

**REGULAR TOWN COUNCIL MEETING MINUTES**  
**WEDNESDAY, DECEMBER 17<sup>th</sup>, 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, Holland, and O'Brien  
Council Present on Zoom: None

Absent: None

Present at the anchor site: Colleen Thompson, Egmont Honer, Dorje Honer, Pam Hackley, Dave Erley, and Dana Rogers.

Others Present on Zoom: John Groo, Laurie Simonson, Bob Lipman and Ryan Anderson.

**Regular Town Meeting**

M Duncan called the Meeting to Order at 6:31 PM, Buck called role.

**1. Open Public Comment:** Dave Erley brought SITLA's development plan from back before the land swap with the BLM.

**2. Approval of Minutes:**

Public Hearing and Regular Town Council Meeting November 19<sup>th</sup>, 2025.

CM Hill moved to approve the Minutes; CM Gibson seconded motion passed with CM Holland abstaining.

**3. Executive Reports:**

\*Water Agent and Water Committee Report - John Groo reported the Water Agent hiring Committee had conducted an interview with Sarah Stock and it was agreed unanimously that she is a great candidate. Mayor Duncan had offered Stock the position and she has accepted.

\*Road Department Report- D. Honer- Castle Creek Culvert Update the engineers are implementing the last NRCS requirements. We do not yet have an exact start date. Mayor Duncan added that as soon as we know the start date, we will be able to get information out to the public on the project timeline as well as the detour information. She explained that as the Town pays the bills for the project, we will submit the EWP portion to the NRCS for reimbursement. Honer explained road work continues on preparing Shafer as the project detour. Also, this winter they will be working on repairs to the CAT grader. Discussion continued on dust control on Shafer Lane. CM Gibson asked again when Emery will be moving their lines from the old unused poles on to the new poles. Buck will follow up again with Dan Vink RMP.

\*Planning & Land Use Commission-Faylene Roth. Minutes provided. Work on the General Plan Survey results continue.

\*Utah Renewable Communities-CM Gibson reported the Public Service Commission hearing was yesterday, it will probably be a month until we hear their decision.

\*Fire District-M Duncan reported Fire Commissioners Bill Rau and Bob Russell are retiring and Maggie Piekon and Mike Wakely will be the new Fire Commissioners. Verizon subcontractors are conducting very preliminary exploration on putting a cell phone tower at Station #1. Letters of Comment should be forwarded to the Fire District. The Christmas fund raiser for Engine 36 raised \$14K.

\* Information Technology (IT) Report- Colleen Thompson- Nothing to report.

**4. Correspondence:** Cell Tower emails for Lipman and Willoway.

**5. Administrative Matters & Procedures:** Mayor Duncan thanked Diane Ackerman for serving on the Solid Waste District Board. M Duncan noted she is at the end of her own second term and

that this next term will be her last. She also thanked the Council and Staff for all their work in 2025. Council Members Holland and O'Brien will also be serving another term.

A Water Agent has been hired; Sarah Stock will start in January. Water Budget Study UGS presentation will be on the 4<sup>th</sup> Tuesday in February. No Town letters needed. Castle Rock Ranch update see Item 10.

### **NEW BUSINESS**

**6.** Discussion and Possible Action re: Water Advisory Committee (WAC) interviews and appointments. M Duncan thanked everyone that was interested in serving on the WAC. There were five applicants. Two Sue Bellagamba and Ken Drogin sent the Council their written responses and three Pam Hackley, Dave Erley and Dana Rodgers were at the meeting to answer the questions:

1. Please tell us what motivated your interest in serving on the Water Advisory Committee.
2. Serving on the Water Advisory Committee involves some knowledge of hydrology and either currently or eventually understanding the hydrology of the Castle Valley water system. Could you tell us about your knowledge and/or work experience that relates to water systems? (protections, conservation, flooding and so on). If you lack such experience, please describe your ability to obtain this knowledge.
3. What do you think are the strongest skills you would bring to serving on the Water Advisory Committee?

Council agreed all the applicants were well qualified. There are three WAC positions for the public, the Council member will be CM O'Brien, and a representative will be nominated from the PLUC (Ryan Anderson?).

CM Hill thanked the people that have been serving on the committee over that last few years, she believes we owe it to those that have been working on the committee Dave Erley and Pam Hackley to continue, they have valuable knowledge and we need them to get this new official Committee running and also help the new Water Agent get set. She thinks all the applicants were wonderful and she hopes they all will participate in the public meetings. CM Holland agreed with CM Hill. CM O'Brien also thanked the applicants and recommended Sue Bellagamba to the third position. He stated she has a lot of experience in water and many contacts/ connections with the State. Dana Rodgers agreed that Sue would be a valuable asset to the Town.

CM O'Brien motioned to appoint Pam Hackley, Dave Erley and Sue Bellagamba to the WAC; CM Holland seconded motion passed unanimously.

Dave Erley stated he is happy to serve on the WAC for the next year and in the future, he would be available to act as an advisory to the Committee. CM O'Brien hoped Rodgers would participate in the WAC meetings; he would have valuable knowledge especially in engineering/ flooding issues.

**7.** Discussion and Possible Action re: Approval of retaining Laurie Simonson (Invoice).

The Council thanked Simonson for all her help.

CM Gibson motioned to approve retaining Laurie Simonson; CM O'Brien seconded motion passed unanimously. CM Hill asked for a record/ spreadsheet of work Simonson has done.

**8.** Discussion and Possible Action re: Resolution 2025-10 Adoption of the 2006 Wildland-Urban Interface (WUI) Code.

M Duncan explained that the State has mandated us to adopt this code this will also require us to create a WUI zone map and Grand County would enforce the required building codes.

Thompson asked if we would have to add requirements to 85-3 Land Use Ordinance. M Duncan said yes but those additions to 85-3 would apply only to those in the WUI zone and only to new construction. Guidelines to establish the zone will be available. Council agreed that the Code

was developed in 2006 isn't a new code is needed? This topic raised more discussion and questions than answers.

CM Gibson motioned to adopt Resolution 2025-10 Adoption of the 2006 Wildland-Urban Interface (WUI) Code; CM O'Brien seconded the motion passed unanimously.

**9.** Discussion and Possible Action re: Approval of Conditional Use Permits and Business Licenses.

CM Hill motioned to approve the 2026 Conditional Use Permits and Business Licenses CM O'Brien seconded the motion passed unanimously.

**10.** Discussion and Possible Action re: Approval of the Letter to Canyonlands Field Institute, Colin Fryer and Utah Open Lands. (Castle Rock Ranch)

CM O'Brien motioned to approve the Letters to Canyonlands Field Institute, Colin Fryer and Utah Open Lands CM Gibson seconded the motion passed unanimously.

**UNFINISHED BUSINESS -None**

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

**12.** Payment of the bills.

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

**ADJOURNMENT**

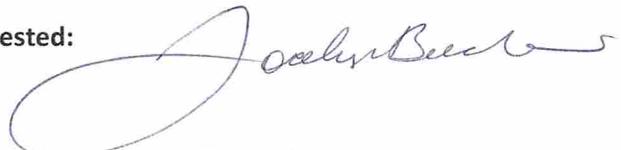
M Duncan adjourned the Meeting at 8:53PM

Approved:



**Jazmine Duncan, Mayor**

Attested:



**Jocelyn Buck, Town Clerk**