



KANE COUNTY PUBLIC LANDS DEPARTMENT

76 North Main Street • Kanab, UT 84741
435.644.4964

NOTICE OF PUBLIC MEETING

Notice is hereby given that the Kane County Recreation and Transportation Committee meeting will be held on Wednesday, November 17, 2021, at 10:00 a.m. in the Kane County Commission Chambers, 76 North Main, Kanab, UT.

This meeting is available via conference call at 435-676-9000, participant code 168030#.

For questions pertaining to this meeting contact Clayton Cutler, Public Lands Coordinator at 435-644-4366 or ccutler@kane.utah.gov.

Dated November 1, 2021

A handwritten signature in blue ink, appearing to read "Clayton Cutler".

Clayton Cutler, Public Lands Coordinator

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Recreation & Transportation Special Service District

NOVEMBER 17, 2021
10:00 AM

AGENDA

CALL TO ORDER
WELCOME

- Approval of 09-15-2021 R&T meeting minutes.
- Discussion on duties and appointment of district board clerk.
- Financial update:
 - Discussion and action to fiscal year 2022 tentative budget.
 - Discussion and action to set budget public hearing date. - (12-15-21)
 - Discussion and action on member compensation.
 - Discussion and possible action for financial software (Pelorus)
- Follow up on new board members training 2021.
- Fraud Risk Assessment signatures and discussion.
- Discussion and action for Procurement Policy.
- Review of board members terms.

UPDATES:

-Via conference call- 435-676-9000 -Participant code- 168030

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS:

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Clayton Cutler. Agenda items may be accelerated or taken out of order without notice as the Committee deems appropriate. All items to be placed on the agenda contact Clayton Cutler by noon Monday, prior to the meeting.
ccutler@kane.utah.gov 435-644-4366



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MINUTES

Recreation & Transportation Meeting

November 17, 2021

Conducting: Tony Wright

Attending: Byard Kershaw, Mike Noel, Kelly Stowell (phone)
Bart Battista, Tony Wright, Lance Jackson,
Clayton Cutler, Public Lands,
Rob Van Dyke, County Attorney,
Wade Heaton, Commissioner,
Hayden Ballard, PLPCO Attorney.

Absent: Andy Gant, Commissioner.
Taylor Glover, Public Lands Director

10:00 AM Call to order: Tony Wright

AGENDA:

Approval Meeting Minutes:

Tony made a motion to approve the 09-15-2021 meeting minutes- Lance seconded the motion.

Motion passed unanimously.

Agenda Item 1:

Tony asked if the district clerk was going to be Clayton, Clayton said yes.

Rob asked if the board had approved the MOU between the County and the District with Clayton. They had not yet approved the MOU because it was just signed. Rob said in order to make it official, the MOU would need to be on the agenda at next meeting and then they can vote to approve the MOU. Clayton said he would get that on the next meeting's agenda. Rob mentioned that the board can make a motion to approve Clayton today, and officially approve the MOU in the next meeting.

Tony made a motion to approve the District clerk.

Lance seconded the motion.

Motion was passed unanimously.

Tony asked if Clayton could send that out so the board could read it beforehand.

Financial Updates:

Clayton said that he was able to meet with Jenni, the former clerk. Tony reminded those who weren't familiar with Jenni who she was and why she couldn't continue to be the clerk. Clayton said that the board needs to set a tentative budget for 2022. Jenni had said that we can work with our budget from last year.

Bart asked where the board's revenue comes from. Tony stated that he thought it was from SITLA.

Rob explained that they get it from 2 sources of funding. From a mineral lease in which they had swapped out some parcels from SITLA. The other source of funds is from Secure Rural Schools. It is much like PILT but it is specifically for roads and school districts in rural areas. Half of SRS funding goes to the County the other half goes to the school district. If the County doesn't send it to a SSD like this, then it directly offsets our PILT funds, so it goes to this district.

Byard asked if the mineral lease money on SITLA goes to this district.

Rob replied that he wasn't exactly where the funds come from on that end, but because of the SITLA parcel swap, that is how they are able to get the money to the SSD from the County.

Bart questioned that maybe those leases are no longer available for funding because they are in the monument.

Lance asked if and when SITLA sells a lease that is where this money is generated.

Rob said that is unrelated to this type of funding.

Wade said that a question some people have had, is why this money doesn't just stay with the County, and why does it come to this group? He said that if the County kept that money they would actually be losing funds. The County needs an entity to offload those funds so they can receive the PILT.

Tony asked if Clayton could get with Jenni again to make sure the board understood where the funds come from so they have a better idea how to budget.

Clayton said he would get that ready for next month's meeting.

Clayton then went over some of the line items on the budget. He made mention that they can discuss those fees and expenses right now for the 2022 budget. The first item that was discussed in depth was the board member fees, and that they currently get \$100 per meeting.

Tony wanted to make sure that each member was clear on how many meetings they will be meeting together for the RTSSD board. It is 6 times a year right now, unless they need to schedule another meeting. So the fees for member attendance at meetings would be \$3,600. Mike said he felt that the money to members could be better used elsewhere and suggested that they don't take any money for attendance.

Wade commented that it was totally up to the board, because usually half of these types of boards take money and half don't. So it is up to them.

Kelly Stowell spoke up and said that he agreed with Mike and he would like to see that money go to projects instead of to members.

Rob gave a recap of how the board got to this spot with paying members to attend the meetings and why they dropped the reimbursement to \$100. There were more members in the past and then member numbers reduced so they reduced the reimbursement.

Clayton continued over some of the line items on the budget. He brought up the contracted service line item and that it will now be zero. They are now no longer paying for a clerk at this time.

Bart asked if it would be necessary for the board to reimburse the County for Clayton's services on the SSD.

Rob said that the MOU is proposing a no cost agreement, meaning that there will be no cost for right now, but later if Taylor's office hires someone then that may be revisited.

Bart wanted to make sure that Clayton wasn't going to be overwhelmed with the duties of the clerk. Clayton said for now he doesn't anticipate it adding too much to the duties of what he is doing now. He did bring up that the board should consider paying for the financial software that Jenni has been using so they can get the SSD's previous years financial database transferred to Clayton's computer. The cost would be \$1,000 per year.

Tony made a motion to pay for the Pelorus financial software. Tony seconded the motion. The motion passed unanimously to pay for the software.

Tony moved to the next item.

The board needs to set up the public hearing to pass the budget on 12-15-2021.

Tony made a motion for the public hearing.

Bart seconded the motion. The motion for the public hearing on 12-15-2021 was passed unanimously.

Rob reminded the board that they need to pass the tentative budget today, and then at the public hearing meeting on 12-15-2021 they pass the final budget.

Rob reiterated to the board that they don't have to make a decision today about board members forgoing their compensation for the board meetings.

Bart talked a little bit about the future of adding members to the board, and it may be a good idea to keep the payment to board members in the case that future members may want to be compensated for their time on the board.

Byard spoke up and mentioned that he actually wasn't aware that board members were compensated for a board position. Rob made clear that for the resource committee they weren't even allowed to be compensated and this was for the RTSSD only.

Tony made a motion to take the line item off the budget for member compensation.

Mike then spoke up and said he make a motion to pass the tentative budget with the line item of member compensation taken off the budget.

Bart wondered what the board usually spends money on and where the money goes.

Tony mentioned a few projects that they have been working on in the past and what that money went to.

Lance asked Kelly if some of the money had already been paid for projects.

Kelly replied that they have done a few projects so far.

Tony made a motion to adopt the tentative budget.

Bart seconded the motion.

The motion passed unanimously.

Tony asked rob about some of the checks that the board has cut, and those checks have not been cashed yet.

Rob said if they haven't been cashed yet the money is still in the account, or in the budget.

Tony moved to the next agenda item about board member training.

Tony said for the members to take the training and then send the certificates to Kresta.

The next item was for Tony and Andy to pass the fraud risk assessment. It was done, Tony signed and Clayton would get with Andy after the meeting for his signature.

The next item was about the board to adopt a procurement policy.

Rob said that if local SSD's don't have a procurement policy then the SSD must comply and adopt the County's policy.

Mike suggested that the board adopt the County's policy.

Tony made a motion to adopt the County's procurement policy,

Mike seconded the motion.

Motion was passed unanimously to adopt the County procurement policy.

Next item was the board member terms. Clayton went over those terms. Clayton asked if the board members whose terms were expiring at the end of the year if they would like to continue to be on the board and be reappointed.

The members said they were all ok with being reappointed to the board.

Clayton talked a little bit with Rob about clarification on the tentative budget. Clayton said he would get with Jenni between now and then so he would be able to clarify and answer any questions the board may have on the budget.

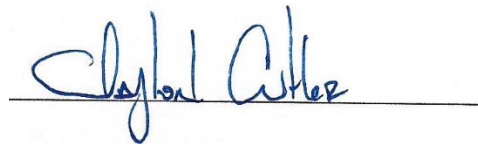
Tony made a motion to adjourn.

Lance seconded the motion

Meeting was adjourned.

A handwritten signature in blue ink that reads "Tony Wright". The signature is written in a cursive style and is positioned above a horizontal line.

Tony Wright – RTSSD Chair

A handwritten signature in blue ink that reads "Clayton Cutler". The signature is written in a cursive style and is positioned above a horizontal line.

Clayton Cutler – KCPLD

