AGENDA

THE REGULAR TOWN COUNCIL MEETING WEDNESDAY, OCTOBER 21st, 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=Q05sYm5qQ0lpNlY5TVp2bTU5VnZjQT09

Call to order and Roll Call
Regular Town Meeting
1. Open Public Comment:
2. Approval of Minutes: Regular Town Council Meeting Minutes from September 16th, 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 inOctober
*Utah Renewable Communities-CM Gibson
*Fire District-M Duncan /Chief Drake
* Information Technology (IT) - Colleen Thompson
* Treasurer's Report -Tory Hill
4. Correspondence: TBA.
5. Administrative Matters & Procedures: Town letters.
NEW BUSINESS
6. Discussion and Possible Action re: Proposed amendments to the Water Use Ordinance and Water User Agreement Permit (WUAP)
7. Discussion and Possible Action re: Approval of the letter of support for Castle Valley Academy Food Security Grant.
8.Discussion and Possible Action re: Approval of the letter of support for the Health Depart. Homeless Prevention Grant.
9. Discussion and Possible Action re: Approval of Job description updates for: Planning and Land Use Clerk, Permit Agent, IT Manager, Town Clerk and Town / PLUC Clerk.
10. Discussion and Possible Action re: Notification of Administrative changes to Ordinance 85-3 and 95-6 to reflect job description updates.
11. Discussion and Possible Action re: Interpretation and clarification of the Kennel definition in Ordinance 85-3.
12. Discussion and Possible Action re: Potential letter of comment on Grand County Planning Commission discussion land use codes regarding data centers.
UNFINISHED BUSINESS -none
13. Closed Meeting (If necessary)
14. 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"

REGULAR TOWN COUNCIL MEETING DRAFT MINUTES
WEDNESDAY, SEPTEMBER 16th, 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 Holland.

Council Present on Zoom: None

Absent: CM O'Brien

Present at the anchor site: Dorje Honer, Colleen Thompson, Egmont Honer, Ron Drake and Jocelyn Buck.

Others Present on Zoom: None identified.

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

Regular Town Meeting

1. Open Public Comment: None

2. Approval of Minutes:

Regular Town Council Meeting August 19th, 2026,

A correction was noted to Item 8 of the August 19 minutes: the reference should be to Sarah, not Emily.

CM Hill moved to approve the August 19th, 2026 Meeting Minutes as corrected. CM Gibson seconded, motion passed unanimously.

3. Executive Reports:

*Water Agent and Water Advisory Committee Report - John Groo'/ Sarah Stock – email from John Groo provided.

CM O'Brien was absent. Groo provided a breakdown of remaining work on the Water User Agreement changes with attorney John Clyde. Council discussion: finish the current work with Clyde before engaging another attorney. The WAC asked permission to inquire what it would cost to retain Emily as a possible future attorney (information only; any hiring would return to Council). Council agreed that step is acceptable. Budget for legal work runs near the end of December; Council does not want the matter to continue indefinitely. Consensus that Sarah Stock can take over and see the remaining work completed. Groo also discussed agreement changes so certain items would not transfer with the property. Council members may email Groo with questions.

*Road Department Report- D. Honer - Report provided.

Dorje Honer reported the grader has not been fully taken apart yet. Needed parts are expected to be about $1,800, but could be a few thousand if more is wrong. The work is already in the Roads budget; Council confirmation is needed only if a purchase would exceed the budgeted amount. Honer wanted Council aware that a larger parts cost is possible.

*Planning & Land Use Commission- No September meeting. No report.

*Utah Renewable Communities- CM Gibson

URC board met Monday. Program start is January 1, 2027. Rocky Mountain Power will mail the first notice November 2 informing customers the program is coming (includes opt-out information). A second notice will go by email to customers who receive bills by email. Outreach materials (stickers, flyers, window signs) will be on a shared Google Drive; Emily Quinton can help with access. October

and November will be used to get the word out and work with nonprofit agencies on the low-income piece. Resource solicitation is done: six bidders were reduced to three. 2025 RMP valuations looked favorable; 2026 re-evaluation (mainly transmission costs) changed the ranking so the previously lowest-cost project is now the most expensive because of needed transmission. Battery storage in one proposal does not fit agency uses. Plan is to start small and add resources over time depending on participation. Blue Sky is fully subscribed, is not adding projects, and is about five times more expensive than URC; customers may keep both or switch to URC.

*Fire District- Chief Drake

Chief Drake reported the Fire District requested funds from PELT or TRT at a Grand County Commission meeting. The 1% healthcare tax is going to Grand County EMS and Moab Fire; the District asked to share in that funding. The Commission indicated it did not want to share that fund and recommended other sources. An answer is not expected until about December. Burn window is expected around mid-October. Fire danger is moderate given recent moisture.

*Information Technology (IT) Report - Colleen Thompson

Thompson will follow up on .gov emails that have been going to Buck; the Town has the .gov domain and still needs to move website and email hosting, keeping .com forwarding. HostGator changed the webmail interface without notice and removed configuration controls. Thompson has instructions and can help staff set up Thunderbird (free, Mac and PC) as an alternative that will not replace or interfere with webmail or lose messages. Paid/business Outlook is acceptable; the free Outlook app is not recommended. Parts are in hand for Buck's computer upgrade, next on the list.

4. Correspondence: None.

5. Administrative Matters & Procedures:

A new Groundskeeper has been hired. The PLUC Clerk position remains open; one resume has been received and another is expected, with interviews to follow. No Town letters. Buck may or may not take planned October time off depending on her knee; Council suggested she take time when she is feeling better. Buck reported the property tax increase has been officially approved, and the EWP Castle Creek culvert project is closed out all funds received and reports filed. The Town will continue projects such as chip seal but does not plan further grant projects at this time.

NEW BUSINESS

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

Buck prepared a more formal draft from last month's discussion. Corrections requested: state that the Council agreed to put a minimum of $50,000 every year into capital funds and capital road funds (not only the General Capital Fund); and confirm that the dump truck / cold planer language means the rock crusher, sander, and similar items are not on the current capital projects list. Dorje Honer had advised that a cold planer and compactor are more useful than a rock crusher at this time, with rental if needed. The plan should be reviewed at least annually, likely in January, along with the fee schedule. Council noted the completed-projects list is useful and should be kept.

CM Hill moved to approve the Capital Projects Plan with the corrections discussed. CM Gibson seconded and the motion passed unanimously.

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

The opening has not been advertised. Colleen Thompson submitted a letter of interest after the vacancy was discussed in a public meeting and offered to serve so the Commission would have a quorum when members are away, and to step aside if others apply. M Duncan did not want to interview before

advertising or to use a different process for one applicant, and noted Thompson is already covering a great deal as interim PLUC clerk. The Commission currently has four members, more than a quorum. Council agreed to advertise the alternate position, hold Thompson's letter, and interview her and any other applicants at the next meeting. Item dropped.

UNFINISHED BUSINESS – none

8. Closed Meeting (If necessary)

Not needed.

9. Payment of the bills.

CM Gibson motioned to pay the bills, CM Holland seconded, the motion passed unanimously.

ADJOURNMENT

M Duncan adjourned the Meeting at 7:02 PM.

Approved: Attested:

Jazmine Duncan, Mayor Jocelyn Buck, Town Clerk

WATER ADVISORY COMMITTEE MEETING MINUTES
MONDAY, September 14th 2026. AT 9:00 A.M.
CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

**This meeting is a hybrid meeting held electronically by Zoom and also in person at the anchor site of the Town Building.

CALL TO ORDER AND ROLL CALL

Groo called the meeting to order at 9:04 AM, and Stock called the roll.

Water Committee Members Present: John Groo, Sue Bellagamba, Pam Hackley
Water Committee Present on Zoom: Dave Erley, Bob O'Brien
Water Committee Absent: Ryan Anderson
Present at the anchor site: Sarah Stock, Egmont Honer, Laura Cameron
Present on zoom: Dana Rogers

REGULAR COMMITTEE MEETING

1. Open Public Comment
2. Approval of Minutes
   - WAC meeting June 8th, 2026
     - Groo motions to approve, O'Brien seconds. All vote in favor.
   - WAC meeting August 10th, 2026
     - Groo motions to approve, Hackley seconds. All vote in favor.

NEW BUSINESS

3. Appoint a co-chair for the WAC
   - Hackley volunteers to be the co-chair. Groo motions to appoint Hackley as co-chair of the WAC. O'Brien seconds. All vote in favor.

PRIORITY ACTION REPORTS

4. Water Management Plan Priority Action List
   - Water Rights - Groo
     - Groo is still working to clean up loose ends before his term ends in December, mostly administrative in nature. There are still pending changes to the Water Use Ordinance that will go through the Town Council.
     - Erley asks if the Division of Water Rights has been looped in with the change of water rights agent. WAC discusses our relationship with the UDWRi.
     - Stock responds that UDWRi has been notified of the staffing change.
     - Hackley asks of the Kane Creek/Echo Canyon development and if we should keep updated on their water rights change applications to the nearby Colorado River.
     - WAC discusses these change applications and agrees we should stay apprised of this issue.
     - Groo notes that the water rights change application does not directly affect the Town of Castle Valley.

- Well Metering – Stock/Groo/Honer
  - Honer is working on a catalogue of a list of possible technical solutions to metering wells that are available off the shelf. These come with limitations, such as reliance on WIFI networks, which would need another layer of technical solutions here in the valley.
  - Hackley brings up community concern over EMFs and that we should keep that in mind as we develop a program.
  - Honer responds that the levels of radiation we are considering with the individual units of the mesh network are less than any electronic watch, so very very low, and even unmeasurable.
  - Honer is also working on a technical overview of our currently proposed program, which is more of a home-brewed solution. He is pretty sure we can include ultrasonic measuring at our price point, which is great and increases our accuracy significantly. He has been looking at documentation from the State Engineer about metering requirements, of which there are not really any clear technical specifications.
  - Stock will facilitate connecting Honer to Stallings at UDWRi to talk through proposals.
  - Honer asks for known program specifics and who/ what position at the town would be taking the ensuing working load (data accuracy review, installation, troubleshooting, grant writing).
  - The WAC discusses order of operations for developing the proposal and these specific questions are unknown. O'Brien suggests keeping the town abreast of the potential employee hours required to steward the project before a full proposal is available. Hackley highlights that Buck and Duncan would need to know of grant opportunities in order to apply for them.
  - Honer will have a technical proposal in the coming weeks.

- Castle Creek – Hackley
  - The USGS has funding for the Castle Creek streamgage through 2029. If we want to see this continued, we may have to work to find future financing for this.

- Aquifer Monitoring (UGS Program) – Stock/O'Brien
  - Fall sampling will be in October and will include the usual fall testing for phosphates in two of the monitoring wells.

- Non-Potable Water for Cisterns – Groo
  - No updates, we are still seeking a suitable existing well for this project.

- Grand County Watershed Protection Overlay District – O'Brien
  - O'Brien outlines potential future action on the watershed protection overlay district during the Land Use Code update, possibly in January. O'Brien has been talking to some of the candidates for Grand County Commission to update them on water issues. If the commission is supportive, we could see positive change on this.

- DRWi Appropriations Policy for CV – Erley
  - Stock reviews some findings from an upstream water rights and potential development analysis.
  - Bellagamba notes that downstream water use is also important and would like to see the area around Red Cliffs ranch included in this endeavor.

- Explore options for protection of surplus water- Bellagamba

- Answer questions that Emily Lewis asked of us in her presentation last month and clarify goals around the use of water banking or using the instream flows statute.

  What is the Council's timeline for a decision?
  Has the Council identified potential lessees or partners for unused water?
  Would the Town consider piloting with a portion of its unused rights first?
  Are you looking for revenue?
  Are you interested in piloting a groundwater conservation easement?

  - Groo states that our overall goal is to protect our unused water rights.
  - Bellagamba asks if there is the possibility of working with Emily Lewis' firm, Culp and Kelley LLP, as our water attorney.
  - Groo is currently working with John Clyde of Clyde Snow on the Water Use Ordinance. Groo will recommend Culp and Kelley LLP as an additional water attorney for specific water matters to the Town Council.
  - Hackley mentions the need for a retainer.
  - Bellagamba makes a motion that the WAC recommends to the Council that TCV requests a letter of engagement from Culp and Kelley LLP so that TCV can work with attorney Emily Lewis on strategies for protecting TCV's unused water rights and other select water matters.
  - Erley seconds the motion, all vote in favor.
  - O'Brien desires more information on groundwater conservation easements and the conjunctive management of groundwater and surface water.
  - What is the Council's timeline for a decision?
    - O'Brien: We are not in a rush, but we would like to move forward.
    - Groo: we are taking a long view, trying to be proactive, but no urgency.
  - Has the Council identified potential lessees or partners for unused water?
    - No
    - Bellagamba: Hesitant to work on conjunctive management because there isn't discord in the valley, but we should try to further understand this option.
    - Bellagamba asks if we know we aren't going to use all of our surplus water rights, why are we trying to protect them?
    - Erley mentions a future where we may need or want more water for agriculture in the valley.
    - Bellagamba says we may want to hold onto paper waters right because we don't know what the future holds, and we may need it.
    - Erley mentions the fear of Spanish Valley trying to access water from Mason Draw and diverting flows out of the Placer Creek drainage to do so.
    - Stock mentions the 40 year plan and the need to write in scenarios that use more water like increased agriculture.
    - Erley states that the plan should also include climate change scenarios.
    - Erley brings up downstream tribes that might need the rights.
    - Bellagamba expounds on the Navajo/Utah water rights settlement.
    - Bellagamba says she would be interested in leasing to the Colorado River Authority to uphold compact requirements or keep elevations in Lake Powell at operational levels. She'd be interested in talking to Marc Stilson, the Principal Engineer for the Colorado River Authority of Utah (CRAU), to see if we could create an agreement that would help us keep this water, but also help the scenario on the Colorado River.

- Stock mentions the need to keep some water rights available for a potential high flow surface water use on Castle Creek, if it is possible to convert our existing groundwater rights to such a use.
- Bellagamba states there is a current need for voluntary contributions from the Upper Basin of the Colorado River.
- Erley asks if our contribution of surplus rights would count since we cannot necessarily show reduced use.
- Bellagamba replies that she is not sure, and recommends that the WAC discuss with Stilson.

- Would the Town consider piloting with a portion of its unused rights first?
  - Yes
- Are you looking for revenue?
  - Always appreciated, but not the primary goal.
- Are you interested in piloting a groundwater conservation easement?
  - Stock says she would like more information on this.
  - Groo asks if we put water into a conservation easement, could we get it back if needed.
  - Groo/Erly wonder what it would take to quantify the amount needed to maintain a healthy aquifer and what would happen if we then conserve that.
  - Bellagamba mentions a tax benefit for conservation easements, but we are municipal, unsure how that would benefit us.
  - Stock asks if we are interested in protecting instream flows.
  - Bellagamba points out that we don't have surface rights to do so.
  - Erley emphasizes the need to protect flushing flows in the valley, and suggests that could be the purpose of a conservation easement.
  - Groo summarizes the WAC conversation concerning the questions from Emily.

ADJOURNMENT

Groo declares the meeting adjourned at 10:56 AM.

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"

Contact information: Sarah Stock, wateragent@castlevalleyutah.com

John W Groo

Chair's Signature

October 14th, 2026

Date

WATER ADVISORY COMMITTEE MEETING AGENDA
MONDAY, October 12th 2026. AT 9:00 A.M.
CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

**This meeting is a hybrid meeting held electronically by Zoom and also in person at the anchor site of the Town Building.

CALL TO ORDER AND ROLL CALL
Groo called the meeting to order at 9:02 AM, and Stock called the roll.

Water Committee Members Present: John Groo, Bob O'Brien, Pam Hackley, Sue Bellagamba
Water Committee Present on Zoom: Dave Erley
Water Committee Absent: Ryan Anderson
Present at the anchor site: Sarah Stock, Egmont Honer, Laura Cameron, Michael Carlyle
Present on zoom:

REGULAR COMMITTEE MEETING
1. Open Public Comment
2. Approval of Minutes
   - WAC meeting September 14th, 2026
     - Hackley motions to approve, Groo, seconds. All vote in favor.

PRIORITY ACTION REPORTS
3. Water Management Plan Priority Action List
   - Water Rights - Groo
     - Groo is steadily working with Jon Clyde, our attorney, to revise the Water Use Ordinance and Water Use Agreement and Permit (WUAP). Currently, if a property owner holds a WAUP, it transfers automatically to any new owners. Groo proposes that this aspect change so that it is required that each new property owner(s) sign a WUAP with the Town upon title transfer.

   - Well Metering – Stock/Groo/Honer
     - Honer is working on the catalog of off the shelf units available for our metering purposes. He has narrowed it down to 10-15 different options and he is receiving quotes and estimates on these systems. Our biggest problem with using off-the shelf products is that we don't have the infrastructure to do a town-wide WIFI system. Using a long range "internet of things" approach is more suitable to our needs, but would require retrofitting on most of the products available.
     - Cameron asks if he'd considered using Starlink to provide WIFI.
     - Honer replies that would make us reliant on subscriptions, but could be a possibility.
     - Cameron asks for ballpark estimates so far.
     - Honer says the lower end is $100-150, but accuracy is sacrificed and there would be physical data transfers involved. The upper end would be between $750-$1000 per well, which seems out of the range of possibilities. We are aiming for somewhere in the middle.
     - Hackley asks about subsidizing the cost to each well owner.
     - Groo replies that we will seek funding and at least some seems likely.
     - Stock says that most state funding available currently seems to be low interest or no interest loans.

- Groo thinks the changing water situation in the west will open up opportunities for funding.
- Honer is working on an ultrasonic sensor that measures water flow, rather than deducing it through the pump's electrical use. It's very accurate, untuned it has has a roughly 5% error rate. This is very promising, it would work well on a variety of different pipes and systems.

- Castle Creek – Hackley
  - Hackley mentions that she's working on identifying future funding sources for the streamgages on Castle Creek. One is currently installed just upstream of Red Cliffs, the other would ideally be sited upstream from the town in the historic spot above the current Castle Valley Inc (aka Daystar) irrigation diversion.
  - Cameron asks for clarification on what happened to the upstream streamgage.
  - Groo responds that the USGS (US Geological Survey) had managed the gages, but dismantled them. The Colorado River Authority had an interest in what was flowing into the Colorado River and funded the reinstallation of the lower USGS gage.
  - Cameron asks how the irrigation water is being measured.
  - Hackley responds that the USGS streamgages don't measure irrigation use, just stream flow above the diversion and below the town. She explains details about the irrigation system and how it interacts with the creek. Under the authority of UDWRi, the two irrigation companies had a Distribution System with a Water Commissioner set up 2014 to manage the diversions, but by 2025 they disbanded the distribution system and it is now functioning without state oversight. UDWRi installed automated gages at each diversion that are available to the public.
  - Hackley mentions that the lower gage shows that there is more water leaving the valley as surface water than comes into the valley through Castle Valley.
  - O'Brien says Placer Creek and the daylighting of groundwater probably have a role in this.
  - Stock gives a brief update on future low-tech process-based restoration (LT-PBR) in the valley from a conversation with Alix Pfennigwerth from the Nature Conservancy, saying that they are waiting on a watershed analysis from Utah State University to move forward with planning for LT-PBR in the valley. She imagines doing another community-wide presentation with the scientists who produce the watershed analysis and the public before moving toward planning.
  - Hackley says the Town has to make a decision on how much the Town will be involved in all of this. It is all in the beginning stages, and there will be opportunities to weigh in.
  - The WAC discusses LT-PBR techniques and goals.

- Aquifer Monitoring (UGS Program) – Stock/O'Brien
  - Stock has not heard yet about the fall sampling schedule, she will check in.
  - Stock says that the non-point source grant funding applications are due in November and discusses the idea of next year applying for a Castle Valley specific project to increase water quality and do some of the restoration work we've been discussing.
  - Hackley says they got 1"of precipitation in the upper 80 during the last storm.
  - O'Brien says that they got .5" of precipitation (not in the upper 80).
  - Atmospheric moisture is discussed by the WAC.

- Non-Potable Water for Cisterns – Groo
  - Groo says that we are waiting for a suitable well to materialize and are in a holding pattern on this issue.

- Grand County Watershed Protection Overlay District – O'Brien

- In January O'Brien will be moving forward with this on the County Planning Commission and with the County to increase protections for watersheds in the land use code. There will also be a focus on data centers as our current 180 day moratorium is almost over.

- UDRWi Appropriations Policy for CV – Erley
  - Stock talks about downstream water rights held at the Red Cliffs Ranch and resort. These are late 1800s groundwater rights.
  - WAC discusses hydrology and water rights and if increasing downstream uses would affect us or vice versa.

- Explore options for protection of surplus water- Bellagamba
  - Bellagamba says that Emily Lewis, Culp & Kelly, will provide the powerpoint from her presentation, but wants to add some information relevant to our questions.
  - Groo states that the Town Council gave the go ahead to pursue a working relationship with Lewis.
  - Bellagamba says that Lewis requests a scope of work for our letter of engagement to have her represent the Town on these issues.
  - Erley is interested in getting "credit" for our unused water that leaves the valley and goes to Lake Powell.
  - Bellagamba doesn't think we will get credit in that sense for the demand management program. Rather she wonders if we can we use our extra water downstream in a beneficial way.
  - Groo says that we use Clyde and Snow for administration matters. Groo suggests that we use Lewis for strategies for future protection of our water rights.
  - Erley emphasizes the need to protect our flushing flow, which is essential to our aquifer health, and could be useful to others.
  - Groo wants to know what the tools are and will be available to us as the landscape continues to change over the 5, 10, 20 year time frame.
  - Bellagamba will write up a draft scope of work for Lewis and Culp and Kelly, and send it to the WAC.
  - Groo states that there was concern from the Council about having two attorneys, but that they will be working on different aspects, so he will attend the next meeting to talk through the issues with the Council.

ADJOURNMENT

Hackley motions to end the meeting. O'Brien seconds. All vote in favor. The meeting adjourned at 10:23 AM.

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"

Contact information: Sarah Stock, wateragent@castlevalleyutah.com

November 9th, 2026

Chair's Signature

Date

Town of Castle Valley

Road Department

Monthly Report October 2026

Dorje Honer

Oct. 20, 2026

ROAD MAINTENANCE

- General Road Maintenance
  - Side roads
    - We will be doing various cleanup/ditch work through the fall.
      - Some work was done on Upper 80, Taylor, and Keogh to repair damage from flows and restore ditches in critical areas.
  - 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.
    - We are also researching equipment options for more efficient/effective repairs.

MATERIALS

- Nothing to report at this time.

REQUISITIONS

- Various parts for Cat Grader.
  - We have ordered most of the parts for the grader, bringing the total to roughly 10,000$ for all parts.
  - Large stock pond to be used as a cleaning basin for tandems and parts.

ACQUISITIONS

- 110 Gallons of Cat Transmission oil for Cat grader project.

EQUIPMENT

- Cat Grader
  - We are in process for the service (up to 7000 hour) and tandem repair.
  - Brake and wheel assemblies were also taken apart as they were contaminated with metal shavings from the tandems.
  - Cleaning and re-assembly to begin shortly.
- Loader
  - Drive shaft failure & Brake leaks repair still in progress.
- John Deere Grader
  - Water pump leak found at shaft, limited use recommended until repaired.
    - Considerations regarding sale of this machine before critical failure reduces value.
- Pressure washer repaired, Backhoe and John Deere Grader cleaned.

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. ·

IT Project List as of 10/19/2026

New server
- Status: in progress—hardware in hand (except firewall)
- Purpose: replace 2008 server with NAS for increased security and reliability. Move to office for better security.
- Note: Mike Baird will recommend replacement firewall because the one we have is too old to be any good. Cost probably under $150; can be added later. Firewall should stay in utility closet when server is moved.

Clerk computer transfer Carbonite backup
- Purpose: Transfer Carbonite license and configuration to new Clerk computer.

PLUC computer upgrade
- Status: future
- Purpose: upgrade storage in PLUC computer.

.gov transition
- Status: Mostly complete. Some back-end work to do on email; website is switched to .gov; .com still works for backwards compatibility.

State of Utah: ADA for website

State of Utah: privacy for documents and website

State of Utah: cyber security

Completed projects

Clerk computer upgrade
- Status: COMPLETED
- Purpose: to upgrade ~2012 Windows 10 Town Clerk computer.
- Note: does not involve buying a new computer, just SSDs and memory. Swapped with Public computer.

Server on battery backup
- Status: COMPLETED
- Purpose: to prevent server from crashing during lengthy power outages

Library Wi-Fi on battery backup
- Status: COMPLETED 7/28/2026
- Purpose: to provide Internet access, including Wi-Fi calling, to residents during lengthy power outages.
- Note: ToCV office network is also on battery backup for use during emergencies.

Roads/Water computer on battery backup
- Status: COMPLETED Aug 2026
- Purpose: to provide Internet access and access to Town database (hosted on server) during emergencies.
- Note: does not involve any expense aside from time. This will be accomplished soon, as we already have the battery.
- Note: this workstation is using 2 different UPSs.
  - 7/31/26 √ identify ethernet wiring on water/roads computer

Organize wiring of office computers
- Status: COMPLETED August 2026
- Purpose: identify all devices and wires; make sure everything that needs to be is plugged into a UPS with a fresh battery.
  - 7/31/26 √ identify ethernet wiring on water/roads computer

Town of Castle Valley
Profit & Loss Budget vs. Actual
July 2026 through June 2027

	Jul '26 - Jun 27	Budget	% of Budget
Ordinary Income/Expense			
Income			
4500 · Interest Income			
4501 · Interest Income	4,924.82	20,000.00	24.6%
Total 4500 · Interest Income	4,924.82	20,000.00	24.6%
4100 · Tax Revenue			
4110 · Property			
4111 · Current	0.00	205,850.00	0.0%
4112 · Deliquent	236.80	4,000.00	5.9%
Total 4110 · Property	236.80	209,850.00	0.1%
4150 · Sales Tax	21,469.48	76,000.00	28.2%
4175 · Misc Tax			
4176 · Motor Carrier	339.66	700.00	48.5%
4177 · Fee in Lieu	873.58	3,600.00	24.3%
4199 · Other Misc Tax	0.00	1,200.00	0.0%
Total 4175 · Misc Tax	1,213.24	5,500.00	22.1%
Total 4100 · Tax Revenue	22,919.52	291,350.00	7.9%
4200 · Intergovernmental Revenue			
4211 · Add TmL Road Tax	2,071.84	7,000.00	29.6%
4210 · Class "C" Roads	11,269.56	76,000.00	14.8%
4230 · Gov. Grants (Operations)	276,123.02	276,123.02	100.0%
4299 · Other Gov't Revenue	0.00	0.00	0.0%
4600 · Capital Project Income			
4660 · Goverment Grants (Capital Prjt)	0.00		
4600 · Capital Project Income - Other	0.00	0.00	0.0%
Total 4600 · Capital Project Income	0.00	0.00	0.0%
Total 4200 · Intergovernmental Revenue	289,464.42	359,123.02	80.6%
4300 · Permits & Fees			
4310 · Water Agreements	0.00	400.00	0.0%
4320 · Building Permits	400.00	1,000.00	40.0%
4330 · Business License/CUP	60.00	355.00	16.9%
4399 · Other Permits & Fees	7.00	800.00	0.9%
Total 4300 · Permits & Fees	467.00	2,555.00	18.3%
4400 · Donation / Private Grants			
4499 · Other Donation / Private Grants	250.00		
Total 4400 · Donation / Private Grants	250.00		
Total Income	318,025.76	673,028.02	47.3%
Gross Profit	318,025.76	673,028.02	47.3%
Expense			
5100 · Administration			
5110 · Payroll & Taxes			
5111 · Clerk	8,233.44	33,475.00	24.6%
5115 · Mayor	3,229.50	14,194.00	22.8%
5119 · Information Tech	748.15	2,500.00	29.9%
Total 5110 · Payroll & Taxes	12,211.09	50,169.00	24.3%
5120 · Office Expenses	2,319.80	5,770.00	40.2%
5125 · Public Notices / Website	1,235.00	3,000.00	41.2%
5130 · Elections	0.00	0.00	0.0%

Town of Castle Valley
Profit & Loss Budget vs. Actual
July 2026 through June 2027

	Jul '26 - Jun 27	Budget	% of Budget
5135 · Programs / Events			
5137 · Clean-up	0.00	5,000.00	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	0.00	3,000.00	0.0%
5151 · Legal Fees	0.00	11,000.00	0.0%
5153 · Audit	0.00	6,500.00	0.0%
Total 5150 · Professional Fees	0.00	21,850.00	0.0%
5160 · Dues / Memberships / Training	0.00	500.00	0.0%
5165 · Travel	0.00	2,000.00	0.0%
5170 · Telephone	688.25	2,600.00	26.5%
5175 · Insurance / Bonds	6,699.19	9,000.00	74.4%
Total 5100 · Administration	23,153.33	99,889.00	23.2%
5200 · Community Building/Public Works			
5280 · Road Shed Loan	7,649.99	7,526.00	101.6%
5210 · Payroll & Taxes	1,151.33	6,000.00	19.2%
5220 · Lease / MBA	0.00	7,200.00	0.0%
5230 · Utilities	287.05	2,000.00	14.4%
5240 · Maintenance Expenses	62.74	3,000.00	2.1%
Total 5200 · Community Building/Public Works	9,151.11	25,726.00	35.6%
5300 · Planning / Land Use			
5310 · Payroll & Taxes			
5311 · Permits Agent	860.51	7,210.00	11.9%
5312 · Clerk	598.87	7,080.00	8.5%
Total 5310 · Payroll & Taxes	1,459.38	14,290.00	10.2%
5320 · Professional Services	0.00	2,000.00	0.0%
Total 5300 · Planning / Land Use	1,459.38	16,290.00	9.0%
5400 · Water			
5410 · Payroll & Taxes	2,094.10	16,000.00	13.1%
5420 · Professional Services	474.70	8,000.00	5.9%
5499 · Other Water	0.00	6,500.00	0.0%
Total 5400 · Water	2,568.80	30,500.00	8.4%
5500 · Roads			
5510 · Payroll & Taxes			
5514 · Training	0.00	2,500.00	0.0%
5511 · Road Supervisor	3,018.71	40,000.00	7.5%
5512 · Road Staff	1,970.68	25,000.00	7.9%
Total 5510 · Payroll & Taxes	4,989.39	67,500.00	7.4%
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	15,000.00	0.0%
5534 · Leased Equipment	0.00	0.00	0.0%
5531 · Fuel Oil / Supplies	2,387.27	17,000.00	14.0%
5532 · Maintenance / Repair	12,032.60	31,000.00	38.8%
Total 5530 · Road Equipment	14,419.87	63,000.00	22.9%

Town of Castle Valley
Profit & Loss Budget vs. Actual
July 2026 through June 2027

	Jul '26 - Jun 27	Budget	% of Budget
5540 · Road Maintenance / Repair			
5543 · Special Road Projects			
5547 · CV Culvert	1,768.75	0.00	100.0%
5549 · Other	0.00	20,000.00	0.0%
Total 5543 · Special Road Projects	1,768.75	20,000.00	8.8%
5541 · Road Work Contractors	0.00	1,000.00	0.0%
Total 5540 · Road Maintenance / Repair	1,768.75	21,000.00	8.4%
Total 5500 · Roads	21,178.01	153,500.00	13.8%
6000 · Capital Projects Expenses			
6100 · Road Improvements			
6199 · Other Road Improvments	0.00	0.00	0.0%
Total 6100 · Road Improvements	0.00	0.00	0.0%
6300 · Other Capital Projects	0.00	0.00	0.0%
Total 6000 · Capital Projects Expenses	0.00	0.00	0.0%
6560 · Payroll Expenses	0.00		
Total Expense	57,510.63	325,905.00	17.6%
Net Ordinary Income	260,515.13	347,123.02	75.0%
Other Income/Expense			
Other Income			
Transfer from Capital Projects	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Other Expense			
Transfer to Capital Projects	0.00	71,000.00	0.0%
Total Other Expense	0.00	71,000.00	0.0%
Net Other Income	0.00	-71,000.00	0.0%
Net Income	**260,515.13**	**276,123.02**	**94.3%**

Item 6

10/20/26

To: CV Town Council

From: John Groo (outgoing Water Rights Agent)

Council,

I've been talking about proposed amendments to the Water Use Agreement and Permit and Water Use Oridinance for a few months now. Work with the attorney has been proceeding slowly. I am meeting with him later today to hopefully finalize the amendments and the procedure necessary to adopt them. Just in case I can't get those to you before the meeting, here's a brief summary of proposed changes.

WATER USE AGREEMENT and PERMIT

Fundamental changes

1) There will be two WUAPs – one for lots wanting to drill a well, and one for lots where there is an existing well.

Obtaining a WUAP for well drilling would become a two-stage process - initial approval that allows drilling of the well, and final approval once all requirements have been met. Requirements for lots wanting to drill a well are:

Administrative Fee (current)
Proof of Lot Ownership (current)
Water Use Accounting Form (current)
Well Location Inspected and Approved (new)
Well Driller's Report (current, but with shift of responsibility to the lot owner)
TCV Approved Meter (new)

Requirements for lots with existing wells are:

Administrative Fee (current)
Proof of Lot Ownership (current)
Water Use Accounting Form (current)
TCV Approved Meter (new)

2) A new WUAP will be required whenever the lot ownership changes, i.e. a new owner will have to complete a new WUAP and meet all of the current WUAP requirements.

Amendments to content

1) Statement that the WUAP is limited to the lot and the current owner (see #2 above)

2) Fee raised to whatever is needed to cover the cost of administration and metering

3) Eliminate the requirement for the lot owner to submit a lot plan showing the well location, and instead require an inspection of the well location by an authorized agent of the Town to ensure that the location complies with required setbacks.
Question: Should the road setback be from "the road easement line" or "edge of the existing road"?

4) Require the lot owner to deliver the Well Driller's Report upon completion of the well (the current WUAP says this, but it's usually been the Town that has to chase down the driller and get the report. The two stage process will clearly shift this responsibility to the lot owner.)

5) Require installation of an approved metering device by an authorized person.

6) A firmer statement that the WUAP will automatically be void if a well is not drilled within two years from the issue date.

7) Require the lot owner to submit an updated Water Use Accounting Form "when requested by the Town" rather than every six years.

8) Language that clarifies the Town's right of entry, mostly to allow for installation and repair of metering devices.

9) Signature sections that show the two stage process (described under "Fundamental Changes" above)

WATER USE ORDINANCE

Proposed amendments to the WUO are mostly to match and support the amendments to the WUAP. What is important to understand is the process that would likely be required to implement the amendments to the WUAP. It is quite similar to what was required when a WUO and updated WUAP were adopted in 2017.

First the amended WUO would need to go through its own process and be passed by the Council.

Because the amendments to the WUAP are substantial (and in the case of what happens when a lot is sold, say exactly the opposite of the current WUAP), the Council would have to pass a resolution to void all current WUAPs and require lot owners currently using Town water to sign the new one. In this case I recommend offering a stripped-down version of the WUAP for lots with existing wells that eliminates the requirement for a fee, meter, proof of ownership, etc.

And finally, the Town would record a document for each lot currently using Town water rights stating that any WUAP issued prior to the date of the adoption of the amended WUO has been superseded and is void.

Item 7

Town of Castle Valley

HC 64 Box 2705
Castle Valley, UT 84532
October 21, 2026

To Whom It May Concern:

The Town of Castle Valley is pleased to support Castle Valley Farms and Academy, under the leadership of President Vaughan Sparrow, in their application for the Utah Food Security Grant and related fundraising efforts. Since 1970, this 320-acre Seventh-day Adventist school and farm has been a neighbor and contributor to our small rural community. Through regenerative production of fresh produce, seed potatoes, hay, and other products, plus a self-serve farm stand right here in Castle Valley and sales reaching Moab markets such as Moonflower Co-op, they expand local food availability. This directly advances goals in our 2026 General Plan to encourage low-impact agriculture, enable local food production, and maintain our scenic rural/agricultural character while protecting shared resources. Their new community lunch program further strengthens local food access. Offered weekdays with nutritious plant-based meals (eat-in, take-out, or delivery), it serves residents of all ages—including our aging population—with convenient, wholesome options and volunteer opportunities. In a remote valley where the nearest full grocery options are nearly 20 miles away, these services improve food security, reduce travel burdens, and build community ties. These efforts align closely with the Utah Food Security Grant's aims to increase production, processing, storage, distribution, and rural market access for Utah-grown food. We encourage favorable consideration of their application and any supporting fundraising. Castle Valley Farms and Academy are valuable partners in sustaining the health and resilience of our community.

Sincerely,

Jazmine Duncan, Mayor, Town of Castle Valley

Item 8

September 23, 2026

Re: Letter of Support for the Grand County Senior Homelessness Prevention Grant

Dear Office of Homeless Services Grant Committee:

The Town of Castle Valley offers strong support for the Southeast Utah Health Department's Senior Homelessness Prevention Grant application.

The program's reach across Grand County, rather than merely the Moab Valley, is incredibly valuable to Castle Valley. Our rural community and aging population will greatly benefit from the proposed anti-homelessness, case management, and home health and safety services.

The Southeast Utah Health Department (SEUHD) has demonstrated its dedicated service to the health and well-being of individuals in Castle Valley and the entire service district. They are an optimal organization to administer senior-specific homelessness prevention services in our community. Each year, SEUHD assists low-income and senior residents in our community with environmental health concerns. This support, in conjunction with the Moab Valley Multicultural Center's case management services, will greatly benefit seniors at risk of homelessness in our community, helping them remain stably and safely housed within Castle Valley.

The Town of Castle Valley fully endorses SEUHD's application and looks forward to connecting our senior residents with crucial financial, social, and environmental health services to prevent homelessness.

Sincerely,

Mayor, Town of Castle Valley
on behalf of
The Castle Valley Town Council

Item 9

Town of Castle Valley, Utah

Planning and Land Use Commission Clerk

Job Description

Title: Planning and Land Use Commission (PLUC) Clerk
Fair Labor Standards Act Status: Non-exempt
Hours: Part time, 10–15 hours per month or as budget allows
Compensation: Depending on experience
Supervision: Works under the supervision of the Mayor

Primary Duties

- Facilitate all PLUC in-person and Zoom meetings and keep a written and audio record of proceedings.
- Assist the PLUC Chair in developing agendas for all meetings by sending a draft agenda to the Chair no later than one week prior to each meeting.
- Post agendas, public hearing notices, and any other legally required postings and publications according to Utah Municipal Code.
- Provide copies of all documents needed for meetings to all PLUC members.
- Send a draft of the previous meeting minutes to all PLUC members no later than seven working days after each meeting.
- Provide a copy of the draft minutes to the Town Clerk before each Town Council meeting for the PLUC Report.
- Provide a copy of the draft minutes of the previous meeting to all PLUC members at the time of the meeting.
- Prepare a final approved copy of the previous meeting minutes and attest to the signature of the PLUC Chair.
- Post approved minutes on the Town website and archive meeting documents.
- Deliver copies of all PLUC recommendations, with all supporting documents, applications, and contracts, to the Town Clerk.
- Perform follow-up duties as needed after PLUC meetings.
- Assist PLUC members with research projects and General Plan updates.
- Provide documents that need to be recorded by the County Recorder to the Town Clerk and/or the Permit Agent.
- Maintain annual state Records Officer certification.

Minimum Qualifications

1. **Education and experience**
   A. Graduation from high school or equivalent and one (1) year of responsible experience performing the above or related duties, OR
   B. An equivalent combination of education and experience.
2. **Knowledge, skills, and abilities**
   Must have computer skills including Microsoft Office (Word, Excel), email, Mailchimp, Zoom, and any new evolving technology such as AI tools for meeting minutes, document preparation, and other tasks.
3. **Special qualifications**
   Must have good organizational, interpersonal, and communication skills, both written and verbal.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements, knowledge, skills, or abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Town of Castle Valley, Utah

Permit Agent

Job Description

Title: Permit Agent
Fair Labor Standards Act Status: Non-exempt
Hours: Part time, 10–15 hours per month or as budget allows
Compensation: Depending on experience
Residence: Required to reside in Castle Valley
Supervision: Works under the supervision of the Mayor

Primary Duties

- Have phone, voicemail, computer, and internet for calls and emails with Castle Valley current and prospective permit applicants.
- Be available on a regular basis to advise and meet with applicants.
- Return calls within 24 hours Monday through Friday.
- Be willing to accommodate out-of-town applicants on weekends.
- When out of town for more than a weekend, direct all inquiries to the Town Clerk.
- Familiarity with Ordinances 85-3, 95-6, and other applicable ordinances.

Building Permits

- Process routine building permits, including building, septic, electrical, and solar.
- Make site visits to measure setbacks and establish grade.
- Other site inspections when required.
- Certificate of Occupancy inspections and follow-up if needed.
- Pass applications that are outside routine parameters to Planning and Land Use Commission (PLUC).
- Work with the Roads Manager on land disturbance applications as needed.

Temporary Dwelling Permits

- Process routine Temporary Dwelling Permits and renewals.
- Process routine Decommissioning Contracts and arrange for recording at the County Recorder's office.
- Prepare nonroutine Decommissioning Contracts for PLUC review.
- Perform Decommissioning Fulfillment inspections, prepare affidavits, and arrange for recording at the County Recorder's office.

Internal Accessory Dwelling Units (IADU)

- Process routine IADU permits and renewals.

Conditional Use Permits (Business Licenses)

- Determine if applications are routine or nonroutine.
- Process routine Conditional Use Permits.
- Prepare nonroutine Conditional Use Permit applications for PLUC review.
- Prepare mailings to neighbors as required by ordinance.
- Process annual renewals and present to PLUC.

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Records and Other

- Answer questions and send written replies when needed.
- Log calls, meetings, and activity. Update paper and digital files and the Town database. Interact with the County iWorq database. Keep a record of payments.
- Attend PLUC meetings and present the monthly Permit Report.
- Arrange annual fire-extinguisher inspections for the Town building, Road Shed, Firehouse, and Castle Valley Inn.
- Perform the annual Castle Valley Inn inspection and present it to the Town Council.
- Administer the permit process, including later changes to it, and assist with enforcement.
- Update application forms as needed and present them to PLUC for approval.
- Stay abreast of State of Utah legislative changes that affect Permit Agent responsibilities.
- Maintain annual state Records Officer certification.

Minimum Qualifications

1. **Education and experience**
   A. Graduation from high school or equivalent and one (1) year of responsible experience performing the above or related duties, OR
   B. An equivalent combination of education and experience.
2. **Knowledge, skills, and abilities**
   Must have computer skills including Microsoft Office (Word, Excel), email, Mailchimp, Zoom, and any new evolving technology such as AI tools for document preparation and other tasks.
3. **Special qualifications**
   Must have good organizational, interpersonal, and communication skills, both written and verbal.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements, knowledge, skills, or abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Town of Castle Valley, Utah

IT Manager

Job Description

Title: IT (Information Technology) Manager
Fair Labor Standards Act Status: Non-exempt
Hours: Part time; hours as budget allows
Compensation: Depending on experience
Residence: Preference given to those residing in Castle Valley
Supervision: Works under the supervision of the Mayor

Primary Duties

- Maintain hardware and software owned by the Town.
- Administer Town email and website.
- Administer Town domains and other online resources.
- Administer compliance with State and Federal requirements concerning digital assets.

Records and Other

- Log calls, meetings, and activity. Update paper and digital files.
- Maintain inventory of hardware, software, and internet accounts and resources.
- Maintain secured records of passwords and sensitive credentials.
- Stay abreast of State legislative changes that affect IT responsibilities.
- Other duties as directed by the Mayor.

Minimum Qualifications

1. **Technical proficiency**
   Suitable degree of technical proficiency required.
2. **Knowledge, skills, and abilities**
   Must have computer skills including Microsoft Office (Word, Excel), email, Mailchimp, Zoom, and any new evolving technology such as AI tools for document preparation and other tasks.
3. **Special qualifications**
   Must have good organizational, interpersonal, and communication skills, both written and verbal.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements, knowledge, skills, or abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Town of Castle Valley, Utah

Town Clerk

Job Description

Title: Town Clerk
Fair Labor Standards Act Status: Non-Exempt
Hours: Part-time position, 15-24 hours per week
Compensation: Salary position, rate depending on experience
Residence: Required to reside in Castle Valley
Supervision: Works under the general supervision of the Mayor

Primary Duties

All statutory duties required by the State of Utah, but not limited to those duties.

I. Audit and Oversight Responsibilities

- Function as Town's ex officio auditor, and provide required information to the audit firm that performs the Town's annual audit and prepares the Town's annual financial report.
- File the Town's audit or annual financial report with the proper Utah state agency.
- Within 180 days of the end of each fiscal year, present the annual financial report to the Town Council for approval.

II. Financial and Recordkeeping Responsibilities

- Assist the Mayor and the Treasurer in preparation of the draft annual budget and in filing of the final budget with the appropriate state agency.
- Attest, record, and publish newly passed Town ordinances, as required by state code.
- Certify the annual property tax levy ordinance or resolution and file it with the county auditor, as required by state code.
- Maintain Town records, books, accounts, and documents, ensuring they are kept in an organized and easily accessible manner. Ensure that approved copies of Town documents are available to the public during regular business hours and maintained on the Town website, as applicable in compliance with Town Council requirements, Utah Government Records Access and Management Act (GRAMA) and Utah Municipal Code.
- Maintain and reconcile the (i) general books for each fund, (ii) all subsidiary records, and (iii) a list of bonds.
- Using QuickBooks (or other accounting software) prepare all checks to pay claims and demands against the Town, and place proper certification on appropriate voucher or check copy. Countersign all contracts made on behalf of the Town and maintain an indexed record of all such contracts. Prepare a monthly list of payments to be authorized by the Town Council.
- Post and/or publish and file legal notices, agendas, and all items required to be published or posted as required by Utah law.
- Ensure proper mailing of all notices required to be given to affected property owners and residents, and maintain proof of mailing.
- File quarterly Transparency Reports, and biannual Deposit and Investment reports.
- Maintain annual Records and GRAMA Officer certifications.
- Prepare payroll, Quarterlies, W2s, 1099s, and Workers' Compensation Audits.
- Work with the Mayor to manage SAM account and all bids, contracts, and grants; and collect appropriate reimbursements and other payments due to the Town.

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III. Town Council Responsibilities

- Work with the Mayor to prepare the agenda for all meetings, and provide notice as required by the Utah Open and Public Meetings Act (OPMA) and general provisions of Utah law requiring use of the Utah Public Notice website.
- Facilitate in-person and Zoom Town Council meetings including: preparing documents, making audio and video recordings, and keeping accurate written records of the proceedings.

IV. Election Responsibilities

- Perform municipal election duties as specified by Utah Election Code.

V. Municipal Building Authority

- Provide clerical and administrative support for Municipal Building Authority issues.

VI. Office Management

- Conduct regular open public office hours as directed by the Town Council.
- Appropriately manage incoming and outgoing communications such as mail, email, phone, and personal communication. During regular office hours direct all inquiries to the appropriate Town officials or staff.
- Manage Town database and filing system.
- Post items to the Town website as directed by the Mayor and/or Town Council.
- Assist the Mayor in administrative issues and other duties as assigned, and/or required by Utah statutes.
- Assist the Water Agent in administrative issues related to Water User Agreements.
- Purchase office and building maintenance supplies and equipment.
- Maintain basic security of office, files, and records.
- Manage community lot and building rentals and event registrations.

Minimum Qualifications

1. **Education and experience**
   A. Graduation from high school or equivalent and one (1) year of responsible experience performing the above or related duties, OR
   B. An equivalent combination of education and experience.
2. **Knowledge, skills, and abilities**
   Must have computer skills including Microsoft Office (Word, Excel), email, Mailchimp, and Zoom, as well as any new evolving technology such as AI tools for meeting minutes, document preparation, and other tasks.
3. **Special qualifications**
   Must be willing and able to become a Licensed Notary in the State of Utah within 60 days of hire. Must have good organizational, interpersonal and communication skills, both written and verbal.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements, knowledge, skills, or abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Town of Castle Valley, Utah

Town Clerk with PLUC Clerk Duties

Job Description

Title: Town Clerk with Planning and Land Use (PLUC) Clerk duties
Fair Labor Standards Act Status: Non-Exempt
Hours: Part-time position, 15-24 hours per week
Compensation: Salary position, rate depending on experience
Residence: Required to reside in Castle Valley
Supervision: Works under the general supervision of the Mayor

Primary Duties

All statutory duties required by the State of Utah, but not limited to those duties.

I. Audit and Oversight Responsibilities

- Function as Town's ex officio auditor, and provide required information to the audit firm that performs the Town's annual audit and prepares the Town's annual financial report.
- File the Town's audit or annual financial report with the proper Utah state agency.
- Within 180 days of the end of each fiscal year, present the annual financial report to the Town Council for approval.

II. Financial and Recordkeeping Responsibilities

- Assist the Mayor and the Treasurer in preparation of the draft annual budget and in filing of the final budget with the appropriate state agency.
- Attest, record, and publish newly passed Town ordinances, as required by state code.
- Certify the annual property tax levy ordinance or resolution and file it with the county auditor, as required by state code.
- Maintain Town records, books, accounts, and documents, ensuring they are kept in an organized and easily accessible manner. Ensure that approved copies of Town documents are available to the public during regular business hours and maintained on the Town website, as applicable in compliance with Town Council requirements, Utah Government Records Access and Management Act (GRAMA) and Utah Municipal Code.
- Maintain and reconcile the (i) general books for each fund, (ii) all subsidiary records, and (iii) a list of bonds.
- Using QuickBooks (or other accounting software) prepare all checks to pay claims and demands against the Town, and place proper certification on appropriate voucher or check copy. Countersign all contracts made on behalf of the Town and maintain an indexed record of all such contracts. Prepare a monthly list of payments to be authorized by the Town Council.
- Post and/or publish and file legal notices, agendas, and all items required to be published or posted as required by Utah law.
- Ensure proper mailing of all notices required to be given to affected property owners and residents, and maintain proof of mailing.
- File quarterly Transparency Reports, and biannual Deposit and Investment reports.
- Maintain annual Records and GRAMA Officer certifications.
- Prepare payroll, Quarterlies, W2s, 1099s, and Workers' Compensation Audits.
- Work with the Mayor to manage SAM account and all bids, contracts, and grants; and collect appropriate reimbursements and other payments due to the Town.

III. Town Council Responsibilities

IV. Election Responsibilities

- Perform municipal election duties as specified by Utah Election Code.

V. Municipal Building Authority

- Provide clerical and administrative support for Municipal Building Authority issues.

VI. Office Management

- Conduct regular open public office hours as directed by the Town Council.
- Appropriately manage incoming and outgoing communications such as mail, email, phone, and personal communication. During regular office hours direct all inquiries to the appropriate Town officials or staff.
- Manage Town database and filing system.
- Post items to the Town website as directed by the Mayor and/or Town Council.
- Assist the Mayor in administrative issues and other duties as assigned, and/or required by Utah statutes.
- Assist the Water Agent in administrative issues related to Water User Agreements.
- Purchase office and building maintenance supplies and equipment.
- Maintain basic security of office, files, and records.
- Manage community lot and building rentals and event registrations.

VII. PLUC Clerk Duties: PLUC Meetings

- Facilitate all PLUC in-person and Zoom meetings and keep a written and audio record of proceedings.
- Assist the PLUC Chair in developing agendas for all meetings by sending a draft agenda to the Chair no later than one week prior to each meeting.
- Post agendas, public hearing notices, and any other legally required postings and publications according to Utah Municipal Code.
- Provide copies of all documents needed for meetings to all PLUC members.
- Send a draft of the previous meeting minutes to all PLUC members no later than seven working days after each meeting.
- Provide a copy of the draft minutes to the Town Clerk before each Town Council meeting for the PLUC Report.
- Provide a copy of the draft minutes of the previous meeting to all PLUC members at the time of the meeting.
- Prepare a final approved copy of the previous meeting minutes and attest to the signature of the PLUC Chair.
- Post approved minutes on the Town website and archive meeting documents.
- Deliver copies of all PLUC recommendations, with all supporting documents, applications, and contracts, to the Town Clerk.
- Perform follow-up duties as needed after PLUC meetings.
- Assist PLUC members with research projects and General Plan updates.
- Provide documents that need to be recorded by the County Recorder to the Town Clerk and/or the Permit Agent.
- Maintain annual state Records Officer certification.

DRAFT

Minimum Qualifications

1. **Education and experience**
   A. Graduation from high school or equivalent and one (1) year of responsible experience performing the above or related duties, OR
   B. An equivalent combination of education and experience.

2. **Knowledge, skills, and abilities**
   Must have computer skills including Microsoft Office (Word, Excel), email, Mailchimp, and Zoom, as well as any new evolving technology such as AI tools for meeting minutes, document preparation, and other tasks.

3. **Special qualifications**
   Must be willing and able to become a Licensed Notary in the State of Utah within 60 days of hire. Must have good organizational, interpersonal and communication skills, both written and verbal.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements, knowledge, skills, or abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT

Item 11

Request of clarification and interpretation from the Town Council of Ordinance 85-3 Definition of a Kennel

Per Mayor Duncan to the Town Council "do you have a suggestion for what would make it more clear to someone with less understanding of the intent?"

Current Definition

KENNEL: Any land or building wherein any person engages in the commercial or non-profit business of boarding, breeding, buying, letting for hire, training for a fee, selling or keeping three (3) or more dogs or cats of the age of four (4) months old or older. In this land use ordinance, --- Kennels are not permitted.

The 2011 PLUC minutes do not clarify whether personal pets are counted in the kennel total, but do confirm that it's only meant to apply in a business situation. Mary Beth thinks that they meant to exclude personal pets in that number.

So here is suggested rewording:

KENNEL: Any land or building wherein any person engages in the commercial or non-profit business of boarding, breeding, buying, letting for hire, training for a fee, selling or keeping three (3) or more dogs or cats of the age of four (4) months old or older. Dogs or cats kept solely as personal pets of the property owner or resident are not counted toward the three (3) or more threshold. In this land use ordinance, Kennels are not permitted.

1. This allows dogsitting businesses to have up to two concurrent client dogs (and/or cats).

2. Personal pets are not counted. No ordinance limits the total number of personal pets that may be kept. The Animal Control and Nuisance ordinances address behavioral issues.

—Colleen

BPA

Register: 1300 · General Accounts Unrestricted:Zions Operating

From 09/21/2026 through 10/20/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/30/2026			5100 · Administration:...	Service Charge	6.00	X		14,184.99
09/30/2026	eft	Zions Bank Liabilities	-split-	87-0483404	1,989.18			12,195.81
09/30/2026	eft	Utah State Tax Com...	2100 · Payroll Liabiliti...	11848826-003-...	632.00			11,563.81
09/30/2026	10445	Jocelyn F. Buck	-split-		2,092.28			9,471.53
09/30/2026	10446	Charles S Ramser	-split-		116.82			9,354.71
09/30/2026	10447	Colleen R Thompson	-split-		664.03			8,690.68
09/30/2026	10448	Dorje Honer	-split-		1,124.24			7,566.44
09/30/2026	10449	Egmont Honer	-split-		2,484.69			5,081.75
09/30/2026	10450	Jasmine A Duncan	-split-		916.50			4,165.25
09/30/2026	10451	Sarah E Stock	-split-		443.28			3,721.97
09/30/2026	10452	Tory Davis	-split-		276.12			3,445.85
10/01/2026	10453	Zions Bank	2000 · Accounts Payable	Mailchimp	673.79			2,772.06
10/01/2026	10454	Clyde Snow & Sessi...	2000 · Accounts Payable	H2O Legal	137.50			2,634.56
10/01/2026	10455	Emery Telcom	2000 · Accounts Payable		171.24			2,463.32
10/01/2026	10456	John W. Groo	2000 · Accounts Payable		682.50			1,780.82
10/01/2026	10457	Napa Auto Parts	2000 · Accounts Payable		642.65			1,138.17
10/01/2026	10458	Parkland USA Corp./...	2000 · Accounts Payable	Diesel	1,470.51			-332.34
10/01/2026	10459	Rocky Mountain Po...	2000 · Accounts Payable		37.85			-370.19
10/01/2026	10460	Solid Waste Special ...	2000 · Accounts Payable		33.00			-403.19
10/01/2026	10461	Walker's True Hardw...	2000 · Accounts Payable		18.98			-422.17
10/01/2026	10462	Wheeler Cat	2000 · Accounts Payable		3,562.96			-3,985.13
10/01/2026			1300 · General Accoun...	Funds Transfer			10,000.00	6,014.87

Payroll

Road Parts computer parts