

AGENDA
CASTLE VALLEY ROAD COMMITTEE MEETING
TUESDAY, JUNE 15, 2021, at 4:30 P.M.

CASTLE VALLEY COMMUNITY CENTER
2 CASTLE VALLEY DRIVE

Due to the potential spread of COVID this meeting will be held outside in the Town Pavilion. Masks and social distancing required

Call to Order

1. Open Public Comment:
2. Approval of Minutes of Roads Meeting May 18th 2021. - Not available
3. Executive Report:
 Monthly Road Report-Mingo Gritts
4. Correspondence: Roth email
5. Administrative: Database reports.

New Business

6. Discussion and Possible Action re: Road Manager Job Description/ Compensation.
7. Discussion and Possible Action re: Consideration of out sourcing road grading work.

Unfinished Business

8. Discussion and Possible Action re: Approval of Standard Operating Procedures. (tabled)
9. Road's Budget - May 19 .2021 Amended budget not uploaded yet.
10. Emergency Planning- Evacuation Planning
11. Closed session(if needed)

Adjournment

For Meeting Packets go to: <https://www.utah.gov/pmn/index.html> Government: select "Cities"
Entity: select "Castle Valley" Body: select "Town of Castle Valley" "Select this meeting and click on "Download attachments"

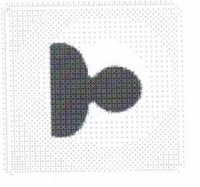
Roads Department

Sat 6/5/2021 1:31 PM

From: Faylene Roth

To: Jazmine Duncan, Tory Hill, OBrienR@castlevalleyutah.com, Harry Holland, Pamela Gibson

Cc: Town of Castle Valley



Is this a good time to rethink the Roads Department? I know that in the past Grand County was unwilling to enter into an agreement to do annual maintenance on CV Roads. But, different times, different people, different conditions..why not ask them again. We would still need a small crew to maintain culverts and drainage and emergency repairs, but a Grand County roads crew would already have the expertise and the necessary equipment in working order. Why not give it a thought.

or, are there other private companies that contract out for road work?

Faylene Roth
Lot 93 Bailey

Town of Castle Valley

Work Log - Work Type Detail

Between 5/1/2021 and 5/31/2021

WORK TYPE: 001 / Grading

Employee Totals: 37.5 Hours	\$1,217.63
Equipment Totals: 37.5 Hours	\$4,630.00
Grading Total \$5,847.63	

WORK TYPE: 005 / Patching

Employee Totals: 8 Hours	\$259.76
Equipment Totals: 8 Hours	\$480.00
Material Totals:	\$0.00
Patching Total \$739.76	

WORK TYPE: 014 / Equipment Maintenance

Employee Totals: 0.5 Hours	\$10.00
Equipment Totals: 0.5 Hours	\$37.50
Equipment Maintenance Total \$47.50	

WORK TYPE: 015 / Water Road Surface

Employee Totals: 24 Hours	\$480.00
Equipment Totals: 24 Hours	\$1,800.00
Material Totals:	\$0.00
Water Road Surface Total \$2,280.00	

WORK TYPE: 016 / Road Surface Compaction

Employee Totals: 18 Hours	\$360.00
Equipment Totals: 18 Hours	\$1,350.00
Material Totals:	\$0.00
Road Surface Compaction Total \$1,710.00	

WORK TYPE: 018 / Tree Trimming

Employee Totals: 1 Hours	\$26.24
Tree Trimming Total \$26.24	

WORK TYPE: 021 / Rock Removal

Employee Totals: 8 Hours	\$209.88
Equipment Totals: 4 Hours	\$240.00

Rock Removal Total \$449.88

WORK TYPE: 022 / Material Processing

Employee Totals: 1 Hours	\$32.47
Equipment Totals: 1 Hours	\$60.00
Material Totals:	\$0.00

Material Processing Total \$92.47

WORK TYPE: 023 / Materials Hauling

Employee Totals: 1 Hours	\$20.00
Equipment Totals: 1 Hours	\$60.00
Material Totals:	\$0.00

Materials Hauling Total \$80.00

WORK TYPE: 026 / Equipment Repair

Employee Totals: 6.5 Hours	\$173.65
Equipment Totals: 6.5 Hours	\$817.50

Equipment Repair Total \$991.15

WORK TYPE: 090 / Road Inspection

Employee Totals: 4 Hours	\$104.94
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Road Inspection Total \$104.94

WORK TYPE: 093 / Road Meeting

Employee Totals: 1.5 Hours	\$48.71
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Road Meeting Total \$48.71

WORK TYPE: 095 / Other Meeting

Employee Totals: 0 Hours	\$0.00
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Other Meeting Total \$0.00

WORK TYPE: 997 / Training

Employee Totals: 6 Hours	\$120.00
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Training Total \$120.00

WORK TYPE: 998 / Administration

Employee Totals: 3.5 Hours	\$113.65
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Administration Total \$113.65

Report Total \$12,651.91

Town of Castle Valley

Road Work - Employee Detail

Between 5/1/2021 and 5/31/2021

EMPLOYEE: 003 / Mingo Gritts

001 / GRADING

	Hours	Rate	Line Total
5/10/2021 3 / Bailey Lane West	8	\$32.47	\$259.76
5/10/2021 3 / Bailey Lane West	1	\$32.47	\$32.47
5/17/2021 28 / Pace Lane West	5	\$32.47	\$162.35
5/18/2021 28 / Pace Lane West	4	\$32.47	\$129.88
5/25/2021 5 / Buchanan Lane West	0	\$32.47	\$0.00
5/25/2021 5 / Buchanan Lane West	1	\$32.47	\$32.47
5/25/2021 5 / Buchanan Lane West	9	\$32.47	\$292.23
5/31/2021 26 / Miller Lane West	1.5	\$32.47	\$48.71
5/31/2021 26 / Miller Lane West	8	\$32.47	\$259.76

Grading Total Hours: 37.5

005 / PATCHING

	Hours	Rate	Line Total
5/11/2021 22 / Lazaris Lane West	2	\$32.47	\$64.94
5/24/2021 3 / Bailey Lane West	3	\$32.47	\$97.41
5/24/2021 28 / Pace Lane West	3	\$32.47	\$97.41

Patching Total Hours: 8

018 / TREE TRIMMING

	Hours	Rate	Line Total
5/3/2021 6 / Castle Creek Lane	0.5	\$32.47	\$16.24

Tree Trimming Total Hours: 0.5

021 / ROCK REMOVAL

	Hours	Rate	Line Total
5/11/2021 28 / Pace Lane West	4	\$32.47	\$129.88

Rock Removal Total Hours: 4

022 / MATERIAL PROCESSING

	Hours	Rate	Line Total
5/3/2021 44 / Road Shop	1	\$32.47	\$32.47

Material Processing Total Hours: 1

026 / EQUIPMENT REPAIR

	Hours	Rate	Line Total
5/3/2021 44 / Road Shop	0.5	\$32.47	\$16.24
5/17/2021 28 / Pace Lane West	1	\$32.47	\$32.47
5/18/2021 28 / Pace Lane West	2	\$32.47	\$64.94

Equipment Repair Total Hours: 3.5

090 / ROAD INSPECTION

Hours	Rate	Line Total
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5/3/2021 /	1	\$32.47	\$32.47
5/3/2021 /	1	\$32.47	\$32.47

Road Inspection Total Hours: 2

093 / ROAD MEETING	Hours	Rate	Line Total
5/18/2021 /	1.5	\$32.47	\$48.71

Road Meeting Total Hours: 1.5

095 / OTHER MEETING	Hours	Rate	Line Total
5/2/2021 /	0	\$32.47	\$0.00

Other Meeting Total Hours: 0

998 / ADMINISTRATION	Hours	Rate	Line Total
5/3/2021 /	0.5	\$32.47	\$16.24
5/18/2021 /	2	\$32.47	\$64.94
5/31/2021 /	1	\$32.47	\$32.47

Administration Total Hours: 3.5

Mingo Gritts Total	61.5		\$1,996.91
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EMPLOYEE: 004 / Mike Souza

014 / EQUIPMENT MAINTENANCE	Hours	Rate	Line Total
5/3/2021 /	0.5	\$20.00	\$10.00

Equipment Maintenance Total Hours: 0.5

015 / WATER ROAD SURFACE	Hours	Rate	Line Total
5/10/2021 3 / Bailey Lane West	4	\$20.00	\$80.00
5/11/2021 28 / Pace Lane West	1	\$20.00	\$20.00
5/17/2021 28 / Pace Lane West	2.5	\$20.00	\$50.00
5/18/2021 28 / Pace Lane West	2	\$20.00	\$40.00
5/24/2021 28 / Pace Lane West	3	\$20.00	\$60.00
5/24/2021 3 / Bailey Lane West	3	\$20.00	\$60.00
5/25/2021 5 / Buchanan Lane West	4.5	\$20.00	\$90.00
5/31/2021 26 / Miller Lane West	4	\$20.00	\$80.00

Water Road Surface Total Hours: 24

016 / ROAD SURFACE COMPACTION	Hours	Rate	Line Total
5/10/2021 2 / Bailey Lane East	4	\$20.00	\$80.00
5/11/2021 22 / Lazaris Lane West	1	\$20.00	\$20.00
5/17/2021 28 / Pace Lane West	2.5	\$20.00	\$50.00
5/18/2021 28 / Pace Lane West	2	\$20.00	\$40.00
5/25/2021 5 / Buchanan Lane West	4.5	\$20.00	\$90.00
5/31/2021 26 / Miller Lane West	4	\$20.00	\$80.00

Road Surface Compaction Total Hours: 18

018 / TREE TRIMMING

5/3/2021 6 / Castle Creek Lane

Hours	Rate	Line Total
0.5	\$20.00	\$10.00

Tree Trimming Total Hours: 0.5

021 / ROCK REMOVAL

5/11/2021 28 / Pace Lane West

Hours	Rate	Line Total
4	\$20.00	\$80.00

Rock Removal Total Hours: 4

023 / MATERIALS HAULING

5/3/2021 14 / Cliffview Drive

Hours	Rate	Line Total
1	\$20.00	\$20.00

Materials Hauling Total Hours: 1

026 / EQUIPMENT REPAIR

5/17/2021 44 / Road Shop

Hours	Rate	Line Total
1	\$20.00	\$20.00

5/18/2021 44 / Road Shop

2	\$20.00	\$40.00
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Equipment Repair Total Hours: 3

090 / ROAD INSPECTION

5/3/2021 /

Hours	Rate	Line Total
1	\$20.00	\$20.00

5/3/2021 /

1	\$20.00	\$20.00
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Road Inspection Total Hours: 2

997 / TRAINING

5/13/2021 /

Hours	Rate	Line Total
6	\$20.00	\$120.00

Training Total Hours: 6

Mike Souza Total	59	\$1,180.00
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Report Total	120.5	\$3,176.91
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Town of Castle Valley

Road Work - Roads Summary

Between 5/1/2021 and 5/31/2021

ROAD: /

Employee Total \$397.29

Equipment Total \$37.50

Total \$434.79

ROAD: 002 / Bailey Lane East

Employee Total \$80.00

Equipment Total \$300.00

Bailey Lane East Total \$380.00

ROAD: 003 / Bailey Lane West

Employee Total \$529.64

Equipment Total \$1,805.00

Material Total \$0.00

Bailey Lane West Total \$2,334.64

ROAD: 005 / Buchanan Lane West

Employee Total \$504.70

Equipment Total \$1,905.00

Material Total \$0.00

Buchanan Lane West Total \$2,409.70

ROAD: 006 / Castle Creek Lane

Employee Total \$26.24

Castle Creek Lane Total \$26.24

ROAD: 014 / Cliffview Drive

Employee Total \$20.00

Equipment Total \$60.00

Material Total \$0.00

Cliffview Drive Total \$80.00

ROAD: 022 / Lazaris Lane West

Employee Total \$84.94

Equipment Total \$195.00

Material Total \$0.00

Lazaris Lane West Total \$279.94

ROAD: 026 / Miller Lane West

Employee Total \$468.47

Equipment Total \$1,730.00

Material Total \$0.00

Miller Lane West Total \$2,198.47

ROAD: 028 / Pace Lane West

Employee Total \$956.93

Equipment Total \$2,955.00

Material Total \$0.00

Pace Lane West Total \$3,911.93

ROAD: 044 / Road Shop

Employee Total \$108.71

Equipment Total \$487.50

Material Total \$0.00

Road Shop Total \$596.21

Report Total \$12,651.91



Town of Castle Valley

Roads Department Manager

Job Description

Title: Roads Department Manager

Fair Labor Standards Act Status: Exempt

Part-Time Position: Work hours vary by season with an average of 4 hours per week Administrative and an average of 14 hours per week of Operator duties.

Pay: Starting pay ranging from \$30 - 35 per hour depending on experience and degree to which qualifications are met. Pay raises are possible with growth in the position.

Job Summary

Plan, organize, coordinate, supervise and direct operations involved in construction, repair, and maintenance of the Town roads and drainages with an understanding of the natural and geological processes at work within Castle Valley. Schedule, assign and supervise department personnel, contractors, equipment and materials, keeping within the budget parameters determined by the Town Council. Conduct Drainage Reviews, issue Easement Encroachment Permit and Electrical Utility Installation Permits after field visit

Operate under the general supervision/oversight of the Mayor and/or the Roads Committee.

Duties and Responsibilities

1. Live within the Town of Castle Valley or vicinity.
2. Ability to perform the duties of the Operator Level 2.
3. Manage the staff "on call" schedule for emergencies which is to include being available on the radio.
4. Maintain and improve Town roads and drainages in a safe and cost-effective manner.
5. Maintain a working knowledge and insure compliance with all Town personnel policies, contracts or agreements, and relevant County, State, and Federal regulations.
6. Maintain awareness of all weather conditions affecting roads and drainages and make provisions for any extra maintenance required.
7. Insure 24 hour coverage for emergency situations. Give high priority to snow removal and flood management. Requires night and weekend work.
8. Monitor all expenditures (including employee timecards) to insure that Department spending is within the budget. Communicate in a timely fashion with the Town Council regarding all budget issues. Prepare bid specifications for materials, supplies and

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- equipment purchases while adhering to the Department budget and the Town purchasing policy.
9. Maintain inventories of supplies necessary for all Department work.
 10. Manage employees and contractors according to policies developed by the Town Council. This includes hiring, training and firing.
 11. Establish/maintain good working relationship with Grand County Road Department. Liaison with Town Council, Roads Committee and Grand County regarding maintenance of Castle Valley Drive. Attend meetings when appropriate.
 12. Monitor Department operations and respond to problems on a daily basis, including complaints by the public. Relate to Town citizens in a professional, courteous and respectful manner, appropriately responding to their inquiries and complaints.
 13. Carry out a regular maintenance schedule for routine and preventative maintenance of equipment in a cost efficient manner, insuring compliance with operation and safety standards.
 14. Insure compliance with various federal, state and local regulations related to safe environmental and land management operations.
 15. Attend meetings with the Roads Committee and Town Council. Provide a written monthly report to the Town Council prior to its regular monthly meeting.
 16. Perform drainage reviews for building permits and easement encroachment permits for work within the road easements as well as electrical utility installation permits
 17. Research and advise Town Council on equipment acquisition.
 18. Implement special assignments from the Town Council.

Desired Minimum Qualification

1. High School diploma or GED.
2. Valid Utah Driver's License.
3. Management training or equivalent relevant training experience.
4. Ability to perform physical labor.
5. At least two years of experience as a manager in similar duties.
6. Meet the job requirements of both Castle Valley Equipment Operator: Level 1 and 2.

Disclaimer: The above information is intended to describe the general nature of this position, and is not considered a complete statement of duties, responsibilities, requirements or knowledge, skills and 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

Profit & Loss Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of Budget
Ordinary Income/Expense			
Expense			
5500 · Roads			
5510 · Payroll & Taxes	17,195.09	25,000.00	68.8%
5511 · Road Supervisor	8,677.88	14,600.00	59.4%
5512 · Road Staff			
Total 5510 · Payroll & Taxes	25,872.97	39,600.00	65.3%
5520 · Professional fees			
5521 · Roads Legal Fees	510.00	2,000.00	25.5%
Total 5520 · Professional fees	510.00	2,000.00	25.5%
5530 · Road Equipment			
5535 · Equipment & Tools	609.73	5,000.00	12.2%
5534 · Leased Equipment	10,282.34	14,000.00	73.4%
5531 · Fuel Oil / Supplies	6,321.16	10,000.00	63.2%
5532 · Maintenance / Repair	4,781.55	11,000.00	43.5%
Total 5530 · Road Equipment	21,994.78	40,000.00	55.0%
5540 · Road Maintenance / Repair			
5543 · Special Road Projects	0.00	14,000.00	0.0%
5549 · Other			
Total 5543 · Special Road Projects	0.00	14,000.00	0.0%
5541 · Road Work Contractors	741.90	500.00	148.4%
Total 5540 · Road Maintenance / Repair	741.90	14,500.00	5.1%
Total 5500 · Roads	49,119.65	96,100.00	51.1%
Total Expense	49,119.65	96,100.00	51.1%
Net Ordinary Income	-49,119.65	-96,100.00	51.1%
Net Income	-49,119.65	-96,100.00	51.1%

Grand County Snowplowing

for road base moved to Roads Capital acct. for FY2022