

North Utah Valley Animal Services Special Service District
Pending Monthly Board Meeting Minutes
November 17th, 2022
87 East 100 South, Pleasant Grove, Utah 84062

BOARD MEMBERS PRESENT:

American Fork- Josh Christensen
Cedar Hills- Jennifer Peay
Eagle Mountain- Tara Freeman
Highland- Scott Smith
Lehi- Chad Ray
Orem- Mike Paraskeva
Pleasant Grove- Carl Nielson
Utah County- Steve Alder
Vineyard- Don Overson

MEMBERS ABSENT:

Alpine-
Lindon- Orlando Ruiz
Saratoga Springs- Owen Jackson
Utah County-
Utah County Sheriff's Office- Yvette Rice

OTHERS PRESENT:

Director- Tug Gettling
Legal Counsel- Laramie Merritt
Minutes- Janeen Olson

OTHERS ABSENT:

OPEN THE MEETING:

1. Welcome and Introductions: Board Secretary Steve Alder advised he was pleased to see enough members for a quorum allowing us to finish up items with this being the last meeting of the year. He also expressed his thanks to the Board for making the effort to attend with the holidays and everyone's busy schedules. The meeting was opened at 10:07 a.m.
2. Prayer/Thought- Offered by Chad Ray

WORK SESSION ITEMS:

1. No Items.

PUBLIC HEARING ITEMS:

1. No Items.

GENERAL MEETING ITEMS:

1. **Public Comment-** None in attendance.
2. **Review and approve Minutes from the August 25th, 2022 & September 29th, 2022, and October 27, 2022, meeting-** Scott Smith moved to approve the Minutes from the August 25, September 29th and October 27th, 2022, NUVASSSD Meetings. Don Overson seconded the motion. All were in favor and the minutes were approved.
3. **Financial Report:** - Tug advised in regard to the October 2022 Check Register it is pretty straightforward with nothing out of the ordinary and was as expected. In review of the Monthly Financial Statement under Income line item- Animal

Sales & Adoption at 34% is a little lower than the 37% of the year gone by, as Tug mentioned previously our adoption rates have really slowed down and our intake of animals is really going up which is not what we like to see. On a more positive note, our Income- Donations-General are at 257% which is great. Looking at Expenses- Salary & Wages-Temporary (which Tug pointed out is really our part-time employees not temporary) is at 47%, which is above what it should be and has been for the last few months. He noted this is happening due to the large number of animals and the workload that goes along with it, regardless of whether they are out of hours, the tasks still need to be accomplished. He did point out that with the line item- Salaries & Wages for Permanent being lower at 31% and Fringe Benefits at 28%, in the future they made need to shift some of those funds around. In Expense, under Professional & Technical Services-Animal Veterinary Care the year total shows 9.9%, however with encumbrances it is at 36.6%, Tug reviewed we have already spent about \$3,000 on a box of puppies, in addition to a cat with a prolapse, and other situations we have spent quite a bit which occurs when you have large populations of animals together the cost goes up with care, time, medicines and veterinary visits. Tug also noted the Animal Licenses line item in Income showing 173%, this reflects the issue he talked about last month with fees collected that were not ever put through the till system, that has been fixed up through September and has been moved over. They are waiting for employees with Orem City to get back from vacation to get October and November corrected, the monies have never been missing just coded incorrectly. The question was asked by Scott on why the increase in animals coming in and not being adopted back out, if it is due to the economy or time of year? Tug answered he believes it is combination of all of that, with big tech laying individuals off, inflation continues to rise, holiday seasons coming up, the financial obligation tends to be a concern for owning a pet. Scott also inquired about what happens when we reach capacity? Tug reviewed the Shelter's capacity with a 18,000 square foot building, currently we are close to reaching capacity with cats we have about 200 currently and with every cage full we could house about 250 not counting a buffer of about 20 cages we need for overnight intakes. If we reach capacity, they will have to set a time frame on how long they could keep the cat if it was not adopted out, he noted that is not what we want to do, and it has been about 10 years since we had to have had to. Up until these last few weeks we have not had any rescue groups able to take any cats for the same reasons they are also full, one group was able to take 16 for us, however the day they picked up 6 of those we got another 8 brought in. Tug did point out that this week he has seen a lower intake of cats in the Shelter, which occurs when the weather gets colder. He also believes the explosion of number of cats in Utah can be attributed partly due to COVID, with the Shelters being shut down, cats were left alone to reproduce and in Utah County there is not a lower cost option to have your cat spayed and neutered. Tug was asked if since our numbers are high if it would help to have a lowered fee or give them out for free, he advised they have been giving cat out for free for about six months, they have also tried to get the word out with "Pet of the Week" in newspapers, websites and asking the rescue groups to help. Mike inquired if there was any talk of in the future of the need for a second shelter in the north end of Utah County, with the growth in Eagle Mountain, Saratoga Springs? A short discussion was had on looking into that, the expense, the time involved, the potential of expanding this shelter, the Vineyard Connector and its impact, the ratio of animals, ultimately with the growth in the County it is something the Board probably needs to be looking at.

4. Shelter Progress Report

- Physical Facilities- We have had some minor repairs done which are expected, one issue they have been dealing with for about 3 weeks is some of the office spaces are receiving air intake from the animal areas and causing a foul odor, currently they are trying to figure out where it is coming from and have not been able to get the County out to service it yet. Tug has tried testing it with sprays to narrow it down and has submitted a work order to get it fixed.
- Personnel- We are still short one part time attendant and will be losing one more next month, however we are still getting a lot of applicants, so we are starting the hiring process again.
- Operationally- Tug requested Laramie give the Board a brief update on the status of payment for the Shelter's assistance regarding the hoarding case involving Provo, the County and SUVAS, Laramie explained the progress made so far and advised it is still in a holding pattern until the next hearing in January. He advised this situation has resulted in prompting the legal representative with SUVAS and Laramie to review the original interlocal agreements

and bylaws for both shelters, he stated there is nothing in place to address corroboration between other shelters and how it is compensated. Laramie advised that SUVAS will be drafting a proposed Mutual Cooperation Agreement that will be brought to our Board for consideration. A short discussion was had with how the issue originally was billed out; legal fees associated with it, adding a provision in the future for attorney cost, and the need for additional agreements for other shelters besides just the South Shelter.

- Update on euthanasia by injection- Tug noted just as a reminder we have disconnected all the carbon monoxide chambers completely and only using euthanasia by injection. The company that we rented the cylinders from have come and removed them and we have no carbon monoxide on site.
 - Tug advised we are still buying wet cat food daily, stating we go through about 25 cans a day, and not all cats need wet but the kittens, elderly and some with medical needs require it. He did get a call from someone wanting to donate 3,000 bags of the dry food, since we didn't have the room to store that much Tug suggested they also contact SUVAS, which they did, and the donation was split between both the shelters. Tug noted it was in the area of around \$40,000 worth of food and very much appreciated. He also stated that although you can just add water to the dry and make wet food, the nutritional value is not the same as what you get in the wet food that is packaged. Suggestions and ideas such as plaques, billboards, and using social media were discussed for acknowledging those that make the larger donations, as well as promoting the positive stats such as animals adopted out.
 - Tug wanted the Board to be aware of a community (United States) parvo outbreak, which is a very contagious canine disease that is deadly for dogs and only about 50% of those treated survive. The virus incubates for up to 14 days and is asymptomatic and can exist in that community for up to a year which can shut down entire shelters. Tug read off a list of several shelters in other states that are dealing with it all within the last month, he relayed details of 3 cases in our shelter and advised they have disinfected several times, retrained the staff on how to accurately handle things and Tug feels confident they are doing things right and its not spreading in the shelter.
 - Tug is trying to work out a solution regarding why the shelters are getting raccoons instead of that responsibility falling on Division of Wildlife Resources (DWR) like all the other wildlife. Since they are an invasive species, we are required to euthanize them, where other wildlife is able to be let back out into the wild. He has been working with Laramie and the State Veterinarian to determine liability and what is legally required, Tug will also be meeting with DWR to discuss this issue since the responsibility should not fall on the shelters.
 - Laramie and Tug have been discussing how to handle meetings without enough for a quorum and if a time limit should be set so that if not enough members present the meeting is adjourned. The bylaws are not clear, and they do not provide any guidance, state law just says you can't conduct any business. A conversation was had between the members regarding having a backup or proxy for board members in the event that they couldn't attend. It was noted the bylaws had already been changed a few years ago to allow that when we had a few cities that requested that. Tug stated this isn't normally a problem, however this last year we had a few in a row and having a proxy could help fix this. Laramie advised he will review the wording in the bylaws and Tug advised he will put this on the Agenda for January as well as getting a list of which of the Board members need to re-appointed.
 - Laramie also suggested that when the Board members receive emails from the public, instead of trying to individually respond to those it would be best if they responded back and thanked them for their correspondence and advised them that they will address it with the Board. That way the messages are uniform and duplicate responses are not being sent out.
5. **Other business-** Steve requested Tug express his thanks on behalf of the Board to the staff for everything they do, he also thanked Laramie for all of his support. Steve advised he also wanted to personally thank all the Board members as well for making the sacrifices to attend each month and noted he enjoys his association with each and everyone of them.
6. **Adjourned-** Carl Nielson moved to end the meeting. Scott Smith seconded the Motion, and the meeting was adjourned at 11:22 a.m.

CLOSED DOOR SESSION:

1. No Items.

Next Meeting: January 26th, 2023 @ 10:00 a.m.