AGENDA

PUBLIC HEARING ON CIB SMALL PLANNING GRANT AND THE REGULAR TOWN COUNCIL MEETING

WEDNESDAY, OCTOBER 18 th, 2023 AT 6:30 P.M.

CASTLE VALLEY COMMUNITY CENTER - 2 CASTLE VALLEY DRIVE

This meeting will be a hybrid meeting held electronically by Zoom and also in person at the anchor site the Town Building . If you have comments or concerns for the Council please attend or email them prior to the Meeting: townclerk@castlevalleyutah.com or call 259-9828 M-W 9AM-1PM. Thank you!

PLEASE NOTE: ** HOW TO JOIN THE ZOOM CONFERENCE CALL**
Meeting ID: 660 541 0108 Passcode: 84532
Option 1 Dial-in phone number (US): (253) 215-8782 follow prompts.
Option 2 Join the online meeting (must have computer speakers and microphone):
https://zoom.us/j/6605410108?pwd=Q05sYm5qQ0lpNlY5TVp2bTU5VnZjQT09

Call to order and Roll Call

Public Hearing on the Community Impact Fund Grant for 50% or $9000.00 of the Town's portion for the FY2024 Water Budget study.

Public Comment

Regular Town Meeting

1. Open Public Comment
2. Approval of Minutes: Regular Town Council Meeting September 19th, 2023.
3. Executive Reports:
*Water Agent and Water Committee Report - John Groo/ CM O'Brien
*Road Department Report- Dorje Honer
*Planning & Land Use Commission- Colleen Thompson
*Community Renewable Energy Act-CM Gibson
*Fire District-M Duncan /Chief Drake
*Treasurer's Report- CM Hill
4. Correspondence: TBA
5. Administrative Matters & Procedures: Town letters, PLUC Meeting on Wednesday November 1st 6:30 PM will hold a public information session on the National Flood Insurance Program with Traci Harrison, State Floodplain Program Manager | NFIP.

NEW BUSINESS

6. Discussion and Possible Action re: Upper 80 Low Water Crossing options.
7. Discussion and Possible Action re: Approval to pay $14,775.00 for the Engineering Study of the Upper 80 Low Water Crossings to be reimbursed by the CDBG grant.
8. Discussion and Possible Action re: Approval of the Ethical Behavior Policy.
9. Discussion and Possible Action re: Letter regarding the Manti LaSal National Forest Management Plan EIS to be approved unanimously via email.
10. Discussion and Possible Action re: Approval of the Community Renewable Energy Program Utility Agreement.

UNFINISHED BUSINESS - None

11. Closed Meeting (If necessary)
12. Payment of the bills.

ADJOURNMENT

For Meeting Packets go to: https://www.utah.gov/pmn/index.html Government: select "Cites"
Entity: select "Castle Valley" Body: select "Town of Castle Valley "Select this meeting and click on "Download attachments"

DRAFT MINUTES
THE REGULAR TOWN COUNCIL MEETING
WEDNESDAY SEPTEMBER 20, 2023, AT 6:30 P.M.

CASTLE VALLEY COMMUNITY CENTER - 2 CASTLE VALLEY DRIVE

****Due to concerns regarding the potential spread of COVID-19 this meeting was a hybrid meeting held electronically by Zoom and also in person at the anchor site the Town Building.**

Council Members Present: Mayor Duncan, Council Members O' Brien, Gibson at the anchor site, Council Members Hill, and Holland on Zoom.
Absent: None
Others Present at Anchor Site: Dorje Honer, Colleen Thompson and Ron Drake.
Others present on Zoom: John Groo, Laurie Simonson, Norman and Peggy Llewelyn and Lesa Smith.
Duncan called the Meeting to Order at 6:30 PM, Buck called role.

Regular Town Meeting

1. Open Public Comment: CM Hill commented that the ragweed is getting outrageous along the roads, she asked everybody to pull the ragweed along their property before it takes over the Valley.

2. Approval of Minutes: Regular Town Council Meeting August 16, 2023.
CM Hill motioned to approve the Minutes as presented; CM O'Brien seconded motion passed unanimously.

3. Executive Reports:
*Water Agent and Water Committee Report - John Groo reported he has filed the extension for 3 of the Town's Water Rights with the State Division of Water Rights, the fourth extension request will come separately in November. He has sent out letters requesting permission to enter to test wells for the Water Budget Study. CM Holland mentioned that Patric O'Kelley has an abandon well on his lot. Groo stated that could be a good well for static water level measurements. CM O'Brien reported that he has gone through the Manti LaSal Forest management draft EIS and it looks like they kept in what they said they would , they still have in there they won't allow inter-basin water transfer . CM O'Brien wants to have the Town write a letter of comment about another topic in the draft process.
*Road Department Report- Dorje Honer reported they will start mowing sides of the roads as soon as the fire hazard is lowered to moderate.
*Planning & Land Use Commission- Colleen Thompson report provided. As the Building Permit Agent, she is working on updating the Septic Permit process incorporating changes with the Health Department. The PLUC will be working on whether a permit should be required for dirt work not directly related to a building permit. Any large-scale dirt moving can change drainage and cause potential flooding. Two FEMA representatives will be at the November PLUC Meeting to present/answer questions on the National Flood Insurance Program.
*Community Renewable Energy Act-CM Gibson reported C-REP is still waiting for the Utility Agreement to come back from RMP.
*Fire District-Chief Drake reminded everyone there will be a siren test Saturday at noon.

4. Correspondence: CM Hill reported Cory from the USU extension office had consulted two arborists regarding the Big tree. They stated the tree was normal, healthy, and getting enough water. It has Black blotch leaf minor that currently affects only 25% of its photosynthesis. If there was an infestation for several years in a row it could affect the tree's ability to photosynthesis. In addition, the arborist asked if the Town would be interested in having a core sample taken to find out how old the tree was. CM Hill thanked Alice Drogin for concerns and setting up the meeting with USU.

5. Administrative Matters & Procedures: Town letters: CM O'Brien will write a letter to the Manti LaSal Forest Service commenting on the draft Management EIA asking them to analyze the Citizen Conservation Management Alternative specifically regarding mining claims and other surface water concerns.

The CIB Application will be submitted at the end of the month for $17000.00 the Town's portion of the remaining FY 2024 Water Budget Survey. There will be a public hearing on that Application in October. The Town has received a $2400 grant from Rocky Mountain Power (RMP) for the Community Lot improvements. Buck has plans to use some of the money to add more road base for the parking lot and next spring try to re-seed the "lawn" with a drought tolerance seed mix. M Duncan added that we have received options/costs for the Low Water Crossings in the Upper Eighty. The Council should review these with the Engineer's recommendations prior to next month's meeting.

NEW BUSINESS

6. Discussion and Possible Action re: Attorney fees

M Duncan explained Simonson has been doing free legal work for the Town for a couple of years. She is now working in Colorado and would appreciate the Town pay for her liability insurance and bar license. The only reason for her to keep up with both in Utah is the work she does for the Town.

CM Gibson motioned to approve payment of $1832.00 to Simonson, CM O'Brien seconded the motion passed unanimously.

7. Discussion and Possible Action re: Purchase of 3 well transducers for $1300 to be reimbursed by the NGWMN grant through Grand County.

M Duncan explained that Grand County applied for this grant on our behalf and requested we purchase the transducers and then bill them for our reimbursement.

CM Hill motioned to approve purchase of the transducers for $1300 to be reimbursed by Grand County, CM O'Brien seconded the motion passed unanimously.

8. Discussion and Possible Action re: Approval of Resolution 2023-8 Cancelling the 2023 Municipal Election.

The write in deadline has passed and there were no write in candidates; our two declared candidates are Council Members Gibson and Hill, they will be re-sworn in in January.

CM O'Brien motioned to approve Resolution 2023-8 cancelling the Election, CM Hill seconded the motion passed unanimously.

9. Discussion and Possible Action re: Payment of the Road Shed Loan $8025.01.

CM Hill motioned to pay the Road Shed Loan $8025.01; CM O'Brien seconded motion passed unanimously.

10. Discussion and Possible Action re: Purchase Order Legrand Johnson $850 for Town Bldg. Parking Lot.

This was mentioned above as part of the RMP grant to resurface the Town Parking lot with some road base.

CM O'Brien motioned to approve the purchase order for the Town Parking lot road base, CM Gibson seconded the motion passed unanimously.

11. Discussion and Possible Action re: Letter to the BLM regarding the wedding mess.

This item entailed a lengthy discussion on the mess left by the wedding held September 2 at the base of Castleton Tower. This wedding did have a permit from the BLM but the event was much larger and involved many more disturbances than on their permit application. CM Gibson reported there was furniture, moving vans, a generator, caterer, washroom trailer and multiple vehicles. For three days after the event, they left several garbage bags of food waste, candles, broken glass, and music stands etc. Also, they left tire tracks off the road which disturbed vegetation and rocks. CM Holland pointed out leaving all that up there was essentially camping which was a violation of a BLM no camping area. M Duncan had contacted the BLM right away and the BLM responded promptly that they were basically lied to on the application. The wedding party had not followed what the BLM had approved for them on the permit application. The purpose of the Council's overall discussion was to come up with suggestions for a letter to the BLM voicing our complaints and concerns. Thompson suggested having event planners included as responsible parties on the BLM Permit Application. Among the suggestions discussed for the letter: requiring permit deposits for commercial weddings/events, improving BLM monitoring of event, setting fines for any permit violations, clean-up time limits, no fires and proof of commercial wedding

planner liability.
CM Hill motioned that CM Gibson will write the letter to the BLM to be approved unanimously through email. CM O'Brien seconded motion passed unanimously.

12. Discussion and Possible Action re: Memorandum of Understanding with Castle Valley Fire District.
Dropped not received back from the Fire District

UNFINISHED BUSINESS -None
13 Closed Meeting (If necessary)
14. Payment of the bills.
CM Gibson motioned to pay the bills CM O'Brien seconded, motion passed unanimously.
ADJOURNMENT
CM Gibson motioned to adjourn, CM O'Brien seconded, motion passed unanimously.
M Duncan adjourned the Meeting at 7:40

Approved: **Attested:**

Jazmine Duncan, Mayor **Jocelyn Buck, Town Clerk**

Town of Castle Valley Road Department
Monthly Report September 2023

Dorje Honer **Oct. 10, 2023**

ROAD MAINTENANCE

- Mowing was performed on Castle Creek, Castle Valley Drive, and Lower Cliffview.
- Tree trimming along Castle Creek completed.
- Main goat head patches along CVD were cleaned up.
- Goatheads and major tumbleweeds were cleared from the Town Lot.

PROJECTS

- Mowing/Vegetation Clearing
  - Removing vegetation from the ditches/easements will be the next main priority, with mowing and ditch reshaping occurring as moisture allows.
- Castle Valley Drive
  - We will begin cold patching areas along the side of CVD as the temperature drops.
- Upper 80
  - Initial engineering on Low Water Crossings complete.
  - Options for each have been provided to the town. See Basic LWC Option Analysis.

MATERIALS

- Some material will continue to be spread on silty/muddy areas over the coming months.
- Large material in the easement is planned to be recovered for large washout incidents.
- We are in the process of getting our yearly allotment of material, this will include some cold-patch asphalt for CVD.

REQUISITIONS

- Rear Right Outer tire replacement (Ford Dump Truck).
- Tire replacements for the backhoe.

ACQUISITIONS

- We are in progress of getting our yearly allotment of material.
- 10 Gallons Hy-Gard hyd./transmission oil.

EQUIPMENT

- NOTE: Unlisted are operational, but may have issues.
- Grader
  - Various leaks were fixed.
  - Basic Maintenance and seasonal prep completed.
- Mower
  - Limited-Time Functionality (Hydraulic Oil Heat/leaks)
  - Hydraulic Oil Cooling System Required. (In progress).
  - Potential power steering leaks found, fixes planned.
- Loader
  - Seal replacement work In Progress.
  - Non-Operable (Under Repair)

FACILITIES

- Nothing to report at this time.

TRAINING

- Nothing to report at this time

BUDGET

- We are currently within our budget for the year.

INCIDENTS & ACCIDENTS

- Nothing to report at this time.

WORK SCHEDULE

- The road crew works a flexible schedule (usually Mondays & Tuesdays) based upon: resources available, prioritization of work, weather conditions, and the private schedule of its employees. The road crew currently does not work on Sundays except for emergencies.

Town of Castle Valley

Road Work - Employee Summary

Between 9/1/2023 and 9/30/2023

EMPLOYEE: 004 / Mike Souza

Reclamation Total Hours: 2
Equipment Maintenance Total Hours: 3
Water Road Surface Total Hours: 1
Flood Repair Total Hours: 2
Tree Trimming Total Hours: 3
Brush Removal Total Hours: 4
Material Processing Total Hours: 4
Grounds Maintanence Total Hours: 14
Road Inspection Total Hours: 1

Mike Souza Total	**34**	**$680.00**

EMPLOYEE: 012 / Dorje Honer

Mowing Total Hours: 2.5
Equipment Maintenance Total Hours: 8.5
Tree Trimming Total Hours: 3
Facilities Maintanence Total Hours: 4.5
Equipment Repair Total Hours: 1
Road Inspection Total Hours: 2.5
Administration Total Hours: 1

Dorje Honer Total	**23**	**$575.00**

EMPLOYEE: 013 / Dorje Honer

Town Meeting Total Hours: 1
Other Meeting Total Hours: 1
Online Research Total Hours: 1.5
Administration Total Hours: 24

Dorje Honer Total	**27.5**	**$550.00**
Report Total	**84.5**	**$1,805.00**

Upper 80 Low Water Crossing (LWC) Basic Option Analysis

Low Water Crossing Types:

- Low Water Crossing
  - Is a concrete slip covering the surface of the road with additional flanks to prevent undercutting.
  - Pros
    - Most basic construction, lowest cost.
    - Least change from current topography of road surfaces.
    - Best option for limited space/easement.
  - Cons
    - Road surface can require cleaning after most flow events, however cleaning is simple.
    - Lowest water level to inhibit passability.
- Low Water Crossing With Culverts.
  - Same as above with less dip, however does have 3 36" culverts below the base of the Low Water Crossing concrete slip. The culverts allow smaller flows to pass without affecting the road surface, and the concrete slip will handle larger flows that exceed the culvert's capacity or if they get blocked.
  - Pros
    - Most flows will not require cleaning.
    - Maintains passibility up to higher water levels.
    - Trash grates should prevent all but smaller rocks, debris and silt from collecting or getting stuck in culverts.
  - Cons
    - Could have more complications with cleaning processes.
    - Higher cost than generic LWC.
- Open Bottom Arch
  - A large open-bottom archway designed to handle almost all flows while maintaining passability.
  - Pros
    - Should be able to handle almost all flows while still being passable.
    - Road surface is rarely affected, and maintenance is minimal.
  - Cons
    - Highest cost.

General Recommendations:

The recommended options from the engineers for each crossing was the LWC w/ Culverts for the Northern (1st) Crossing, with a regular LWC for the Southern (2nd) Crossing.

Notes:

- Due to easement limitations on the upper crossing, design options may be limited, and is one reason for the basic LWC recommendation for the 2nd Crossing.

Castle Valley Upper 80 Road
General
September 28, 2023

Jones & DeMille Engineering
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PRELIMINARY OPINION OF PROBABLE COST

	ITEM	QUANTITY	UNIT	UNIT PRICE	COST
	GENERAL				
1	Mobilization	1	LUMP	$ 10,000.00	$ 30,000.00
2	Traffic and Dust Control	1	LUMP	$ 1,500.00	$ 1,500.00
3	Clearing and Grubbing	1	LUMP	$ 5,000.00	$ 5,000.00
3	Construction Staking Allowance	1	LUMP	$ 1,500.00	$ 2,000.00
4	Quality Control Testing Allowance	1	LUMP	$ 1,500.00	$ 1,500.00
				GENERAL SUBTOTAL	**$ 40,000.00**

Castle Valley Upper 80 Road
Alternate 1 North (Combo LWC & Culverts)
September 28, 2023

Jones & DeMille Engineering
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PRELIMINARY OPINION OF PROBABLE COST

	ITEM	QUANTITY	UNIT	UNIT PRICE	COST
	ALTERNATE 1 NORTH CROSSING				
1	Excavation	388	CY	$ 25.00	$ 9,700.00
2	Concrete Pavement (8" Thick)	259	SY	$ 175.00	$ 45,267.00
3	Untreated Base Course (6" depth)	66	CY	$ 60.00	$ 3,976.00
4	Pipe Culvert (36" DIA. CMP) (3 barrels 50' long)	150	LF	$ 150.00	$ 22,500.00
5	Culvert Trash Rack	3	EA	$ 1,500.00	$ 4,500.00
6	Sign - Type A-2, 36"x36" (W8-18 Road May Flood)	2	EA	$ 500.00	$ 1,000.00
7	Riprap (D50 = 18")	108	CY	$ 80.00	$ 8,623.00
8	Streambank Rehabilitation	50	CY	$ 45.00	$ 2,250.00
9	Roadway Embankment	50	CY	$ 45.00	$ 2,250.00
				ALTERNATE 1 NORTH CROSSING SUBTOTAL	**$ 100,066.00**
10	Construction Contingency (20%)	1	LUMP	$ 21,000.00	$ 21,000.00
				TOTAL PROBABLE CONSTRUCTION COST	**$ 121,066.00**

Castle Valley Upper 80 Road
Alternate 1 South (Combo LWC & Culverts)
September 28, 2023

Jones & DeMille Engineering
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PRELIMINARY OPINION OF PROBABLE COST

	ITEM	QUANTITY	UNIT	UNIT PRICE	COST
	ALTERNATE 1 SOUTH CROSSING				
1	Excavation	158	CY	$ 25.00	$ 3,952.00
2	Concrete Pavement (8" Thick)	259	SY	$ 175.00	$ 45,267.00
3	Untreated Base Course (6" depth)	89	CY	$ 60.00	$ 5,365.00
4	Pipe Culvert (36" DIA. CMP) (3 barrels 50' long)	150	LF	$ 150.00	$ 22,500.00
5	Culvert Trash Rack	3	EA	$ 1,500.00	$ 4,500.00
6	Sign - Type A-2, 36"x36" (W8-18 Road May Flood)	2	EA	$ 500.00	$ 1,000.00
7	Riprap (D50 = 18")	108	CY	$ 80.00	$ 8,623.00
8	Streambank Rehabilitation	50	CY	$ 45.00	$ 2,250.00
9	Roadway Embankment	93	CY	$ 45.00	$ 4,167.00
				ALTERNATE 1 SOUTH CROSSING SUBTOTAL	**$ 97,624.00**
10	Construction Contingency (20%)	1	LUMP	$ 20,000.00	$ 20,000.00
				TOTAL PROBABLE CONSTRUCTION COST	**$ 117,624.00**

Castle Valley Upper 80 Road
Alternate 2 North (Low Water Crossing)
September 28, 2023

Jones & DeMille Engineering
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PRELIMINARY OPINION OF PROBABLE COST

	ITEM	QUANTITY	UNIT	UNIT PRICE	COST
	ALTERNATE 2 NORTH CROSSING				
1	Excavation	388	CY	$ 25.00	$ 9,700.00
2	Concrete Pavement (8" Thick)	259	SY	$ 175.00	$ 45,267.00
3	Untreated Base Course (6" depth)	89	CY	$ 60.00	$ 5,365.00
4	Sign - Type A-2, 36"x36" (W8-18 Road May Flood)	2	EA	$ 500.00	$ 1,000.00
5	Riprap (D50 = 18")	108	CY	$ 80.00	$ 8,623.00
6	Streambank Rehabilitation	200	CY	$ 45.00	$ 9,000.00
7	Roadway Embankment	20	CY	$ 45.00	$ 900.00
				ALTERNATE 2 NORTH CROSSING SUBTOTAL	**$ 79,855.00**
8	Construction Contingency (20%)	1	LUMP	$ 16,000.00	$ 16,000.00
				TOTAL PROBABLE CONSTRUCTION COST	**$ 95,855.00**

Castle Valley Upper 80 Road
Alternate 2 South (Low Water Crossing)
September 28, 2023

Jones & DeMille Engineering
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PRELIMINARY OPINION OF PROBABLE COST

	ITEM	QUANTITY	UNIT	UNIT PRICE	COST
	ALTERNATE 2 SOUTH CROSSING				
1	Excavation	824	CY	$ 25.00	$ 20,612.00
2	Concrete Pavement (8" Thick)	259	SY	$ 175.00	$ 45,267.00
3	Untreated Base Course (6" depth)	89	CY	$ 60.00	$ 5,365.00
4	Sign - Type A-2, 36"x36" (W8-18 Road May Flood)	2	EA	$ 500.00	$ 1,000.00
5	Riprap (D50 = 18")	108	CY	$ 80.00	$ 8,623.00
6	Streambank Rehabilitation	30	CY	$ 45.00	$ 1,350.00
7	Roadway Embankment	10	CY	$ 45.00	$ 450.00
				ALTERNATE 2 SOUTH CROSSING SUBTOTAL	**$ 82,667.00**
8	Construction Contingency (20%)	1	LUMP	$ 17,000.00	$ 17,000.00
				TOTAL PROBABLE CONSTRUCTION COST	**$ 99,667.00**

Castle Valley Upper 80 Road
Alternate 3 North (Open Bottom Arch)
September 28, 2023

Jones & DeMille Engineering
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PRELIMINARY OPINION OF PROBABLE COST

	ITEM	QUANTITY	UNIT	UNIT PRICE	COST
	ALTERNATE 3 NORTH CROSSING				
1	Excavation	322	CY	$ 25.00	$ 8,056.00
2	Roadway Embankment	500	CY	$ 45.00	$ 22,500.00
3	Untreated Base Course (6" depth)	93	CY	$ 60.00	$ 5,556.00
4	Open Botom Arch Structure (3'-5" rise x 10'-7" span)	50	LF	$ 750.00	$ 37,500.00
5	Riprap (D50 = 18")	389	CY	$ 80.00	$ 31,112.00
6	Streambank Rehabilitation	100	CY	$ 45.00	$ 4,500.00
7	Concrete Footing	17	CY	$ 750.00	$ 12,750.00
				ALTERNATE 3 NORTH CROSSING SUBTOTAL	**$ 121,974.00**
8	Construction Contingency (20%)	1	LUMP	$ 25,000.00	$ 25,000.00
				TOTAL PROBABLE CONSTRUCTION COST	**$ 146,974.00**

Castle Valley Upper 80 Road
Alternate 3 South (Open Bottom Arch)
September 28, 2023

Jones & DeMille Engineering
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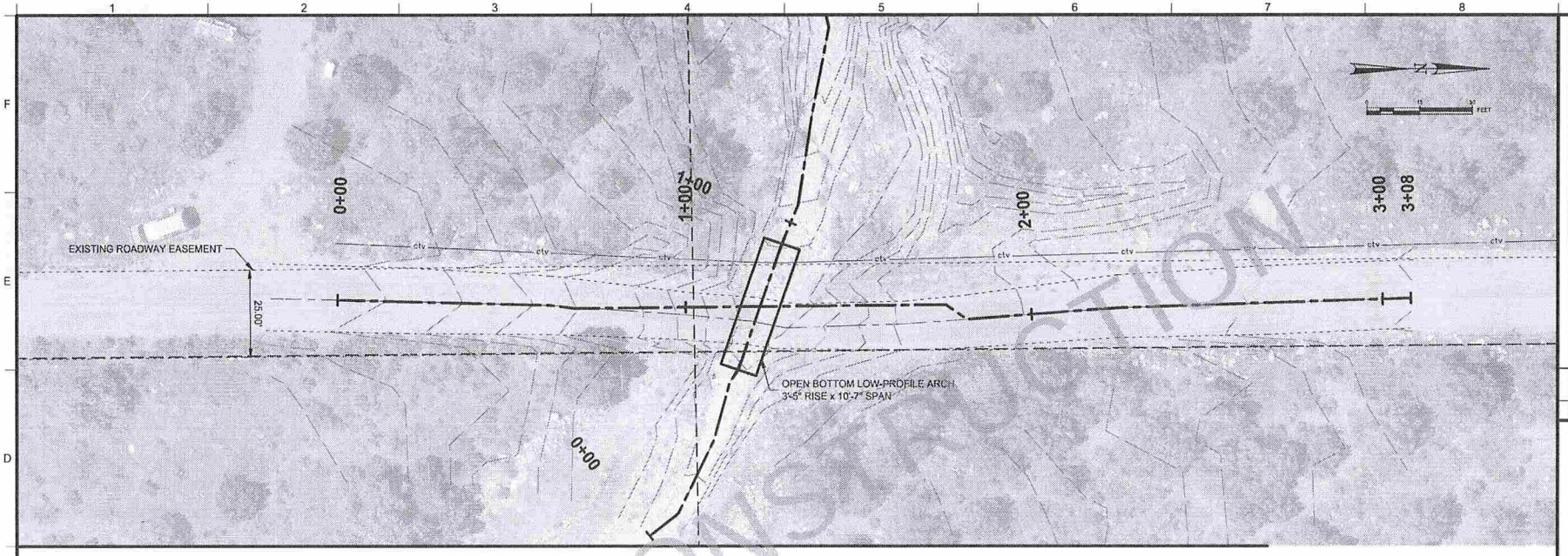
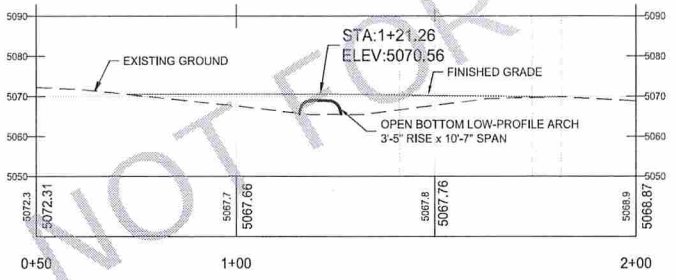
PRELIMINARY OPINION OF PROBABLE COST

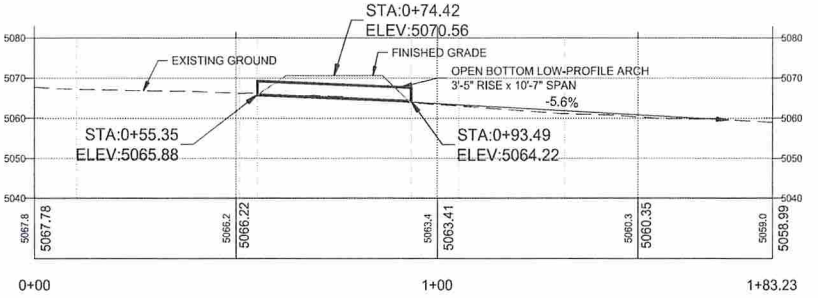
	ITEM	QUANTITY	UNIT	UNIT PRICE	COST
	ALTERNATE 3 SOUTH CROSSING				
1	Excavation	278	CY	$ 25.00	$ 6,945.00
2	Roadway Embankment	417	CY	$ 45.00	$ 18,750.00
3	Untreated Base Course (6" depth)	93	CY	$ 60.00	$ 5,556.00
4	Open Botom Arch Structure (3'-5" rise x 10'-7" span)	50	LF	$ 750.00	$ 37,500.00
5	Riprap (D50 = 18")	389	CY	$ 80.00	$ 31,112.00
6	Streambank Rehabilitation	50	CY	$ 45.00	$ 2,250.00
7	Concrete Footing	17	CY	$ 750.00	$ 12,750.00
				ALTERNATE 3 SOUTH CROSSING SUBTOTAL	**$ 114,863.00**
8	Construction Contingency (20%)	1	LUMP	$ 23,000.00	$ 23,000.00
				TOTAL PROBABLE CONSTRUCTION COST	**$ 137,863.00**



NOT FOR CONSTRUCTION



LWC - SOUTH ROAD CL



LWC - SOUTH FL

CALL BEFORE YOU DIG.
IT'S FREE AND IT'S THE LAW.
BLUE STAKES OF UTAH
(Utility Notification Center, Inc.)
1-800-662-4111
www.bluestakes.org
Dig Safely.

NO.	DATE	REVISIONS	REMARKS

DWG NAME: H:\JDProj\2212-006\Dwg\Design_2212-006.dwg
UPDATED 9/14/2023
PLOTTED 9/14/2023
SCALE 1" = 30'

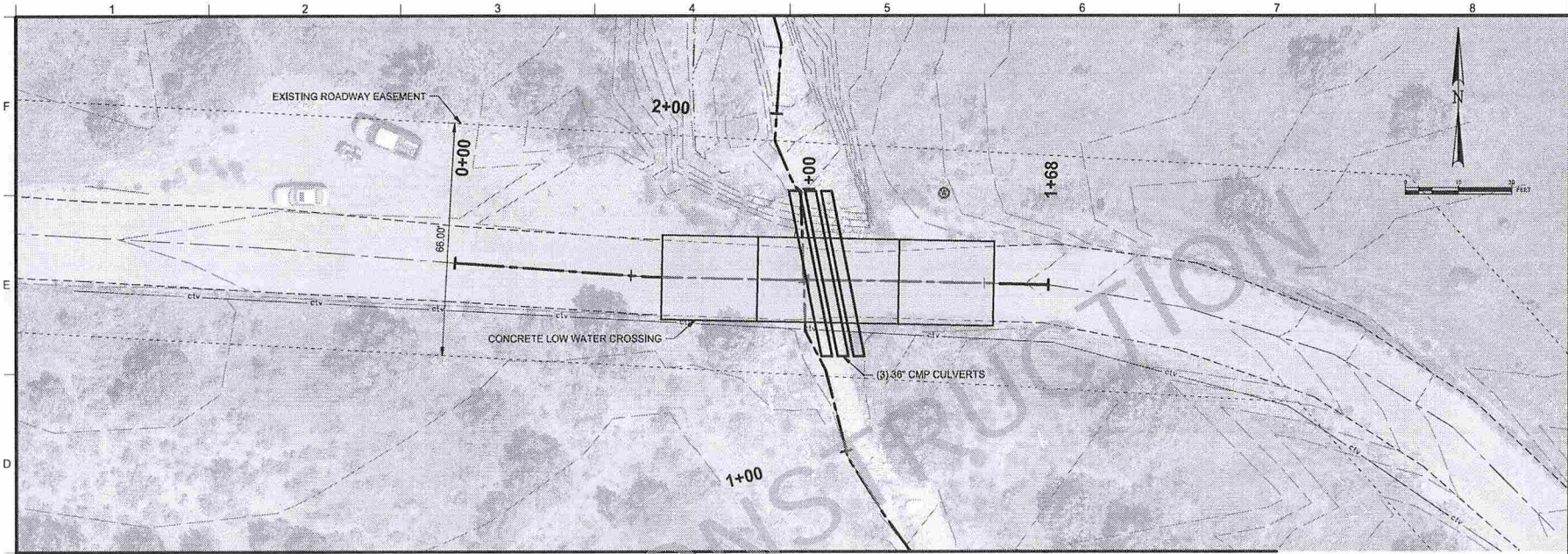
Jones & DeMille Engineering, Inc.
CIVIL & STRUCTURAL ENGINEERING - SURVEYING
GIS - ENVIRONMENTAL - MATERIALS TESTING
1.800.748.5275 www.jonesanddemille.com

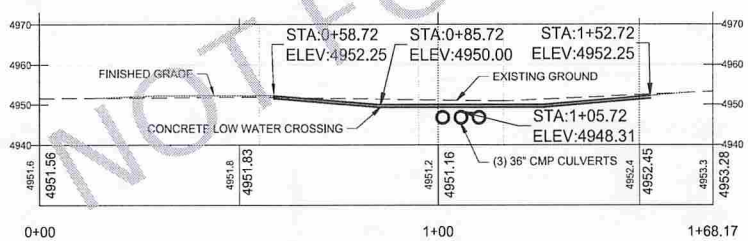
CASTLE VALLEY
UPPER 80 ROAD
SOUTH CROSSING ALT. 2

SUBMITTAL: ALTERNATE REVIEW
PROJECT NUMBER: 2212-006

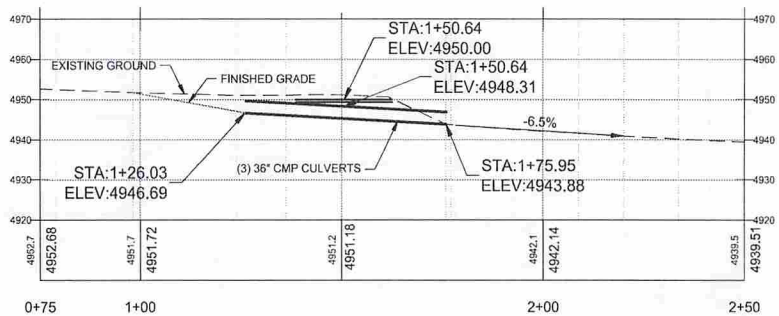
GRAND COUNTY

SHEET NO. C-003





LWC - NORTH ROAD CL



LWC - NORTH FL

NOT FOR CONSTRUCTION

CALL BEFORE YOU DIG.
IT'S FREE AND IT'S THE LAW.
BLUE STAKES OF UTAH
1-800-662-4111
Dig Safely.

NO.	DATE	REMARKS

REVISIONS

DWG NAME: H:\JDP\Proj\2212-006\dwg\Design_2212-006.dwg

SCALE: 1" = 30'

UPDATED: 9/14/2023
PLOTTED: 9/14/2023

Jones & DeMille Engineering, Inc.
CIVIL & STRUCTURAL ENGINEERING - SURVEYING
GIS - ENVIRONMENTAL - MATERIALS TESTING
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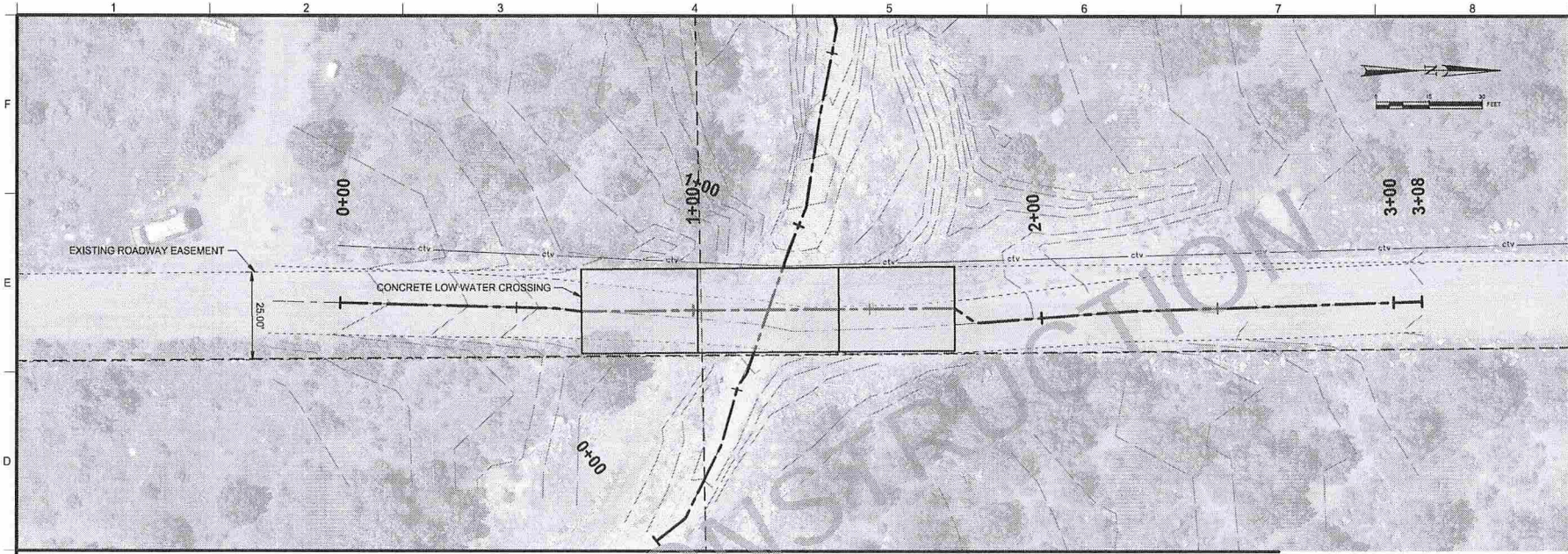
CASTLE VALLEY
UPPER 80 ROAD
NORTH CROSSING ALT. 1

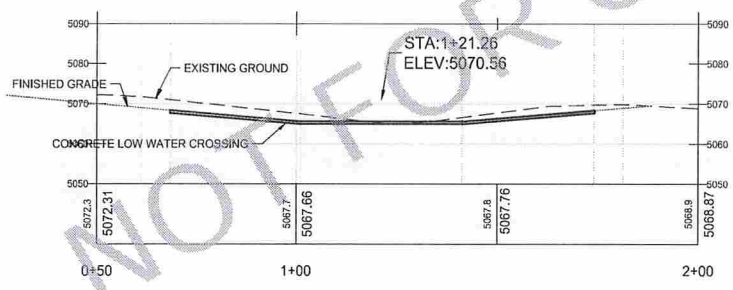
PROJECT NUMBER: 2212-006

SUBMITTAL: ALTERNATE REVIEW

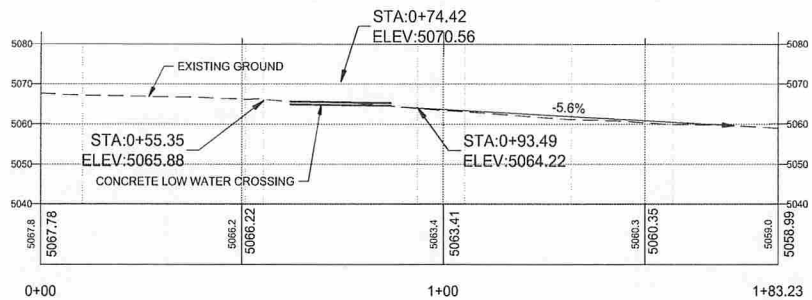
GRAND
COUNTY

SHEET NO. C-001





LWC - SOUTH ROAD CL



LWC - SOUTH FL

NOT FOR CONSTRUCTION

CALL BEFORE YOU DIG.
IT'S FREE AND IT'S THE LAW.
BLUE STAKES OF UTAH
1-800-662-4111
Dig Safely.

NO.	DATE	REMARKS

REVISIONS

SCALE: 1" = 30'

DWG NAME: H:\JD\Proj\2212-006\dwg\Design_2212-006.dwg

UPDATED: 9/14/2023
PLOTTED: 9/14/2023

Jones & DeMille Engineering, Inc.
CIVIL & STRUCTURAL ENGINEERING - SURVEYING
GIS - ENVIRONMENTAL - MATERIALS TESTING
1.800.748.5275 www.jonesanddemille.com

CASTLE VALLEY
UPPER 80 ROAD
SOUTH CROSSING ALT. 1

SUBMITTAL: ALTERNATE REVIEW

PROJECT NUMBER: 2212-006

GRAND
COUNTY

SHEET NO. C-002

Jones & DeMille Engineering
www.jonesanddemille.com/pay | 800 748.5275
1535 South 100 West, Richfield, UT 84701

Professional Services Invoice

September 28, 2023
Project No: 2212-006.00
Invoice No: 0132220

Jocelyn Buck
Town Clerk
Castle Valley
HC 64 Box 2705
Castle Valley, UT 84532

Castle Valley - Road Design Engineering for Upper 80 Road Low Water Crossings

Project Manager: Javen Ivins

TOTAL THIS INVOICE	$14,775.00

Total billed, received, and outstanding information can be viewed at the bottom of this invoice."

Professional Services through August 31, 2023

Phase	50	Design Engineering				
Fee						
Total Fee		9,500.00				
Percent Complete		50.00	Total Earned	4,750.00		
			Previous Fee Billing	0.00		
			Current Fee Billing	4,750.00		
			Total Fee			**4,750.00**
					Total this Phase	**$4,750.00**
Phase	51	Preliminary Concept & H&H Design				
Fee						
Total Fee		11,500.00				
Percent Complete		50.00	Total Earned	5,750.00		
			Previous Fee Billing	0.00		
			Current Fee Billing	5,750.00		
			Total Fee			**5,750.00**
					Total this Phase	**$5,750.00**
Phase	90	Survey				
Fee						
Total Fee		5,700.00				
Percent Complete		75.00	Total Earned	4,275.00		
			Previous Fee Billing	0.00		
			Current Fee Billing	4,275.00		
			Total Fee			**4,275.00**
					Total this Phase	**$4,275.00**

TOTAL THIS INVOICE $14,775.00

Billings to Date

	Current	Prior	Total	Received	AR Balance
Fee	14,775.00	0.00	14,775.00		
Totals	**14,775.00**	**0.00**	**14,775.00**	**0.00**	**14,775.00**

Thank you - we appreciate your business!
TERMS: NET 30 DAYS, 1.5% Finance Charge per Month on Past Due Invoices.
Please remit payment to 1535 South 100 West, Richfield, UT 84701 or at https://jonesanddemille.com/pay
Credit card transactions over $5,000 will be subject to a 3% processing fee.

Town of Castle Valley

Ethical Behavior Policy

Town Employee and Officer Code of Ethics

Prohibited Conduct

No current employee or officer, as specified, shall:

1. Disqualification from Acting on the Town of Castle Valley Business.
   a. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where conflict occurs;
   b. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the employee is required to act in the discharge of his or her official duties, and fail to disqualify him or herself from acting or participating;
   c. Fail to disqualify him or herself from acting on any transaction which involves the Town of Castle Valley and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;
   d. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which the Town of Castle Valley or any agency may be a party, and fails to disclose such interest to the appropriate authority prior to the formation of the contract or the time the Town of Castle Valley or agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.
2. Improper Use of Official Position.
   a. Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of the Town of Castle Valley or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person;
   b. Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any the Town of Castle Valley funds or property, for a purpose which is, or to a reasonable person would appear to be, for something other than a legitimate purpose.
   c. Except in the course of official duties, assist any person in any transaction where the employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with the municipality; provided that this subsection shall not apply to: any employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance;
   d. Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity

doing or seeking to do business with the Town of Castle Valley, and influence or attempt to influence the selection of, or the conduct of business with that business or entity.

3. Accept Gifts or Loans.
   a. Ask for or receive, directly or indirectly, any compensation, gift, gratuity, or thing of value, or promise thereof, for performing or for omitting or deferring the performance of any official duty; except that the following shall be allowed:
      i. Unsolicited flowers, plants, and floral arrangements;
      ii. Unsolicited advertising or promotional items of nominal value, such as pens and notepads;
      iii. Unsolicited token or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
      iv. Unsolicited food items given to a department when the contents are shared among employees and the public;
      v. Unsolicited items received for the purpose of evaluation or review provided the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by the Town of Castle Valley;
      vi. Information material, publications, or subscriptions related to the recipient's performance of official duties;
      vii. Food and beverages consumed at hosted receptions where attendance is related to official duties;
      viii. Meals, beverages, and lodging associated with retreats or other meetings where the official serves as a representative, designee or is otherwise assigned to another organization or entity from the Town of Castle Valley
      ix. Travel costs, lodging, and tuition costs associated with Town of Castle Valley sanctioned training or education when not provided by a private entity under contract with the Town of Castle Valley ;
      x. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization and other officials or employees of similar agencies are in attendance;
      xi. Unsolicited gifts from dignitaries from another entity or other jurisdiction that are intended to be personal in nature;
      xii. Campaign contributions; and
      xiii. Unsolicited gifts with an aggregate economic value of $50.00 or less from a single source in a calendar year received either directly or indirectly by the official or employee.

4. Disclose Privileged Information.

   Disclose or use any privileged or proprietary information gained by reason of his or her official position for the immediate or anticipated personal gain or benefit of the employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

5. Financial or Beneficial Interest in Transactions.

   Regardless of prior disclosure an employee or officer may not participate in or benefit from (personally or through his or her family) a contract or agreement where that employee or officer acted as an agent of the Town of Castle Valley. This includes receiving compensation, gratuity or other benefit from an interested party of an agreement or contract with the Town of Castle Valley.

6. Nepotism.
   a. Violate *Utah Code* § 52-3, which prohibits employment of relatives, with few exceptions.
7. Misuse of Public Resources or Property.
   a. Violate *Utah Code* § 76-8-4, which delineates the unlawful use of public funds and destruction of property, including records.
8. Outside Employment.
   a. Retain secondary employment outside of the Town of Castle Valley employment, which, as determined by the Town of Castle Valley, and according to Utah Administrative Code R477-9-2:
      i. Interferes with an employee's performance.
      ii. Conflicts with the interests of the Town of Castle Valley or the State of Utah.
      iii. Gives reason for criticism or suspicion of conflicting interests or duties.
9. Political Activity.
   a. Except as otherwise provided by law:
      i. The partisan political activity, political opinion, or political affiliation of an applicant for a position with the Town of Castle Valley may not provide a basis for denying employment to the applicant.
      ii. A Town of Castle Valley officer's or employee's partisan political activity, political opinion, or political affiliation may not provide the basis for the officer or employee's employment, promotion, disciplinary action, demotion, or dismissal.
      iii. A Town of Castle Valley employee may not engage in political campaigning or solicit political contributions during hours of employment.
      iv. A Town of Castle Valley officer or employee may not use Town equipment while engaged in campaigning or other political activity.
      v. A Town of Castle Valley officer or employee may not directly or indirectly coerce, command, or advise another [entity type] officer or employee to pay, lend, or contribute part of the officer's or employee's salary or compensation, or anything else of value to a political party, committee, organization, agency, or person for political purposes.
      vi. A Town of Castle Valley officer or employee may not attempt to make another officer or employee's employment status dependent on the officers or employee's support or lack of support of a political party, affiliation, opinion, committee, organization, agency, or person engaged in political activity.
   b. A Town of Castle Valley employee who has filed a declaration of candidacy may:
      i. be given a leave of absence for the period between the primary election and the general election; and
      ii. Use any vacation or other leave available to engage in campaign activities.

c. Neither the filing of a declaration of candidacy nor a leave of absence under this section may be used as the basis for an adverse employment action, including discipline and termination, against the employee.
d. Nothing in this chapter shall be construed to:
    i. prohibit a Town of Castle Valley officer or employee's voluntary contribution to a party or candidate of the officer or employee's choice; or
    ii. Permit a Town of Castle Valley officer or employee partisan political activity that is prohibited under federal law.
e. No Town of Castle Valley officer or employee shall solicit or participate in soliciting any assessment, subscription, or contribution to any political party during working hours on the premises of any Town of Castle Valley.
f. No Town of Castle Valley officer or employee shall promise any appointment to any position with the Town of Castle Valley as a reward for any political activity.
g. A Town of Castle Valley employee who is elected to an office with the Town of Castle Valley shall terminate Town employment prior to being sworn into the elected office.

10. Fair and Equal Treatment.
    a. No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive public office because of such person's race, color, age, religion, sex, national origin, or functional limitation as defined by applicable state or federal laws, if otherwise qualified for the position or office.
    b. No Town of Castle Valley officer or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.
11. Prohibited Conduct After Leaving the Town of Castle Valley:
    a. No former employee shall, during the period of one (1) year after leaving the Town of Castle Valley office or employment:
        i. Disclose or use any privileged or proprietary information gained by reason of his/her Town of Castle Valley employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;
        ii. Assist any person in proceedings involving an agency of the Town of Castle Valley with which he/she was previously employed, involving a matter in which he or she was officially involved, participated or acted in the course of duty;
        iii. Represent any person as an advocate in any matter in which the former employee was officially involved while a [entity name] employee;
        iv. Participate as a competitor in any competitive selection process for a Town of Castle Valley contract in which he or she assisted the [entity type] in determining the project or work to be done or the process to be used.

12. Effective Date

This Policy shall become effective immediately upon public posting.

PASSED, ADOPTED, AND APPROVED by the Town Council of the Town of Castle Valley in open session this 18th day of October, 2023, by the following vote:

Aye:

Nay:

Absent:

TOWN OF CASTLE VALLEY

Jazmine Duncan, Mayor

ATTEST:

Jocelyn Buck, Town Clerk

Town of Castle Valley

10/17/2023 11:13 AM

Register: 1300 · General Accounts Unrestricted:Zions Operating

From 09/23/2023 through 10/20/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/25/2023			1300 · General Accoun...	Funds Transfer		X	10,000.00	13,600.61
09/28/2023			1300 · General Accoun...	Upper 80 prepa...			14,775.00	28,375.61
09/30/2023			5100 · Administration:...	Service Charge	3.00	X		28,372.61
09/30/2023	eft	Zions Bank Liabilities	-split-	87-0483404 f...	1,290.36			27,082.25
09/30/2023	eft	Utah State Tax Com...	2100 · Payroll Liabiliti...	11848826-003-...	437.00			26,645.25
09/30/2023	9813	Colleen R Thompson	-split-		254.88			26,390.37
09/30/2023	9814	Dorje Honer	-split-		1,126.96			25,263.41
09/30/2023	9815	Janet M Gregory	-split-	Payroll	163.79			25,099.62
09/30/2023	9816	Jasmine A Duncan	-split-		907.50			24,192.12
09/30/2023	9817	Jocelyn F. Buck	-split-		2,066.11			22,126.01
09/30/2023	9818	Mike Souza *	-split-		784.97			21,341.04
09/30/2023	9819	Warren M Egbert	-split-		309.83			21,031.21
09/30/2023	9820	Zions Bank	2000 · Accounts Payable		17.01			21,014.20
10/01/2023	9821	AmeriGas	2000 · Accounts Payable	tank rental	116.31			20,897.89
10/01/2023	9822	Emery Telcom	2000 · Accounts Payable		176.13			20,721.76
10/01/2023	9823	Honnen Equipment Co	2000 · Accounts Payable	Hyd. oil	238.08			20,483.68
10/01/2023	9824	John W. Groo	2000 · Accounts Payable		731.25			19,752.43
10/01/2023	9825	Jones Demille Engin...	2000 · Accounts Payable	U80 crossing	14,775.00			4,977.43
10/01/2023	9826	Kilgore Companies L...	2000 · Accounts Payable	Gravel	5,852.55			-875.12
10/01/2023	9827	Rhinehart Oil	2000 · Accounts Payable	Diesel	1,540.04			-2,415.16
10/01/2023	9828	Times Independent	2000 · Accounts Payable	CIB PH	149.00			-2,564.16
10/01/2023	9829	Utah Division of Wat...	2000 · Accounts Payable	Water Right	150.00			-2,714.16
10/01/2023	9830	Jocelyn Buck*	5100 · Administration:...	Petty cash	100.00			-2,814.16
10/11/2023			1300 · General Accoun...	Funds Transfer			10,000.00	7,185.84

* Rocky mtn Power bill pending