

**Budget Advisory Board
MEETING MINUTES**

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

October 1, 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 9:02 a.m. with a quorum present. In attendance were Quinn Hall (County Clerk/Auditor), Kevin Walker (County Commissioner), Angela Book (OSTA Director), Mary McGann, and Zach Wojcieszek. Also present were Mallory Nassau (Associate Commission Administrator), Renee Baker (Personnel Services Director), Bill Jackson (Roads & Bridges Supervisor), and Bill Hulse (Building Inspector). Children's Justice Center Director Aubrey Davis joined the meeting at about 9:27 a.m.

A. Action Items:

1. Approval of Minutes:

a. September 17, 2021

Motion by Quinn Hall to approve the minutes, seconded by Angela Book, passes 5-0.

b. September 24, 2021

Motion by Quinn Hall to approve the corrected minutes, seconded by Angela Book, passes 5-0

2. Review of Department Budgets:

a) Building Official

There is a change in subscriptions and membership from last year. This department gets the ICC subscription, and there are certificates to renew. Hulse has added some public noticing as well. They also do public outreach, like mailers. Travel expenses will also go up, but some of that is reimbursed. They will be getting new vehicles through the Road Department. The IWorks expense (for permit tracking) will go in the professional and technical category at \$3,500. The schooling budget will include contractor schooling at \$9,000, or \$3,000 per class. Most of that will be reimbursed by the contractors, who pay to take the training. In inventory, they need a new printer/scanner, a laptop, and a new computer. The printer will come out of the 2021 budget, and the 2 computers will be purchased in the 2022 budget. Baird recommended adjusting the budget higher for those. Hulse would like to take Cody to the training in St. George. They will have FEMA come down next year to meet with lenders, insurance agents, and realtors about how they rate homes. This is partly in response to the flooding this year.

b) County Recorder

Postponed

~~e) Grand Center~~

Postponed

d) Children's Justice Center

Aubrey Davis said in each county, the Children's Justice Center is under the direction of the Utah Attorney General's office, and the Utah Children's Justice Center Program. Locally, they run on a quarterly reimbursement system. They run on the State's fiscal year, not a calendar year. Their budget is contingent on their geographic area, and the number of forensic interviews they conduct, so there is flux. Over the past 3 years, their budget has decreased

because the number of interviews has decreased. Baird translates their fiscal budget into the County calendar year budget. Davis said they also receive \$7,000 per year for personnel expenses from the National Children’s Alliance, which is in the Federal Department of Justice. In the future they will no longer receive this funding. They also have a VISTA program. They discussed salary and cost of living increases.

e) Old Spanish Trail Arena

Angela Book said she is going to move Greg into an FLSA exempt position. This will alleviate overtime, and eliminate on-call work altogether, and will help with the phone calls (on nights and weekends). In advertising, she mostly advertises the equestrian lodging and services; she budgeted \$700 for that. In Travel, she has budgeted for a Facilities Managers meeting in the spring, and she wants to tour some other facilities as well. Baird and she discussed the Enterprise leased vehicle availability. She needs new computers, and that total comes to \$4,750. Baird said that should be in inventory. They discussed utilities, phone and internet charges. They saved money by switching to LED lights a few years ago.

In equipment, budgeted at \$47,000, she needs a backflow valve, and she estimates it will cost \$25,000, which includes services from Moab Heat-n-Cool and State fire inspections. She also needs several new tires, clutch and transmission repair on a tractor and a UTV, and blades and belts for lawnmowers. Baird said OSTA will need a year-end budget amendment, depending on when these repairs are done. Baird said the Recreation Special Service District provides some maintenance and operation funds for the arena (but not for the ballfields). That’s why there are 2 separate accounts for that. In building grounds and maintenance, her spreadsheet has 150 lines of these items, including steel for safety, weed control, new hydrants, road base, and more. Baird suggested prioritizing these items. In the ballfield, they have water line breaks and sprinkler needs.

They discussed ballfield utilities, fuel, cell phone allowances, work crew supplies, capital projects, and additional needed repairs, including a new fire protection system.

f) Commission Administrator

Baird said subscription costs have gone down. Public notice costs are hard to predict; a five year average would be \$1,000, but he thought he could drop that to \$750. He noted that the high cost in 2019 (\$2,670) was probably due to the Change In Form Of Government notices. If they start travel again (for conferences), both Baird and Nassau would go. Baird said he has some GRAMA appeals in January for which he will need to travel to Salt Lake City. Travel is budgeted at \$1,000. He dropped equipment maintenance down (from \$1,750 to \$100. Professional Services is set at \$1,000 to purchase some special event management software, to help with event tracking. In inventory, they will purchase 2 desktop computers and 1 laptop, so it’s budgeted at \$3,200.

Future Considerations

Adjournment

The meeting was adjourned by Chair Baird at 11:16 a.m.



Chris Baird
Budget Advisory Board Chair



Christopher Kauffman
Budget Advisory Board Secretary