

**Budget Advisory Board  
MEETING MINUTES**

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

**September 17, 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), Chris Kauffman (County Treasurer and Board Secretary), and Zach Wojcieszek. Absent were members Angela Book and Mary McGann. Also present were Mallory Nassau (Associate Commission Administrator) and Renee Baker (Personnel Services Director)

**A. Action Items:**

1. Approval of Minutes:

a. September 3, 2021

Chair Baird postponed this until the next meeting on September 24.

2. Review of Non-Department Budgets for 2022:

a) 10-4126 Public Defender

Mallory Nassau said the Managing Public Defender would be Aaron Wise, once that is set up. That should be \$108,000. The Conflict Contract "A" has been at \$16,000 for a few years, but they would like to adjust that amount. They will keep the current amount for the Parental Defender, a part-time position. Defense Resources is an all-encompassing conflict attorney category. They will bring on a part-time public defender. Baird said they are expecting \$83,000 in grant funding.

b) 10-4150 Non-Department

This includes public notices that are not department-specific, office supplies, Zions Bank fees, attorney's fees for property tax appeals, indigent burial expenses, Civic Plus (county website), random mailings, liability insurance premium payments. Chris Kauffman brought up the idea of splitting the cost of the attorney's fees amongst the taxing entities.

c) 10-4151 Audit

This is for our main annual auditing service. It will need to go out to bid soon; Quinn said he has sample RFP's. Then the State Auditor's Office also required a separate internal controls audit requirement.

d) 10-4170 Elections

Baird said this category varies quite a bit. We pay a lease and service agreement on all of our election equipment, even when we're in an off-election year. That is about \$35,000 each year. Baird said most counties do election services for their municipalities. The City of Moab has opted for ranked-choice voting, which our election vendor doesn't have the capacity to do right now, so the City is contracting with Utah County. 2022 is a general election year, and looking back at the last one, it cost about \$61,000, so Baird budgeted this year for about \$66,000

e) 10-4222 Fire Control (Fire Warden)

This is for our agreement with the State Fire Warden, and the cooperative agreement for wildland fires. They are planning a salary adjustment in that office, but it's not finalized yet. But Baird was able to take the rough figures that

Rudy Sandoval gave him, and estimate a budget amount for that. It will include a salary for a part-time Assistant Warden.

f) 10-4253 Animal Control

The County has an agreement with the City of Moab for animal control in Spanish Valley. Then the City bills the County per incident. Also, the County makes a contribution to the Humane Society. This year they've requested \$12,000. This mostly covers their free or low-cost spay and neuter program. No one on the Board objected to this, when asked by Baird.

g) 10-4310 Public Health

This department covers the costs of Grand County's agreements with the Southeastern Utah Health Department, Four Corners Behavioral Health. This budget also covers a contribution to the Moab Area Watershed Partnership.

h) 10-4610 Extension Service

We make a contribution to the USU Extension Service. They provide a very broad spectrum of services: agricultural, consulting, a 4H program, financing instruction, tax preparation instruction. Since they are moving into the new USU campus, their rent expense that we cover will most likely increase. USU received a \$1,000,000 appropriation from the State, to use for the new campus.

i) 10-4820 Transfers and other uses

This fund covers transfers from the General Fund to cover expenses associated with the jail remodel debt service, COVID grant transfers, fleet management contribution to B Roads, capital projects, storm water mitigations, and contributions to the fund surplus.

j) 10-4830 Contributions to other Agencies

This fund covers contributions to Moab Valley Fire, Associations of Counties, Seekhaven, Association of Local Governments, victim advocate, Canyon Country Partnership, and Lower Valley Fire.

k) Fund 11 Health Insurance

This fund works different than other funds. When Renee does payroll, the employee benefits cost gets transferred out of the expense line and gets put into the revenue line in the health insurance account. Baird said we can't budget Fund 11 until they budget for all the employees in the County. Health insurance costs increase every year.

l) Fund 18 Storm Water Mitigation

Baird discussed storm water funds and mineral lease funds. For 2022, they will have about \$800,000 in the storm water fund balance, and then when they add the \$400,000 contribution, it will be up to \$1,200,000 (minus what we spend in 2021) for a storm water project. Water drainage damage from the Pack Creek fire will need to be addressed too.

m) Fund 25 Misc. Grants

Baird is using this fund less, but it still has some legacy grants (economic development grant, outdoor recreation grant, public defender grant, biological weed control grants).

n) Fund 27 Designated Funds

This is for restricted revenue; we place it here instead of zeroing out the balance at the end of the year. That way we can track how it is spent. One example is Search and Rescue donations. Another example is forfeiture money, seized by the Sheriff's Dept. It must be spent on certain things. The fireworks show is in this account.

o) Fund 28 Impact Fees

This fund contains the budgets for the following impact fees; Law Enforcement, Stormwater Mitigation, and Roads.

p) Fund 31 Courthouse Debt Service

This fund covers the budget for the last Courthouse remodel. The final payment on this debt is due next year. The levy on this GO Bond was canceled as the fund balance is great enough to pay the remaining debt.

q) Fund 33 Library Debt Service

This Fund covers the budget for the debt service on the Library.

**Future Considerations**

The next few meetings will be department heads' and elected officials' budget requests.

**Adjournment**

The meeting was adjourned by Chair Baird at 2:38 p.m.



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Chris Baird  
Budget Advisory Board Chair



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Christopher Kauffman  
Budget Advisory Board Secretary