

MINUTES
CASTLE VALLEY ROADS COMMITTEE MEETING
TUESDAY, SEPTEMBER 15th, 2020 at 4:30 P.M.
CASTLE VALLEY COMMUNITY CENTER
2 CASTLE VALLEY DRIVE

****Due to concerns regarding the potential spread of COVID-19 this meeting was held outside at the Town Pavilion, 2 Castle Valley Dr.**

Members Present: Jazmine Duncan and Pamela Gibson.

Members Absent: Glen Wilson.

Recorder: Jocelyn Buck.

Public Present: Colleen Thompson.

Roads Department: Mingo Gritts

Call to Order

M Duncan (acting Chair) called the meeting to order at 4:30 PM

1. Open Public Comment: None
2. Approval of Minutes of Roads Meeting August 18th 2020.

Gibson motioned to approve the August 18th Minutes, Duncan seconded, motion pass unanimously.

3. Executive Report:

Monthly Road Report-Mingo Gritts gave his update to the Committee; they have added more MPH signs in the Upper Eighty. He has completed the road conditions assessment and culvert reports. There are some sink holes created where Emery has their conduit bore holes, Gritts has spoken to the Emery crew and they will go back through and fill in those holes. The mower arm parts are still on order and the Tar pot ignition has been put back together.

4. Correspondence: Three letters were received regarding the new MPH signs. There was discussion that there are too many signs up by the mailboxes. The "15MPH on unpaved roads unless otherwise posted" sign will be moved to another location away from the Castle Valley Drive 25 MPH to avoid confusion. The Committee recommended to the Council to make the Upper Eighty 15MPH the same as the rest of the unpaved roads in Town. The reflective rectangle signs have been replaced at the "S" curve by Brady's and Gritts will order more to replace the old non reflective signs at the Bailey "S" curve.
5. Administrative: Database update :Gibson reported that Gritts , Buck and herself have met with John Groo and the Roads database timesheets will be up and running for September. The timesheet system may need to be modified as needed. M Duncan will get a monthly report to approve for payroll. As data is collected and entered on road work and expenses we will be able to run various reports. Gibson is in the process of updating 2020 in the database. No potential Committee members have come forward.
6. Standard Operating Procedures: Drafts still pending. Buck will work on putting together the draft of the priority SOPs.

New Business

7. Discussion and Possible Action re: Amber Lane cul-de-sac options.

Gritts explained that this part of the Utilities infrastructure relocation project. When the Town roads were built they did not cut the cul- de-sac out so some utilities were put right in the cul-de-sac travel surface areas. In addition some residents have been aware of this and have placed their fences and trees etc. outside of the cul-de-sacs and some have not. Right now we are only concerned about two power poles that are located in Amber and Holy Oak cul-de-sacs. We want to get those two poles moved before Emery runs their fiber lines on them and then has to move them again. Gritts has been working with Rocky Mountain Power and has marked out these cul-de-sacs as well others throughout the Valley to make sure Emery installations do not encroach on any other cul-de-sacs. Gritts is only concerned with getting these two power poles moved at this time in the future he will be working with residents that have encroachments issues.

The pole inside of the cu-de-sac area (Lot #424) would be moved approximately 20' up-line to the edge of the cul-de-sac perimeter (Lot #424). Gritts has met with the new owner of Lot 424 and he is aware of the project and that he will have to move his sign at some point.

8. Discussion and Possible Action re; HolyOak cul-de-sac options.

OPTION 1

- The pole inside of the cu-de-sac area (Lot #307) would be moved approximately 33' up-line to the edge of the cul-de-sac perimeter (Lot #307).
- The underground service on the pole (Lot #307) would be re-routed to a junction box at the base of the pole relocation (Lot #307).
- Due to the new angle of the aerial line from the relocated pole (Lot #307) to the pole on the adjacent property (Lot #308); The owner of Lot #306 would need to sign a new utility easement for the new aerial line vector across their lot.
- Due to the new angle of the aerial line (Lots #307/#306); a new pole would have to be added on the other side of the cul-de-sac perimeter (Lot #306), so that the angle of the aerial service to Lot #308 would remain unchanged.
- This option requires the Town to get 1 new utility easement and the relocating of 1 existing pole and installs of 1 new pole.

OPTION 2

- The pole inside of the cu-de-sac area (Lot #307) would be moved approximately 33' up-line to the edge of the cul-de-sac perimeter (Lot #307).
- The underground service on the pole (Lot #307) would be re-routed to a junction box at the base of the pole relocation (Lot #307).
- Due to the new angle of the aerial line from the relocated pole (Lot #307) to the pole on the adjacent property (Lot #308); Both the owner of Lot #306 and the owner of Lot #308 would need to sign a new utility easement for the new aerial line vector across their lots.
- This option requires the Town to get 2 new utility easements and the relocating 1 existing pole.

OPTION 3

- The pole inside of the cu-de-sac area (Lot #307) will be moved approximately 33' up-line to the edge of the cul-de-sac perimeter (Lot #307).
- The underground service on the pole (Lot #307) will be re-routed to a junction box at the base of the pole relocation (Lot #307).
- Due to the new angle of the aerial line from the relocated pole (Lot #307) to the pole on the adjacent property (Lot #308); There is an opportunity for the owner of Lot #308 to switch from an aerial service to an underground service. However, there would be a cost to the lot owner of @ \$10K-\$15K for RMP change of service plus the additional costs of trenching.
- This option requires 1 new utility easement and relocates 1 existing pole and eliminates 1-2 existing poles and prevents the need for any additional new pole.

Gritts has explained these options to property owners Jayne May #307, Greg Nunn #306 and Dennis Keogh #308. May and Nunn are open to the easements required for Option 2. Keogh is still considering the costs of Option 3. Rocky Mountain Power (RMP) anticipates doing the easiest and cheapest Option 1, Gritts recommends Option 2 but is waiting to hear back from Keogh. Option 3 would be the cheapest and easiest for the Town but very costly for Keogh. Gibson was concerned that RMP could just go ahead and do Option 1 unless we notify them not to until we hear from Keogh and the Town makes a decision. Gritts explained that RMP are probably 2 months out from doing the work but he will let them know

Option 1 is "off the table" and we are still deciding on the other options. He added that before anything can happen the Town will need to get surveys for the utility easement(s).

Unfinished Business

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

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

Buck asked for direction, the Single Instance Waiver was previously reviewed and the Committee agreed it was fine. The Mutual Easement and Right- of- Way Agreement has held up by Christina because she thought we needed a definite surveyed easement which is not practical because the whole point of this agreement is to be able to get on properties and work where the drainage could be changing course due to storm events. Gibson thought this agreement looked good. It was agreed that if a property owner has issues with signing this "perpetual" agreement they could just sign the "single instance" agreement as needed. Buck as requested has replaced "storm water runoff channel" in the place of "drainage system" throughout the document.

Gibson motioned to recommended sending both agreements to the Town Council for approval, Duncan second, motion passed unanimously.

10. Road's Budget

Budget is inline; there will be some surveys for the power pole easement coming out of the legal budget and some equipment repair for the tar pot. It was agreed that crack sealing Castle Valley Drive will increase the "life" of the road surface.

11. Emergency Planning- Evacuation Planning- nothing to report

12. Closed session-not needed

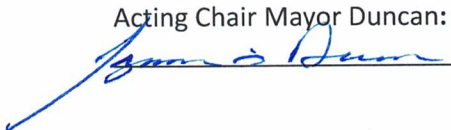
Adjournment

Gibson motioned to adjourn, Duncan seconded motion passed unanimously.

Duncan adjourned the Meeting at 5:31PM

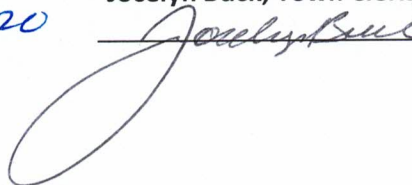
Approved:

Acting Chair Mayor Duncan:

 10/22/2020
(Date)

Attested:

Jocelyn Buck, Town Clerk:

 10-22-2020
(Date)

