



AGENDA

THE REGULAR TOWN COUNCIL MEETING WEDNESDAY, SEPTEMBER 16th, 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 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 Minutes from August 19th, 2026.

3. Executive Reports:

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

*Road Department Report- D.Honer

*Planning & Land Use Commission- No Meeting in September

*Utah Renewable Communities-CM Gibson

*Fire District-M Duncan /Chief Drake

* Information Technology (IT) - Colleen Thompson

4. Correspondence: TBA.

5. Administrative Matters & Procedures: Town letters, Groundskeeper and PLUC Clerk positions update.

NEW BUSINESS

6. Discussion and Possible Action re: Approval of the Capital Projects Plan.

7. Discussion and Possible Action re: Appointing an Alternate to the Planning and Land Use Commission.

UNFINISHED BUSINESS -none

8. Closed Meeting (If necessary)

9. 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, AUGUST 19th, 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, Holland, and O'Brien.

Council Present on Zoom: None

Absent: None

Present at the anchor site: Dorje Honer, Colleen Thompson, Egmont Honer, Ron Drake, the Llewellyns and Neal Herbert.

Others Present on Zoom: John Groo and Laurie Simonson.

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

Regular Town Meeting

1. Open Public Comment: CM Holland announced that DWR is in negotiations with SITLA to buy two blocks of land in the LaSals. Not the parcel Under Canvas wanted to develop and not parcels in the Town's watershed.

Neal Herbert introduced himself; he is running for the County Commission at Large seat. He gave a brief history of his experience working for the National Parks and emphasized once he is elected his hope is that County Commission can improve their leadership, trust, and collaboration. He will be back here next Thursday for the Candidates Meeting.

2. Approval of Minutes: Regular Town Council Meeting Minutes from July 15th, 2026.

CM Hill motioned to approve the Minutes from the Regular Town Council Meeting from July 15th, 2026.

CM O'Brien seconded, motion passed unanimously with CM Holland abstaining.

Approval of Minutes: Public Hearing on the Tax Increase Minutes from August 12th, 2026.

CM Hill motioned to approve the Minutes from the Public Hearing on the Tax Increase on August 12th, 2026. CM O'Brien seconded, motion passed unanimously with CM Holland abstaining.

*Water Agent and Water Advisory Committee Report - John Groo reported that Attorney Emily Lewis attended the WAC Meeting by Zoom and gave a very informative power point on the future of water banking and leasing. Groo is still waiting to hear back from Attorney John Clyde on revisions to the Town's Water User Agreement. The Town may also need to update our 40-year Water Use/Rights Protection Plan as there have been some fundamental changes.

*Road Department Report- D. Honer explained the cost comparisons for cold patching the broken edges of asphalt along CV Drive. He is looking into making the repairs a more streamlined, less expensive process. This could include milling and reusing the broken asphalt as patch material. All these repairs will need to happen before chip sealing. M Duncan was concerned that if this work is done in-house, we still need the regular road work done so this additional work and equipment should be budgeted as a capital project. Honer will continue looking into options to recycle asphalt material.

*Planning & Land Use Commission- Deb Testa/ Colleen Thompson. Minutes provided no questions.

*Utah Renewable Communities-CM Gibson nothing new to report.

*Fire District-Chief Drake reported Patric O'Kelley had donated his gym equipment to the Fire District; the old equipment is up for grabs outside Fire Station 2.

* Information Technology (IT) - Colleen Thompson reported the library's Wi-Fi is now on a battery backup that should last at least 12 hours in event of a power outage people can go down and use it, the password is posted on the front door. Also, the Town's server and one of the office computers is now on a battery backup.

4. Correspondence: None.

5. Administrative Matters & Procedures: Groundskeeper and PLUC Clerk positions are both open again.

NEW BUSINESS

6. Discussion and Possible Action re: Updating the Capital Projects Plan.

During the Tax Increase Public Hearing there was some discussion about this Plan and that we need to keep it updated. The Plan was last updated in 2024 as part of Grant Application Process. Great news many of those Projects have been completed:

Upper Eighty Low Water Crossing

Buying a Grader and Backhoe

Replacing the Castle Creek Culvert under Castle Valley Drive

Water Budget / Isotope Study + peer review

In addition to using Capital project funds these projects were the culmination of over \$750K in grants.

The 2026 Plan Update

Chip Sealing CV Drive will always be kept in the Plan as we need to put funds away in the Capital Roads Fund every year to save up enough to re-chip seal approximately every 10 ten years.

Additions:

Roads Capital Fund

Dump Truck, Cold planer, and Compactor replaces the rock crusher, Sander, Water tank and pump, mower attachment.

General Capital Fund

Generator for the Town Building back up power, Water Metering, Partial Water flume on Castle Creek on the BLM (?), Town Building windows and roof replaced, Greenbelt Fire Mitigation

After further discussion the Council agreed to put a minimum of \$50K every year into Capital Funds for these projects. Item dropped plan revision to be approved next month.

CM Hill moved to change agenda order switching around Items 8 with Item 7, CM Gibson seconded motion passed unanimously.

8. Discussion and Possible Action re: Resolution 2026-8 Approving the FY 2027 Budget to include the tax increase.

CM Hill explained that because we did not receive the final \$277K reimbursement portion of the culvert grant money until FY 2027 she had to adjust that out of the FY2026 budget and include it in the Proposed FY2027 budget. Once all the EWP transfers were done, we have \$322K in our Capital Road Funds. So, we do have enough to proceed with CV Drive repairs and chip sealing in 2027. M Duncan had changes to the FY2027 Budget specifically the B and C funds reduced from \$77K to \$66K and the Water Agent salary reduced from \$16K to \$11K, as there are only 4 more months both John and Emily will be working, with those reductions it would change the Capital Fund transfers to \$66K.

CM Hill asked next year to have more feedback on the proposed budget prior to the Council Meeting and approval.

CM Gibson moved to approve the FY2027 Budget to include the property tax increase; CM O'Brien seconded motion passed unanimously.

7. Discussion and Possible Action re: Resolution 2026-7 Approving the Certified Tax Rate.

CM Hill moved to approve the Resolution 2026-7 Approving the Certified Tax Rate CM O'Brien seconded motion passed unanimously.

9. Discussion and Possible Action re: Approving PLUC selection process language amendments to Ordinance 2026-2.

CM Hill moved to approve amendments to Ordinance 2026-2; CM O'Brien seconded motion passed unanimously.

10. Discussion and Possible Action re: Approving Amendments to Ordinance 83-3 Chapter 4 Section 4.2 (D) regarding Farm Stands.

CM Hill moved to approve amendments to Ordinance 85-3, CM Gibson seconded, motion passed with M Duncan abstaining

11. Discussion and Possible Action re: Resolution 2026-9 Adopting the 2025 Castle Valley Hazard Mitigation Plan.

The Council agreed that in future the Town will work with Grand County and have Castle Valley included

in the County Plan

CM O'Brien moved to adopt the 2025 Castle Valley Hazard Mitigation Plan, CM Hill seconded motion passed unanimously.

12. Discussion and Possible Action re: Road Dept. Purchase order for CAT transmission Oil for \$2449.70
CM Hill moved to approve the Road department purchase order; CM O'Brien seconded, motion passed unanimously.

UNFINISHED BUSINESS -none

13. Closed Meeting (If necessary)

14. Payment of the bills.

CM Gibson moved to pay the bills in addition to \$335.71 Tractor Supply invoice, CM O'Brien seconded and the motion passed unanimously.

ADJOURNMENT

M Duncan adjourned the Meeting at 8:00 PM

Approved:

Attested:

Jazmine Duncan, Mayor

Jocelyn Buck, Town Clerk

Town of Castle Valley
Road Department
Monthly Report September 2026

Dorje Honer
Sept. 15, 2026

ROAD MAINTENANCE

- General Road Maintenance
 - Side roads
 - We will be doing various cleanup/ditch work through the fall.
 - Surface work will be done as conditions improve for grading. (Cooler temps and higher moisture).
 - Various small fixes were completed around the valley, larger grading projects planned for the coming months as temperatures drop.
 - Castle Valley Drive
 - Pot hole repair has begun and will continue through fall.

PROJECTS

- General
 - Castle Valley Drive (Chip Seal Prep)
 - Planned work areas in rough order: E. Side of CVD at the dog leg, various potholes between Pace and Buchanan, & between Miller and Pope.

MATERIALS

- See Aquisitions.

REQUISITIONS

- Small engine to replace pressure washer engine.
- Various parts for Cat Grader.
 - We will likely have some larger part orders during this repair, though we do not know exact parts yet (need to fully disassemble) and would prefer to not have the Grader left open until the next meeting, potentially seeking preapproval or email approval for purchases.

ACQUISITIONS

- 15 Gallons of Tack Oil.
- Cold-Mix Asphalt (~30 tons)
- Cat SIS subscription (maintenance and repair documentation for Cat Backhoe and Grader)

EQUIPMENT

- Cat Grader
 - We are in process for the service (up to 7000 hour) and tandem repair.
- Cat Backhoe
 - (1) Hydraulic line replaced & various other small fixes.
- Loader
 - Drive shaft failure & Brake leaks
 - Final set of parts ordered, awaiting delivery.

FACILITIES

- Nothing to report at this time

TRAINING

- Nothing to report at this time

BUDGET

- We are currently within budget.

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.

Council,

I will not be able to attend Wednesday's meeting. OB will be there and can give a summary of yesterday's WAC meeting, which was very productive. I'd say that to date they've all been productive.

First, after direct experience with her in August and some follow up discussion, the WAC strongly recommends hiring Emily Lewis from Culp & Kelly to be the Town water attorney. For the time being, the Town would have two water attorneys, as we still have a relationship with Jon Clyde and I'm currently working with him on revisions to the Water Use Agreement and Permit and the Water Use Ordinance (more on that below). There is not a problem with Jon; he is competent, easy to work with, and has helped us for some time now with water administrative matters. However, Emily is particularly well-versed in the issues TCV is likely to face in the future and the goals of the Water Management Plan. More important, she seems genuinely interested in working with TCV. With Jon it sometimes seems that TCV is a third tier priority.

The WAC feels that having access to Emily is a great opportunity and could greatly facilitate TCV's goals. There really shouldn't be a conflict because she and Jon are and would be focused on entirely different areas. I realize that the Council would need to see an Engagement Letter from Emily before approving anything. The WAC simply would like the Council to approve someone from the WAC (probably Sue Bellagamba) approaching her and requesting a Letter.

Regarding work on revisions to the WUAP and WUO, it has proceeded slowly due to limited access to Jon, who had a family emergency a few weeks ago. We been able to meet recently and the first phase of revisions is largely complete. I say "first phase" because after a conversation with Jocelyn yesterday I now believe that we should abandon the current policy of allowing a valid WUAP to automatically transfer with a lot, and instead require a new lot owner to complete a his/her/their own WUAP. This is really the right way to do things (I won't take the time and space here to explain why the current policy was adopted). It would facilitate updated water use accounting and compliance with requirements, and would increase revenue. Furthermore, it's what people expect. Both Jocelyn and I have experienced new owners getting pretty nervous when told they don't have to do anything to use Town water. Many would feel better if they had to sign an agreement (that had their names on it) and pay a fee.

So it will likely take another round with Jon to build in this change. I believe that can happen fairly quickly, but not before the Council meeting. This whole process has taken much longer than I thought it would and I'm feeling a bit urgent as my clock is winding down. My understanding is that revisions to the Water Use Ordinance have to be reviewed by the PLUC, although I admit that I struggle a bit to understand how the proposed revisions, which are strictly administrative, affect land use. In any case, I'd like to grease the path to a public hearing as much as possible, so I'm hoping that I can send the revised WUO directly to you and the PLUC when it's ready instead of waiting until the next Council meeting for that step to occur. Whatever happens, I will stick with this project until it's complete. I'm not going to vanish on December 31st.

Thank you all, John

Capital Projects Plan 9.16.2026

The Town of Castle Valley holds two Capital funds, one for Capital Roads and another for General Capital; we have identified capital projects for each fund based on current and anticipated needs.

Capital Roads Fund

Chip Sealing CV Drive will always be kept in the Plan as we need to put funds away in the Capital Roads Fund every year to save up enough to re-chip seal approximately every 10 ten years .

Additions and/ or retained:

Dump Truck, Cold planer and Compactor replaces the rock crusher, Sander, Water tank and pump, mower attachment.

General Capital Fund

Additions and/ or retained:

Generator for the Town Building back up power, Water Metering, Parshall Water flume on Castle Creek on the BLM, Town Building windows and roof replaced, Greenbelt Fire Mitigation

After further discussion the Council agreed to put a minimum of \$50K every year into Capital Funds for these projects. Item dropped new plan to be approve next month.

2026 Policy

August 19th, 2026 Town Council Meeting the Council agreed to put a minimum of \$50K every fiscal year into Capital Funds for these projects.

2024-2026 Completed Capital Projects

Upper Eighty Low Water Crossing

Buying a Grader and Back hoe

Replacing the Castle Creek Culvert under Castle Valley Drive

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In addition to using Capital project funds these projects were the culmination of over \$750K in grants

To the Town Council of the Town of Castle Valley:

The recent amendment to Ordinance 2006-3 allows for selection of two Planning and Land Use Commission alternate members.

I hereby provide notice of my interest in this position. As a former member of the PLUC, I'm familiar with the responsibilities and procedures, and attend all the meetings regardless, so am up to date on current PLUC activities.

During my previous membership, in order to prevent conflicts with my job as Building Permit Agent we agreed I would not vote on issues involving BPA decisions. That is still acceptable.

Currently the PLUC may need to call on alternates, which provided impetus for the amendment, and which is why I'm applying. I'm willing to stand aside if other qualified candidates apply.

Sincerely,

Colleen Thompson

Town of Castle Valley

9/15/2026 12:27 PM

Register: 1300 · General Accounts Unrestricted:Zions Operating

From 08/24/2026 through 09/18/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/31/2026	eft	Zions Bank Liabilities	-split-	87-0483404 9...	1,896.96		33,836.35
08/31/2026	10430	Charles S Ramser	-split-		84.97		33,751.38
08/31/2026	10431	Colleen R Thompson	-split-		444.62		33,306.76
08/31/2026	10432	Debbie Testa	-split-		92.35		33,214.41
08/31/2026	10433	Dorje Honer	-split-		1,534.17		31,680.24
08/31/2026	10434	Egmont Honer	-split-		1,870.51		29,809.73
08/31/2026	10435	Jasmine A Duncan	-split-		916.50		28,893.23
08/31/2026	10436	Jocelyn F. Buck	-split-		2,092.27		26,800.96
08/31/2026	10437	Sarah E Stock	-split-		817.30		25,983.66
09/01/2026	10429	Zions Bank	2000 · Accounts Payable	U-Joint, Brake Valve	1,629.42		24,354.24
09/01/2026	10438	Computer Wise	2000 · Accounts Payable	Logmein	400.00		23,954.24
09/01/2026	10439	Emery Telcom	2000 · Accounts Payable		171.77		23,782.47
09/01/2026	10440	Moab Times Indepen...	2000 · Accounts Payable	PH Tax Invoice	617.50		23,164.97
09/01/2026	10441	Rocky Mountain Po...	2000 · Accounts Payable		35.43		23,129.54
09/01/2026	10442	Solid Waste Special ...	2000 · Accounts Payable		33.00		23,096.54
09/01/2026	10443	Utah Division of Fin...	2000 · Accounts Payable	Road Shed	7,649.99		15,446.55
09/01/2026	10444	Wheeler Cat	2000 · Accounts Payable		41.51		15,405.04
09/03/2026			4300 · Permits & Fees:...	Deposit		170.00	15,575.04
09/03/2026			1300 · General Accoun...	Funds Transfer	100.00		15,475.04