North Utah Valley Animal Services Special Service District

Board Meeting Minutes

May 28th, 2026

108 South 100 East, Pleasant Grove, Utah 84062

BOARD MEMBERS PRESENT

American Fork	Ryan Archuleta
Eagle Mountain	Fionnuala Kofoed
Highland	Scott Smith
Lehi	Chad Ray
Orem	Blake Fenn
Orem	Kris Pease
Pleasant Grove	Carl Nielson
Utah County	Steve Alder
Utah County	Yvette Rice

BOARD MEMBERS ABSENT

Cedar Hills	Chandler Goodwin
Lindon	Orlando Ruiz
Saratoga Springs	Owen Jackson
Vineyard	Brian Voeks

OTHERS PRESENT

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

OPEN THE MEETING

1. **Welcome and Introductions:** Yvette Rice opened the meeting at 10:04 AM. She welcomed everyone and thanked Carl for being the host.

2. **Prayer/Thought:** Prayer offered by Tug Gettling.

WORK SESSION ITEMS

1. **No Items:**

PUBLIC HEARING ITEMS

1. **No Items:**

GENERAL MEETING ITEMS

1. **Public Comment:**

2. **Review and Approve Minutes from the April 30, 2026 Meeting:** Fionnuala Kofoed made a motion to approve the minutes from the April 30, 2026 Board Meeting; Chad Ray seconded the motion. All in favor, motion carried.

3. **Financial Report:** Tug Gettling
    a. Check Register: Utilities are again the biggest expense. Tug noted there is a credit for a voided check on the Verizon Wireless account, because of a mix-up when paying the bill. Everything else is normal.
    b. Financial Statement: 90.4% of the year has passed. Income is at 87.9% and expenses are at 76%. Animal Sales & Adoptions income is high at 102.5%, and there are a few other line items that are high as well. Microchip Sales are at 53%, which is lower than expected. The Fuel expense has gone over budget at 105%, but gas prices have gone through the roof recently. Professional & Technical services are at 65%, which is good.

4. **Shelter Progress Report:** Tug Gettling
    a. Regarding the building, everything is working well. Tug is looking to outsource someone for landscaping during the summer. There are a lot of rocky areas where the weeds just keep coming back, so professional help might be needed. They are looking into the cost, which was not included in the tentative budget.
    b. The new part-time animal care attendant should be starting next week, if everything goes well.
    c. Animal Numbers:
        i. There are currently 46 dogs and 56 cats in the shelter.
        ii. 56% redemption rate for dogs in April, with a 93% live release rate.
        iii. 13% redemption rate for cats in April, with a 79% live release rate.
    d. Events:
        i. ATEC visited the shelter
        ii. NUVAS will be participating in Strawberry Days Family Fair
        iii. Saratoga Springs Night Out Against Crime is also on the list
        iv. NUVAS signed up for an app called Treat, and they send treats to shelter dogs when customers sign up
    e. The RFP assessment is kicking off next week with a phone call, which will determine the schedule for the assessment. Once it starts, it will take six to eight weeks to complete.
    f. Since SB201 began on May 6, NUVAS has been listing animals at-risk for euthanasia for rescue groups to claim, and none have been picked up yet. Tug explained the process of how rescues are notified and what they have to do to claim any of the animals, which have all been cats so far. House Bill 87 is a bill regarding animal abuse cases, stating if an animal is impounded during a lengthy investigation, they can be housed somewhere other than an animal shelter.
    g. Tug reminded everyone the next meeting is the final budget hearing at 6:00 PM at the Cedar Hills City Center.

5. **Vote to Approve Legal Counsel Representation Proposal:** The board discussed what kind of fees and expenses would need to be approved if they went over a specified limit of $800. Laramie explained attorney fees are not typically included in that limit, and that it mostly refers to litigation expenses or any other unusual cost that might come up that would need approval from the board. There was some discussion about retention schedules if needing to transition documents, and state minimums differ from the firm's record retention schedule. Fionnuala suggested adding a clearer definition on the length of the retention schedule in the proposal. Scott clarified the attorney fees stay the same for this year, but increase to $275 on July 1 of next year, and Laramie confirmed. Fionnuala Kofoed made a motion to modify the wording regarding the legal retention requirement for documents in the event of a change or discontinuance with legal representation; Scott Smith seconded the motion. Tug clarified if they were approving the current proposal with those changes, or just motioning to make the changes to the proposal. For simplicity, Fionnuala withdrew her motion to make it cleaner. Fionnuala Kofoed made a motion to approve the agreement for legal services, authorizing Tug to work

with legal counsel to clarify the retention period for the district's records; Scott Smith seconded the motion. Roll call was taken, motion carried unanimously.

Yvette Rice – Utah County – Yes
Scott Smith – Highland – Yes
Fionnuala Kofoed – Eagle Mountain – Yes
Chad Ray – Lehi – Yes
Blake Fenn – Orem – Yes
Kris Pease – Orem – Yes
Carl Nielson – Pleasant Grove – Yes
Ryan Archuleta – American Fork – Yes
Steve Alder – Utah County – Yes

6. **Review and Vote to Approve Interlocal Agreement with Orem City:** Laramie pointed out the agreement has some ambiguities, where one section says Orem City will handle human resources, but another section says human resources must be handled by NUVAS. When compared to the employee handbook, there are procedures in place for NUVAS to manage its own employees. There was some discussion about clarifying the wording in the agreement about who is responsible for HR. This issue was brought to the attention of the board because of a complaint that was recently filed by an employee, and there was some confusion between Orem City's HR department and Yvette as Chair about who would be handling the complaint. Scott asked if new employees are given a copy of the handbook, and Tug explained employees have access to two copies, one that is emailed to them, and another hard-copy that is available to them on site. Fionnuala asked how long it's been since the handbook was updated. Tug responded that it's been a while, but he has already started revising it. The board discussed having the Trust do the revision, as they are more familiar with the policies and procedures, and see them all over the state. Scott asked if the policies will be reviewed under the RFP process. Tug is unsure, saying they might look at it and have suggestions, but they will most likely be focused on shelter operations, not human resources. The board suggested that Laramie work with Jake Summers at Orem City to clarify the wording in the agreement. Scott Smith made a motion to continue until Laramie has the opportunity to work with the attorney in Orem to clarify everything; Ryan Archuleta seconded the motion. All in favor, motion carried.

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

   Open session reconvened at 11:23 AM.

7. **Other Business:** Fionnuala announced that she is going to be retiring, and she has recommended a replacement for her position. The board expressed their congratulations and appreciation for her perspective. Yvette reminded everyone the next meeting will be on June 25, 2026 at 6:00 PM at the Cedar Hills City Center, and a quorum will be needed.

8. **Adjourn:** Yvette adjourned the meeting at 11:24 AM.

CLOSED DOOR SESSION

1. **Pending Litigation:**

2. **Employee Character/Competence:**

Next Meeting: June 25, 2026 @ 6:00 PM