

**REGULAR TOWN COUNCIL MEETING MINUTES**  
**WEDNESDAY, SEPTEMBER 17th, 2025, 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, Council Members Gibson, Hill, and Holland

Council Present on Zoom: CM O'Brien joined at 17:39.

Absent: None

Present at the anchor site: Colleen Thompson, Egmont Honer, Ron Drake, Norman, and Peggy Lllwelleyn and Darr Hatch.

Others Present on Zoom: John Groo and Laurie Simonson.

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

**1. Open Public Comment:** None

**2. Approval of Minutes:**

Public Hearing and Regular Town Council Meeting August 20th, 2025.

CM Hill moved to approve the Minutes; CM Gibson seconded, motion passed unanimously.

**3. Executive Reports:**

\*Water Agent and Water Committee Report - John Groo/ CM O'Brien not yet present. M Duncan had attended the MAWP meeting presentation of the UGS Water Budget Study and she also updated the Council on a potential restoration/ flood mitigation project on Castle and Placer Creek with the BLM. From the MAWP meeting there was a question for Groo asking how he came up with the UGS study data that TCV is only using 60% of their water rights. The Water Agent position has not been filled. The candidate chosen decided not to take the position.

\*Road Department Report- Honer not present. Report provided. E. Honer updated the Council on the Shafer detour project. There was further discussion on the Castle Creek culvert project as it applies to Shafer Lane traffic control and signage.

\*Planning & Land Use Commission-Faylene Roth- Minutes provided.

\*Utah Renewable Communities-CM Gibson reported that hopefully the plan will be approved in January. The Board is currently developing partnerships for Community outreach.

\*Fire District-Chief Drake reported the State has downgraded the Stage 1 open fire restrictions.

\*Information Technology (IT) Report- Colleen Thompson presented the pros and cons of the State free email hosting plan. The Plan had several cyber security requirements and also requires off site management and monitoring. Thompson has been researching alternatives that included email archiving. Our HostGator plan ends December 31<sup>st</sup> alternatives could be Google workspace or Microsoft email hosting.

**4. Correspondence:** None

**5. Administrative Matters & Procedures:** No Town letters. Castle Creek Culvert Update was covered previously. M Duncan explained that the Town's certified Tax rate has been denied by the State Tax Commission. 60% of the entities that went through Truth and Taxation this year (increasing property tax) have been denied. Pretty much for all the same reasons. Buck explained that the Public Hearing and the Regular TC Meeting should have been completely separate meetings with their own separate agendas, we still need clarifications on the other reason we were denied. Buck is working with the State Tax Commission and the League of Cities and Towns to dispute the denial. Meanwhile we will default to the previous tax rate, and we will have to amend the FY2026 Budget.

**NEW BUSINESS**

**6. Discussion and Possible Action re: Approval of the Castle Culvert Project Bid Contract.**

M Duncan explained Jones DeMille Engineering has been working with the Beh Bros. project winning bidder to rework the scope of the project. Cost-wise it may come in less than our original expectations. (Breakdown is in Mtg. pkt.) Beh Bros has been sent the amendments to the contract. The NRCS review is

still pending but the scope will not change enough that it was recommended by the Engineers and NRCS for us to go ahead and get the contract signed and get the contractors working on ordering the culvert, the project time frame, and the prep work. The culvert delivery could take 10-12 weeks.

CM Hill moved to approve the contract with Beh Bros, CM O'Brien seconded,

CM Holland asked about further amendments that could pair down costs , M Duncan pointed out if the Town does certain work it still costs the Town in wages and equipment used and those costs on the construction part of the project cannot be used towards in kind work with NRCS . Motion passed unanimously.

**7. Discussion and Possible Action re: Resolution 2025-7 Cancelling the November 2025 Municipal Election.**

CM Hill stated that monetarily she was glad we did not need an election but on a civic engagement level this is the third time we have cancelled an election and that is a really sad state of affairs. M Duncan agreed and said this next term will be her last. Everyone on the Council is on their second to fourth term.

CM Hill moved to approve Resolution 2025-7 Cancelling the November 2025 Municipal Election, CM O'Brien seconded motion passed unanimously.

**8. Discussion and Possible Action re: Approval of the Fraud Risk Assessment.**

CM Hill moved to approve the Fraud Risk Assessment, CM O'Brien seconded motion passed unanimously.

**9. Discussion and Possible Action re: Approval of the Memorandum of Understanding for the State and Local Cybersecurity Grant Program.**

CM O'Brien asked Thompson how much of her time this program could take up. Thompson agreed that there are requirements someone will have to keep up with. This MOU is about all or nothing participation, but we do want/ need the centralized archiving feature it offers. A much simpler Microsoft program would cost us \$60 a month. There was further discussion on email options and software and server upgrades. Thompson's current recommendation would be to go with Microsoft because they have actual live humans answering their help line. The Council was leaning away from the State plan towards Microsoft. It was decided to drop this item and get more research we have til November to sign on to the State program.

**10. Discussion and Possible Action re: Approval of the Single use Drainage Release waiver.**

M Duncan explained that this waiver has been updated/ modified to include concerns specific to the Castle Creek Culvert project. The Town Attorney has reviewed this document.

CM Gibson moved to approve the Single use Drainage Release waiver, CM Hill seconded motion passed unanimously. M Duncan thanked Laurie Simonson for her work on the waiver.

**11. Discussion and Possible Action re: Approval of Road Shed Loan Payment for \$7774.99.**

CM Hill moved to pay the Road Shed loan, CM O'Brien seconded, the motion passed unanimously.

#### **UNFINISHED BUSINESS -None**

**12. Closed Meeting (If necessary)**

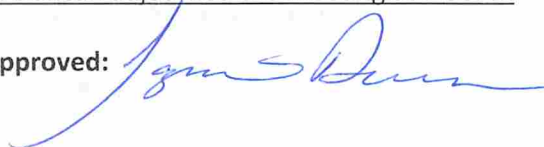
**13. Payment of the bills.**

CM Gibson moved to pay the bills, CM O'Brien seconded, motion passed unanimously.

#### **ADJOURNMENT**

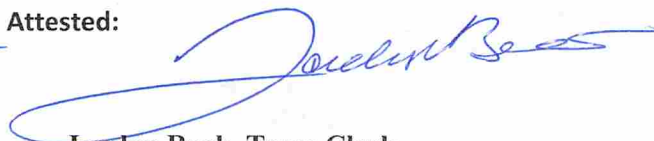
M Duncan adjourned the Meeting at 7:50PM

Approved:



**Jazmine Duncan, Mayor**

Attested:



**Jocelyn Buck, Town Clerk**