

Grand County Budget Advisory Board Meeting

Thursday, October 5, 2023, 2:00 p.m.

The regular meeting of the Budget Advisory Board (Board) was called to order by Chairman Gabriel Woytek at 2:02 p.m. in the Grand County Commission Chambers. Board members present were: Personnel Services Director Renee Baker, Commissioner Bill Winfield, Associate Commission Administrator Quinn Hall, Commissioner Kevin Walker, and Treasurer Chris Kauffman joined via Zoom during the Assessor's presentation. Board Member Shalee Bryant was absent. Others present were: County Assessor Debbie Swasey, Trails Department Director Maddie Logowitz, County Attorney Stephen Stocks, Paralegal and Office Manager Teri Hines, and IT Director Matt Cenicerros.

Action Items

1. **Approval of minutes for the Budget Advisory Board meeting of September 28, 2023:** Motion by Renee Baker to approve the minutes as presented. Second by Quinn Hall. MOTION CARRIED 6-0

Presentations and Discussion

2. Department Presentations:

- a. **Grand County Assessor: Revenues:** Grand County Assessor Debbie Swasey presented. **Expenses:** There are no new employees or reclassifications planned. Chairman Woytek said that he reorganized the expense items in several line items to coincide with standard county practice. Subscriptions & Memberships and Equipment Maintenance are two of the line items where software subscriptions were moved to Professional and Technical. Debbie said that two software subscriptions – PAMS and CIRONE may likely be replaced by the PUMA system for appraisals. The State will be coming in the next few weeks to demonstrate the software. There is an annual property tax audit for businesses performed by the state. Reappraisals of property are on a five-year rotation, however, there is an annual percentage factor that is evaluated by the state and implemented by the County. This should help reduce drastic increases when the physical appraisal is done.
- b. **Active Trails and Transportation: (moved from item c.): Revenues:** Trails Director Maddie Logowitz presented. Fund 47 outlines several revenue sources mainly in the form of grants. They became an official county department in 2019. TRT funds were increased in the mid-year budget amendment but have not been spent. There were no specific projects outlined in the increase. The changes to the budget were implemented to comply with HB416. \$52k of these funds are for salaries for eligible projects. Maddie and her staff keep in-house records of all hours and projects worked. TRCC funds are only allocated to Trails when funds are available. Chairman Woytek left the fields blank for the upcoming year. They will be filled in once the County Commission makes a determination of the expenditure of next year's TRT monies. The Optional Sales Tax Revenues come from the Roads Department funds for alternate transportation and paved path maintenance. Unspent funds are rolled over from year to year. Money is received through a contract with the Forest Service for work done on forest lands. There is not always available staff to work on projects paid for by these funds. They are

required to maintain certain trails/paths and if they do not have enough staff, the work outside of county land does not get completed and the funds will roll over. A similar agreement with the City of Moab is in place. The scope of the use of the funds is very specific and Maddie is working to broaden it. Presently, she is working with City staff to use some of the rolled-over monies to help fund the Trails Master Plan that will include City of Moab lands/trails. The department is also working on a trail system at Mud Springs. The trail is located in San Juan County in Spanish Valley and they contributed \$58,000 towards work done there in 2023's budget. A Hot Spot Grant from the State of Utah for approximately \$2.7M is in place for the Spanish Valley multi-use path. Chairman Woytek believes some easement purchases will be completed before the end of the year and will update the numbers before the final budget. The Recreational Trails Program grant is a two-year grant. Frequently, work completed in the current year will not be reimbursed until the next. \$39k was granted to her department for the Human Waste Initiative and pays for part of the salary of the employee implementing the program.

Expenses: Maddie has one full-time and one part-time partially grant-funded positions requested for 2024. These positions would be funded by a motorized recreation grant that also includes two ATVs. The County would pay for the benefits associated with the positions estimated at \$70k. The grant's cash contribution is \$256k. Maddie is also looking to hire a PT Volunteer Event Manager. Renee and Maddie are working together to add Trail Ambassador II at Grade 6. This change would have the more experienced Trail Ambassadors picking up additional responsibilities and having them paired with newly hired ambassadors. She is requesting an increase for the Healthy Trails Ambassador that would be picked up from the Health Department grant. Travel, Miscellaneous Supplies, and Fuel all show increases for 2024. This is partly due to new employees proposed but also includes things like additional tools and safety gear that are 100% grant-funded. The County's half of the proposed Master Plan is listed in Professional and Technical at \$60k. There will be more details available once the City of Moab is okay with paying for the other half with rollover funds from the ILA Trail Maintenance funds. Maddie is asking for a leased ½ ton pickup truck at \$9,000/year and the County Commission approved the lease of three SUVs for the Trail Ambassadors at \$30,600 per year. The board members spoke briefly on a threshold for requested budget items to revisit them prior to the final budget. Chairman Woytek said that there would be an entire meeting that would cover staffing requests. A threshold of \$50k was targeted for follow-up by the committee. They also readdressed the cellphone reimbursement policy. Renee said she would present some options at the staffing consideration meeting.

Capital Improvements: The department is in need of a new shed for approximately \$8,000 to hold tools, paint, equipment, and signage. They have outgrown the one they have and a second one is needed. Chairman Woytek asked for final questions. Board member Bill Winfield asked why there is money allocated for mileage when the new county policy excludes it. Board member Renee Baker said that the new policy excluded some departments from the mileage reimbursement restrictions. County IT Director Matt Cenicerros asked about the paved path maintenance line item. Chairman Woytek restated that the purpose for the continued rollover of the funds was for the eventual

large expense of repaving the path. Also, as a contingency if the cantilever mechanism at the river crossing fails. County Attorney Stephen Stocks asked about the Wilderness First Responder training for the Motorized Trail Ambassador. He believes there could be some liability for the County if that person is not also EMS trained. Maddie said she would meet with him later to discuss. It was asked that the minutes reflect that additional accounts should be created in Caselle for Responsible Recreation and other TRT-funded programs to be more transparent and easier to understand.

- c. **County Attorney's Office:** County Attorney Stephen Stocks and Office Manager/Paralegal Teri Hines presented. **Expenses:** Attorney Stocks is requesting a new full-time paralegal or prosecutorial assistant position. Their workload has increased in conjunction with the staffing levels at the County Sheriff's Office. They also have a vacancy upcoming. Presently, the position is filled by an attorney who has come out of retirement to help their office. He intends to return to retirement when they find a replacement. Most expenses in their department will remain the same as 2023. There is an increase in the training budget. Stephen provided those present with a detailed breakdown of the training and travel and it is attached to these minutes. The Witness Expense line has a proposed decrease of \$47k. The funds were provided by the County Commission to provide expert witnesses to prosecute noise disturbance cases. No noise cases have been prosecuted by their office to date. The cases they receive heavily dictate department spending. They have recently been required to spend money on a certified translator for Spanish language cases. They are working to have a data bridge with law enforcement that will eliminate much of the data entry they perform presently. The Deputy Legal Services line item is used to pay other offices to take on a case that is a conflict for his office to prosecute. Usually, it is done as a trade with another county's attorney. Occasionally they must hire someone. Funds from their department provide money for the Victim Advocate. Stephen had a question about the origin of the funds. Chairman Woytek asked that it be reflected in the record that he will do research and get back to the board and the County Attorney with information.
 - d. **IT Department: Expenses:** IT Director Matt Cenicerros presented. The department has no new positions or reclassifications proposed for 2024. The Equipment Maintenance line item is up from 2023 due to the need to purchase some large batteries that are scheduled to be replaced. Professional Services is up due to some of the services provided are on a three-year contract and are due next year. These include the KnowBe4 Security Trainings and Social Media Archiving services. RMM is Remote Management Monitoring. This line item contains \$50k (not to exceed amount) for radio tower maintenance and repair. And it includes MDR (Managed Detection Response) software – also \$50k. Board member Walker recommended that this item was split into two lines to reflect the costs of both items included. Chairman Woytek will create an additional account for radio tower maintenance. Matt said that the State of Utah is working on funding a statewide MDR that would be free to all political subdivisions of the state. It is dependent on legislative funding and it may not pass next year, so he is planning on paying the \$50k in 2024.
3. **Future Considerations:** Board Member and Commissioner Bill Winfield made reference to emails that were going around from a citizen regarding errors in the 2022 financial statements. The mistakes were confirmed by the auditor and are being addressed. Bill said that the County

Commission created an Audit Committee at the direction of the State Auditor's Office, of which he is supposed to be a member. It has not met since he was elected. He stressed the importance of the county following its own rules and that he takes the errors seriously. Board Member Hall said that it is possible that the new audit team reclassified some items differently than the firm that had been doing the audit for many years. Also, the County pays an accounting firm every year to help prepare for the annual audit. Chairman Woytek said the financial consultant will here next week and should be present for the meeting.

4. **Adjourn** – Chairman Woytek declared the meeting adjourned. Hearing no objections, the meeting adjourned at 4:19 p.m.

Attest:

Chris Kauffman
Chris Kauffman, Secretary

Gabriel Woytek
Gabriel Woytek, Chairman