

Grand County Budget Advisory Board Meeting

Thursday, October 12, 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, Commissioner Kevin Walker, Board Member Shalee Bryant via Zoom, and County Treasurer Chris Kauffman (Chris joined Zoom at 2:15 p.m.). None were absent. Others present were: Consultant Cody Deeter, Planning Director Elissa Martin, Grand Center Director Lorette (Yordy) Eastwood, County Sheriff Jamison Wiggins, Emergency Manager Cora Phillips, Jail Commander Shan Hackwell, and SAR Commander Brad Hines. Other Sheriff's Office staff present were: Chief Deputy Sheriff Mike Palmer, Dispatch Supervisor Jennifer Swenson, and Assistant SAR Commander Erinn Looney-Triggs. IT Director Matt Cenicerros was present for the Sheriff's presentation.

Action Items

1. **Approval of minutes for the Budget Advisory Board meeting of October 6, 2023:** Two typographical errors in the minutes emailed to the board yesterday were corrected prior to the meeting. Motion by Renee Baker to approve the minutes as corrected. Second by Shalee Bryant. MOTION CARRIED 6-0.

Presentations and Discussion

2. Department Presentations:

- a. **Planning and Zoning: Expenses:** Grand County Planning Director Elissa Martin presented. There are no new employees or reclassifications planned. Public Notices is increased for next year. Elissa explained that there are several public workshops planned and the renewable energy program's "opt-out" notices are required. Many of the expenses in the Planning and Zoning Department are increasing next year due to the recent addition of the County Engineer position. The Professional Services line item is down for the same reason. The Gov-OS software that tracks overnight rentals is split between their department and Economic Development. They are in the process of hiring a new Code Enforcement person. The job will be more proactive than the previous complaint-driven one. They will likely use more fuel than before and the junk removal program is planned to pick up. Commissioner Winfield said that residents of Thompson Springs are eager for the program to begin again. Elissa said that she is focused on getting the Future Land Use Plan and General Plan completed and approved next year. The Housing Project that was planned will be worked on after. The VISTA position is usually placed in the Planning Projects line item as well because the position is focused primarily on project assistance. **Revenues:** There are recent updates to the Consolidated Fee Schedule that should bring a small increase in revenues. The Grant Revenue line remains undecided. Elissa will meet with Chairman Woytek to discuss grant funding for 2024.

- b. Grand Center: Revenues:** Grand Center Director Lorette (Yordy) Eastwood presented. There are two different budgets for the Grand Center. One titled “Senior Citizens” is mainly funded by the Council on Aging and is tied with the meal program directly. The other is titled “Community Center” is funded largely by TRTT money and focuses on the event center facilities. **Expenses:** Yordy recently hired a new bus driver and hopes to make the position full-time and expand their duties. She is requesting funds to advertise the center to more active seniors and draw more community involvement in their programs. Travel includes conferences that have been virtual since COVID and are now convening in person. The travel line item also includes money for day trips for the seniors. Attendance at the monthly BINGO night is up and she would like to purchase more and better prizes for the lucky winners. The Schooling line includes mandatory food handler, CPR, and related courses that staffing needs to serve the seniors. Many of the courses are reimbursed by the Council on Aging funds. In the Community Center budget Inventory includes updating the A/V equipment at the facility for use by those who rent it for meetings and events. Matt Cenicerros arrived to the meeting and said that he would work on getting some of the items ordered with this year’s funding and Yordy asked to have the \$7,500 repeated for 2024 to complete the purchase with a new projector. Matt estimated the cost and will advise Chairman Woytek if changes are needed to the line item. Money has been budgeted to stain the wood on the outside of the building and to put down road base in the back parking lot. The Road Department will place the gravel. The sole cost should be for materials only. **Revenues:** The center is funded by the Council on Aging Services and by TRTT monies. Chairman Woytek expects the Commission to approve a similar split of the tax money as in previous years. Most General Funds are spent on salaries and benefits.
- c. County Sheriff: Emergency Management: Expenses:** County Emergency Manager Cora Phillips presented. There are no new positions requested for 2024. Renee Baker explained that Cora’s position was left out of the recent reclassification of the Sheriff’s Department salary grade changes, largely due to the position being vacant at the time. The position will be reclassified to Grade 15 from Grade 13 to match other supervisory positions within their office. Some of the Emergency Manager’s salary is paid by a \$34,300 grant from State Homeland Security. The Professional Services line item has funds related to the Emergency Operations Plan professional assistance. Cora added funds for Public Notices next year and believes that community engagement is important to emergency management. The Emergency Manager is required to become certified. The training is a five to ten-year horizon and she scheduled several of the courses for next year. Communications Tower Maintenance now has its own line item. There is a \$2,543 contribution to the USFS for wildfire “insurance.” The Road Department also picks up some of that cost. The Emergency Management Department maintains HAZMAT response equipment and gear for the responders. The Fire Department responds to any emergency of this type and the equipment is stored at their facility. Some of the items have an expiration date and must be replaced every five years. There is a five-year plan to develop a comprehensive flood warning system. She is working on an MOU with the City of Moab to assist with funding after the Hazard Mitigation Grant funds to be received are determined. The Inventory line includes funds for a small projector and tent. She currently uses one owned by the library and it is not always available when it is needed.

Dispatch: Expenses: Dispatch Supervisor Jennifer Swenson presented. In prior years, dispatch was included in the Sheriff's Office budget. It has been separated out starting in 2024. Salaries and benefits for dispatchers are funded by the General Fund. Most expenses remaining are covered by the approximately \$20k per month received from 911 taxes. There are no new positions or reclassifications requested for 2024. The budgeted office inventory includes new office chairs and a therapy light to mitigate the effects on dispatchers working in a windowless office in a very sedentary job. Training includes classes for handling suicide calls and active shooter training designed especially for dispatch personnel. **Revenues:** The Sheriff is working on charging other entities that use dispatch services. This should bring in some additional revenue in the future. **Search and Rescue: Expenses:** SAR Commander Brad Hines and Assistant Commander Erinn Looney-Triggs presented. There are no new positions or reclassifications requested for 2024. Renee will go back through the numbers she entered as the overtime number was missing and the benefits appeared to be on the high side. Renee said that on-call pay was placed with benefits when a specific category was not present. The Operations and Maintenance line item contains most purchases by the department. Most purchases are reimbursed by the State SAR Program. Repair costs on some equipment are up. Six leased vehicles are requested. They have over 100 tires "on the ground" and there is a constant need for replacement. The department utilizes StarLink for communications in the backcountry. Matt said that the cost has increased and Brad should add \$1,000 to that line item. Some high-angle rope rescue equipment must be replaced every five years and they budget money every year to stay on top of it. **Capital Equipment:** \$30k allocated for a high-security gate at the Emergency Operation Center (EOC), most of which would be covered by a grant as well as a new Polaris 4x4 that would receive 66% grant money from the Department of Recreation. The Sheriff's Department is moving the entirety of their radios to dual-band. New radios and antennas are required county-wide. **Revenues:** The Sand Flats Recreation Area historically provided \$10k in funding for SAR. They have tentatively increased that amount to \$15k. Commissioner Walker suggested that the formula could be changed to the SFRA paying a percentage of their costs based on the number of rescues performed on area lands and suggested the board look into that for 2025. They also receive funding from the BLM and the approximate reimbursement from the State SAR funds is approximately \$30k. TRT revenues are \$300k. The board discussed the possibility of extracting the SAR budget from the Sheriff's Department budget. The two are very intermingled and it may prove challenging. Chairman Woytek said he would look into the possibility. **County Jail Facility: Expenses:** Jail Commander Shan Hackwell presented. A part-time registered nurse is requested for 2024. The jail employs one part-time nurse presently. She works three, half-days per week. The new position is estimated at \$18k/year. Shan said that he and his staff have been unable to attend many trainings due to staffing shortages but he intends to increase attendance in 2024. Professional and Technical includes fingerprinting technical services and touch-screen security maintenance fees. Inventory has funding for a new booking station. There are usually three employees in booking and only two stations for booking people into the jail. The books at the jail are mostly donated by other entities. Shan would like to add a barcoding system to check out books more efficiently. Trustee salaries are used to pay inmates for work performed at the jail like working in the kitchen. Inmate medical expenses are up

drastically from 2022 due to a few required surgeries and one inmate who required \$4,000 in medication for the nine months he was incarcerated at the jail. The facility does have a discount arrangement with the local hospital for most services. All medical services received by State Prison Inmates are reimbursed by the State of Utah. **Revenues:** The jail currently houses nine state inmates. The State pays approximately \$67/day/inmate. The jail is estimated to receive \$220k for housing them next year. Other revenues include State funding for DNA testing and inmate reimbursement for time served when their sentence results in probation. Shan mentioned a possible \$10k grant and will follow up with Chairman Woytek. **Sheriff's Department: Expenses:** County Sheriff Jamison Wiggins and Chief Deputy Sheriff Mike Palmer presented. Renee Baker advised the board that the recent reclassification of the office's grades resulted in Jamison's chief deputy being paid at a higher rate than the Sheriff's grade. She is working now to correct this. Sheriff Wiggins advised the board that many of his office's purchases are made in the last quarter of the year and there are many items on order or that have not been invoiced to date. A change to the vehicle lease contract stopped the county paying a monthly fee for vehicles that while awaiting outfitting for the special equipment needed by the department. A short discussion amongst the board led to a request for Fleet Manager Cody McKinney to come to a future meeting and present on the vehicle lease program. Professional and Technical Service line includes body cameras and the Spillman Software used by law enforcement. He is working on a grant for mental health training for his officers. Jamison attached quotes and invoices for most items discussed. The cost of many items used by the Sheriff's Department have increased. Ammunition, taser and associated equipment have both increased dramatically. In the Inventory line item Jamison hopes to purchase several "less lethal" packages that include bean bag rounds and tear gas. The State has recently increased the number of training hours required to maintain certifications. He would like to host some training in Moab to save money and to have the opportunity for high attendance. The Drug Task Force has recently purchased a K9 and its care will be funded by the county and by task force funds received by the state. **Capital Projects:** None at this time. **Revenues:** The department charges fees for support given to outside events like races, films, and UTV rallies. Fees are estimated at \$40k for 2024. The department is also reimbursed by the state for bailiff services and court security services in the 7th District Court. \$4.35M of TRT funds are used to support county law enforcement efforts.

3. **Future Considerations:** Chairman Woytek introduced Cody Deeter of EFG Consultants. Cody is the independent financial consultant who assists the county with audit preparation. Chairman Woytek said that Cody will assist him with professional analysis, particularly revenue projections. Cody will also provide data presentations and visualizations for the County Commission to help inform their decisions relating to the budget. Cody briefly described his background and Chairman Woytek asked if anyone had any questions for Cody. Commissioner Winfield mentioned the mistakes on the financial statements from the auditors from last week's meeting. He said he is still concerned about the mistakes and wants the county to take them seriously. Board Member Bryant agreed with Commissioner Winfield that it is possible an incorrect financial decision could be made based on the documents. Commissioner Walker disagreed regarding the use of financial statements for informed financial decisions and argued that the budgeting software used was where all financial decisions were derived. He did not argue that the mistakes needed to be addressed. Chairman Woytek spoke to Larsen and

Company and they said they could come and speak at a public meeting to address the errors. Chairman Woytek will schedule that meeting as soon as possible as the main auditor is in American Samoa working on their audit. It was agreed by the board that this would go a long way to increasing transparency of what occurred and how it was rectified.

4. **Adjourn** – Chairman Woytek declared the meeting adjourned. Hearing no objections, the meeting adjourned at 4:45 p.m.

Attest:

Gabriel Woytek

Gabriel Woytek, Chairman

Chris Kauffman

Chris Kauffman, Secretary