such a difference between cats and dogs being redeemed is because owners notice immediately if their dog is missing, while cats roam outside more and it's not unusual for owners not to see their cats for several days. Microchips mean the shelter will be able to contact owners much sooner. He is also considering requiring call cats to have a license, which currently only Pleasant Grove requires. Even if cats don't have a microchip, if they have a license then they can be more easily returned to owners.

5. Discuss Legal Counsel Representation: The board discussed the costs that Laramie presented in the contract for his legal counsel. The hourly rate for attorneys will be \$275, and paralegals will be \$150, which is lower than the hourly rates the firm usually charges. Though the rates will stay the same as they currently are for the first year.

6. Board Discussion Regarding Proposed Tentative Budget for Fiscal Year 2026-27: The total participation fees for the cities went up about \$6,000. There are nine cities whose total decreased from the amount paid last year, and five cities whose total increased. Fairfield had a large hoarding case this year, so their fees are much higher than they usually are. The board had a discussion about how much of an impact the participation fees can make on smaller towns, as they don't have the budget that larger cities do.

7. **Vote to Approve Proposed Tentative Budget for Fiscal Year 2026-27:** Owen Jackson made a motion to approve the tentative budget for fiscal year 2026-27; Fionnuala Kofoed seconded the motion. Roll call was taken, motion carried unanimously.

Yvette Rice – Utah County – Yes

Scott Smith – Highland/Alpine – Yes

Fionnuala Kofoed – Eagle Mountain – Yes

Owen Jackson – Saratoga Springs – Yes

Chad Ray – Lehi – Yes

Orlando Ruiz – Lindon – Yes

Blake Fenn – Orem – Yes

Carl Nielson – Pleasant Grove – Yes

Ryan Archuleta – American Fork – Yes

Owen Jackson made a motion to go into the closed session for the items listed on the agenda; Fionnuala Kofoed seconded the motion. All in favor, motion carried.

Open session reconvened at 11:39 AM.

8. **Other Business:** Yvette noted that Tug’s evaluation needs to be done and will be getting feedback from the board members. Tug suggested that he can put the evaluation on the agenda in the future, once the board decides when they want to have it done, as long as it’s before the tentative budget. Yvette reminded everyone the next board meeting will be on May 28, 2026 at 10:00 AM.

9. **Adjourn:** Yvette adjourned the meeting at 11:40 AM.

CLOSED DOOR SESSION

1. **Pending Litigation**

2. **Employee Character/Competence**

Next Meeting: May 28, 2026 @ 10:00 AM