

North Utah Valley Animal Services Special Service District  
Pending Monthly Board Meeting Minutes  
January 27, 2022  
87 East 100 South, Pleasant Grove, Utah 84062

**BOARD MEMBERS PRESENT:**

American Fork- Joshua Christensen  
Cedar Hills- Jennifer Peay  
Highland- Scott Smith  
Lindon- Orlando Ruiz  
Orem- Mike Paraskeva  
Pleasant Grove- Carl Nielson  
Utah County- Steve Alder

**OTHERS PRESENT:**

Director- Tug Gettling  
Legal Counsel- Laramie Merritt  
Minutes- Janeen Olson  
Eagle Mountain- Tara Freeman

**BOARD MEMBERS ABSENT:**

Alpine-  
Lehi-  
Saratoga Springs- Owen Jackson  
Utah County- Toby Bath  
Utah County Sheriff's Office- Yvette Rice  
Vineyard- Don Overson

**OTHERS ABSENT:**

**OPEN THE MEETING:**

1. **Welcome and introductions:** Steve Alder, Board Secretary welcomed everyone to our first in person meeting in a long time and opened the meeting at 10:05 a.m. He then asked Orlando Ruiz, Lindon City's new Board Representative to introduce himself. Orlando retired from Orem Police Department and is currently working as a Lieutenant with Lindon Police Department.
2. **Prayer/Thought-** Offered by Joshua Christensen.

**WORK SESSION ITEMS:**

1. No Items.

**PUBLIC HEARING ITEMS:**

1. No Items.

**GENERAL MEETING ITEMS:**

1. **Public Comment:** No Public in attendance.

Scott Smith and Tara Freeman entered the room at 10:08 Tara noted she was there to represent Eagle Mountain since Joshua left, and Kim who was going to be his replacement has also left, they are still waiting for their official replacement.

2. **Review and approve minutes from the November 18<sup>th</sup>, 2021, Meeting:** Mike Paraskeva moved to adopt the Minutes from the November 18<sup>th</sup>, 2021, NUVASSSD Meeting. Scott Smith seconded the Motion. All were in favor and the Motion carried, the November Minutes were adopted.

3. **Financial Report:** Tug briefly went over the Check Registers for November and December stating nothing unexpected or out of the ordinary. Regarding the Monthly Financial Statement, with 57% of the fiscal year gone by, Tug noted on both the Revenue and Expense columns we are lower on some line items which was somewhat predicted due to the ongoing COVID Pandemic. He highlighted a few that are lower under the Income such as Animal Licenses and Animal Sales and Adoptions, as well as Surrender for Adoption, since we currently are still not accepting any surrenders that was a given. Under Expenses line item- Fuel we were slightly over, Tug reviewed that with the staff, and it was determined they had utilized the vehicle more than previously, however that is a small line item of only \$400. Going back to Income our Animal Boarding Fees are up to 71%, Microchip Sales at 123% and our Donations are up to 151% which are all great. Our Salaries & Wages for Temporary under Expenses are less and have been since November of 2020 due to unfilled positions. And with less animals to care for both our Expenses of Professional and Technical Services and Professional and Technical Services- Animal Veterinary Care are lower. Overall, with the Income at 71% and the Expenses at 48% Tug advised we are still a little lower on both sides, but it becomes a wash. The City Participation Fees have been paid with the exception of one city and Tug has been working with Josh to get that resolved.

Jennifer Peay entered the room at 10:15.

#### 4. Shelter Progress Report:

- **Physical Facilities-** Tug gave an update on the progress of the remodel of the front of the building, noting our cost that was not covered by the insurance ended up being \$780, which was a portion of the \$1,000 deductible.
- He also advised of another incident that occurred on January 2<sup>nd</sup> when a fire sprinkler head burst and flooded a portion of the Shelter, Tug was alerted when the fire alarms went off and Orem Fire Department responded. Luckily the only rooms affected by water damage was the food storage area, laundry room and down the hallways. Tug spent the rest of the night there as a precaution for fire watch and mopped up the mess. They have since replaced a few of the sprinklers and checked the system.
- A short discussion was had on a previous suggestion of putting bollards out front, Tug stated that as an alternative that would be less expensive and not involve permissions from the County and a lot of work, they discussed putting a chain across the entrance stating they are “closed” at the end of the day. This would also alleviate a lot of other small issues of individuals trying to drop off animals after hours and the law enforcement would still have access to the back of the building. The cost would be minimal and could be done with this year’s budget.
- Tug also stated they had a 3–4-day period that their phone lines were down after someone hit a pole, around that same time frame, they lost access to the internet for a few days. In addition to that the credit card machine was inoperable for a few days, all things combined made for a few rough weeks trying to deal with the everyday functions and the public, everything is now working again.
- **Personnel-** Tug stated that since November of 2020 we have not had all of our positions filled and have been working shorthanded, it has mostly been the flex part time Animal Care Attendants positions. He explained it has been a revolving cycle, for example we have 3 positions open we fill 2 out of the 3, then we have another one quit and we open again for 2. That has been going on for the last few years, as of today, we are still down 2 part time positions. A short discussion was had regarding the possibility of using interns from the colleges, Tug advised in the past we have tried that with both BYU & UVU, but it might be time to revisit that again. He did point out that some issues occur with protections for interns with the insurance and having more than an allotted number of volunteers can increase our rates for insurance. Tug advised he would look into it again, he has also spoke to Orem City’s HR and they are going to implement a few ideas that might help speed up the process of the background in hopes of not losing possible candidates in the future.
- **Audit-** Tug has not been able to get in contact with Ian regarding our yearly Audit, which is normally presented in January, he is hoping that it was just an oversight, and we will be able to present that next month.
- **Operationally-** Tug gave an update on the transition to euthanasia by injection noting we have purchased and permanently installed a controlled substance drug safe. We have submitted all of our Class E Pharmacy required

documents, completed, and passed our DOPL inspection and received our Utah Class E Pharmacy License. Tug advised now we have moved onto the Federal level, and he has been attempting to contact the DEA. The process has shuttled him back and forth between telling him to call and when he calls it refers him to the website. Once he got a hold of the local branch office in Salt Lake City, they again referred him back to the website which gave him a total of 6 steps to complete, the first step was to choose which of the 25 categories we fit in. They note if you choose the wrong category your application may be withdrawn, and if you don't know to call, he has attempted that again and is currently still trying to get that confirmation.

- **Other-** Tug reviewed the Legislative updates; SB69 outlaws the use of carbon monoxide for euthanasia in the State of Utah, which we are already in the process of switching over. HB112 would have expanded the State Law prohibiting dogs fighting and cockfighting to include all animals. HB175 allows pets to be included in personal Protective Orders to help protect animals from abuse in domestic violence situations. HB158 that would make it so that you cannot require a retail pet store to only sell an animal that was obtained from an animal shelter or similar entity.
  - Tug advised they are still getting email correspondences and calls from individuals, a lot of them are not even living in Utah, that are upset that we are using carbon monoxide for euthanasia. He requested the Board members if they get those calls to just inform them that we are in the process switching over, and have been for a while, but it is not a quick process, and we have to follow the requirements to do so.
  - Tug presented a question to legal counsel regarding holding an animal if abuse is suspected, Laramie will look into it and get back with him.
  - He reminded the Board of the required Local District and Special Service District Board Member Training for new members that is done by the State Auditor's Office online. This is for all new members within one year of their appointment and when re-elected to that position. Tug advised next month we will need to look at electing new Officers and Tug will bring a list of everyone's term of office dates. We also still have vacancy for Lehi, Alpine and Eagle Mountain, however theirs should be done by next month. A quick conversation on if Highland could cover for Alpine since they are both in Lone Peak District was had. Laramie advised where each city counts as a member, even with interlocal agreements, each entity should have their own vote and be a part of the quorum. Scott will reach out to the Chief and Alpine City.
  - Laramie will do the Open and Public Meetings Training and review Roberts Rules in the next meeting in February.
5. **Other business:** Tug confirmed that the meetings for 2022 will be held at this same location and thanked Carl for arranging it.
6. **Adjourn:** Josh Christensen moved to adjourn the meeting. Carl Nielson seconded the motion. All were in favor and meeting was adjourned at 10:59 a.m.

**CLOSED DOOR SESSION:**

1. No items.

Next Meeting: February 24<sup>th</sup>, 2022 @ 10:00 a.m.