



**MINUTES**  
**CASTLE VALLEY ROADS COMMITTEE MEETING**  
**TUESDAY, DECEMBER 17, 2019 at 4:30 P.M.**  
**CASTLE VALLEY COMMUNITY CENTER**  
**2 CASTLE VALLEY DRIVE**

Members Present: Merrill Brady, Jazmine Duncan and Dave Erley.

Members Absent: None.

Recorder: Jocelyn Buck.

Public Present: None

Roads Department: Mingo Gritts

Brady called Meeting to Order at 4:30PM

**Call to Order**

1. Open Public Comment: None
2. Approval of Minutes of Roads Meeting November 19th 2019.

Erley motioned to approve the Minutes from November 19<sup>th</sup> 2019, Duncan seconded, motion passed unanimously.

3. Executive Report:

Monthly Road Report-Mingo Gritts

Gritts reported the Road crew is working on West Bailey Lane clearing out ditches and filling in holes. They will have a lot of boulders to chip the tops off. They also replaced a culvert that was too small. The Ford truck air compressor pump has been sent back to where we purchased it from for repair. Gritts continued they have built a heavier duty bumper for the GMC.

4. Correspondence: Email from Steinman Lot 352 asking to have the road easement realigned on to BLM. They are in agreement to give a 25' easement for the Upper eighty road but at the N.E. corner the road cuts over and takes up more than that 25' easement. There is a fence in the way of re-aligning. We will need to find out who owns the fence BLM or UOL and have it moved. Steinmans also want that encroachment filed in with boulders. This will leave a 90 degree turn in the road which could make plowing and grading more difficult.

5. Policy and Procedures: Open Road Committee position.

Erley asked if another Council member should be on the Committee. Duncan added that we also need someone with road experience. Brady will try to recruit his neighbor Glen. There is no residency requirement for Road Committee members.

6. Standard Operating Procedures:

Grading and Shaping: Improved gravel vs Dirt roads.

Gritts passed out a SOP index list and a SOP formatting sheet. Discussion continued on categorizing the SOPs to make them easier for employees to access Examples: Emergency procedures, Equipment etc.

Road Conditions Inspection Report. Discussion included getting population density data for each road. This report will be generated quarterly and it will be emailed to the Road Committee..That way the Committee will be able to respond better to resident's questions. Shoulder Maintenance, Culvert Installation SOPs- Draft form still working on them

**New Business**

7. Discussion and Possible Action re: Memorandum of Understanding with the Castle Valley Fire District for the Town to use the Well on Lot 13.

Duncan recommended approval of the Memorandum of Understanding to the Council, Erley seconded and motion passed unanimously.

8. Discussion and Possible Action re: Snow plowing protocol.

Duncan wanted to discuss protocol and preparation for big storms. Josh had problem getting to work last time. She did not want road department jobs to be dependent on personal vehicles. If we know there is a big storm it could be part of an SOP that staff can use a piece of equipment to get them to work. If it is part of Town policy then the public would not get upset with staff taking Town vehicles home.

Gritts stated that Josh has remedied the problem by fixing his driveway.

Buck asked if staff should be required to take their radios home when bad weather is forecast. Then if there was an emergency staff could be contacted. She also pointed out that any Town equipment taken home in winter conditions would need to be plugged in or else it probably would not start in the cold morning defeating the entire purposed. Josh could have called the Office and someone would have gone and got him.

Duncan stated that unless we have an agreed on a policy no vehicles should be taken home.

Gritts agreed that in the future there will be better planning and coordinating.

9. Discussion and Possible Action re: Snow Plowing Town Building Parking Lot.

There was a lengthy discussion on how to plow the front parking lot without removing the road base and how we could make the railway ties at end of the parking lot more visible. The Committee was against hiring someone with a smaller tractor to do the work.

Gritts added that the plow on the dump truck may do a better.

10. Discussion and Possible Action re: Rescinding Chamisa Lane ditch easement with Lot 11.

Buck explained that at the Recorder's Office the 5' easement on Lot 12 was in previous owner, someone other than Joanna Ehlers Stoddard's name. John Cortez (County Recorder) suggested it is the Town's easement and we would do better to ask Lot 12 owners for an adjoining 5'/10' easement and have something more useful that we could equipment down as needed. The Committee agreed not to abandon an easement that we may need for drainage in the future. Brady pointed out it is against the law to drain roads on to private property. Gritts will talk to Joanna and also the owners of Lot 12.

11. Discussion and Possible Action re: Purchase Order for Signs.

Gritts explained that some of this order is to replace the arrow signs that have lost all their reflectivity as well as to add a speed limit and turn sign across from the Town Building at Lot 429. At \$615 this order is over the Mayor's limit.

Erley motioned to recommend to the Council the approval the purchase order for signs. Duncan seconded, motion passed unanimously

**Unfinished Business**

12. Discussion and Possible Action re: Amendments to Ordinance 00-1 Prohibiting the Obstruction Of Public Roadways within the Town. (tabled)

Duncan motioned to untable, Erley seconded, motion passed unanimously.

Gritts outlined changes such as changing the language to include road easements and pointed out neither the \$50 permit fee nor the bond has never been collected. Moab City uses a simple Ordinance and a lengthy Permit Application. The Easement Encroachment Permit fee is also not on the Town Fee schedule. The Committee agreed to review this draft for next month in addition there should be discussion with the Permit Agent.

Erley motioned to re-table, Duncan seconded, motion passed unanimously.

13. Discussion and Possible Action re: Perpetual and Emergency waiver/ easements (tabled)

Erley motioned to un-table, Duncan seconded, motion passed unanimously.

Erley suggested adding to the permanent agreement second whereas "to provide emergency services access". These agreements are not about the Town controlling private property they are about providing for public safety.

Erley motioned to re-table, Duncan seconded, motion passed unanimously.

14. Road's Budget –no questions

15. Emergency Planning- Evacuation Planning

Buck has spoken with Tom Noche and he is willing to help with the evacuation maps.

The Emergency Plan will be sent out again for discussion in January.

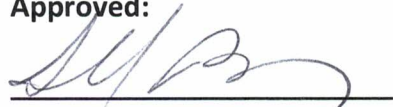
16. Closed session

### **Adjournment**

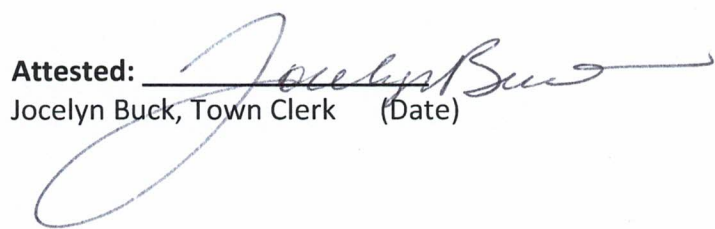
Erley motioned to adjourn; Duncan seconded, the motion passed unanimously.

Brady adjourned the meeting at 5:30 PM.

**Approved:**

  
Merrill Brady (Date)

**Attested:**

  
Jocelyn Buck, Town Clerk (Date)

**OFFICIAL COPY**  
CV Recorder 

