



## AGENDA

### THE REGULAR TOWN COUNCIL MEETING

WEDNESDAY, JANUARY 21<sup>st</sup> 2026 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](mailto: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=Q05sYm5qQ0lpNiY5TVp2bTU5VnZjQT09>

#### **Call to order and Roll Call**

##### **Regular Town Meeting**

1. Open Public Comment:

2. Approval of Minutes:

Regular Town Council Meeting December 17, 2025. Pending

3. Executive Reports:

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

\*Road Department Report- D.Honer - Castle Creek Culvert Update

\*Planning & Land Use Commission-Faylene Roth

\*Utah Renewable Communities-CM Gibson

\*Fire District-M Duncan /Chief Drake

\* Information Technology (IT) Report- Colleen Thompson

\* Treasurer's Report - CM Hill

4. Correspondence: TBA

5. Administrative Matters & Procedures: Water Budget Study UGS presentation Tuesday February 24th at 6:30 PM, Town letters. Open Meetings Training due by Feb.15th. WUI mapping, Record Retention shredding,

#### **NEW BUSINESS**

6. Discussion and Possible Action re: Approval of the Cooperative Agreement with Utah Division of Forestry, Fire and State Lands

7. Discussion and Possible Action re: Approval of the 2.8% COLA increase.

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

9. Closed Meeting (If necessary)

10. 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"

**Town of Castle Valley**  
**Road Department**  
**Monthly Report December 2025**

**Dorje Honer**  
**Jan. 20, 2026**

**ROAD MAINTENANCE**

- General Road Maintenance
  - We will be prioritizing E. Shafer lane for its use as ingress egress during the Castle Valley Drive culvert replacement project. This process has begun with a reshaping, gravel will be laid shortly.
    - Resurfacing of the connector between the Loop Road and Castle Valley Drive will occur this week.
    - Shafer will have problem spots resurfaced to prevent further damage during expected heavy traffic use.

**PROJECTS**

- Flood Repair (Large Projects/Damage)
  - Placer Creek
    - More work will continue over the coming months to increase safe water levels along the Placer Creek Drainage.
      - Next Planned Area: Between Shafer and Miller along Placer.
  - Castle Creek.
    - Diversion Dam below the irrigation pond repair planned, awaiting authorization from BLM.
  - NRCS
    - We are working with NRCS to repair the main culvert under Castle Valley Drive (at intersection with Castle Creek). This work will be continuing over coming months and will likely take priority in most cases as there is a time limit on the financial aid provided by NRCS.
    - STATUS: We are preparing to begin work on the 26th of January.

**MATERIALS**

- Material will be spread on sections of Shafer Lane to level out and harden surface for use during the Culvert Project, as it will be used as a detour.

**REQUISITIONS**

- Loader Tire (1)
- 2" Semi-Trash Water Pump - Water Truck Replacement

**ACQUISITIONS**

- Loader Tire (1)

**EQUIPMENT**

- Work Truck.
  - In-Progress Identification of No Start Issue, it is related to fuel system, specific part failure yet to be identified.
- CAT Grader (Unchanged)
  - Tandem leaks, hoping to fix this year, expecting 5-15 thousand in parts and labor.
  - We hope to do this before doing major/heavy duty work with the machine.

**FACILITIES**

- Nothing to report at this time.

**TRAINING**

- Nothing to report at this time

**BUDGET**

- We are currently within budget at this time

**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.

**WORKING DRAFT (1) MINUTES  
REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION  
TOWN OF CASTLE VALLEY  
THURSDAY, JANUARY 15, 2026, AT 5:00 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 at the Town Building.**

**PLUC Members (PM) Present at anchor site:** Ryan Anderson, Dorje Honer, Janie Tuft, Jeff Whitney (arrived 5:10 PM)

**PLUC Members Present on Zoom:** Marie Hawkins

**PLUC Members Absent:** None

**Present at anchor site:** Colleen Thompson, Jazmine Duncan,

**Present on Zoom:** Egmont Honer, Cory Shurtleff

**PLUC Clerk at anchor site:** Faylene Roth

**CALL TO ORDER & ROLL CALL**

Anderson called to order the Regular Meeting of the Planning and Land Use Commission (PLUC) of the Town of Castle Valley (CV) at 5:03 P.M. Roth called roll.

**1. Adoption of Agenda**

Honer moved to adopt the Agenda. Tuft seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. Whitney had not arrived. The Motion passed unanimously with four in favor.

**2. Open Public Comment – None**

**3. Approval of Minutes:**

**November 6, 2025, Regular Meeting**

Hawkins moved to approve the Minutes. Honer seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. Whitney had not arrived. The Motion passed unanimously with four in favor.

**December 4, 2025, Regular Meeting**

Tuft moved to approve the Minutes. Honer seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. Whitney had not arrived. The Motion passed unanimously with four in favor.

**Correspondence** – Roth referred to a copy of an email had been received from Bob Lippman citing his concerns about a cell phone tower being installed within the valley. Honer replied that he was not aware of any proposal to do so at this time. He said it is just an exploratory option. Tuft said it was her understanding that there is nothing to consider at this point. Hawkins said she thinks discussion is premature at this time. Roth added that the PLUC cannot generate any actions until directed to do so by the Town Council or as a result of the General Plan. Honer said that the [2025] survey asked whether lot owners were interested in having the Town “explore” the issue. Anderson said the letter will be filed until such time it may be needed.

**Building Permit Agent** – Thompson submitted a December building permit activity report. It shows a minor Land Use Disturbance Activity permit was approved for Lot 185. In addition, she inspected and confirmed the decommission of a mobile home on Lot 227 and recorded the fulfillment with the Grand County Clerk’ office. Permits in process at the time included a

demolition permit for a mobile home on Lot 153 and a septic permit and building permit for Lot 404. These have since been approved. She is also working with the owners of Lot 216 who failed to get a permit for a mini-split installation. They are in the process of getting the work permitted. **Procedural Matters** – Anderson suggested an *ad hoc* work meeting later this month to continue to draft the General Plan update. PLUC Members were agreeable.

Mayor Duncan addressed the PLUC regarding the State's wildland fire bill, HB48. The State has completed a map indicating high risk fire areas throughout the state. The State will work with counties to integrate their map with local maps. The Town of Castle Valley (TCV) adopted the State's Wildland-Urban Interface code at its December 17, 2025, Town Council meeting. The Town is required to make its own map, so Duncan requested that the PLUC research the State map and local conditions and develop a map to recommend to the Town Council as soon as possible. She has emailed the State map and a list of resources (including Tommy Thompson) to each PLUC Member. Anderson suggested the Castle Valley Fire District could also be a valuable resource. Duncan added that looking at the Structure Exposure Scores on the State map is a useful tool. Find it by going to the State's High Risk map and removing the high risk designations. The Structure Exposure Scores should be displayed.

According to Duncan, the main point of HB48 is to "prevent excessive damages from house to house ignition. She surmised that TCV could turn out to be primarily low risk because of our lot sizes and setbacks that spread structures out. She said that the State will impose an annual fee for affected structures. Cory Shurtleff, TCV resident and Moab Planner reported that Moab is also going through this process. He said there is a process that may allow home owners to skip some years of inspection with a minimum of one inspection every three years. Honer summarized that the TCV map does not override the State map and its fees. It is a different mapping process. The local map is designed to get home owners to come into Firewise compliance. This code is not retroactive. It applies to new construction and rebuilds of a structure.

The PLUC will research the map requirements and address its construction at the February 5, 2026, PLUC Meeting.

## **NEW BUSINESS.**

### **5. Discussion and Possible Action re: Appointing PLUC Chair**

PLUC Members agreed that they would like to continue with the co-chair leadership of the PLUC. Anderson and Honer were willing to continue as co-chairs.

Honer moved to continue with the current co-chairs [himself and Anderson]. Tuft seconded the Motion. Hawkins, Honer, Tuft, Whitney, and Anderson approved the Motion. The Motion passed unanimously with five in favor.

### **6. Discussion and possible action re: Appointing PLUC Representative to Water Advisory Committee (WAC)**

Anderson volunteered to serve on the WAC.

Tuft nominated Anderson to serve on the WAC. Whitney seconded the Motion. Honer, Tuft, Whitney, and Anderson approved the Motion. The Motion passed unanimously with five in favor.

## **UNFINISHED BUSINESS**

### **7. Discussion and possible action re: Draft amendments to 2019 General Plan**

Members agreed at the last PLUC Meeting to divvy up the survey sections as follows:

Hawkins      A-Community Profile  
                  D-Community Life  
                  E-Government

Tuft	B-Water & Septic
Whitney	C-Ordinances & Enforcement
Honer	F-Fire & Fire Prevention
	G-Capital Improvement Projects & Infrastructure
Anderson	H-Let Your Voice Be Heard

Several PLUC Members shared their summaries. Anderson supplied copies of his section summary in which he used AI as an aid to create summaries. He did not make comparisons to the previous General Plan but will add that. Egmont Honer asked if AI-produced sections would be identified as such. Thompson replied that AI was used for analysis. Anderson added that AI portions were reviewed and edited by him.

PLUC Members agreed to hold a Workshop for the General Plan Update on Thursday, January 29, 2026, at 6:30 PM at the Town Building. They agreed to continue to develop their summaries and send a copy to the PLUC Clerk before the Workshop in order to print copies for all members to review at the upcoming Workshop.

In addition to a summary of their sections, Anderson asked PLUC Members to compare the current survey results to the 2019 Survey results and record any changes. He suggested they use the 2019 General Plan as a framework to update their sections. He also asked for suggestions for further statistical breakdowns as well as tables and graphs. Duncan requested more nuanced data for the Fire Department regarding community interest in a cell phone tower, such as residents vs. nonresidents.

**7. 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):** Left tabled.

- **Nonroutine Solar Energy System (SES) Permit Application (update)**
- **Building Permit Information Sheet (update)**
- **Internal Accessory Dwelling Unit Permit Application (added 6.6.24)**
- **Septic Permit Application (approved 5.2.24)**
- **Electric Permit Application (approved 5.2.24)**
- **Land Disturbance Activity Review (approved 6.6.24)**
- **Routine Solar Energy System (SES) Permit Application (approved 8.1.24)**
- **Land Disturbance Activity Permit (approved 9.5.24)**
- **Certificate of Land Use Compliance (CLUC) Form to replace CLUC for Agricultural Use (approved 9.5.24)**
- **Agricultural Exemption Form (approved 3.6.25)**
- **Certificate of Occupancy Review form (added 5.8.25)**
- **Temporary Dwelling Permit Application form (added 5.8.25)**
- **Temporary Dwelling Permit Renewal form (added 5.8.25)**
- **Fulfillment of Decommission Contracts (approved 4.3.25)**
- **Three Acknowledgments – Geologic Hazard, Short Term Rentals, One Dwelling Per Lot**

**CLOSED MEETING - None**

**ADJOURNMENT**

Whitney moved to adjourn. Honer seconded.

Anderson adjourned the Meeting at 6:30 PM.

**APPROVED:**

\_\_\_\_\_  
Ryan Anderson Co-Chair  
Dorje Hone, Co-Chair

Date

**ATTESTED:**

\_\_\_\_\_  
Faylene Roth, PLUC Clerk

Date

DRAFT

## TOWN OF CASTLE VALLEY - Building Permits Report

Approval Date Between 12/01/2025 And 1/15/2026

Approval	Lot	Road	Owner	Type	Purpose	Description	Height	Sq Ft <=19	Sq Ft >19
12/15/2025	185	Shafer Lane East	Humbrecht, John & H	Other	Other	LDA	0	0	0
1/8/2026	404	Cliffview Drive	Rowe, Steven	Other	Other	LDA PERMIT	0	0	0
1/8/2026		Cliffview Drive		Septic	Residence	2BR septic	0	0	0
1/12/2026	357	Castle Valley Drive Upp	Broadwell, Jane	Electrical	Solar	Solar minisplit	0	0	0
1/15/2026	153	Buchanan Lane East	Cate, Elizabeth & Hon	Building	Other	DEMOLITION	0	0	0
1/15/2026	404	Cliffview Drive	Rowe, Steven	Building	Residence	2BR residence	24	0	3814

## Castle Valley Treasurers Report 12/31/25

We are halfway through our fiscal year. After our amendment we are on budget except the annual audit and other minor overages that will balance out or be amended at the end of the year.

Our Audit was significantly higher this year because of the increase in our capital spending for the Upper 80 crossing and the beginning of the culvert project. The base the type and cost of the audit on expenditures. We can expect this to be the same next year and any year we have major projects.

At this time our income is looking to be about the same or a little more than last year. Sales tax is slightly higher as is interest income.

Tory Hill

Castle Valley Treasurer

**Town of Castle Valley**  
**Profit & Loss Budget vs. Actual**  
**July 2025 through June 2026**

	Jul '25 - Jun 26	Budget	% of Budget
Ordinary Income/Expense			
Income			
4500 · Interest Income			
4501 · Interest Income	19,293.27	36,000.00	53.6%
Total 4500 · Interest Income	19,293.27	36,000.00	53.6%
4100 · Tax Revenue			
4110 · Property			
4111 · Current	96,490.44	130,850.00	73.7%
4112 · Delinquent	106.51	4,000.00	2.7%
Total 4110 · Property	96,596.95	134,850.00	71.6%
4150 · Sales Tax	42,165.24	72,000.00	58.6%
4175 · Misc Tax			
4176 · Motor Carrier	513.08	632.00	81.2%
4177 · Fee in Lieu	2,562.57	6,350.00	40.4%
4199 · Other Misc Tax	0.00	1,500.00	0.0%
Total 4175 · Misc Tax	3,075.65	8,482.00	36.3%
Total 4100 · Tax Revenue	141,837.84	215,332.00	65.9%
4200 · Intergovernmental Revenue			
4211 · Add TrnL Road Tax	4,039.88	5,500.00	73.5%
4210 · Class "C" Roads	32,243.48	60,000.00	53.7%
4230 · Gov. Grants (Operations)	276.96	0.00	100.0%
4600 · Capital Project Income			
4660 · Government Grants (Capital Prjt)	52,420.00		
4600 · Capital Project Income - Other	0.00	453,523.00	0.0%
Total 4600 · Capital Project Income	52,420.00	453,523.00	11.6%
Total 4200 · Intergovernmental Revenue	88,980.32	519,023.00	17.1%
4300 · Permits & Fees			
4310 · Water Agreements	95.00	475.00	20.0%
4320 · Building Permits	560.00	1,250.00	44.8%
4330 · Business License/CUP	320.00	455.00	70.3%
4399 · Other Permits & Fees	435.00	885.00	49.2%
Total 4300 · Permits & Fees	1,410.00	3,065.00	46.0%
4400 · Donation / Private Grants			
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	0.01		
Total Income	251,521.44	773,420.00	32.5%
Gross Profit	251,521.44	773,420.00	32.5%
Expense			
5100 · Administration			
5110 · Payroll & Taxes			
5111 · Clerk	16,347.20	32,390.00	50.5%
5115 · Mayor	6,459.00	13,780.00	46.9%
Total 5110 · Payroll & Taxes	22,806.20	46,170.00	49.4%
5120 · Office Expenses	1,502.30	4,000.00	37.6%
5125 · Public Notices / Website	1,008.10	3,000.00	33.6%
5130 · Elections	0.00	0.00	0.0%

**Town of Castle Valley**  
**Profit & Loss Budget vs. Actual**  
**July 2025 through June 2026**

	Jul '25 - Jun 26	Budget	% of Budget
5135 · Programs / Events			
5137 · Clean-up	0.00	5,000.00	0.0%
5139 · Other	0.00	0.00	0.0%
Total 5135 · Programs / Events	0.00	5,000.00	0.0%
5150 · Professional Fees			
5156 · Appeal Authority	0.00	1,350.00	0.0%
5154 · Database	760.27	2,500.00	30.4%
5151 · Legal Fees	2,058.10	6,000.00	34.3%
5153 · Audit	4,500.00	2,700.00	166.7%
Total 5150 · Professional Fees	7,318.37	12,550.00	58.3%
5160 · Dues / Memberships / Training	0.00	500.00	0.0%
5165 · Travel	0.00	2,000.00	0.0%
5170 · Telephone	1,035.81	2,600.00	39.8%
5175 · Insurance / Bonds	8,003.30	9,000.00	88.9%
Total 5100 · Administration	41,674.08	84,820.00	49.1%
5200 · Community Building/Public Works			
5280 · Road Shed Loan	7,774.99	7,775.00	100.0%
5210 · Payroll & Taxes	1,580.63	3,000.00	52.7%
5220 · Lease / MBA	0.00	7,350.00	0.0%
5230 · Utilities	863.71	2,000.00	43.2%
5240 · Maintenance Expenses	326.60	2,550.00	12.8%
Total 5200 · Community Building/Public Works	10,545.93	22,675.00	46.5%
5300 · Planning / Land Use			
5310 · Payroll & Taxes			
5311 · Permits Agent	2,907.22	6,775.00	42.9%
5312 · Clerk	3,273.57	6,150.00	53.2%
Total 5310 · Payroll & Taxes	6,180.79	12,925.00	47.8%
5320 · Professional Services	0.00	0.00	0.0%
Total 5300 · Planning / Land Use	6,180.79	12,925.00	47.8%
5400 · Water			
5410 · Payroll & Taxes	1,995.00	8,000.00	24.9%
5420 · Professional Services	0.00	3,500.00	0.0%
5499 · Other Water	50.00	5,000.00	1.0%
Total 5400 · Water	2,045.00	16,500.00	12.4%
5500 · Roads			
5510 · Payroll & Taxes			
5514 · Training	0.00	1,500.00	0.0%
5511 · Road Supervisor	7,557.60	30,000.00	25.2%
5512 · Road Staff	3,373.68	20,000.00	16.9%
Total 5510 · Payroll & Taxes	10,931.28	51,500.00	21.2%
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	0.00	5,000.00	0.0%
5534 · Leased Equipment	0.00	0.00	0.0%
5531 · Fuel Oil / Supplies	3,539.64	15,000.00	23.6%
5532 · Maintenance / Repair	2,734.93	25,000.00	10.9%
Total 5530 · Road Equipment	6,274.57	45,000.00	13.9%

**Town of Castle Valley**  
**Profit & Loss Budget vs. Actual**  
**July 2025 through June 2026**

	Jul '25 - Jun 26	Budget	% of Budget
5540 · Road Maintenance / Repair			
5543 · Special Road Projects			
5547 · CV Culvert	804.20	520,000.00	0.2%
5544 · Upper 80	0.00	0.00	0.0%
5549 · Other	7,297.88	17,000.00	42.9%
Total 5543 · Special Road Projects	8,102.08	537,000.00	1.5%
5541 · Road Work Contractors	0.00	1,000.00	0.0%
Total 5540 · Road Maintenance / Repair	8,102.08	538,000.00	1.5%
Total 5500 · Roads	25,307.93	636,500.00	4.0%
6000 · Capital Projects Expenses			
6100 · Road Improvements			
6120 · Equipment	0.00	0.00	0.0%
6199 · Other Road Improvements	0.00	0.00	0.0%
Total 6100 · Road Improvements	0.00	0.00	0.0%
6300 · Other Capital Projects			
Upper 80 / CC Culvert	14,699.00		
Total 6300 · Other Capital Projects	14,699.00		
Total 6000 · Capital Projects Expenses	14,699.00	0.00	100.0%
6560 · Payroll Expenses	0.00		
Total Expense	100,452.73	773,420.00	13.0%
Net Ordinary Income	151,068.71	0.00	100.0%
Other Income/Expense			
Other Income			
Transfer from Capital Projects	0.00	0.00	0.0%
7052 · Transfer Fr General Fund-CPF	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Other Expense			
7051 · To Capital Projects Fund	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	151,068.71	0.00	100.0%

**COOPERATIVE AGREEMENT  
BETWEEN THE  
UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS  
AND  
TOWN OF CASTLE VALLEY**

This agreement shall become effective on January 1, 2017<sup>1</sup> and is intended to continue for five years from the date of the last authorized signature and may only be amended by mutual written agreement of the parties. In the event of disagreement between this agreement and any statute or regulation, the statute or regulation shall control. No waiver of any terms of this agreement will be valid unless in writing in accordance with R652-122-200 (2017).

**SECTION I: RECITALS AND GLOSSARY OF TERMS**

- A. Pursuant to Utah Code § 65A-8-203 (2017), this Cooperative Agreement is required for a county, municipality, or certain other eligible entity (“Participating Entity”) and the State of Utah, Division of Forestry, Fire, and State Lands (“FFSL”)(collectively “parties”) to cooperatively discharge their joint responsibilities for protecting non-federal land from wildland fire.
- B. Glossary of Terms
1. Annual Participation Commitment Report – a report prepared by the Participating Entity detailing the expenditures and activities conducted in compliance with the Participation Commitment during the past fiscal year.
  2. Cooperative Agreement – an agreement between FFSL and an Eligible Entity wherein the Eligible Entity agrees to meet a Participation Commitment and provide Initial Attack for wildland fire, and FFSL agrees to pay for wildland fire suppression costs following a Delegation of Fire Management Authority as found in Utah Code § 65A-8-203.1 (2017), as well as all aviation asset costs charged to the incident.
  3. Eligible Entity – as defined in Utah Code § 65A-8-203 (2017), a county, municipality, special service district, local district, or service area with wildland fire suppression responsibility as described in Utah Code § 11-7-1 and wildland fire suppression cost responsibility and taxing authority for a specific geographic jurisdiction; or, with approval by the FFSL director, a political subdivision established by a county, municipality, special service district, local district, or service area that is responsible for providing wildland fire suppression services and paying for the cost of wildland fire suppression.
  4. Extended Attack – actions taken in response to wildland fire after Initial Attack.
  5. Initial Attack –actions taken by the first resources to arrive at any wildland fire incident. Initial actions may be size-up, patrolling, monitoring, holding action, or

Cooperative Agreement  
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aggressive suppression action. All wildland fires that are controlled by suppression forces undergo initial attack. The kind and number of resources responding to initial attack varies depending on fire danger, fuel type, values to be protected and other factors. Generally, initial attack involves a small number of resources and the incident size is small. Regardless of fire type, location, or property/resources being threatened, firefighter and public safety is always the highest priority. (NWCG Wildland Fire Incident Management Field Guide, 2013)

6. Participation Commitment – prevention, preparedness, and mitigation actions and expenditures undertaken by a Participating Entity to reduce the risk of wildland fire and meet the intent of Utah Code § 65-A-8-202 (2017) and Utah Code § 65-A-8-202.5(2017).
7. Annual Participation Commitment Statement – a statement prepared by FFSL and sent to the Participating Entity detailing the Participation Commitment for the upcoming fiscal year.
8. Participating Entity – an Eligible Entity with a valid Cooperative Agreement.

## **SECTION II: CERTIFICATION OF QUALIFICATIONS**

FFSL and the Participating Entity certify that the following qualifications have been met:

- A. The Participating Entity is a county, municipality, or other Eligible Entity.
- B. The Participating Entity agrees to adopt within 2 years of signing this agreement, and update within five years of signing this agreement, a Community Wildfire Preparedness Plan (“CWPP”) or an equivalent wildland fire preparedness plan with approval from FFSL.
- C. The Participating Entity’s fire department or fire service provider as defined in Utah Code § 65A-8-203 (2017) meets minimum standards for wildland fire training, certification, and equipment based on nationally accepted standards as specified by FFSL in R652-122-1400 (2017).
- D. FFSL has provided an Annual Participation Commitment Statement and the Participating Entity has reviewed, approved, and returned the signed Annual Participation Commitment Statement to FFSL before the start of the Participating Entity’s fiscal year.
- E. The Participating Entity agrees to implement prevention, preparedness, and mitigation actions, which are identified in their CWPP and lead to reduction of wildfire risk, according to their Annual Participation Commitment Statement.
- F. The Participating Entity is not ineligible for a Cooperative Agreement pursuant to R652-122-200 (2017), R652-121-400 (2017), or R652-121-600 (2017).

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TOWN OF CASTLE VALLEY

- G. If the Participating Entity is a county or has jurisdiction over unincorporated private land, the county in question has adopted a wildland fire ordinance based on minimum standards established by FFSL in R652-122-1300 (2017).
- H. If the Participating Entity is a county or has jurisdiction over unincorporated private land, the county in question has a designated fire warden as described in Utah Code § 65A-8-209.1 (2017) and has entered into a County Warden Agreement (Addendum A).

### **SECTION III: PARTICIPATION COMMITMENT**

FFSL and the Participating Entity agree to the following provisions:

#### **A. Participation Commitment**

- 1. The Participating Entity agrees to fulfill a Participation Commitment as contained in R652-122-800 (2017) and R652-122-200(6)(c) (2017).
- 2. The Participation Commitment includes prevention, preparedness, and mitigation actions identified in an FFSL-approved CWPP or equivalent wildland fire preparedness plan.

#### **B. Participation Commitment Expenditures and Activities**

- 1. The Participation Commitment may be met through either direct expenditures or in-kind activities.
  - a. Direct expenditures include funds spent by the Participating Entity to implement wildland fire prevention, preparedness or mitigation actions identified in Addendum B or with the approval of the Participating Entity's respective FFSL Area Manager.
  - b. In-kind activities include wildland fire prevention, preparedness or mitigation efforts identified in Addendum B or with the approval of the Participating Entity's respective FFSL Area Manager.
    - i. In-kind expenditures are valued at the rate calculated by the "Independent Sector" (<https://www.independentsector.org/>), the same source used for FFSL's Fire Department Assistance Grant program.
  - c. Participation Commitment cannot be met through direct payment to the State.
- 2. FFSL staff (e.g., County Warden, WUI Coordinator, FMO, or Area Manager) may assist the Participating Entity with identifying valid Participation Commitment actions and activities based on the Participating Entity's FFSL-approved CWPP or equivalent wildfire preparedness plan.

**C. Participation Commitment Accounting and Reporting**

- 1.** The Participating Entity is responsible for accounting for its respective Participation Commitment activities and expenditures.
  - a.** Beginning January 1, 2016, all qualifying Participation Commitment expenditures and activities count toward the Participating Entity's first full fiscal year Participation Commitment.
  - b.** The value of Participation Commitment expenditures and activities may, in certain instances, "carry-over" to the next fiscal year with the approval of the respective FFSL Area Manager.
    - i.** The value of capital improvement projects--typically, large "preparedness-type" projects--can carry-over for five years, with no single project's value accounting for more than 25% of the Participating Entity's total Participation Commitment for any of those years. This is the same 25% annual maximum that applies to all preparedness activities as noted on Addendum B.
    - ii.** All other non-capital improvement actions (e.g., a large fuels reduction project) can carry over for three years. No maximum value applies to mitigation actions as described in Addendum B.
    - iii.** It is the responsibility of the Participating Entity to receive approval from their respective FFSL Area Manager in advance of pursuing a carry-over
    - iv.** It is the responsibility of the Participating Entity to account for, track and report in their annual Participation Commitment Report the carry-over from year to year.
- 2.** The Participating Entity agrees to provide an Annual Participation Commitment Report detailing the Participation Commitment activities and expenditures to their local FFSL Area Office at the conclusion of the Participating Entity's fiscal year (via the County Fire Warden) for annual review and approval by FFSL.
  - a.** FFSL shall have the right to review and verify records related to the Participation Commitment. FFSL shall also have the right to deny unverifiable or incorrect records.

**D. Annual Participation Commitment Statement**

- 1.** In advance of a Participating Entity's fiscal year, FFSL will send the Participating Entity an Annual Participation Commitment Statement.
- 2.** In order to continue participation for the Participating Entity's upcoming fiscal year, the Participating Entity's executive officer must approve, sign and return the Annual Participation Commitment Statement to FFSL by the due date contained in the

Statement. Failure to do so will terminate this agreement at the conclusion of the Participating Entity's current fiscal year.

3. The Annual Participation Commitment Statement is based on the Participating Entity's fiscal year, and the corresponding Participation Commitment must be met throughout the Participating Entity's next fiscal year.
  - a. For counties, the first year of Participation Commitment will be FY 2017, starting January 1, 2017.
  - b. For cities and towns, the first year of Participation Commitment will be FY 2018, starting July 1, 2017.
  - c. For any other Participating Entity, the fiscal year may vary, so the first year of Participation Commitment will begin at the start of each Participating Entity's fiscal year.

#### **E. Participation Commitment Calculation**

1. The Participation Commitment is based on two elements, a wildfire risk assessment by acres ("Risk Assessment") conducted by FFSL, and the historic fire cost average ("Fire Cost Average") in each Participating Entity's jurisdiction.
  - a. The Risk Assessment is determined by FFSL's "Utah Wildfire Risk Assessment Portal" (UWRAP), which will be updated as data sources, technology and funding allow.
  - b. The Fire Cost Average is based on historic suppression costs accrued by a Participating Entity. Only wildland fire suppression costs accrued and paid by the State on behalf of a Participating Entity are counted toward that entity's historic fire cost average. This includes State-paid costs after a Delegation of Fire Management Authority and Transfer of Fiscal Responsibility has occurred.
    - i. The Fire Cost Average is calculated on a rolling ten-year average, dropping the highest and lowest cost years and adjusting for inflation (using the Consumer Price Index); therefore, each ten-year average will have eight data points.
    - ii. The Fire Cost Average will only include State-paid suppression costs for areas for which the Participating Entity has fire suppression responsibility and taxing authority.
2. FFSL will calculate the Participation Commitment for the Participating Entity according to the formula found in R652-122-300 (2017), R652-122-400 (2017) and R652-122-500 (2017).

#### **F. Participation Commitment Appeals**

1. Decisions related to the Participation Commitment may be informally appealed to the State Forester.

#### **SECTION IV: INITIAL ATTACK, DELEGATION OF FIRE MANAGEMENT AUTHORITY, TRANSFER OF FISCAL RESPONSIBILITY, and EXTENDED ATTACK**

##### **A. Initial Attack**

1. The Participating Entity agrees to primary responsibility for Initial Attack (“IA”). IA is defined as actions taken by the first resources to arrive at any wildland fire incident. Initial actions may be size-up, patrolling, monitoring, holding action, or aggressive suppression action. All wildland fires that are controlled by suppression forces undergo initial attack. The kind and number of resources responding to initial attack varies depending on fire danger, fuel type, values to be protected and other factors. Generally, initial attack involves a small number of resources and the incident size is small. Regardless of fire type, location, or property/resources being threatened, firefighter and public safety is always the highest priority (NWCG Wildland Fire Incident Management Field Guide, 2013).
2. Effective wildland fire IA will be determined by FFSL based on the definition above and pursuant to Utah Code § 65A-8-202 (2017), defined as what is reasonable for the entity.
3. The Participating Entity agrees to financial responsibility for all IA costs except aviation assets, which are the responsibility of the State.
4. FFSL agrees to financial responsibility for all costs of aviation assets, including both IA and extended incidents.
  - a. Aviation assets on initial run cards as established by the State will not:
    - i. be counted towards a Participating Entity’s historic fire cost average for purposes of annually calculating the Participating Entity’s Participation Commitment; and,
    - ii. cause the Delegation of Fire Management Authority or Transfer of Fiscal Responsibility.

##### **B. Delegation of Fire Management Authority and Transfer of Fiscal Responsibility**

1. Delegation of Fire Management Authority and Transfer of Fiscal Responsibility (“Delegation”) occur simultaneously with one of the following events:
  - a. State or federally owned lands are involved in the incident; or,

- b. firefighting resources are ordered through an Interagency Fire Center (beyond “pre-planned dispatch”); or,
  - c. at the request of the Participating Entity having jurisdiction by the local fire official on scene; or,
  - d. by decision of the State Forester after consultation with local authorities.
2. Delegation to FFSL means FFSL or its designee becomes the primary incident commander, in a unified command environment with the agency having jurisdiction.

**C. Extended Attack**

- 1. Upon Delegation a timestamp will be recorded via radio with the Interagency Fire Center servicing the incident.
- 2. Delegation documentation will be signed by all parties on the incident organizer and resource needs will be reevaluated in the transition from initial to extended attack.
- 3. This timestamp will also be reflected on the Crew Time Reports (CTR)/Shift Ticket of all resources that are not covered by a no-cost local agreement, such as an automatic aid system or other inter-local agreement.
- 4. At the time of the Delegation, a new CTR/Shift Ticket will be started for all resources to be used in the extended attack effort.
- 5. FFSL agrees to be financially responsible for the wildland fire suppression costs beyond IA if a Delegation occurs and the Participating Entity meets the terms of Code, Rule and this Agreement.

## **SECTION V: WILDLAND FIRE RESPONSE TRAINING, CERTIFICATION AND EQUIPMENT STANDARDS**

**A. Wildland Fire Response Training and Certification**

- 1. FFSL prefers certification by the Utah Fire Certification Council as Wildland Firefighter I as certified by the Utah Fire and Rescue Academy (UFRA).
- 2. At a minimum, the Participating Entity will ensure that firefighters providing Initial Attack to wildland fire within the Participating Entity’s jurisdiction will be trained in NWCG S130 Firefighter Training and S190 Introduction to Wildland Fire Behavior. FFSL also recommends S215 Wildland Urban Interface Firefighting Operations.
  - a. This includes firefighters who are directly involved in the suppression of a wildland fire; firefighters on scene who have supervisory responsibility or decision-making authority over those involved in the suppression of a wildland

fire; or individuals who have fire suppression responsibilities within close proximity of the fire perimeter.

- b. This does not include a person used as a courier, driver of a vehicle not used for fire suppression, or a person used in a non-tactical support or other peripheral function not in close proximity to a wildland fire.
  - c. Upon the Delegation of Fire Management Authority, Firefighters not certified by the Utah Fire Certification Council as Wildland Firefighter I will be released from Initial Attack or reassigned to other firefighting duties.
  - d. FFSL reserves the right to reevaluate these requirements.
- 3. The Participating Entity will ensure that firefighters providing Initial Attack to wildland fire within the Participating Entity's jurisdiction will complete RT130 Annual Fireline Safety Refresher Training prior to each statutory "closed fire season" as found in Utah Code § 65A-8-211(2017).
- 4. In order to be eligible for state reimbursement for wildland fire suppression response outside of its jurisdiction, a Participating Entity's firefighters and fire departments must follow the qualifications outlined in the FFSL Memorandum of Understanding.

**B. Wildland Fire Response Equipment Standards**

- 1. The Participating Entity will ensure that engines, water tenders, hand tools, and water handling equipment used for response to wildland fire on non-federal land within the Participating Entity's jurisdiction will meet the standard for the type of equipment as determined by the National Wildfire Coordinating Group and/or as indicated in FFSL's annual Fire Department Manual.

**SECTION VI: WILDLAND FIRE COST RECOVERY LEGAL ACTIONS**

- A. Pursuant to Utah Code § 65A-3-4, the Participating Entity agrees to initiate a civil action to recover suppression costs incurred by the Participating Entity and the State of Utah on non-federal land within the Participating Entity's jurisdiction for wildland fire caused negligently, recklessly, or intentionally.
- B. Counsel for FFSL will provide assistance with these actions.
- C. Any costs recovered may reduce the Participating Entity's Historic Fire Cost Average and Participation Commitment.

## **SECTION VII: BREACH OF THIS AGREEMENT**

- A.** If, at the end of a fiscal year, FFSL determines that the Participating Entity has not complied with the terms of this agreement, including but not limited to, failing to comply with the Participation Commitment or failing to comply with the terms stated in Utah Code § 65A-8-203(4) (2017), the entity will be placed on Probation Status by FFSL and given notice of this decision, the reasons for this decision, and actions required to remove Probation Status. A decision to place the Participating Entity on Probation Status may be appealed to the State Forester. The State Forester may conduct an investigation, hold an informal hearing, and/or request further information from the Participating Entity and/or the Division.
- B.** During Probation Status, the Participating Entity may continue to receive assistance as provided in this Cooperative Agreement, but the Participating Entity must come into compliance with the Cooperative Agreement by the end of the fiscal year.
- C.** If the Participating Entity comes into compliance with the Cooperative Agreement by the end of the first Probation Status fiscal year, the Probation Status shall be lifted.
  - 1.** If the reason for the Probation Status is that the Participating Entity has failed to fulfill its Participation Commitment during the previous fiscal year, the Participating Entity must fulfill the Participation Commitment for the previous year, as well as the Participation Commitment for the current fiscal year by the end of the fiscal year in order to have its probation status lifted.
    - a.** If during the first Probation Status year, the Participating Entity fulfills its Participation Commitment for the previous fiscal year, but not for the first Probation Status year, the Probation Status may be extended for a second fiscal year.
    - b.** If during the second Probation Status year, the Participating Entity fails to fulfill the Participation Commitment for both the first and second Probation Status years, the Cooperative Agreement shall be revoked as specified in subsection VII(B) herein below.
    - c.** Participation Commitment expenditures and actions shall be credited towards the outstanding obligation before being credited to the current obligation.
    - d.** If the Participating Entity does not come into compliance with the terms of this Cooperative Agreement by the end of the first Probation Status fiscal year (or second Probation Status fiscal year if the non-compliance is failure to meet the Participation Commitment), this Cooperative Agreement shall be revoked pursuant to Utah Code § 65A-8-203(5)(b)(ii) (2017) and the entity shall not be eligible for assistance from the Wildland Fire Suppression Fund and shall be

responsible for wildland fire suppression costs within its jurisdiction pursuant to Utah Code § 65A-8-203.2 (2017)

If a Participating Entity revokes this agreement or if FFSL revokes this agreement for cause, the participating entity shall only be allowed to enter into a new cooperative agreement pursuant to R652-121-600 (2017).

**UTAH DIVISION OF FORESTRY, FIRE, AND STATE LANDS**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**TOWN OF CASTLE VALLEY**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Mayor, Town of Castle Valley

Title

**APPROVED AS TO FORM**

\_\_\_\_\_  
Assistant Attorney General

# Cooperative Wildfire System 2026 Participation Commitment Statement

Participating Entity: \_\_\_\_\_

PC Amount: \$ <sup>0</sup> \_\_\_\_\_

	Proposed Action:	CWPP Goal:	Category:	Value:
	<i>Be specific in describing the expected accomplishment</i>	<i>Proposed actions should correlate to long-term goals found in the CWPP</i>	<i>Mitigation, Prevention, Preparedness</i>	<i>The dollar amount applied this year</i>
1)	July 4th event	yes	Prevention	\$1400
2)	Gourd Festival event	yes	Prevention	\$1400
3)	Chipper day spring and fall	yes	Mitigation	\$10,000
4)	Winter fire school	yes	Preparedness	\$600
5)	Spring engine training	yes	Preparedness	\$800
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				



Utah Division of Forestry, Fire and State Lands  
1594 West North Temple  
P.O. Box 145703  
Salt Lake City, UT 84114

**Why are these actions the most impactful way to reduce wildfire risk for this PE?**

Consider the highest wildfire risk areas within the boundary and the values to protect from the threat of wildfire.

The mitigation projects will provide for a fuel break to assist firefighters in managing the potential for successful fire fighting should a wildfire occur near those projects. This is also a demonstration project to show the residents what can be done to reduce the fuels, while also reducing the potential for bad outcomes due to wildfire events.

Our Fire shelters are getting old and unreliable, new shelters will provide better equipment for our firefighters. Assuring our hydrants in the WUI zone are working well should they be needed in a wildfire

**Utah Division of Forestry, Fire and State Lands**

\_\_\_\_\_  
Area Manager Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
CWS Manager Signature

**Joseph Anderson**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Participating Entity**

\_\_\_\_\_  
Chief Executive Signature

**Jazmine Duncan**

\_\_\_\_\_  
Print Name

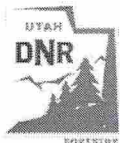
**Mayor, Town of Castle**

\_\_\_\_\_  
Title

**1.21.2026**

\_\_\_\_\_  
Date

*By signing this document, the Participating Entity and FFSL agree that these proposed actions adhere to the intent of CWS to reduce the impact of catastrophic wildfire to local communities.*



Utah Division of Forestry, Fire and State Lands  
1594 West North Temple  
P.O. Box 145703  
Salt Lake City, UT 84114

**Cooperative Wildfire System**  
**2026 Participation Commitment Calculation**  
**for Participating Entity: Castle Valley (Castle Valley FD)**

**TOTAL PARTICIPATION COMMITMENT: \$0**

*Participation Commitment is calculated by adding the Risk Assessment by Acres to the  
Historic Fire Cost Average in each jurisdiction, per R652122300 (2017).*

**WILDFIRE RISK ASSESSMENT**

	Medium Risk	Acres	High Risk	Acres	Cost
Municipal	\$2.62	0	\$4.58	0	\$0
County	\$0.39		\$0.52		\$0

**TOTAL: \$0**

**HISTORIC FIRE COST AVERAGE**

Year	Nominal Fire Suppression Costs	Inflation Rate	Real Fire Suppression Costs
2015	\$0	1.36	\$0
2016	\$0	1.34	\$0
2017	\$0	1.31	\$0
2018	\$2,876	1.28	\$3,681
2019	\$0	1.26	\$0
2020	\$0	1.23	\$0
2021	\$0	1.21	\$0
2022	\$0	1.13	\$0
2023	\$0	1.06	\$0
2024	\$0	1.03	\$0

**AVERAGE (removing the high year and low year): \$0**

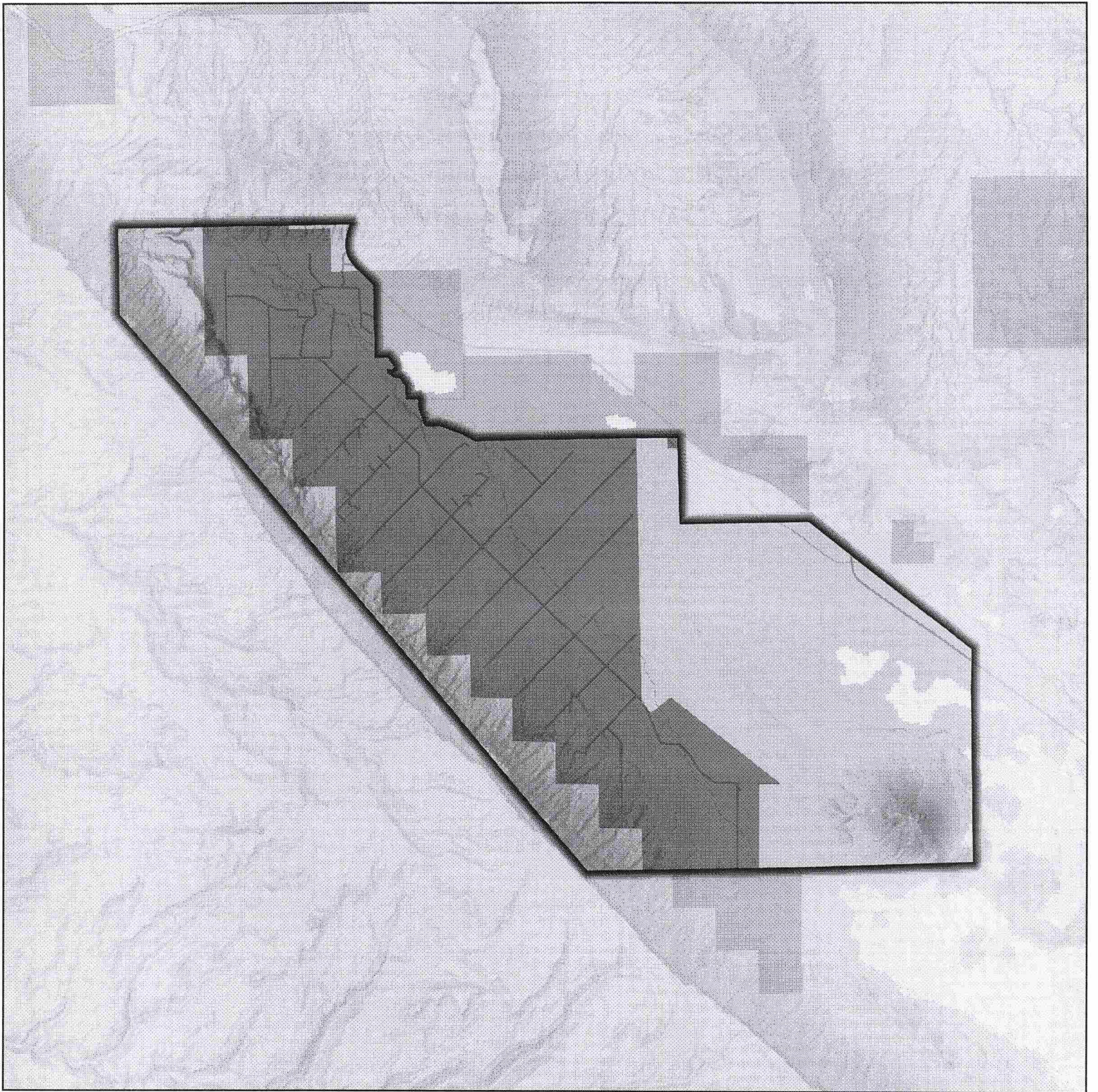
**PC CALCULATION**

Wildfire Risk Assessment	\$0
(+) Historic Fire Cost Average	\$0
(=) Participation Commitment	\$0
(+) Previous Year(s) Unmet PC	

*Instructions: shaded areas must be adjusted annually by FFSL Finance. Do not edit unshaded cells.  
"Cap Reduction" must be approved by FFSL Director.*



Utah Division of Forestry, Fire and State Lands  
1594 West North Temple  
P.O. Box 145703  
Salt Lake City, UT 84114



**Castle Valley Cooperative Wildfire System Participation Commitment Map**

1 Mile

Wildfire Risk Assessment - Incorporated Areas:			
	Medium Risk	High Risk	Total
Acres	0	0	(for Risk
Cost per Acre	\$2.62	\$4.58	Assessment)
Cost	\$0.00	\$0.00	<b>\$0.00</b>

Participation Commitment Risk:  
(private lands shown in vibrant colors)

- Negligible
- Low
- Medium
- High

- Boundary of Municipality
- Other Municipal Boundaries
- Private Land (vibrant colors)



Produced for September 2025  
Utah Division of Forestry, Fire and State Lands

2026 Historic Fire Report

Totals from Columns											
2015	\$0	column C	taken from previous PC Statement								
2016	\$0.00	column D									
2017	\$0.00	column E									
2018	\$2,875.51	column F									
2019	\$0.00	column G									
2020	\$0.00	column H									
2021	\$0.00	column I									
2022	\$0.00	column J									
2023	\$0.00	column K									
2024	\$0.00	column L									

Incident Name	Incident Number	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Upper 80	UTSES-008172	\$0.00	\$0.00	\$0.00	\$2,452.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Taylor Lane	UTSES-008171	\$0.00	\$0.00	\$0.00	\$422.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Town of Castle Valley

1/20/2026 12:47 PM

Register: 1300 · General Accounts Unrestricted:Zions Operating

From 12/22/2025 through 01/20/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/23/2025			-split-	Deposit		X	1,213.45	20,921.57
12/31/2025			5100 · Administration:...	Service Charge	3.00	X		20,918.57
12/31/2025	eft	Zions Bank Liabilities	-split-	87-0483404	868.32			20,050.25
12/31/2025	10284	Colleen R Thompson	-split-		387.58			19,662.67
12/31/2025	10285	Dorje Honer	-split-		219.84			19,442.83
12/31/2025	10286	Faylene Roth	-split-		208.09			19,234.74
12/31/2025	10287	Jasmine A Duncan	-split-		912.50			18,322.24
12/31/2025	10288	Jocelyn F. Buck	-split-		2,023.14			16,299.10
12/31/2025	10289	Zions Bank	2000 · Accounts Payable	maulhine	13.89			16,285.21
01/01/2026	10291	Diamond Propane	2000 · Accounts Payable		188.40			16,096.81
01/01/2026	10292	Emery Telcom	2000 · Accounts Payable		172.23			15,924.58
01/01/2026	10293	John W. Groo	2000 · Accounts Payable		502.50			15,422.08
01/01/2026	10294	Rocky Mountain Po...	2000 · Accounts Payable		28.07			15,394.01
01/01/2026	10295	Solid Waste Special ...	2000 · Accounts Payable		33.00			15,361.01
01/01/2026	10296	Utah Division of Wat...	2000 · Accounts Payable	Lot 13 Rights	50.00			15,311.01
01/01/2026	10290		1300 · General Accoun...	Funds Transfer	100.00		Petty cash	15,211.01
01/14/2026			-split-	Deposit			320.00	15,531.01