AGENDA

THE REGULAR TOWN COUNCIL MEETING

WEDNESDAY, AUGUST 21st, 2024 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

Regular Town Meeting

1. Open Public Comment:
2. Approval of Minutes: Regular Town Council Meeting July 17th, 2024.
Approval of Minutes: Special Town Council Meeting August 2nd, 2024.
3. Executive Reports:
*Water Agent and Water Committee Report - John Groo/ CM O'Brien
*Road Department Report- Honer
*Planning & Land Use Commission-Faylene Roth
*Utah Renewable Communities-CM Gibson
*Fire District-M Duncan /Chief Drake
* Treasurer's Report-CM Hill
4. Correspondence: TBA
5. Administrative Matters & Procedures: Town letters, Grounds Keeper position.

NEW BUSINESS

6. Discussion and Possible Action re: Town Flood Update.
7. Discussion and Possible Action re: Opening sealed bids for the Placer Creek Low Water Crossing Construction.
8. Discussion and Possible Action re: Utah Geologic Survey 2025 Water Monitoring MOU.
9. Discussion and Possible Action re: Plan for the Town lot "lawn" and the GC Recreation Grant.

UNFINISHED BUSINESS -none

10. Closed Meeting (If necessary)
11. 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"

THE REGULAR TOWN COUNCIL MEETING DRAFT MINUTES
WEDNESDAY, JULY 17th, 2024, AT 6:30 P.M.
CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

****This meeting was a hybrid meeting held electronically by Zoom and also in person at the anchor site of the Town Building.**

Council Members Present: Mayor Duncan, CM Gibson, CM Hill, and CM O'Brien at the anchor site.
Absent: CM Holland
Others Present at Anchor Site: Dorje Honer, Colleen Thompson, Ron Drake, Norman and Peggy Llewelyn, Mary O'Brien, and Greg Nunn.
Others present on Zoom: John Groo.

Regular Town Council meeting

M Duncan called the Meeting to Order at 6:30 PM, Buck called role.

1. Open Public Comment:

Mary O'Brien wanted to know if there was going to be a post flood meeting. She also wanted to know how to address a situation where a neighbor's dirt work would or could affect your property. M Duncan stated later she was planning on addressing some of the flood issues. Greg Nunn gave a rundown of the history of the sedimentation throughout the Valley. Nunn continued to resolve potential flooding problems is going to take a while. There are more issues now because there are more people living in the Valley, more development. Some of the work done on Jayne Mays property has increased the flooding up HolyOak on to his property. What one property owner does can affect their neighbors.

2. Approval of Minutes: Public Hearing and Regular Town Council Meeting June 20th, 2024.

CM Hill moved to approve the Minutes, CM O'Brien seconded, motion passed unanimously.

3. Executive Reports:

*Water Agent and Water Committee Report - John Groo/ CM O'Brien

Groo commended the UGS team, Arnie from the MAWP and DWRi that all seem to like to come out and do work for us. We have an astounding amount of water data for a little Town in the middle of nowhere. Work continues on the Water Management Plan; the last hurdle is the Water Protection Ordinance. The draft Management Plan should be ready for the Council for the September meeting. CM O'Brien had attended the MAWP meeting and reported the representative from UGS said the last floods in Grant County based on previous data are 10-20 year floods. Castle Valley will get 100k for fire mitigation from the State. Duncan Fuchise will ask for input from the Town for that project. Also, levels of nonpoint E. coli findings have increased. So UGS will be working on narrowing down the source of the E. coli, this could be from flood irrigation, livestock manure or septic tank failure. E. coli well data levels were fine. This is more likely a surface water contaminates primarily from Castle Creek.

*Road Department Report- Dorje Honer - M Duncan reported that Egmont Honer has been hired by the Town as an Equipment Operator/ Mechanic. He had previously been approved by the Council when Dorje was hired but has come on board since the flooding. Dorje Honer wanted to replace 2 tires on the Loader so that will be added to Item 6. Honer commented later in the Meeting that he was looking in getting a CDL so the Town could get a newer /bigger dump truck to replace the small old dump truck. This would really help with moving large amounts of sediment from flooded areas.

*Planning & Land Use Commission-Faylene Roth- No Meeting this month.

*Utah Renewable Communities-CM Gibson reported Midvale will be joining URC. The Utility Agreement is still pending. URC have been working on the solicitation process /framework.

*Fire District-Chief Drake reported on the successful 4th of July Pancake Breakfast and a small grass fire on SR128. Fire danger level is back up to extreme.

* Treasurer's Report-CM Hill explained the MBA loan discrepancy is just how QuickBooks shows it. She will provide a report next month.

4. Correspondence: Mary O'Brien's letter covered in Public comments.

5. Administrative Matters & Procedures:

M Duncan's Flood update: It was great to now have an Emergency Operations Team- Les Bolton is our Emergency Manager, Dorje Honer, Tory Hill and herself all worked together through both floods. M Duncan continued there are so many people to thank, people that came out with their own equipment to help. Jeff Johnson spent several hours on Buchanan and Taylor Lane. Elijah Stock helped on Pace, others that helped were Dave Frey, Jude Tuft and Mark Simons. Egmont Honer also did a lot of volunteer work with the Road crew. And of course, the Town Road Crew did an amazing job and worked a ton of overtime. Thank you to all!

Update on floods M Duncan explained there are three kinds/areas of floods in the Valley.

Castle Creek drainage, Placer Creek drainage and basic heavy rain runoff depending on where storms hit on the west side hills i.e. Buchanan, Pace and Pope. These flash floods hit drainages, and caused sheet flooding. During the last two flood events we had all three affected with Placer Creek our biggest issue. Placer was diverted probably when the Valley was a ranch way before the Town was developed. The natural drainage has been changed and the divergence ponds have since silted up. They are on private property and have not been managed nor has the Town had access to work in them. Placer creek jumped the berm 3 times in lower Holyoak and Pope, this caused sheet flooding all the way to and over Miller. Castle Creek over time has changed its channel and the work that engineers recommended to SITLA in 1996 was never done. Since then, someone built non permitted berms. Those berms were breached in the early 2000s. The Town got stream alteration permits and fixed those berms again. These berms breached again during the second flood this June and affected lower Shafer and Miller. That land ownership has changed from SITLA to BLM so we will need to work with them to get permits in order to work on those berms again. M Duncan responded to Mary O'Brien's question. Recently changes have been made to our Ordinances 95-6 and 85-3 for dirt work done on properties depending on how much work is to be done starting with a basic review up to requiring a permit. The State already requires a permit if more than an acre is involved. In those cases, the Town will not sign off on work until the State permit has been approved. The Town's permit process and required mitigations will add protection to neighbors. Thompson added that there is more information about this and links on the Town website. M Duncan continued this permit process used to be just part of the Drainage review for Building permits now it has been expanded to add thresholds for all dirt moving projects. Discussion continued on examples of previous problems with drainage alterations to upper Buchanan and lower Holyoak and Pope.

Honer's Flood Update: He explained that the departments first priority was getting the road accesses open, next is cleaning out silted in drainages/ culverts working from the largest down to the smallest. The Placer Creek drainage is the primary one. This will involve getting waivers from property owners, stream alteration permits from the Army Corp of Engineers, Department of Water Rights and the BLM. Recently we have consulted an Engineer, and we have also had drone videos made of both the Placer Creek and Castle Creek drainages. Honer's goal is to restore the Placer creek berms and clear and make the drainage larger. Where Placer Creek splits, he would like to move it as far away from properties as possible to create a buffer zone. Repairing Castle Creek's issues will also involve the BLM.

There is a lot of silt deposited on the roads and roadsides from sheet flooding we will be working on replacing it or mixing gravel with the silt to reduce dust and mud. M Duncan added that the Castle Creek culvert sustained some damage in the last flood, we will be evaluating it, looking for solutions as well as funding. The plan for the emergency access on Shafer Lane will be to create a low water crossing where the water flooded on to the road up by the Fire Station. Also discussed was by increasing the capacity of Placer Creek by fixing the berms and preventing sheet flooding the Creek will then take the whole flow across down valley roads and this potentially will overflow culverts and roads at that point we will just have to go back and keep fixing the roads after such flood events. The 1986 Drainage Plan was not made to handle the June size flooding, it has some validity, but since then there has been a lot more development in the Valley that has changed flows, ultimately the culverts and drainages will handle as much as they can and we will have to clean up the mess. More problems discussed were that over time the roads have been scraped down below the existing grade and utility lines have not been buried deep enough in the ditches. M Duncan concluded that there will be more updates as needed.

No Town letters. We still need a Grounds Keeper. Buck added the Placer Creek Lower Water Crossing Construction Project has gone out to bid again, the bids will be opened at the August 21st Council Meeting and once we evaluate the bids, we will need to have an additional Special Meeting to decide who to award the project. Also, we need ideas on what we could ask for if we apply for the Recreation District grant.

NEW BUSINESS

6. Discussion and Possible Action re: Approval of purchase order for a Loader Tire $1660.00.
Honer wanted to add to this purchase order another tire so both tires are replaced.
CM Hill moved to approve $3320.00 for 2 tires; CM O'Brien seconded motion passed unanimously.
Honer added there are a couple small oil leaks, and the alternator need work, but the loader engine and transmission are pretty solid. M Duncan added that this will be an important piece of equipment for doing large scale flood drainage work once we get all the permits.

7. Discussion and Possible Action re: Approval of purchase order for a laptop not to exceed $700.00.
M Duncan explained this computer could be used by employees working from home or for Emergency Operations.
CM Hill moved to approve the purchase order for a laptop not to exceed $700.00.CM O'Brien seconded motion passed unanimously.

8. Discussion and Possible Action re: Approval of Lot 37 and 38 Lot line adjustment.
M Duncan explained Matt Carson and Rick Lamb they have come up with this solution to Carson's house not complying with the setbacks, both lots are still 5 acres they have just adjusted their property lines.
CM O'Brien moved to approve the Lot 37 and 38 Lot line adjustment; CM Hill seconded motion passed unanimously.

UNFINISHED BUSINESS -none

9. Closed Meeting (If necessary)

10. Payment of the bills.
M Duncan mentioned resident Will Holoman is a municipal engineer, and he went out with Dorje to assess some of the flood issues. He is kindly contracting with the Town at a much-discounted rate.
CM Gibson motioned to pay the bills, CM O'Brien seconded, motion passed unanimously.

ADJOURNMENT

CM Hill moved to adjourn, CM O'Brien seconded, motion passed unanimously.
M Duncan adjourned the Meeting at 7:50 PM

Approved: **Attested:**

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

SPECIAL TOWN COUNCIL MEETING DRAFT MINUTES
MONDAY, AUGUST 2nd, 2024, AT 6:30 P.M.
CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

****This meeting was a hybrid meeting held electronically by Zoom and also in person at the anchor site of the Town Building.**

Council Members Present: Mayor Duncan and CM O'Brien at the anchor site, Council Members Gibson and Hill on Zoom.
Absent: CM Holland
Others Present at Anchor Site: Colleen Thompson and Dorje Honer.
Others present on Zoom: None
M Duncan called the Meeting to Order at 6:30 PM and called role.

1. Open Public Comment-None

2. Administrative Matters & Procedures: Council agreed to give a gift certificate to Miso to thank him for his work taking drone videos the flood areas.

NEW BUSINESS

3. Discussion and Possible Action re: Approval to pay Cutting Edge Auctions $147,070.00 for the purchase of the 2014 Cat Backhoe and the 2013 Cat Grader.
M Duncan explained that this week Henderson Rental was auctioning off equipment, Dorje and Egmont went and checked over the Grader and Backhoe. Then we were able to get the winning bid on both for less than the pre-approved $150,000.00 to just replace the grader. The Backhoe for $44,100.00 and the Grader for $89,600.00 plus the Buyer's Premium fee $13,370.00.
CM Hill moved to approve $147,070.00 for the two pieces of equipment; CM O'Brien seconded motion passed unanimously.

4. Discussion and Possible Action re: Approval of up to $2000 for transportation/delivery of above equipment.
Honer stated that we may or may not need this if Grand County Roads decides to be is nice to us, as a backup Henderson could do it for an estimated $1200 still keeping the total purchase under the $150,000.00.
CM O'Brien moved to approve up to $2000 for transportation/delivery of the equipment, CM Hill second motion passed unanimously.

5. Discussion and Possible Action re: Approval of Lot 37 and 38 Lot line adjustment.
M Duncan explained that Matt Carson and Rick Lamb wanted to make changes to the previously approved lot line adjustment. The lots are still 5 acres there was just a minor change.
CM Hill moved to approve the Lot 37 and 38 Lot line adjustment this time; CM O'Brien seconded motion passed unanimously.

UNFINISHED BUSINESS -none

6. Closed Meeting (If necessary)

ADJOURNMENT

CM O'Brien motioned to adjourn, CM Hill seconded, motion passed unanimously.
M Duncan adjourned the Meeting at 6:40 PM

Approved: **Attested:**

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

Town of Castle Valley

Road Department

Monthly Report July 2024

Dorje Honer
August 19, 2024

ROAD MAINTENANCE

- Flood Repair (Generic)
  - Culvert clearing and drainage maintenance/repair will continue over the coming months as weather, time, equipment, authorization permits.
    - Various culverts were cleared, and we are working from largest drainages to smallest.
  - Road restoration will also occur over the coming months, however the priority will be drainage over surface condition.
    - All roads were restored to passable condition.
    - Excess silt/material will be removed if it exceeds the amount that can be mixed with gravel.
    - Gravel will be spread on silty/muddy areas to improve surface condition.

PROJECTS

- Flood Repair (Large Projects/Damage)
  - Placer Creek
    - Multiple areas along Placer Creek had drainage restored/corrected and berms reinforced.
      - More work will continue over the coming months to increase safe water levels along the Placer Creek Drainage.
    - Washout areas will be reinforced with large rock to fill in and hopefully prevent future washout.
    - Upper 80 Crossings repaired.
  - Castle Creek
    - Diversion Dam below the irrigation pond repair planned, awaiting authorization.

MATERIALS

- Large material in the easement is planned to be recovered over the coming months to repair/reinforce problem areas.

REQUISITIONS

- 525 Gallon Water Tank.
- Large Battery (Loader, Mower, Misc)
- Loader Tires (2).
- Loader Alternator.
- 2014 CAT 420F IT Backhoe
- 2013 CAT 140M2 Motor Grader

ACQUISITIONS

- 2014 CAT 420F IT Backhoe
- 2013 CAT 140M2 Motor Grader
- Large Battery (Loader, Mower, Misc)
- Loader Tires (2).
- Loader Alternator.

EQUIPMENT

- 2013 Cat 140M2 Motor Grader
  - Complete Lubrication & Inspection.
    -
- 2019 John Deere Backhoe
  - Windshield Wiper Fixed.
- Loader
  - Left Front Lift Cylinder repair in progress
  - Transmission Front Seal & O ring Replaced.
  - Front Right Left Tire Replaced.
  - Alternator Replaced.

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.

PENDING MINUTES
THE REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION
TOWN OF CASTLE VALLEY
THURSDAY, AUGUST 1, 2024 AT 6:30 P.M.

This meeting was a hybrid meeting held electronically by Zoom and also in person at the anchor site at the Town Building.

CALL TO ORDER & ROLL CALL

Anderson Called to Order the Regular Meeting of the Planning and Land Use Commission of Castle Valley at 6:32 P.M. on Thursday, August 1, 2024.

PLUC Members Present:
In person: Chair Ryan Anderson, Dorje Honer, Janie Tuft, Jeff Whitney; Via Zoom: Marie Hawkins
Absent: None
Others Present: In person: Colleen Thompson, Mayor Jazmine Duncan
Clerk/Recorder: Faylene Roth

1. Adoption of Agenda
Tuft moved to accept the Minutes. Whitney seconded the Motion. Tuft, Whitney, Honer, Hawkins and Anderson approved the Motion. The Motion passed unanimously.
2. Open Public Comment – None.
3. Approval of Minutes:
1.4.2024 Regular Meeting
Honer moved to approve the Minutes. Tuft seconded the Motion. Tuft, Whitney, Honer, Hawkins and Anderson approved the Motion. The Motion passed unanimously.
6.6.2024 Regular Meeting
Tuft moved to approve the Minutes. Whitney seconded the Motion. Tuft, Honer, Hawkins and Anderson approved the Motion. Whitney abstained. The Motion passed four in favor and one abstention.
4. Reports - Correspondence – None.

Building Permit Agent Report – Thompson. Thompson reported four building permits issued in July: 1) Certificate of Land Use Compliance for a hay barn on Lot 55, Lazaris; 2) Electrical Permit for a future residence on Lot 146, Buchanan; 3) Residential building permit on Lot 303, Holyoak; 4) Building Permit for a garage on Lot 408, Cliffview. In addition, two Temporary Dwelling Permits (TDP) were renewed: (1) Lot 121, (2) Lot 303-past due renewal and current renewal. Lot 303 was also issued a Decommissioning Contract for his temporary dwelling in conjunction with his building permit. Four TDPs were decommissioned which fulfilled their Decommissioning Contracts. Their compliance was recorded and filed at the Grand County Recorder's Office: (1) Lot 20, (2) Lot 45, (3) Lot 118, (4) Lot 153. Tuft asked Thompson about demolition taking place on Lot 117 (Pace). Thompson said she is working with the owner but has not seen evidence of a Demolition Permit with the County. Whitney added that the owners will continue to be taxed on the property if they do not obtain a Grand County Demolition Permit.

Thompson reported that she has talked with the Grand County Building Inspector about how Castle Valley should handle agricultural exemptions, which exempts the building from Grand

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County building inspections. Whitney added that the agricultural exemption informs the Assessor's Office that the building should be taxed in the future. Thompson will adapt the State Agricultural Exemption form to Castle Valley's needs, as Grand County did. Thompson also asked PLUC Members to consider whether Castle Valley should change our minimum square footage for a building permit from 120 S.F. to 200 S.F. to match Grand County's 200 S.F. minimum for structures that require a building permit, although plumbing and electrical services to these structures do require a permit regardless of size. That leaves Castle Valley applicants with a gap between structures of 120 S.F. and 200 S.F. where a permit and fee of $40.00 is still required by the Town. These structures, such as small sheds or shipping containers, still require zoning approval from the Town to ensure they meet our setback requirements and some may require drainage reviews. Whitney explained that the 1997 Uniform Building Code used a 120 S.F. minimum for building permit applications. In 2000 the International Building Code raised the minimum to 200 S.F. and Grand County changed their minimum to match that. He reiterated that any electrical or plumbing added to a small structure does require a permit and inspection for those features. Thompson said that the only references she could find regarding CV's 120 S.F. minimum for a building permit was in Ordinance 85-3's discussion of total square footage on a lot and on the Town's fee schedule. Whitney noted that a code compliant house could be built with a minimum 200 S.F. structure. PLUC Members generally agreed that requiring a permit for structures between 120 S.F. and 200 S.F. is a good way to let people know that setbacks do need to be met. Thompson said that information might also be relayed via email to lot owners. Thompson thought that this was addressed in Ordinance 85-3, Section 5.7:

> *A. All buildings constructed in, reconstructed in, altered in, or moved into the Town, whether for Dwelling or accessory use including metal shipping containers and portable sheds, and unless exempted from building permit requirements under the provisions of state statutes related to buildings that are not located in residential areas and which are used solely in conjunction with agriculture use, and not for human occupancy, must have land use approval from the Town Designated Land Use Authority and, if required, a permit from the Grand County Building Inspector before commencing the construction or moving process.*

Mayor Duncan and PLUC members agreed that this paragraph clarified the uncertainty around the 120-200 S.F. gap. They agreed that a fee is appropriate for structures within this range because they still need to show setback compliance and may need a drainage review.

Procedural Matters: Upcoming Public Hearing - PLUC Clerk-Roth. Roth informed PLUC Members that Utah State Code requires changes to the Town's Subdivision Ordinance. Mayor Duncan added that the State has paid for a third-party to update our Ordinance. Once it is returned, the PLUC will need to hold a Public Hearing. Roth said that she will send background information to PLUC Members when the time approaches.

Town Survey Update - PLUC Chair-Anderson. Anderson asked PLUC Members to select a date for a workshop session later this month. He would like to open it up to the public for input on changes they would like to see in the survey. Tuesday, August 13, at 6:30 P.M. was chosen for the workshop meeting.

NEW BUSINESS

5. Discussion and Possible Action re: Appointing PLUC Chair

Mayor Duncan reported that since Anderson began a new term of office on July 1, 2024, he must be re-elected as Chair.

Tuft nominated Anderson to continue to serve as Chair. Anderson replied he was willing to continue with a vice-chair or co-chair. Whitney seconded the nomination. Tuft, Whitney, Honer, Hawkins and

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Anderson voted aye. The nomination was approved unanimously.
Honer said he was willing to serve in a secondary role.
Tuft nominated Honer as Vice-Chair. Tuft seconded the nomination. Tuft, Whitney, Honer, Hawkins and Anderson voted aye. The nomination was approved unanimously.

UNFINISHED BUSINESS

6. Discussion and possible action regarding updates to land use application forms, in order to align them with changes in procedure and recent amendments to Ordinances 85-3 and 95-6 (tabled):
   - Septic Permit Application (approved 5.2.24)
   - Electric Permit Application (approved 5.2.24)
   - Routine Solar Energy System (SES) Permit Application (update)
   - Nonroutine Solar Energy System (SES) Permit Application (update)
   - Building Permit Information Sheet (update)
   - Land Disturbance Activity Review (approved 6.6.24)
   - Land Disturbance Activity Permit (new)
   - Internal Accessory Dwelling Unit Permit Application (added 6.6.24)
   - Certificate of Land Use Compliance (CLUC) Form to replace CLUC for Agricultural Use (added 6.6.24)

Thompson reminded PLUC Members that their role is to approve new or revised forms. She presented supporting documents from Ordinance 85-3 and Ordinance 95-6, and a copy of the previous Routine Solar Energy System (R-SES) application form plus the revised Routine Solar Energy System (R-SES) application form which includes an SES Information Sheet. She believes the revised form is more user friendly than the previous form. It does not ask for all the technical data that the Grand County Building Department (GCBD) requires because the Town will receive a copy of the technical data as submitted to GCBD. The application form requests a plot plan detailing existing structures, proposed structures, setback lines, and all dimensions clearly marked. The plot plan no longer has to be to scale since most submissions are now done digitally. The rest of the information is reorganized, and she removed the specific fee amount so that the Form does not have to be revised every time the fee amount is changed.

Thompson said she had consulted the GC Building Inspector regarding the measurement of height of adjustable tilt panels on a roof-mounted system. CV restricts the maximum distance between solar panels and the roof below so that the panels will not extend above the ridgeline when at maximum height, but the County does not have those rules. Whitney clarified that County rules are based on best performance. Their setback for roof-mounted solar panels is three (3) feet from the ridgeline. Whitney added that changes in tilt of solar panels occur primarily with ground-mount systems. He said variable-tilt roof mount systems are vanishingly rare. Thompson agreed, but said she needs to keep the application aligned with the Ordinance.

She added that there were no substantial changes in the Approval Section. A two-page Information Sheet will be attached to the application form. She noted that the new revised Info Sheet did not use bold highlighting like the old form, but Anderson and Duncan both thought the bold print was helpful. Tuft asked what "proposed structures" in 1.d of Submission requirements referred to? Thompson said it refers to building structures such as the building on which the SES will be installed or any accessory shed or building. Tuft asked whether most applicants could fill in this form on their own. Thompson said that anyone installing their own system should be able to do so, but that most SES applications were filed by the solar contractor. For plot plans, she said that many applicants use marked-up Google Earth printouts.

Honer suggested a formatting change to align the yes/no responses on page 2 in a column on the

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side to make it easier for the applicant and reviewer to see the responses. Hawkins agreed. Thompson agreed to change the yes/no formatting and to reinstate the bold type on the Info Sheet from the previous version as detailed above. She also added a reference/link to the Fee Schedule on the Town's web site.

Whitney moved to accept the Routine-Solar Energy System Permit Application form as amended. Tuft seconded the Motion. Tuft, Whitney, Honer, Hawkins and Anderson approved the Motion. The Motion passed unanimously.

Anderson asked for a Motion to add an Agricultural Exemption form to the list in Item 6.

Honer moved to add an Agricultural Exemption form to Item 6. Whitney seconded the Motion. Tuft, Whitney, Honer, Hawkins and Anderson approved the Motion. The Motion passed unanimously.

Anderson asked for a Motion to table Item 6.

Honer moved to table Item 6. Whitney seconded the Motion. Tuft, Whitney, Honer, Hawkins and Anderson approved the Motion. The Motion passed unanimously.

CLOSED MEETING – None.

ADJOURNMENT

Whitney moved to adjourn. Honer seconded the Motion. Tuft, Whitney, Honer, Hawkins and Anderson approved the Motion. The Motion passed unanimously.

Anderson adjourned the Meeting at 7:32 P.M.

APPROVED: **ATTESTED:**

_____ _____

Ryan Anderson, Chairperson **Date** **Faylene Roth, PLUC Clerk** **Date**

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TOWN OF CASTLE VALLEY - Building Permits Report

Approval Date Between 6/1/2024 And 8/1/2024

Approval	Lot	Road	Owner	Type	Purpose	Description	Height	Sq Ft <=19	Sq Ft >19
7/2/2024	055	Lazaris Lane East	Inc, HF Holdings	CLUC	Barn	Hay barn	13	1300	0
7/9/2024	146	Buchanan Lane East	Wells, Pamela	Electrical	Residence	Electrical service entra	0	0	0
7/19/2024	303	Holyoak Lane East	Crueger, Scott	Building	Residence	Garage/residence	21.5	0	2160
7/23/2024	408	Cliffview Drive	Cooley, Kirk	Building	Garage	Metal garage	17.5	720	0

TOWN OF CASTLE VALLEY UTAH

Routine Solar Energy System (SES) Permit Application

Lot #_____ Applicant (if different from owner) _____

Property owner_____

Mailing address_____

Phone_____ Cell_____ Email_____

Contractor_____

Phone_____ Cell_____ Email_____

OFFICE USE Permit expires on date _____

☐ Fee Paid $_____ #_____ date_____ rec'd by inits_____

☐ Approved by_____ date_____

Applications for systems that do not exceed 12 feet in height (see attached SES Information Sheet) or 10 kilowatts in capacity must use this Routine Solar Energy System Permit Application form. The total combined kilowatts for all routine SESes shall not exceed 10 kilowatts per platted lot.

Submission requirements

1. Plot plan showing entire lot with the following details. Hand drawn OK; all distances and dimensions must be clearly marked. Include additional page zoomed with detail if necessary.
    a. Lot #, name, address, phone, and signature of lot owner and contractor.
    b. Property lines, road easement lines, and minimum setback lines.
    c. Existing structures (designate use) with dimensions and setbacks.
    d. Proposed structures (designate use) with dimensions and setbacks.
    e. Identification of battery storage building, if applicable, with dimensions and setbacks.
    f. Location of proposed solar installation with dimensions and setbacks.
    g. Location of battery back-up and ancillary equipment, including transfer switch and rapid shutdown disconnect, where applicable.
2. For both ground-mount and roof-mount systems, elevation drawings with height measurements as defined in Ordinance 85-3 Definitions for Height, Building. For ground-mount systems this may require a Grade Review by the Building Permit Agent.
3. If solar electricity is being installed or upgraded to supply an existing building for the first time, a statement of change of use, if applicable.
4. Right-of-Way Encroachment Permit Application, if applicable.

5. Grade Review, if applicable.

6. Land Disturbance Activity Application, if applicable.

7. Rocky Mountain Power work order number, if applicable: _____

8. Construction Documents as provided to the Grand County Building Department as part of the Solar Photovoltaic (PV) System Permit Submittal. Note that any future revisions to these documents must also be provided to the Town of Castle Valley.

9. Payment of fee by cash or check made out to Town of Castle Valley (see current Fee Schedule).

10. In addition to the above items, in order to determine compliance with Ordinance 85-3 Section 4.14.1, provide the following information, circling *yes*, *no*, or *n/a* where appropriate:

    a. Is ancillary SES equipment located inside a building or screened from view? Explain (use attached sheet.) — yes no n/a

    b. Have you permitted any buildings necessary for battery or ancillary equipment? — yes no n/a

    c. Describe how the height, location, setback, and base elevation of your SES minimizes potential glare and visual impacts on adjacent properties (use attached sheet.)

    d. If you are replacing previously installed panels or modules or associated equipment that may present a hazard on your own or neighboring property, describe your plan for safe and legal removal (use attached sheet.)

    e. Ground-mount: does the vertical distance from the highest point of any panel or module (at max design tilt) to finished grade or slab on grade directly below exceed 12 feet? — yes no n/a

    f. Roof-mount: is the building on which you plan to mount your solar panels an existing or currently permitted building? — yes no n/a

    g. Roof-mount: does the vertical distance from the highest point of any panel or module (at maximum design tilt) to the roof directly below exceed one foot for roof pitches greater than 3:12, or two feet for roof pitches less than 3:12? — yes no n/a

    h. Roof-mount: does any portion of the SES (at maximum design tilt) exceed 25 feet as measured on a vertical axis from the highest point of the system to the lower of either (1) the lowest point where the vertical face (or a vertical line extending directly below the vertical face) around the perimeter of the building intersects the Existing Grade or (2) the lowest point where the vertical face (or a vertical line extending directly below the vertical face) around the perimeter of the building intersects the Finished Grade? — yes no n/a

    i. Enter the total pre-existing capacity in kilowatts _____, the proposed capacity in kilowatts _____, and the resulting total proposed capacity in kilowatts _____. (Total cannot exceed 10 kilowatts in order to use this Routine application form.)

    j. Enter ground or rooftop SES footprint in square feet _____.

    k. Is this a grid tie/net meter system? — yes no

Approval

- The Grand County Building Permit Application form must be signed by the Designated Castle Valley Land Use Authority and by the Grand County Building Department to be a complete and valid permit.
- Castle Valley zoning approval of a Solar Energy System Permit Application will be revoked and become invalid if, within six months of receiving Town approval, the applicant has not received a completed Solar Photovoltaic (PV) System Permit from the Grand County Building Department with all fees paid. If the Town's approval is revoked on this basis, the fee paid to the Town will not be refunded. If the applicant wishes to start the application process again, new forms must be filed and a new fee must be paid.
- The applicant may extend the Town's approval for an additional six months with no additional fee as long as: no changes have been made to the applicant's proposed Solar Energy System; no changes have occurred in the Town's Land Use Regulations since the applicant's original approval by the Town that would affect the application; the request is made in writing before the expiration date of the permit; and the Town's approval has not been revoked. If any of the above has occurred, the applicant must begin anew the application process with the Town.
- If the County revokes a completed Solar Photovoltaic (PV) System Permit Application for any reason, the Town's approval is also revoked. If the applicant wishes to revive such an application, the applicant must begin anew the application process with the Town. In such an instance, the original fee will not be refunded.
- Solar Energy System Permits will not be approved that are not in compliance with Castle Valley Land Use Regulations and other applicable laws.
- Solar Energy System Permits issued on the basis of false or misleading information are void.
- Construction begun without an approved Solar Energy System Permit may be subject to delays, fines and/or increased fees.
- Substantive changes in plans (i.e. layout, use, structural) after a Solar Energy System Permit is issued require NEW approval by the Castle Valley Designated Land Use Authority and the Grand County Building Department.

Applicant signature _____ date _____
(if different from property owner/s)

Property Owner 1 signature _____ date _____

Property Owner 2 signature _____ date _____

The above signatories acknowledge and agree to comply with all requirements as stated on this application, and attest that the provided information is accurate and complete, to the best of their knowledge. Permits issued on the basis of false or misleading information are void.

Ordinance 85-3 Ch. 9.1.C: No license, building permit, or other Land Use Application Permit shall be issued by any official, employee, or agent vested with the duty and authority to issue licenses or permits which would not be in conformance with the provisions of Town Land Use Regulations in effect at the time of application. It shall be a violation of this land use ordinance for any official, employee, or agent to issue any permit or license in violation of Town Land Use Regulations. Any license or permit not in compliance with Town Land Use Regulations or issued on the basis of false or misleading information shall be void.

TOWN OF CASTLE VALLEY UTAH

SOLAR ENERGY SYSTEM (SES) INFORMATION SHEET

General Design Standards

- All solar energy systems must be **fifty (50) feet from a platted public street easement line and thirty (30) feet from side and back property lines.**

- To the maximum extent feasible, ancillary solar equipment shall be located inside a building or screened from public view. Solar energy system appurtenances shall be screened without compromising the effectiveness of the solar collectors to the extent reasonably feasible. **When applying, you will be asked if ancillary SES equipment is located inside a building or screened from view**.

- The Town would like you to **consider the visual impacts of your SES on your neighbors when planning the location of your system, and choose a site that is least impactful without compromising its effectiveness. When applying, you will be asked to explain how the height, location, setback, or base elevation of the SES minimizes potential glare and visual impacts on adjacent properties.**

- If your SES will be **installed on a newly constructed building**, you must **first receive a building permit** for the building on which the system will be mounted.
- If your **SES requires newly constructed building(s) to store battery backup and ancillary equipment,** you must **first receive a building permit** for the building(s) in which that equipment will be stored.
- For a **ground-mount SES** routine permit, the vertical distance from the highest point of any panel or module (at its maximum design tilt) to finished grade or slab on grade directly below **shall not exceed 12 feet**. You may exceed this height through a Nonroutine permit (see below).
- For a **roof-mount SES**: the vertical distance from the highest point of any panel or module (at its maximum design tilt) to the roof directly below **shall not exceed one foot, unless roof pitch is 3:12 or less, in such case up to two feet is permitted. No portion of a solar energy system shall project above the maximum allowed building height of 25 feet** as measured on a vertical axis from the highest point of the system to the lower of either 1) the lowest point where the vertical face (or a vertical line extending directly below the vertical face) around the perimeter of the building intersects the Existing Grade or 2) the lowest point where the vertical face (or a vertical line extending directly below the vertical face) around the perimeter of the building intersects the Finished Grade.
- If the total combined kilowatts of your SES **does not exceed 10 kilowatts**, then you may **apply for a Routine permit. If it exceeds 10 kilowatts,** you may **apply for a Nonroutine permit**, which will be reviewed by the Town's Planning and Land Use Commission (PLUC).

Nonroutine Solar Energy System Permits

- In some situations, applicants might require a taller system because the topography and terrain of their lot would compromise the effectiveness of the SES. In other cases, safety issues may require the SES to be taller. Applicants **may apply for a SES that exceeds 12 feet in height through a Nonroutine SES Application**. The PLUC will ask applicants to **demonstrate that a taller SES is needed** in order to prevent compromising the effectiveness or safety of the solar collectors.

- In addition, applicants may have power loads that require a system larger than 10 kilowatts. Applicants **may apply for a SES that exceeds 10 kilowatts through a Nonroutine SES Application, and demonstrate that a larger system is needed by listing intended uses** of the electricity generated from the proposed system.

- The PLUC will **identify potential glare and other visual impacts** on adjacent properties, and **may require additional screening, placement and a design layout**, ensuring (to the extent reasonably feasible) that the effectiveness of the solar collectors is not compromised.

- The PLUC **may also require specific placement and sizing** of the proposed system to **ensure public health, safety, and welfare,** and to ensure that it will not compromise the safety, reliability and operability of the Town's utility infrastructure or place other residents' electrical equipment at risk.

- The **total combined kilowatts** for all permitted SESes **shall not exceed 25 kilowatts** per platted lot.

- For a **Nonroutine ground-mount SES,** the **vertical distance** from the highest points of any panel or module (at its maximum design tilt) to finished grade or slab on grade directly below **shall not exceed 19 feet**.

- The **total combined square footage** of all **ground-mount** or pole-mount photovoltaic panels or modules **on a lot shall not exceed 1500 square feet**.

* * *

See Ordinance 85-3 Section 4.14 for more details, or consult the Building Permit Agent.
For fees, see the current Fee Schedule at https://castlevalleyutah.com/documents/resolutions.php

Town of Castle Valley
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	% of Budget
Ordinary Income/Expense			
Income			
4500 · Interest Income			
4501 · Interest Income	4,444.17	30,000.00	14.8%
Total 4500 · Interest Income	4,444.17	30,000.00	14.8%
4100 · Tax Revenue			
4110 · Property			
4111 · Current	0.00	132,185.00	0.0%
4112 · Deliquent	24.59	2,400.00	1.0%
Total 4110 · Property	24.59	134,585.00	0.0%
4150 · Sales Tax	5,635.59	72,000.00	7.8%
4175 · Misc Tax			
4176 · Motor Carrier	0.00	490.00	0.0%
4177 · Fee in Lieu	380.98	6,350.00	6.0%
4199 · Other Misc Tax	0.00	1,500.00	0.0%
Total 4175 · Misc Tax	380.98	8,340.00	4.6%
Total 4100 · Tax Revenue	6,041.16	214,925.00	2.8%
4200 · Intergovernmental Revenue			
4211 · Add TrnL Road Tax	570.77	5,000.00	11.4%
4210 · Class "C" Roads	0.00	63,000.00	0.0%
4230 · Gov. Grants (Operations)	0.00	220,000.00	0.0%
Total 4200 · Intergovernmental Revenue	570.77	288,000.00	0.2%
4300 · Permits & Fees			
4310 · Water Agreements	190.00	100.00	190.0%
4320 · Building Permits	330.00	1,000.00	33.0%
4330 · Business License/CUP	75.00	700.00	10.7%
4399 · Other Permits & Fees	290.00	400.00	72.5%
Total 4300 · Permits & Fees	885.00	2,200.00	40.2%
4400 · Donation / Private Grants			
4420 · Scholarship	0.00	0.00	0.0%
4499 · Other Donation / Private Grants	0.00	0.00	0.0%
Total 4400 · Donation / Private Grants	0.00	0.00	0.0%
4510 · Municipal Authority Lease	0.04		
Total Income	11,941.14	535,125.00	2.2%
Gross Profit	11,941.14	535,125.00	2.2%
Expense			
5100 · Administration			
5110 · Payroll & Taxes			
5111 · Clerk	2,605.56	31,600.00	8.2%
5115 · Mayor	1,076.50	13,200.00	8.2%
Total 5110 · Payroll & Taxes	3,682.06	44,800.00	8.2%
5120 · Office Expenses	203.38	4,000.00	5.1%
5125 · Public Notices / Website	296.60	3,000.00	9.9%
5130 · Elections	0.00	0.00	0.0%
5135 · Programs / Events			
5136 · Scholarship	0.00	0.00	0.0%
5137 · Clean-up	0.00	5,000.00	0.0%
5139 · Other	0.00	400.00	0.0%
Total 5135 · Programs / Events	0.00	5,400.00	0.0%

Town of Castle Valley
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	% of Budget
5150 · Professional Fees			
5156 · Appeal Authority	0.00	1,350.00	0.0%
5154 · Database	0.00	2,500.00	0.0%
5151 · Legal Fees	0.00	11,000.00	0.0%
5153 · Audit	0.00	2,300.00	0.0%
Total 5150 · Professional Fees	0.00	17,150.00	0.0%
5160 · Dues / Memberships / Training	0.00	2,500.00	0.0%
5165 · Travel	0.00	2,000.00	0.0%
5170 · Telephone	174.39	2,600.00	6.7%
5175 · Insurance / Bonds	7,025.90	10,000.00	70.3%
Total 5100 · Administration	11,382.33	91,450.00	12.4%
5200 · Community Building/Public Works			
5280 · Road Shed Loan	0.00	7,775.00	0.0%
5210 · Payroll & Taxes	356.23	6,000.00	5.9%
5220 · Lease / MBA	0.00	7,500.00	0.0%
5230 · Utilities	34.32	2,500.00	1.4%
5240 · Maintenance Expenses	380.35	5,000.00	7.6%
Total 5200 · Community Building/Public Works	770.90	28,775.00	2.7%
5300 · Planning / Land Use			
5310 · Payroll & Taxes			
5311 · Permits Agent	792.24	7,300.00	10.9%
5312 · Clerk	901.99	5,100.00	17.7%
Total 5310 · Payroll & Taxes	1,694.23	12,400.00	13.7%
5320 · Professional Services	0.00	2,000.00	0.0%
Total 5300 · Planning / Land Use	1,694.23	14,400.00	11.8%
5400 · Water			
5410 · Payroll & Taxes	375.00	6,000.00	6.3%
5420 · Professional Services			
5421 · Water Study	2,202.98	0.00	100.0%
5420 · Professional Services - Other	133.50	8,000.00	1.7%
Total 5420 · Professional Services	2,336.48	8,000.00	29.2%
5499 · Other Water	0.00	6,000.00	0.0%
Total 5400 · Water	2,711.48	20,000.00	13.6%
5500 · Roads			
5510 · Payroll & Taxes			
5514 · Training	0.00	2,500.00	0.0%
5511 · Road Supervisor	3,977.20	30,000.00	13.3%
5512 · Road Staff	1,771.93	17,500.00	10.1%
Total 5510 · Payroll & Taxes	5,749.13	50,000.00	11.5%
5520 · Professional fees			
5521 · Roads Legal Fees	0.00	2,000.00	0.0%
Total 5520 · Professional fees	0.00	2,000.00	0.0%
5530 · Road Equipment			
5535 · Equipment & Tools	66.04	10,000.00	0.7%
5534 · Leased Equipment	0.00	10,500.00	0.0%
5531 · Fuel Oil / Supplies	4,047.16	10,000.00	40.5%
5532 · Maintenance / Repair	327.93	11,000.00	3.0%
Total 5530 · Road Equipment	4,441.13	41,500.00	10.7%

Town of Castle Valley
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	% of Budget
5540 · Road Maintenance / Repair			
5543 · Special Road Projects			
5544 · Upper 80	0.00	250,000.00	0.0%
5549 · Other	0.00	16,000.00	0.0%
Total 5543 · Special Road Projects	0.00	266,000.00	0.0%
5541 · Road Work Contractors	0.00	1,000.00	0.0%
Total 5540 · Road Maintenance / Repair	0.00	267,000.00	0.0%
5599 · Other Road	0.00	0.00	0.0%
Total 5500 · Roads	10,190.26	360,500.00	2.8%
6000 · Capital Projects Expenses			
6100 · Road Improvements			
6120 · Equipment	147,070.00	210,000.00	70.0%
Total 6100 · Road Improvements	147,070.00	210,000.00	70.0%
Total 6000 · Capital Projects Expenses	147,070.00	210,000.00	70.0%
6560 · Payroll Expenses	0.00		
Total Expense	173,819.20	725,125.00	24.0%
Net Ordinary Income	-161,878.06	-190,000.00	85.2%
Other Income/Expense			
Other Expense			
7051 · To Capital Projects Fund	0.00	50,000.00	0.0%
Total Other Expense	0.00	50,000.00	0.0%
Net Other Income	0.00	-50,000.00	0.0%
Net Income	**-161,878.06**	**-240,000.00**	**67.4%**

ATTACHMENTS A B

	Castle Valley Budget /Amended 2024, Actual 2024, Adopted 2025					
		Operating Budget	Adopted 2024 Budget	2nd Amended 2024	Actual 2024 Budget	Adopted 2025 Budget
Codes	**Operating Income**		**$ 272,180.00**	**$ 359,787.25**	**$ 391,656.76**	**$ 565,125.00**
	Tax Revenue		**$ 209,370.00**	**$ 209,671.00**	**$ 225,751.34**	**$ 214,925.00**
4110	**Property Taxes**		**$ 136,190.00**	**$ 133,411.00**	**$ 133,942.12**	**$ 134,585.00**
4111		Current	$ 133,790.00	$ 129,195.00	$ 129,195.72	$ 132,185.00
4112		Delinquent	$ 2,400.00	$ 4,216.00	$ 4,746.40	$ 2,400.00
4150	**Sales Tax**		**$ 68,000.00**	**$ 68,000.00**	**$ 79,333.82**	**$ 72,000.00**
4175	**Misc Tax**		**$ 5,180.00**	**$ 8,260.00**	**$ 12,475.40**	**$ 8,340.00**
4176		Motor Carrier	$ 480.00	$ 460.00	$ 690.39	$ 490.00
4177		Fee in Lieu	$ 3,100.00	$ 6,300.00	$ 10,258.82	$ 6,350.00
4199		Other	$ 1,600.00	$ 1,500.00	$ 1,526.19	$ 1,500.00
	Intergovernmetal Revenue		**$ 43,600.00**	**$ 100,041.25**	**$ 107,817.60**	**$ 288,000.00**
4210	Class "C " Roads		$ 38,000.00	$ 66,000.00	$ 72,214.74	$ 63,000.00
4211	Add Road Tax		$ 5,600.00	$ 6,000.00	$ 7,561.61	$ 5,000.00
4220	Liquor Allotment Fund					
4230	Government Grants			$ 28,041.25	$ 28,041.25	$ 220,000.00
4299	Other / ARPA					
4300	**Permits and Fees**		**$ 1,210.00**	**$ 2,675.00**	**$ 3,553.75**	**$ 2,200.00**
4310	Water Agreements		$ 200.00	$ 95.00	$ 190.00	$ 100.00
4320	Building Permits		$ 500.00	$ 1,400.00	$ 1,526.25	$ 1,000.00
4330	Business Lic/CUP		$ 360.00	$ 715.00	$ 805.00	$ 700.00
4340	Fines					
4350	School Bus Prkg		$ -	$ -	$ -	$ -
4399	Other Fees		$ 150.00	$ 465.00	$ 1,032.50	$ 400.00
4400	**Donations/Private Grants**		**$ 3,000.00**	**$ 9,400.00**	**$ 6,400.00**	**$ -**
4420	Scholarship		$ 3,000.00	$ 3,000.00	$ -	$ -
4499	Other	Rec Grant / RMP		$ 6,400.00	$ 6,400.00	
4500	**Interest**		**$ 15,000.00**	**$ 38,000.00**	**$ 48,134.07**	**$ 30,000.00**
	Sale of Fixed Assets					
	Transfer from Genl Fund Balance					
	Transfer From Capital Funds					$ 30,000.00

ATTACHMENTS A B

	Operating Expenses		**$ 272,180.00**	**$ 359,787.25**	**$ 348,695.12**	**$ 565,125.00**
5100	**Administration**		**$ 100,794.00**	**$ 77,650.00**	**$ 68,177.95**	**$ 91,450.00**
5110	**Payroll & Taxes**		**$ 42,094.00**	**$ 43,950.00**	**$ 43,700.12**	**$ 44,800.00**
5111		Clerk	$ 30,212.00	$ 31,000.00	$ 30,782.12	$ 31,600.00
5115		Mayor	$ 11,882.00	$ 12,950.00	$ 12,918.00	$ 13,200.00
5119		Other				
5120	Office Expenses		$ 3,500.00	$ 4,000.00	$ 3,738.32	$ 4,000.00
5125	Public Notice/ Website		$ 2,200.00	$ 2,000.00	$ 1,059.29	$ 3,000.00
5130	Elections		$ 12,000.00	$ -	$ -	$ -
5135	**Programs/Events**		**$ 7,400.00**	**$ 8,100.00**	**$ 3,559.00**	**$ 5,400.00**
5136		Scholarship	$ 3,000.00	$ 3,000.00	$ -	$ -
5137		Clean-Up	$ 4,000.00	$ 4,700.00	$ 3,559.00	$ 5,000.00
5139		Other / CREP	$ 400.00	$ 400.00		$ 400.00
5150	**Professional Services**		**$ 16,500.00**	**$ 5,900.00**	**$ 5,123.86**	**$ 17,150.00**
5151		Legal	$ 11,000.00	$ 2,400.00	$ 1,837.00	$ 11,000.00
5152		Appeal Authority	$ 1,350.00	$ -		$ 1,350.00
5153		Audit	$ 2,150.00	$ 900.00	$ 886.86	$ 2,300.00
5154		Database	$ 2,000.00	$ 2,600.00	$ 2,400.00	$ 2,500.00
5160	Dues/Memberships/ Training		$ 2,500.00	$ 1,000.00	$ 599.56	$ 2,500.00
5165	Travel		$ 2,000.00	$ 500.00	$ 57.50	$ 2,000.00
5170	Telephone		$ 2,600.00	$ 2,200.00	$ 2,099.45	$ 2,600.00
5175	Insurance/ Bonds		$ 10,000.00	$ 10,000.00	$ 8,240.85	$ 10,000.00
5180	Interlocal Services - Animal Control					
5199	Other					
5200	**Community Bldg/Lot**		**$ 28,340.00**	**$ 23,632.25**	**$ 22,339.38**	**$ 28,775.00**
5210	Payroll & Taxes		$ 6,000.00	$ 4,000.00	$ 3,959.16	$ 6,000.00
5260	Cemetery					
5261		Payroll				
5269		Other				
5220	Lease/MBA		$ 6,625.00	$ 6,625.00	$ 6,625.00	$ 7,500.00
5230	Utilities		$ 2,900.00	$ 2,500.00	$ 1,737.25	$ 2,500.00
5240	Maintenance Expenses		$ 4,790.00	$ 2,482.25	$ 1,992.96	$ 5,000.00
5241	Equipment for Community Center					
5250	ARPA Expenses					
5280	Road Shed Loan		$ 8,025.00	$ 8,025.00	$ 8,025.01	$ 7,775.00
5299	Other	lot irrigation / reparian fuels				
5290		emr / Defribulator				
5295	Donation Expenses					

ATTACHMENTS A B

5300	**Planning/ Land Use**		**$ 11,446.00**	**$ 9,800.00**	**$ 9,973.50**	**$ 14,400.00**
5310	**Payroll & Taxes**		**$ 11,446.00**	**$ 9,800.00**	**$ 9,973.50**	**$ 12,400.00**
5311		Permit Agent	$ 6,346.00	$ 7,300.00	$ 7,350.42	$ 7,300.00
5312		Clerk	$ 5,100.00	$ 2,500.00	$ 2,623.08	$ 5,100.00
5320	Professional Services					$ 2,000.00
5330	Studies					
5399	Other					
5400	**Water**		**$ 22,800.00**	**$ 24,300.00**	**$ 18,039.62**	**$ 20,000.00**
5410	Payroll & Taxes		$ 3,300.00	$ 4,800.00	$ 4,671.25	$ 6,000.00
5420	Professional Services		$ 2,000.00	$ 2,000.00	$ 1,941.25	$ 8,000.00
5422	Cemetery Well					
5421	Water Study		$ 17,500.00	$ 17,500.00	$ 11,427.12	
5499	Other	Water monitoring/ wt rights				$ 6,000.00
5500	**Roads**		**$ 108,800.00**	**$ 94,405.00**	**$ 100,164.67**	**$ 360,500.00**
5510	**Payroll & Taxes**		**$ 46,500.00**	**$ 35,405.00**	**$ 28,632.15**	**$ 47,500.00**
5511		Road Supervisor	$ 29,340.00	$ 22,005.00	$ 20,024.73	$ 30,000.00
5512		Road Staff	$ 17,160.00	$ 13,400.00	$ 8,607.42	$ 17,500.00
5513		Administrator				
5514		Training	$ 2,500.00	$ 500.00	$ -	$ 2,500.00
5521		Road Legal	$ 2,000.00	$ -		$ 2,000.00
5520						
5530	**Road Equipment**		**$ 41,500.00**	**$ 39,500.00**	**$ 28,670.72**	**$ 41,500.00**
5531		Fuel Oil/ Supplies	$ 10,000.00	$ 10,000.00	$ 8,592.99	$ 10,000.00
5532		Maintenance/ Repa	$ 11,000.00	$ 9,000.00	$ 8,988.41	$ 11,000.00
5533		Equipment/Tools	$ 10,000.00	$ 10,000.00	$ 2,086.68	$ 10,000.00
5534	Leased Equipment		$ 10,500.00	$ 10,500.00	$ 9,002.64	$ 10,500.00
5540	**Road Maintenance/ Repair**		**$ 16,300.00**	**$ 19,000.00**	**$ 42,861.80**	**$ 267,000.00**
5541		Contractors	$ 1,000.00	$ 1,000.00	$ 211.99	$ 1,000.00
5542		Weed Control				
		Other- seal equip				
5543	Castle Valley Drive					
5544	Shafer / Up80				$ 26,700.00	$ 250,000.00
5549		other / gravel, tree	$ 15,300.00	$ 18,000.00	$ 15,949.81	$ 16,000.00
5599	**Other**	**CVD / chip sealing**				
	Transfers		**$ -**	**$ 130,000.00**	**$ 130,000.00**	**$ 50,000.00**
	To General Fund					
	To Capital Fund			$ 30,000.00	$ 30,000.00	
	To Capital Fund/Roads			$ 100,000.00	$ 100,000.00	$ 50,000.00
	SURPLUS		**$ -**	**$ -**	**$ 42,961.64**	**$ -**

ATTACHMENTS A B

	CAPITAL BUDGET							
	Capital Projects Income		**$**	**-**	**$**	**422,400.00**	**$**	**-**	**$**	**460,000.00**
	Transfers from Capital Fund								$	240,000.00
	Government Grants								$	220,000.00
	Other/ Transfers from Operating Funds				$	442,400.00				
6000	**Capital Projects Expenses**		**$**	**-**	**$**	**422,400.00**	**$**	**422,400.00**	**$**	**460,000.00**
6100	**Capital Roads**		**$**	**-**	**$**	**392,400.00**	**$**	**392,400.00**	**$**	**460,000.00**
6110										
6120	Equipment								$	210,000.00
6130	Materials									
6199	Other/	CV Drive/ 8o cross			$	392,400.00	$	392,400.00	$	250,000.00
6200	**Community Bldg/ Lot**		**$**	**-**	**$**	**30,000.00**	**$**	**30,000.00**	**$**	**-**
6210	Payroll & Taxes									
6220	Equipment									
6230	Solar Panels									
6299	Other		$	-	$	-	$	-	$	-
6250	**Basketball Cour**	Pit Toilet	$	-	$	-	$	-	$	-
6300	**Other Capital Projects**				$	30,000.00	$	30,000.00		
7052	**SURPLUS TO CAPITAL FUND**		$	-	$	-				
7051	Surplus To General Fund									
	GENERAL FUND TRANSFERS									
	From Capital Funds To General Funds								$	30,000.00
	From General Funds To Capital Funds				$	442,400.00	$	442,400.00		
	General fund balance transfers				$	442,400.00	$	442,400.00		

PROPOSAL FOR GROUNDWATER QUALITY MONITOR-WELL SAMPLING IN CASTLE VALLEY

Castle Valley is a growing community, and the Town of Castle Valley wishes to preserve the quality of their water. The Town, with the oversight of the UGS, had 6 monitor wells installed throughout Castle Valley as part of an EPA grant to help the Town gain additional data in areas downgradient from septic systems and in areas of the valley lacking water wells. The Town would like to have the monitor wells sampled on a semi-annual basis (autumn and spring). This proposal is for spring 2025 monitoring only; UGS will cover the autumn 2024 costs as part of an ongoing water budget study.

The UGS will collect water samples during spring 2025 from wells selected as part of this task. For the sampling season, six samples will be collected in the valley analyzed each for field parameters, general chemistry (including total-dissolved-solids), and nitrate concentration; in addition, phosphate will be analyzed during the spring 2025 sampling event for two select sites. The time required to measure water levels, sample, bail, and purge the 6 monitor wells by a UGS geologist for each sampling occasion will be 20 field hours and 10 hours travel time. The UGS owns all necessary equipment to collect samples including a hand-held multi-parameter instrument to measure water levels and field parameters including pH, specific conductance, and temperature, and a pump to extract the water up to 200 feet deep and bailers. The Utah Public Health Lab will provide the sampling jars. The UGS receives the State discount for water quality samples. The data collected will help identify any problems with water quality and to help ensure preservation of high-quality groundwater. The estimated cost for one sampling event is $6,476 (see attached budget). The UGS agrees to provide $ 3,238 as cost share.

The Town of Castle Valley agrees to pay the Utah Geological Survey a total of $3,238 as cost share in FY2025 (ending June 30, 2025) for work completed during Spring with a total project cost of ($6,476).

_____Date_____
William Keach, Director
Utah Geological Survey

_____Date_____
Jazmine Duncan, Mayor
Town of Castle Valley

_____Date_____
Ben Dlin, Grant Analyst
Utah Geological Survey

Proposed Budget for FY2025-: one sampling event

Object class	Task	Estimated Cost
PERSONNEL		
Geologist	Conduct Water Quality Sampling (twice) (base salary plus State benefits)	30 hrs @ $89.21/hr= $ 2,676
TOTAL PERSONNEL		**$ 2,676.0**
Travel	Mileage (1200 miles @ $0.44/mile x 8 days@$35)	$ 316.00
	Per Diem (3 days @ $54/day)	$ 162.00
	Lodging w/ tax (3 days @ $150/night)	$ 450.00
Subtotal Travel		**$928**
Water Quality Samples-6 samples submitted		
	Nitrate (6 samples @ $20/sample)	$120.00
	Gen Chem and TDS (6 samples @ $138.39/sample)	$830.34
	Metals (6 samples @$52.80/sample)	$316.80
	Phosphate (2 samples @$13.60/sample)-spring only	$ 27.20
Subtotal Water Quality		**$1,294.34**
TOTAL DIRECT COSTS		**$ 4,899.00**
INDIRECT COSTS (32.210% of Total Direct Costs)		**$ 1,578.00**
TOTAL PROJECT COSTS		**$ 6,476.00**
COST SHARE (Utah Geological Survey)		**$ 3,238**
REQUESTED FUNDING FROM TOWN OF CASTLE VALLEY		**$ 3,238**

Town of Castle Valley

8/20/2024 11:06 AM

Register: 1300 · General Accounts Unrestricted:Zions Operating

From 07/20/2024 through 08/23/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/25/2024			-split-	Deposit		X	455.00	5,171.05
07/25/2024			1300 · General Accoun...	Funds Transfer		X	10,000.00	15,171.05
07/31/2024		Jocelyn Buck*	5100 · Administration:...	VOID: Petty C...		X		15,171.05
07/31/2024			5100 · Administration:...	Service Charge	3.00	X		15,168.05
07/31/2024	eft	Zions Bank Liabilities	-split-	87-0483404	2,264.48			12,903.57
07/31/2024	9985	Jocelyn F. Buck	-split-		2,064.68			10,838.89
07/31/2024	9986	Zions Bank	2000 · Accounts Payable	lawnmower	291.69			10,547.20
07/31/2024	9988	Colleen R Thompson	-split-	Cleaning Supps	679.64			9,867.56
07/31/2024	9989	Dorje Honer	-split-		2,985.59			6,881.97
07/31/2024	9990	Egmont Honer	-split-		219.33			6,662.64
07/31/2024	9991	Faylene Roth	-split-	payroll	773.79			5,888.85
07/31/2024	9992	Janet M Gregory	-split-		190.17			5,698.68
07/31/2024	9993	Jasmine A Duncan	-split-		911.50			4,787.18
07/31/2024	9994	Mike Souza *	-split-		1,431.40			3,355.78
07/31/2024			1300 · General Accoun...	Funds Transfer	100.00			3,255.78
08/01/2024	9996	Emery Telcom	2000 · Accounts Payable		174.39			3,081.39
08/01/2024	9997	Gary's Lock & Key	2000 · Accounts Payable	Rekey Office	168.00			2,913.39
08/01/2024	9998	Grand Tire Pros	2000 · Accounts Payable	Loader Tires	3,320.00			-406.61
08/01/2024	9999	John W. Groo	2000 · Accounts Payable		375.00			-781.61
08/01/2024	10000	McMaster-Carr	2000 · Accounts Payable	Socket	66.04			-847.65
08/01/2024	10001	Moab Times Indepen...	2000 · Accounts Payable	RFP- Placer Xing	296.60			-1,144.25
08/01/2024	10002	Napa Auto Parts	2000 · Accounts Payable	Def / battery	443.23			-1,587.48
08/01/2024	10003	Parkland USA Corp./...	2000 · Accounts Payable	Diesel	283.93			-1,871.41
08/01/2024	10004	Rocky Mountain Po...	2000 · Accounts Payable		34.32			-1,905.73
08/01/2024	10005	Solid Waste Special ...	2000 · Accounts Payable		33.00			-1,938.73
08/01/2024	10006	Utah Geological Sur...	2000 · Accounts Payable	Water Study	2,202.98			-4,141.71
08/01/2024	10007	Utah Local Governm...	2000 · Accounts Payable	Liability / Bonds	7,025.90			-11,167.61
08/01/2024	10008	Walker's True Hardw...	2000 · Accounts Payable	Hose	39.99			-11,207.60
08/01/2024			1400 · Capital Funds:1...	Funds Transfer...			147,070.00	135,862.40
08/01/2024			1300 · General Accoun...	Funds Transfer			10,000.00	145,862.40
08/02/2024			-split-	Deposit			275.00	146,137.40
08/02/2024	9995	Cutting Edge Auctio...	2000 · Accounts Payable	11218 Back Ho...	147,070.00			-932.60
08/14/2024			1300 · General Accoun...	Funds Transfer			10,000.00	9,067.40

Back hoe & Grader