

**REGULAR TOWN COUNCIL MEETING MINUTES**  
**WEDNESDAY, MARCH 18th, 2026, 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 O'Brien

Council Present on Zoom: None

Absent: CM Holland

Present at the anchor site: Dorje Honer, Colleen Thompson, Mike Carlyle, and David Condoss (NPR).

Others Present on Zoom: Egmont Honer

**Regular Town Meeting** M Duncan called the Meeting to Order and called role at 6:30 PM.

1. Open Public Comment: None

2. Approval of Minutes:

Regular Town Council Meeting February 18<sup>th</sup>, 2026.

CM Hill motioned to approve February 18<sup>th</sup>, 2026, Meeting Minutes, CM O'Brien seconded motion passed unanimously.

3. Executive Reports:

\*Water Agent and Water Advisory Committee Report - WAC Minutes provided. CM O'Brien is still working with the Grand County Planning Commission to get extended protection for the two watersheds.

\*Road Department Report- D. Honer – Report provided. Castle Creek Culvert Update- the contractor asked for 2 extra weeks and NRCS granted an extension.

\*Planning & Land Use Commission- Faylene Roth- Minutes provided. CM Gibson asked for confirmation of the lots designated WUI. The PLUC language was confusing.

\*Utah Renewable Communities-CM Gibson reported March 4<sup>th</sup> the Public Service Commission approved the Utility Agreement with some modifications. Now the Town is required to pass the Ordinance by June 2. To cover the expenses of running the program and developing the renewable resources the cost to RMP customers will be an additional \$4 more per month. Of that \$3.88 will be credited back to those that qualify for the Low-Income program. The Town now will have to provide information to residents regarding the program. RMP will be sending notices that will include an opt-out provision. There will be an opt out grace period of several months. More information will come after the URC meeting March 26th.

\*Fire District-M Duncan /Chief Drake- Nothing

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

4. Correspondence: Frontier had sent a Notice of Claim to the Town for damages to their lines in the area of the CV Culvert project. Buck is following up but so far there was no information or damage report available. ULCT letter was a report on their actions at the Legislative session and assessment of their dues owing.

5. Administrative Matters & Procedures: No Town letters. Spring Clean Up is 4.11.2026. There are open PLUC Clerk and Groundskeeper positions. Faylene Roth will be retiring as the PLUC Clerk. Thompson reported on server backup issues that required fixing by Computer Wise/ Mike Baird, he recommended upgrading the system, a MAS hard drive back up may be an affordable option as opposed to the cost of replacing the entire server. Thompson will look into how to monitor the server backup. Buck added the entire system is backup offsite with Carbonite. Buck also thanked Tom Haraden for fixing and mounting the new lockable noticeboard up at the mailboxes.

## **NEW BUSINESS**

**6. Discussion and Possible Action re: Updating the MOU with the Fire District to comply with the FFSL Cooperative Agreement.**

M Duncan explained this is just a draft of the MOU with her suggestions; the Council agreed with her input and the draft MOU will be forwarded to the Fire District for their input. Item Dropped

**7. Discussion and Possible Action re: Planning and Land Use Commission WUI Map**

M Duncan presented the PLUC recommendation “Whitney moved that all properties within the Town Boundary that are not within the Castle Valley River Ranchos platted lots with the exception of Lots 368-372 will be designated a Wildland Urban Interface zone.” So that means all the area zoned Range and Grazing (RG15) and the undeveloped green belt lots would be subject to the WUI Building Code. This required WUI zone is to reduce the cost of a major fire incident. M Duncan felt that because our 5-acre lot sizes houses are not close to each other to all catch on fire and that subjecting owners of undeveloped platted lots to the strenuous WUI code seems unfair. CM Hill stated that the WUI Code does not apply to preexisting developed lots. CM Gibson just had a hard time understanding the way the recommendation was worded. M Duncan and Buck agreed that if any lots were ever to be subdivided then the WUI zone would need to be re-visited. The WUI Zone Map is the third State requirement along with the Code and the FFSL Cooperative agreement. This is a Land Use issue and will go back to the PLUC and new language will be added to amend Ordinances 85-3 and 95-6. Land Use amendments require Public Hearings.

**8. Discussion and Possible Action re: Lot 404 Well Setback exemption.**

M Duncan recommended that Town develop a policy to measure the setbacks for wells. Thompson thought the language for setbacks for wells should be updated in the Ordinance. M Duncan and the Council did not have a problem with this specific situation but going forward a formal policy needs to be set. Measuring the setbacks would be part of the Water Agent duties; The Council asked in addition would this require a survey? M Duncan clarified that in this situation John Groo is a contractor and did not have the authority to make an exception to the Ordinance.

CM Hill moved to approve the Well Setback exemption on Lot 404, CM O’Brien seconded motion passed unanimously.

**9. Discussion and Possible Action re: Castle Creek Culvert EWP payment to Beh Bros.**

Buck stated that most of this invoice is the Town’s responsibility, she will check with Jones DeMille and NRCS to see if any of it is reimbursable. \$168,000 of it is for the actual culvert, the Town’s responsibility.

CM Hill moved to pay Beh Bros bill for \$300,632.30, CM O’ Brien seconded motion passed unanimously.

**10. Discussion and Possible Action re: Property Tax increase.**

M Duncan explained that we do not need to notify the State if we are increasing our tax by the end of March, but we need to start talking about this again. CM Hill said she supports the increase and maybe even to raise it more because after the CV culvert is paid for it will take a long time to save up for capital projects. M Duncan stated that we will need to start saving for Castle Valley Drive, and we can’t expect a Town of 350 people to be able to do major projects every other or even every 5 years. Buck listed some expenses coming up: 2 computers need replacement, the server needs updating, and the Water Agent training budget was cut because we did not get the increase this fiscal year. Plus, all the extra State mandated IT work. M Duncan agreed that basically water and roads are the Town’s most important expenses. CM Hill and the Council agreed to go with the same increase we tried for last year. More information

will follow when the State Tax Commission incorporates the new legislative changes to the process and provides a checklist.

**UNFINISHED BUSINESS -None**


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

**12.** Payment of the bills.

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

**ADJOURNMENT**

M Duncan adjourned the Meeting at 7:28 PM

Approved: 

**Jazmine Duncan, Mayor**

Attested: 

**Jocelyn Buck, Town Clerk**