

Grand County Budget Advisory Board Meeting

Thursday, September 28, 2023, 2:00 p.m.

The regular meeting of the Budget Advisory Board (Board) was called to order by Chairman Gabriel Woytek at 2:00 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, Treasurer Chris Kauffman, Commissioner Kevin Walker, and Board member Shalee Bryant. Others present were: USU Extension Services – Cory Farnsworth, Roads – Bill Jackson, Building Department – Bill Hulse, Maintenance – Shawn Fugit, and Dana Van Horn. Canyonlands Field Airport Director Tammy Howland arrived via Zoom following the Road Department presentation.

Action Items

1. **Approval of minutes for the Budget Advisory Board meeting of September 21, 2023:** Motion by Renee Baker to approve the minutes as presented. Second by Quinn Hall. MOTION CARRIED 6-0 with Board member Bryant abstaining.

Presentations and Discussion

2. Department Presentations:

- a. **USU Extension Services: Revenues:** USU Extension Director Cory Farnsworth presented. The Extension office is primarily funded with monies from Utah State University. They pay the salaries and benefits for most employees. The County pays for \$37,000 of the Program Assistant's salary. Other revenue received from the County pays for programming services in the area. Chairman Woytek explained that he arranged their budget line items to more closely reflect the way other counties and the university currently do at Cory's request.
Expenses: The Program Assistant's salary will be moved from the County salary line. Board member Baker said that the position is not a county-employed position.
Capital Improvements: Cory is asking for a vehicle and other capital purchases/leases. He plans to meet with the County Commission to discuss the Extension's needs.
- b. **Road Department (moved from item c.): Revenues:** Road Supervisor Bill Jackson presented. The Road Department is funded mainly from State Class B Road monies. These funds are generated from fuel taxes. They are distributed to the counties based on population and miles of roads. The department is expecting a one-time Rural Transportation Grant of \$1.75M and \$250,000 in ongoing funding. The Class B Road money is usually about \$3M and is received every other month by the county. The department also has a revenue line where other departments pay for work done by the road department at their facilities. They do work at the airport occasionally, and sometimes loan equipment to the arena and to Maintenance. The \$100,000 contribution from TSSD (Transportation Special Service District) is money for flood mitigation – repairs of water crossings damaged in the floods last summer. The district is also providing funds for the Jackson Street drainage project. Some funds are received directly by the Department from encroachment permit fees and snow removal for San Juan County and Castle Valley. Also included is a revenue line for the sale of surplus

equipment which varies greatly from year to year. Treasurer Kauffman estimates approximately \$216,000 in interest to be earned by road monies next year.

Expenses: Public Notices – There are two employees retiring by the end of 2023. Bill plans to move existing employees into these positions and hire new inspectors/road foremen to his staff. He will bring more information to the Commission. It was noted that Road Department funds their own employee's salaries. Bill budgeted for three foreman trucks in 2023 that were never received. He will carry over the funds to procure them in 2024. Professional Services' amount was reduced due to the hiring of a County Engineer. Commissioner Walker suggested that the department pay the county for services provided by the engineer on road projects in the same way the department pays for other services provided such as Personnel Services and the Clerk/Auditor's office. Bill noted that any work on storm drainage done by the engineer should be paid out of the storm drain mitigation fund. His team is working on Hasting's Road installing over 1,700 feet of French drain and completing 8 miles of chip-seal work. The department makes contributions of \$407,503 to the Trails Department and \$307,503 to maintain the paved paths. Bill said that his department can do storm drain work but must be reimbursed for the work completed. This option will save the county money. Commissioner Walker said that there is an additional amount of 0.25% sales tax money available for transportation projects and the county is not currently taking advantage of this opportunity.

Capital Improvements: Bill intends to lease four new graders, one with snow-pushing wings and a street sweeper. The sweeper was funded in 2023 but has yet to be delivered. Treasurer Kauffman said that fund 35 – Road Projects should receive approximately \$121,000 in interest next year. Fund 35 can be used for grant matches for projects. Bill expects approximately \$2.5M for the EWP project and up to \$1M if the FLAP Grant is awarded. Bill said that he has a great crew and he is proud of their work. It is difficult for him to find good employees.

- c. **Airport: Expenses:** Airport Director Tammy Howland presented. Salaries and benefits are subject only to COLA and new county insurance rates. The required contracted position of Certified Water Operator will be performed in-house by Dana Van Horn. This saves the County \$500/month. The Electrical and Weed Control line item was brought to zero and funds were consumed elsewhere. Runway maintenance is down due to grant monies received. They got a new leased truck payments are expected to be \$18,795 next year. Inventory – Tammy provided a list in order of need. At the top of the list was a new water pump. The airport water system is currently run on lesser-quality irrigation pumps. She is working with others to change out the pumps to modernize and make the system more reliable for the users. The software she is requesting is not a requirement, however, it would help with documenting the federally required maintenance. Many small airports use the software. Chairman Woytek recommended that she get confirmation from IT that the software will be compliant with the county's computer network policies. Tablets are also required for workers to input work orders in the software. New attachments for their John Deere tractor to clear the runway during snow events is also requested.

Capital Improvements: Tammy is asking for \$180k in county-funded improvements for the airport. She provided an itemized list of the projects. The items include an awning

for the outdoor seating area, brush replacements for the tractor, and vending machines. The Security Gate planned for 2023 was not completed due to a lack of FEMA funding.

Revenues: Tammy mentioned that there is a requirement to reinvest revenues from the airport into airport projects and not into the General Fund. Chairman Woytek will follow up with her on this topic. Tammy said that revenues are received from the sale of fuel, car rental concessions, rents and utilities paid by hangar tenants, and airport ramp fees. There are no receipts for ramp fees in 2023. It is possible that there is a misunderstanding with the codes where payments are applied. Tammy believes that Red Tail has been paying them all year. 2024 should see the construction of the improvements designed in 2023. Matches of \$187,400 for a \$2M grant and \$562,200 for a \$6M grant are required. The County previously has taken loans from the CIB to fund the grant-matching portions of the airport improvements. There is a carryover from 2023 to 2024 of unspent FAA Entitlements. The design work completed this year was paid for by a Bipartisan Infrastructure Legislation grant allowing the FAA money to be unspent. The airport also receives TRCC money from tourism tax funding. She will meet with Chairman Woytek to discuss the uses of those funds.

d. Maintenance: Revenues: Maintenance Supervisor Shawn Fugit presented.

Expenses: Shawn has hired a new employee to replace Leo Dutilly, who left for employment at the Recorder's office. He is also requesting an additional maintenance worker for janitorial work and paved path maintenance. There is additional work to be done on the utilities line of the budget and he will present those numbers at a future meeting. The Building and Grounds line item covers incidental purchases for the 14 facilities his department maintains. This includes items for sprinkler repairs, HVAC repairs, and consumables like lightbulbs. **Schooling:** USU offers maintenance certification courses that are reasonably priced. He would like his staff to attend these classes. Board member Baker said she would be happy to discuss that with Shawn at another time before the next meeting.

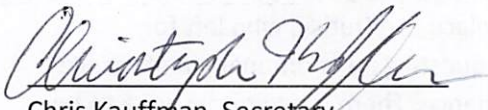
Capital Improvements: The mid-year budget amendment included funding for dark-sky-compliant lighting upgrades. The department has been able to complete many of the upgrades themselves, saving the county money. There is still work to be done at the Emergency Operations Center. Shawn stated that it should be completed for \$2,000 unless they need to hire an electrician. Commissioner Walker left the meeting at 4:05 p.m.

e. Building Department: Bill Hulse presented. **Expenses:** Bill is not requesting any new positions. He confirmed with Renee that Cory's position is funded at the appropriate rate for 2024. **Subscriptions and Memberships:** increased by \$4,500 for the iWorq subscription. It was previously coded to professional services. That line item is reduced by the same amount for next year. **Public Notices:** They put an informational advertisement in with the county tax notices this year. He will owe the Treasurer's Department for printing and mailing costs. There are notification requirements associated with the BRIC grant funding. **Leases:** Payments for their leased vehicles should be reduced when the cars are returned in 2024. They will be required to purchase one set of code books next year. They have two already and are required to have three copies on hand. One of the copies is electronic. They are working on finishing some small items in the building using the remaining funds from the building project. The contractor classes they

used to host/provide are slowly being taken over by USU Extension as required by the state. In 2023 they are providing the instructor and should be reimbursed for the expense. USU should take over 100% of the responsibility next year. Personnel Services Director Renee Baker left the meeting at 4:30 p.m. Utilities were not budgeted for the new building in 2023. Bill is unsure if the utilities will be covered in the facility maintenance budget. Chairman Woytek will follow up with Bill and Shawn on the utilities. **Revenues:** Bill said the permit line item includes fees for apartments at Arroyo Crossing and three new Sage Creek buildings. He reminded Chairman Woytek that he needs a new line item for Floodplain and Stormwater.

3. **Future Considerations:** None.
4. **Adjourn** – Chairman Woytek declared the meeting adjourned. Hearing no objections, the meeting adjourned at 4:31 p.m.

Attest:


Chris Kauffman, Secretary


Gabriel Woytek, Chairman