

**Budget Advisory Board
MEETING MINUTES**

**Held electronically on Zoom
Anchor location: Grand County Commission Chambers
125 East Center Street, Moab, Utah**

October 8, 2021

The Budget Advisory Board met on the above date electronically via Zoom. The meeting was called to order by Budget Officer and Board Chair Chris Baird at 1:01 p.m. with a quorum present. In attendance were Quinn Hall (County Clerk/Auditor), Kevin Walker (County Commissioner), Mary McGann (County Commissioner), and Angela Book (OSTA Director). Also present were Mallory Nassau (Associate Commission Administrator), Danalee O'Donnal (Justice Court Judge), Debbie Lawley, Izzie Weimholt (Weed Department Manager), Bill Jackson (Roads & Bridges Supervisor), and Verleen Striblen (Grand Center Director).

Action Items:

1. Approval of Minutes:
 - a. October 1, 2021

Approval of the minutes was postponed by Chair Baird.

2. Review of Department Budgets:
 - a) Justice Court

For Travel, Danalee O'Donnal said that she has a new employee, so that person will need travel money for training. But she added that the training may well be electronic, instead of live, so she and Baird dropped that amount to \$2,000. Baird said the closer they get to realistic numbers for expenses, the more that will be available for salary increases. O'Donnal said she needs an additional desktop computer, which Baird said would go in Inventory, and usually costs \$1,000. For Office Supplies, Baird suggested dropping that budgeted amount from \$10,000 to \$7,500. Professional Services would cover court interpreters; they kept that budgeted at \$3,000. They lowered the amount for Schooling to \$1,000. O'Donnal will be requesting a salary increase for herself and staff for next year.

- b) County Recorder

Recorder John Cortes attended by phone. For Travel, he budgeted it at \$2,000, because he wants to send Gina to a few more conferences, lowered to \$1,500. For Equipment Maintenance, Cortes budgeted more (\$2,000) than in the past, because his machines are starting to get older. However, Baird pointed out that his past 5-year average is \$176, his 2021 budgeted amount was \$500, and that it's better to do a budget amendment later than to overbudget now. Baird suggested budgeting \$300 for fuel, not \$1,000, and they settled on \$400. In Professional Services, Cortes is getting a new Computer Aided Design (CAD) program. The increase in cost for COIN is an additional \$2,100 per year per department that uses COINS. So those two items together will equal \$10,600, and Baird adjusted the budget accordingly. They lowered the amount for Special Department Supplies to \$3,400, and lowered Miscellaneous Supplies to \$500. In Inventory, he will need four new desktop computers, so that amount is \$4,000.

- c) Grand Center / Senior Socialization

This department is split into two budgets, Senior Citizens and Community Center. They will purchase a new wheelchair accessible van in 2022. In Building & Grounds Maintenance, they budgeted \$1,140, mostly for pest control. Verleen Striblen said her two large air conditioners are still broken, and will probably need to be replaced. Baird anticipates a 15% petroleum price increase in 2022, but since we don't know if the Grand Center services will be used more in 2022, he kept the budget for fuel at \$2,000, knowing we can always do a budget amendment. Special Department Supplies covers crafts and holiday favors, and is budgeted at \$1,500. Striblen said some clients are still afraid to attend, due to Covid-19. In Inventory, she will get 3 new desktop computers, so it's budgeted at

\$3,000. Contributions to ALG increased due to the cooks' \$2/per hour wage increase, and is set at \$102,000.

In the Community Center budget, the budget amounts stayed the same, except for Equipment Maintenance, which increased due to needed repairs on a compressor for an A/C unit, Capital Equipment (\$11,000), to purchase a new steamer for the kitchen, but Baird removed that amount, to put it on the prioritized Capital List, since Auditors object to capital purchases made from department budgets. In Inventory, \$8,975 is budgeted for 12 tables and a new TV and cart.

d) Weed Control

This department is also split into two budgets, the general fund, and one in the miscellaneous grants fund. County weed control is funded mainly by grants. Baird said there is new grant revenue. A typical grant cycle runs July to June, so there is some adjusting done at the end of the calendar year. They transfer revenue from the miscellaneous grant fund to the weed general fund, to cover expenses for chemicals and supplies.

\$15,500 is budgeted in Professional Services for a contract with Youth Corps. Travel is set at \$1,500, for travel around the county, but this would not cover a conference. Baird raised the amount budgeted for Capital Equipment from \$5,000 to \$6,000, for the Enterprise vehicle lease. Professional & Technical Services is set at \$3,800: Izzie Weimholt wants to get some training for her employees, in wilderness first responder and in swift water rescue. Eventually that will be moved into a Training account. Inventory is budgeted at \$2,000, for uniforms and a laptop computer. Public Education is budgeted at \$1,000, for noxious weed calendars, guides, flyers, and pamphlets.

e) Grand County Roads / Bridges

Starting in revenue, the optional transportation tax is projected to bring in \$1,054,474 in 2022. He and Bill Jackson discussed Trail Maintenance for 2022. For the B-Road allocation, Jackson said that part of that revenue comes from the gas tax. Baird is using the same 2020 figure for B-Road revenue for 2022 (\$2,673,936), and Jackson responded that that was safe. The contribution from the county general fund is set at \$200,000. If they perform work for a different agency or department, like Sand Flats, they are reimbursed for that. For interest income in 2022, Baird calculated 65% of the amount they earned in 2020, or \$40,972.

Regarding the Transportation Master Plan, they brought in \$110,000 in 2020, that was UDOT's contribution to the county. Also the county has an interlocal agreement with the City, but have not invoiced the City yet. They need to budget all the expenses, though, and decide what to pay for in 2021 versus 2022. With Quinn Hall, they discussed the SITLA D-Road easement, the \$136,188 reimbursement from the CIB, and the associated expenses for CIS survey work and SITLA.

In expenses, Jackson said the biggest increase in the budget is in the special highways fund (\$620,000), most of which is for asphalt for the La Sal Loop Road. Baird and Jackson discussed the Road Capital Projects Fund. Jackson budgeted \$300,000 for Equipment Maintenance, because his bulldozers need repairs. They discussed other items and expenses, including fuel, easements with entities other than SITLA, the storm water account, cell phone allowance, insurance expenses, and equipment purchases. In Inventory, he needs 4 new desktop computers and signage, so he budgeted \$20,000. Jackson wants to send one or two employees to road training in St. George, he budgeted \$1,000 in Training. Baird lowered the budgeted amount to \$30,000 for vehicle leases (3 admin. pickup trucks, 1 crew cab). They discussed the grant match for the Colorado River pathway project, and the Spanish Valley paved path, and building up savings for those.

Baird spoke about the National Resources Conservation Service (NRCS), and looking into funding from that organization.

Future Considerations (None)

Adjournment

The meeting was adjourned by Chair Baird at 3:48 p.m.



Chris Baird
Budget Advisory Board Chair



Christopher Kauffman
Budget Advisory Board Secretary