

**Budget Advisory Board
MEETING MINUTES**

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

October 22, 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 1:06 p.m., but they didn't have a quorum present, so technically it wasn't a meeting until Angela Book joined at 1:09 p.m. In attendance were Kevin Walker (County Commissioner), and Zach Wojcieszek. Also present were Mallory Nassau (Associate Commission Administrator), Andrea Brand (Sand Flats Director), Andy Solsvig (Airport Director), Tammy Howland (Airport staff), Sheriff Steve White, Shan Hackwell (Jail Commander), Jennifer Swenson (Emergency Management Director). Member Chris Kauffman (County Treasurer) and member Mary McGann (County Commissioner) joined the meeting sometime later.

Baird said they didn't have any action items, so they can proceed with the department budget discussion.

A. Action Items:

1. Approval of Minutes
 - a. October 15, 2021

Baird postponed approving the Minutes for October 15, 2021 until next week.

2. Review of Department Budgets:
 - a) Sand Flats Recreation Management Area

Sand Flats is an enterprise fund. These operate more similarly to a private sector account than a government account. They are generally entirely self-funded. Fees from the booth are projected to be \$700,000 in 2022. Then they collect online fees, mostly for reservations for group camp sites. There was a big jump in those from 2020 to 2021, going from \$32,238 to \$60,560. Andrea said they had built four more group sites. Andrea projected them at \$95,000 for 2022, and explained that they can see advance reservations 6 months in advance.

Board member Angela Book (OSTA Director) joined the meeting at 1:09 p.m., so they now have a quorum.

Sand Flats receives a Youth Initiative Grant from the BLM at \$20,000 for 2021, and \$10,000 for 2022. Andrea said Chris Kauffman (Treasurer) had recommended calculating 65% of the prior year's interest, to get the figure for 2022 interest earned.

In expenses, key changes are: 1.) Contract Services for Toilets, which will be \$64,500 in 2021 (which is over budget), up from \$34,027 in 2020. She will keep the \$64,500 figure for 2022. They have added toilets, and extra cleaning due to high visitation. 2.) A large increase in Capital Improvements (\$250,000). They will be doing some booth improvements, curbing, and adding a lane at the entrance. Also they will be having the toilets painted, and expanding some parking areas.

Baird explained that any expense money that comes in under budget in actual spending at Sand Flats, just rolls into the next year, and can only be spent by Sand Flats. Baird looked at the bottom line and said it looked good. Andrea said they are considering raising their fees next year, she will get with the BLM on that. She said it would double what they bring in in day use fees.

- b) Airport Operations & Capital Projects

Baird said the Airport account has two components. The general fund, which covers operations, and then there is a capital projects budget. Andy is projecting 2022 revenue at \$2,529,578, and he explained the components of that

number.

In Travel, Andy is requesting \$10,900, so he can send 4 people to ARFF training. They will need less for Terminal Maintenance than in 2021. Regarding utilities, Andy would like to install water meters at the airport, so they can determine who is using how much water. Then they can charge accordingly, and recoup some of that expense. In Runway Taxi Maintenance, they will need to do crack sealing at \$15,000. Fuel will have a 15% projected increase. Andy said if it is a heavy winter this year, they will need to snowplow more, and will need more fuel. Inventory costs will increase in 2022 to \$18,250, for medical equipment, tools, a FOD (foreign object debris) Razor for cleanup, a storage container, loader radios, 2 laptop computers, and a tractor bucket. Debt Service Payments is set at \$81,566 for CIB loans.

Capital Purchases is high: \$321,000. Andy presented a list of capital project requests, prioritized, and for the next four years, so they can plan ahead. Baird asked what grants that the airport has received could cover on any of those capital projects. Andy responded the CARES Act fund has the most flexibility, and went over FAA rules regarding timelines and deadlines for projects, and how he plans to work through them with the funding. Andy said the other stimulus grant can cover operations and maintenance, so he thinks the paint sprayer, the generator, the tree trimming (for federal airspace requirements), and the truck tires could all be covered by that grant. He and Baird reviewed some dollar figures for all the grants, and planned on a further meeting.

They are requesting an additional employee, because vacations, illnesses, and injuries have made staffing challenging.

c) Sherriff

Steve White acknowledged that there are increased expenses in 2021 and 2022. In Inventory, which is much higher than previous years at \$116,630, they will need bodycams, new rifles, ammunition, a taser payoff amount, and new computers (per Matt C.). Their Professional and Technical Services expense will go up (\$55,000), due to the double homicide (on the mountain). The radio grant will be in the Emergency Management budget. Baird looked at the Search and Rescue donation balance. Baird said they may need to cut the Sheriff's budget more.

d) Jail

Shan Hackwell said Travel will go up \$1,000, or from \$5,000 to \$6,000. Since they're still hiring, that will cover travel to training. Accordingly, the Schooling expense will also go up (\$10,000). They are short 3 employees in the Jail, and 4 in dispatch. He raised Office Expenses to \$10,000, due to their actual spending in 2021 year-to-date. Printer ink prices have gone up, but Shan plans to take steps to go as paperless as possible. Food cost amounts fluctuate from year to year. In Inventory, Matt C. requested that they replace some computers. They budget \$7,200 to pay inmates to work in the laundry, cooking, and cleaning, and he's working with Quinn to get that coded properly.

e) Emergency Management

Jennifer Swenson said she lowered a few budgeted items from the amounts of this year, because they do not need as much. She has not entered the cost match for the BRIC grants, or the WMD grant (or the SHSP grant, that will pay for the radios.). Jenny said she has checked the balances on those grants. She agreed to lower the amount budgeted for Communication Tower expense, for the propane. They will start applying for the HMEP grant for the 2023 calendar year. That item is a cost match. She lowered the amount for HAZMAT expense, from \$1,500 to \$500, because they can supplement with the Fire Department. That expense is for having the necessary materials on hand in case there is a HAZMAT spill.

f) Search & Rescue

Baird said they had covered Search & Rescue, during the course of the Sheriff's and Emergency Management budgets. All of Search & Rescue's salary and benefits come out of the Sheriff's budget. Baird said we may need to dip into the Search & Rescue donation fund, to cover these capital. expenses.

Future Considerations

Baird said at the next meeting, they will be covering loose ends, and will go over the initial draft for proposed adjustments to salaries. Also, the Budget Advisory Board will need to take action to approve the tentative 2022 budget, and forward it on to the County Commission, who will vote on it at their first meeting in November. The public hearing will be at their first meeting in December. The big decision points remaining are salary and benefits, and requests for capital.

Chris Kauffman said they did get a salary survey for elected officials earlier in 2021, on which he worked on some options.

Adjournment

The meeting was adjourned by Chair Baird at 2:58 p.m.



Chris Baird
Budget Advisory Board Chair



Christopher Kauffman
Budget Advisory Board Secretary