

AGENDA

THE REGULAR TOWN COUNCIL MEETING

WEDNESDAY, JULY 21st, 2021 AT 6:30 P.M.

****Due to concerns regarding the potential spread of COVID-19 this meeting will be held electronically by Conference Call. If you have comments or concerns for the Council please email them prior to the Meeting: townclerk@castlevalleyutah.com or call 259-9828 M-W 9AM-1PM. Thank you!**

Electronic Meeting Determination

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. § 54-2-207(4), Jazmine Duncan, Mayor of the Town of Castle Valley issues this Determination supporting the decision to convene electronic a meeting of the Council via Conference Call without a physical anchor location. Due to the COVID-19 pandemic Meetings at the anchor site may present substantial risk to public health and safety. Taking into consideration public health orders limiting in-person gatherings, the average "at risk" age of Town residents and the limited space in the Town Building, the Town of Castle Valley will continue to hold meetings by electronic means. This determination expires 30 days after the day on which the Mayor has made the determination. The public can join the Conference Call Meetings or submit comments through emails

**** HOW TO JOIN THE CONFERENCE CALL***

Option 1 Dial-in phone number (US): (978) 990-5000 follow prompts Access code: 895972#

Option -2 Join the online meeting (must have computer speakers and microphone):

<https://join.freeconferencecall.com/townclerk58> Online meeting ID: townclerk58*After callers login into the Meeting press *5 to mute, the call Host will unmute the Council when the meeting is to begin and unmute when the Mayor will roll call for Public for Comments.

Call to order/ roll call

Regular Town Meeting

1. Open Public Comment

2. Approval of Minutes: Public Hearings on the Tentative FY2022 Budget, Mayors Compensation Ordinance and Regular Town Council Meeting June 16th, 2021.

3. Executive Reports:

* Utah Division of Forestry, Fire and State Land-Duncan Fuchise

*Water Agent and Water Committee Report - John Groo

*Roads Committee- M Duncan

*Planning & Land Use Commission-Colleen Thompson

*Community Renewable Energy Act-CM Gibson

*Solid Waste District- Diane Ackerman

*EMS District- Ed Weeks

*Fire District-M Duncan /Chief Drake

*Housing Task Force- M Duncan

*County Economic Advisory Board-M Duncan

* Dark Sky Team- Buck

4. Correspondence: TBA

5. Administrative Matters & Procedures: Town letters, Manti-LaSal National Forest Restoration and Fuels Reduction Prescribed Fire project comment period.

NEW BUSINESS

6. Discussion and Possible Action re: Road Manager (Administrative only) job description.

7. Discussion and Possible Action re: Road Closure Ordinance. Utah Code: 72-5-105 (3)(4)(5)

8. Discussion and Possible Action re: Tom Noce's garden shelf

9. Discussion and Possible Action re: Update on Upper 80/BLM fire break project

UNFINISHED BUSINESS- None

10. Closed Meeting Utah Code 52-4-205 (a) Discussion of the character and professional competence of an Individual (If necessary).

11. 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"

DRAFT MINUTES
PUBLIC HEARING ON THE TENTATIVE BUDGET FOR FY 2022
PUBLIC HEARING ON DRAFT ORDINANCE 2021-3 PROVIDING FOR
COMPENSATION FOR THE MAYOR & THE REGULAR TOWN COUNCIL
MEETING

WEDNESDAY, JUNE 16th, 2021 AT 6:30 P.M.

Council Members Present: Mayor Duncan and Council Members: Gibson, Hill, Holland and O'Brien.

Absent: None

Others Present: Ron Drake, Colleen Thompson, Norman and Peggy Llewellyn, Tom Wood and Donna Kramer.

Clerk: Jocelyn Buck

Call to Order / Roll Call

M Duncan called the Meeting Order at 6:30 PM and delivered the Electronic Meeting Determination

Public Hearing on the Tentative Budget for FY 2022

No public comment

Public Hearing on Ordinance 2021-3 Compensation for the Mayor

Thompson supported the increase in the Mayor's compensation.

Regular Town Meeting 6:35PM

1. Open Public Comment

Thompson re: Item 13 Drainage reviews Jeff Whitney thought the Town's Drainage review process was pretty rudimentary and will be getting some more information from Grand County.

2. Approval of Minutes: * MBA Meeting, Public Hearing on the Amend2021 Budget and Regular Town Council Meeting May 19th, 2021.

CM Gibson motioned to approve MBA Meeting, Public Hearing on the Amended 2021 Budget and Regular Town Council Meeting May 19th; 2021. CM Hill seconded motion passed unanimously.

3. Executive Reports

*Water Agent and Water Committee Report – CM O'Brien reported the Water Committee has set up a Meeting August 16th with Mark Stilson and Teresa Wilhelmsen of the Division of Water Rights to discuss what would be necessary in order to close our aquifer to further appropriation of water rights. There will be another meeting July 8th on well monitoring infrastructure for Spanish Valley and Castle Valley.

* Roads Committee- M Duncan- Road reports provided. Council thanked CM Gibson for her work on the database reports.

*Planning & Land Use Commission-Colleen Thompson- Reports provided, No questions.

*Community Renewable Energy Program(C-REP) - CM Gibson reported participants had their initial meeting with Rocky Mountain Power June 1st. The C-REP Board has not been created yet hopefully the seven anchor communities will have signed the Governance agreements and an in person quorum meeting will be held in Millcreek in the next couple weeks. At that meeting a temporary secretary will be appointed and the Electronic Meeting Resolution passed so an official virtual C-REP meeting can be held to fill the official C-REP Board positions.

*Solid Waste District-Diane Ackerman- nothing to report.

*EMS District- Ed Weeks- nothing to report.

*Fire District-Chief Drake- reported on the car fire that occurred on the Castleton loop road.

* Housing Task Force- M Duncan-nothing to report.

*County Economic Advisory Board-M Duncan reported the Board will be meeting quarterly.

* Dark Sky Team - Buck reported CM Holland continues to work on getting letters of support; we are now going to ask for letters from residents. Work continues on the Draft Lighting Ordinance and hopefully it will be ready for the PLUC soon.

4. Correspondence: Email from Faylene Roth suggesting the Town re-consider having the County Road Department or another experienced company contract to do the annual major road work. The Town would still need a small crew to maintain culverts, drainage and do emergency repairs.

5. Administrative Matters & Procedures: Town letters-CM Hill reported the Bookcliff Highway issue is back again and this time there is talk of using COVID funds to build the highway. She will be working on a letter of opposition and asked the Council for input on who they thought the letter should be sent to. Election Declaration results M Duncan, CM Holland and CM O'Brien have all declared their candidacy. Thank you! We have the same number candidates as positions so unless there are write in candidates we will not need to have an election this Fall. Gourd Festival, there was discussion whether promoting an event that size was a good idea with COVID cases potentially the on rise again come Fall. Council agreed they did not have an issue with having the Gourd Festival as long as it was outside and the Town Building stayed closed. The Council approved the 2021 Rocky Mountain Power Community Performance Plan. The Council agreed not to participate in the Utah League of Cities and Towns ARPA Technical Assistance Assessment for \$250. CM Hill pointed out there are other resources for us to get help with any ARPA questions.

NEW BUSINESS

6. Discussion and Possible Action re: Resolution 2021-7 Adopting the Final FY 2022 Budget. CM Hill corrected the transfer from General Funds to Capital should be \$21,500 not \$24,000. The Mayor's compensation has increase from \$6500 to \$9700. CM Hill pointed out that M Duncan is paid less than \$400 a month, and that the Mayor's salary has never been raised and it should be considered more frequently to at least account for the cost of living. Line item 5599 "Roads Other" \$10,000. is ear marked for road base.

CM O'Brien motioned to adopt the Resolution 2021-7 Adopting the Final FY 2022 Budget, CM Holland seconded motion passed with M Duncan abstaining.

7. Discussion and Possible Action re: Ordinance 2021-3 Providing for Compensation for the Mayor. CM Hill motioned to adopt Ordinance 2021-3 Providing for Compensation for the Mayor, CM O'Brien seconded motion passed with M Duncan abstaining.

8. Discussion and Possible Action re: Resolution 2021-8 Approval of the FY 2022 Certified Tax Rate. CM Hill motioned to adopt Resolution 2021-8 Approval of the FY 2022 Certified Tax Rate. CM O'Brien second motion passed unanimously.

9. Discussion and Possible Action re: Selection of the 2021 Castle Valley Scholarship recipient. CM Hill motioned to award Joanna Buttery the 2021 Castle Valley Scholarship, CM O'Brien seconded, motion passed unanimously.

10. Discussion and Possible Action re: Planning and Land Use Commission recommendations re: Nonconforming Fence on Lot 224.

M Duncan explained this is a non- conforming fence because the existing 8' perimeter fence pre dates the fencing Ordinance. The previous owners of Lots 223 and 224 had an 8' fence around both lots so 10 acres total. It was treated as one lot for a long time, then at some point a 4' fence was put up between the two lots. Since then both lots have sold to separate people and the 4' fence between them is not sufficient to keep the deer from coming into Lot 224's existing orchard. Deer come in through openings in Lot 224 and get stuck/trapped over in Lot 223. CM Gibson had concerns that allowing this 8' fence sets a precedent when the Hollings applied for an exclusionary fence and settled on a 6' fence.

Thompson clarified that the Ordinance states an exclusionary fence is anything over 4'. In answering CM Holland's question the Llewelyn's plan on using the existing fence and adding another 4" section on to it. CM Hill asked if the owners of Lot 223 were ok with an 8" fence between the lots. Norman Llewellyn stated that they had a discussion with the owners of lot 223 a while back and they had even suggested moving the 8' off their property and putting it down between the lots. M Duncan summed up we are taking a non-conforming 8' fence around 10 acres and making it a non-conforming 8' fence around 5 acres, a smaller area with less potential impact. CM Holland was concerned about deer habitat and movement throughout in the Valley, which will merit further discussion.

CM Hill motioned to approve the non-conforming fence between Lots 223 and 224, CM Gibson seconded and the motion passed unanimously.

11. Discussion and Possible Action re: HB 82 Single- Family Housing Modifications (Internal Accessory Dwelling units) (IADU) <https://le.utah.gov/~2021/bills/hbillenr/HB0082.pdf>

M Duncan explained this bill was passed at the last legislative session and we have to incorporate it into Ordinance 85.3 by October. Council's discussion included what requirements/restrictions the Town would be allowed by state code to put into Ordinance 85-3. An IADU must be within the footprint of the

primary dwelling and the primary dwelling must be occupied by a permanent resident. Language must differentiate between IADU and Accessory dwellings in regards to kitchens. An IADU is a contained dwelling with kitchen and separate Accessory dwelling cannot have a kitchen. CM Gibson suggested the PLUC to create a new section in 85-3 specific to IADUs. Buck added the Town can require applications/ business licenses for IADUs. CM Holland added that we should require egress in basement units for safety reasons and that maybe that cost may dissuade IADUs. Council agreed to direct the Planning and Land Use Commission to develop a separate section in 85-3 for IADUs. And to incorporate as many restrictions as allowed as well as clarify the differences between IADUs and separate accessory dwellings.

12. Discussion and Possible Action re: Castle Creek Lane Dead Cottonwood tree.

M Duncan and CM Hill agreed that because we will be short staffed in the Road Department we should go with Triassic's \$2500-\$3000 bid that included all the clean-up instead of the \$2700 bid from Castle Creek Property Management that did not include clean-up because we were going to have the Road crew do the clean-up. There was a lengthy discussion on closing Castle Creek Lane for liability reasons, (since then more information on the legal requirements to close a road has come to light and the Town will need to adopt an Ordinance to legally close a road. Some warning signs have been ordered and there will be future discussion on such an Ordinance.

CM Hill motioned to accept Triassic's bid and to close the road, CM O'Brien seconded the motion passed unanimously.

13. Discussion and Possible Action re: Amendments to 85-3 designating Land Use Authority for drainage reviews.

M Duncan explained that the Road Supervisor is the only designated land use authority to do Drainage reviews. And as Gritts will be leaving we need add someone else, the Building Permit Agent. Thompson will be working with the Grand County Building Department to see if there is more involved in a review and if we need to improve the Town's current requirements and process. Further training on this may be required and the Town may also need to outsource more complex reviews.

CM Hill motioned to approve Ordinance 85-3 Ch. 3 adding shared responsibility with the Building Permit Agent as a designated land use authority for Drainage reviews; CM Gibson seconded motion passed unanimously.

14. Discussion and Possible Action re: Event permits.

Buck wanted some guidance on what the Town could/would require for large private events. Permits could involve plans for parking, numbers of porta pottys required, emergency planning, noise curfews etc. Both CM Gibson and Hill were not comfortable with regulating private functions. A business such as a wedding venue would be regulated by conditional use permits. M Duncan suggested instead of an "event permit" Buck and she could develop some guidelines for residents to follow when having larger events. Item dropped.

UNFINISHED BUSINESS- None

15. Closed Meeting (If necessary).

14. Payment of the bills.

CM Gibson motioned to pay the bills as well as the Rocky Mountain Power bill when it is received, CM Holland seconded, motion passed unanimously.

ADJOURNMENT

CM Hill motioned to adjourn, CM O'Brien seconded, motion passed unanimously.

M Duncan adjourned the Meeting at 8:24PM

Approved:

Jazmine Duncan, Mayor

Date:

Attested:

Jocelyn Buck, Town Clerk

Date:

DRAFT MINUTES
CASTLE VALLEY ROAD COMMITTEE MEETING
TUESDAY, MAY 18th, 2021 at 4:30 P.M.
CASTLE VALLEY COMMUNITY CENTER
2 CASTLE VALLEY DRIVE

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

Members Present: Jazmine Duncan, Pamela Gibson and Jeff Whitney.

Members Absent: Glen Wilson.

Recorder: Jocelyn Buck.

Public Present: None

Roads Department: Mingo Gritts

Call to Order

M Duncan (acting Chair) called the Meeting to order at 4:47 PM

Call to Order

1. Open Public Comment: None

2. Approval of Minutes of Roads Meeting March 16th 2021.

Whitney motioned to approve the March 16th 2021 Gibson seconded motion passed unanimously.

3. Executive Report:

Monthly Road Report-Mingo Gritts reported they are continuing to grade roads. A hydraulic hose on the grader had to be replaced, a dump truck tire had to be replaced and the power steering in the Ford dump truck will need some work. Souza completed Flagger certification training. Bailey, Pace and Shafer have been graded

4. Correspondence: None

5. Administrative: Database reports Gibson reported that April was a light month as Souza did not work. , Clarification Record Form was approved to help document verbal contact information. The Suggestions Form was approved to be posted go on the Town website.

New Business

6. Discussion and Possible Action re: Future Planning- Review Job Descriptions and Compensation.

Gritts announced he will be leaving his position with the Town in the next couple of months. The Committee discussed potential changes to the Road Manager job description prior to posting the position. They discussed hourly verses salary compensation for the Road Manager. Salary would give the position more flexibility and may add more of a feeling of responsibility. Previous salaried employee worked a lot of hours and was minimally compensated. M Duncan offered the Manager position could include administrative work which would be salaried and the equipment operator part could be hourly. A lot would depend on the qualifications of applicants. Souza will start training on operating the grader. It was agreed to work on the job description for next month. Buck suggested posting the Equipment Operator 2 position right away to start getting potential applicants ASAP. The Committee agreed to add "operate the tar pot" and remove the education requirements and replace that with "basic reading and writing skills" to the Operator 1 job description. And Operator 1 would "Learn to perform operating ..." and the Operator 2 description would require they already know operating techniques. Basically the Road Manager is an Operator 2 and also does the required administrative work.

Whitney stated that given the cost of living in this Valley someone will do this job because they want something to do and help to the Town because it is only part-time position with no benefits. Discussion continued on the possibility of dividing the Manager position's salary between Operator 2 on salary and hourly for administration work or visa versa. Flexibility in the position would be advantageous. Gritts and Whitney offered to help do interviews. The Committee will work on recommendations to change the Road Manager job description.

There was some discussion on changing the Committee meeting day but nothing was changed until they consult with Wilson who has a conflict.

Unfinished Business

7. Discussion and Possible Action re: Approval of Standard Operating Procedures. (tabled)left tabled but M Duncan encouraged the Committee and Gritts to work on the SOPs for next month .

8. Road's Budget

There was discussion on how to budget for replacing the culvert on Castle Valley Drive. That was the main reason for the last tax increase. There is a place saver for the culvert on CIB list. Whitney explained that there is an epoxy-like product that can be used in corrugated culverts that is chemically cured and seals the cracks. He will get more information on that product. There was discussion on whether COVID stimulus money could be used for various infrastructure projects. There also could be money available with FEMA grant. Gibson will work up some reports showing annually how much time is spent on the various work types.

9. Emergency Planning- Evacuation Planning

10. Closed session- not needed.

Adjournment

Whitney motioned to adjourn, Gibson seconded motion passed unanimously.

Duncan adjourned the Meeting at 6:05 PM

Approved:

Acting Chair Mayor Duncan:

Attested:

Jocelyn Buck, Town Clerk:

(Date)

(Date)

DRAFT MINUTES
CASTLE VALLEY ROAD COMMITTEE MEETING
TUESDAY, June 15th, 2021 at 4:30 P.M.
CASTLE VALLEY COMMUNITY CENTER
2 CASTLE VALLEY DRIVE

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

Members Present: Jazmine Duncan, Pamela Gibson and Jeff Whitney.

Members Absent: Glen Wilson.

Recorder: M Duncan

Public Present: Colleen Thompson

Roads Department: None

Call to Order

M Duncan (acting Chair) called the Meeting to order at 4:49 PM

Call to Order

1. Open Public Comment: None

2. Approval of Minutes of Roads Meeting May 18th 2021- Not available.

3. Executive Report:

Monthly Road Report-Mingo Gritts- No report.

4. Correspondence: Roth emails see Item 7 discussion

5. Administrative: Database reports Gibson reported Bailey east/west, Buchanan west, Miller west, Castle Creek lane , Cliff View , Pace west were graded this last month .

New Business

6. Discussion and Possible Action re: Road Manager Job Description/ Compensation.

Gibson presented her report showing the breakdown and separating of the roads work and administrative work the Road Manager has done in the last year. There could be potential to have a Road Manager position that does the Administrative and another person fulfills the Equipment Operator 2 position. There have been no applicants for the Equipment Operator 2 position. The Committee discussed their concerns that there may not be any applicants for either position and contracting out the work could be an option. Whitney suggested having someone contracted to train our employee. He will talk with Bill Jackson of the Grand County Road Department about training and also contracting the annual grading. M Duncan added that we will need to budget for extra expense of contracting work. Discussion continued on possible grader training options for Souza and then having him do the roads he feels competent doing while contracting out the more difficult rim side roads. The Committee worked on separating the Administrative duties of the Road Manager's job description so an applicant could apply for just the Administrative position and then we hire an additional Operator 2 or an applicant could apply for the existing Road Manager position/job description that includes all Equipment Operator 2 duties.

Whitney motioned the starting salary for the Administrative position would be \$20/ hour and that would be negotiable after 3 months, #2 duties was removed and #4 duties language change to "oversee" instead of "maintain", Gibson seconded and the motion passed unanimously.

7. Discussion and Possible Action re: Consideration of out sourcing road grading work.

Whitney will discuss contracting grading and/or training with Bill Jackson. He also thought maybe a County employee might want to "side gig it" and use Town equipment. Also to consider is the budgeting, cost of maintenance and repair and insurance to have work contracted out.

Thompson and Whitney discussed drainage reviews. Currently the Town's review only requires that drainages are not altered leaving the property. The Town provides Grand County with approval of the zoning permit and the County approves the Building permit. The County does not receive any drainage information as part of that process. In the past the Town has only been able to recommend that property owners not build in drainages. Whitney suggested having the drainages drawn on a building plot plan may get the County "flood plain certified" Building Inspectors more involved. Thompson added that Google Earth maps show drainages more clearly than the Town drainage master plan maps . Discussion continued

that with the passing of HB98 the entire building permitting process must be completed in 14days once a "complete application" has been accepted. In 85-3 the Land Use Authority for Drainage reviews is the Road Manager it would be good to add the Building Permit Agent in case the Road Manger is not available or there is nobody in that position. Thompson asked for some training or guidance in drainage reviews. Some drainage reviews may need to be done by the County Building Inspector at the discretion of the Building Permit Agent. Berms should also be part of the drainage review process.

Gibson motioned to table Item #7, Whitney seconded motion passed unanimously.

Unfinished Business

8. Discussion and Possible Action re: Approval of Standard Operating Procedures. (tabled)not untabled

9. Road's Budget- the Town ended up under budget in a lot of areas for FY2021 because we were careful and expected to received less revenue due to COVID. Money set aside for road base has been moved to the Road Capital account to be used next fiscal year (starting in July) once Emery is done digging up the roads

10. Emergency Planning- Evacuation Planning. M Duncan recommended everyone register with the County "Alert sense"

11. Closed session (if needed)

Adjournment

Whitney motioned to adjourn, Gibson seconded motion passed unanimously.

Duncan adjourned the Meeting at 5:58 PM

Approved:

Acting Chair Mayor Duncan:

Attested:

Jocelyn Buck, Town Clerk:

(Date)

(Date)

Town of Castle Valley
Road Work - Employee Detail
Between 6/1/2021 and 6/30/2021

EMPLOYEE: 003 / Mingo Gritts

001 / GRADING	Hours	Rate	Line Total
6/1/2021 26 / Miller Lane West	1	\$32.47	\$32.47
6/1/2021 26 / Miller Lane West	6	\$32.47	\$194.82
6/7/2021 17 / Holyoak Lane West	6	\$32.47	\$194.82
6/7/2021 17 / Holyoak Lane West	1	\$32.47	\$32.47
6/8/2021 37 / Castle Valley Drive Connector	6	\$32.47	\$194.82
6/8/2021 37 / Castle Valley Drive Connector	1	\$32.47	\$32.47
6/15/2021 38 / Castle Valley Drive Upper 80	8	\$32.47	\$259.76
6/15/2021 38 / Castle Valley Drive Upper 80	1	\$32.47	\$32.47
6/28/2021 34 / Shafer Lane East	8	\$32.47	\$259.76
6/28/2021 34 / Shafer Lane East	1	\$32.47	\$32.47

Grading Total Hours: 39

014 / EQUIPMENT MAINTENANCE	Hours	Rate	Line Total
6/13/2021 /	1.5	\$32.47	\$48.71
6/13/2021 /	1.5	\$32.47	\$48.71
6/22/2021 /	1.5	\$32.47	\$48.71
6/22/2021 /	1.5	\$32.47	\$48.71

Equipment Maintenance Total Hours: 6

096 / ONLINE RESEARCH	Hours	Rate	Line Total
6/21/2021 /	2	\$32.47	\$64.94

Online Research Total Hours: 2

097 / PARTS / SUPPLIES TRAVEL	Hours	Rate	Line Total
6/13/2021 /	2	\$32.47	\$64.94
6/22/2021 /	2	\$32.47	\$64.94

Parts / Supplies Travel Total Hours: 4

Mingo Gritts Total	51	\$1,655.97
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EMPLOYEE: 004 / Mike Souza

014 / EQUIPMENT MAINTENANCE	Hours	Rate	Line Total
6/14/2021 /	1.5	\$20.00	\$30.00
6/14/2021 /	1.5	\$20.00	\$30.00
6/22/2021 /	1.5	\$20.00	\$30.00

6/22/2021 /	1.5	\$20.00	\$30.00
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Equipment Maintenance Total Hours: 6

015 / WATER ROAD SURFACE	Hours	Rate	Line Total
6/1/2021 26 / Miller Lane West	6	\$20.00	\$120.00
6/7/2021 17 / Holyoak Lane West	6	\$20.00	\$120.00
6/8/2021 37 / Castle Valley Drive Connector	6	\$20.00	\$120.00
6/15/2021 38 / Castle Valley Drive Upper 80	8	\$20.00	\$160.00
6/28/2021 34 / Shafer Lane East	8	\$20.00	\$160.00
6/29/2021 34 / Shafer Lane East	7.5	\$20.00	\$150.00

Water Road Surface Total Hours: 41.5

997 / TRAINING	Hours	Rate	Line Total
6/10/2021 /	8	\$20.00	\$160.00

Training Total Hours: 8

998 / ADMINISTRATION	Hours	Rate	Line Total
6/1/2021 /	0	\$20.00	\$0.00

Administration Total Hours: 0

Mike Souza Total	55.5	\$1,110.00
Report Total	106.5	\$2,765.97

Town of Castle Valley

Road Work - Equipment Summary

Between 7/1/2020 and 6/30/2021

EQUIPMENT: /

Grading Total Hours: 14
Snow Removal Total Hours: 2
Drainage Maintenance Total Hours: 2
Patching Total Hours: 14
Mowing Total Hours: 23.5
Signing Total Hours: 106
Culverts Total Hours: 2
Reclamation Total Hours: 5
Equipment Maintenance Total Hours: 12
Tree Trimming Total Hours: 1
Brush Removal Total Hours: 14
Burning Total Hours: 40
Rock Removal Total Hours: 4
Materials Hauling Total Hours: 3
Grounds Maintenance Total Hours: 9
Facilities Maintenance Total Hours: 16
Road Inspection Total Hours: 63
Drainage Review Total Hours: 13.5
Encroachment Review Total Hours: 1.5
Road Meeting Total Hours: 6
Other Meeting Total Hours: 12.5
Online Research Total Hours: 20.5
Parts / Supplies Travel Total Hours: 12.5
Spring Cleanup Total Hours: 8
Training Total Hours: 18
Administration Total Hours: 66
Other Total Hours: 0

Total Hours: 489

EQUIPMENT: 001 / 1984 Crafc0 670A Motor Grader

Grading Total Hours: 100.5
Snow Removal Total Hours: 13
Equipment Maintenance Total Hours: 7.5

Equipment Repair Total Hours: 6

1984 Crafcro 670A Motor Grader Total Hours: 127

EQUIPMENT: 003 / 1998 GMC C6500 Dump Truck

Equipment Maintenance Total Hours: 30

Water Road Surface Total Hours: 94

Road Surface Compaction Total Hours: 18

Brush Removal Total Hours: 6

Burning Total Hours: 33

Materials Hauling Total Hours: 28

Equipment Repair Total Hours: 19.5

Online Research Total Hours: 2

Parts / Supplies Travel Total Hours: 6

1998 GMC C6500 Dump Truck Total Hours: 236.5

EQUIPMENT: 004 / 1984 Ford T6610 Tractor

Drainage Maintenance Total Hours: 8

Mowing Total Hours: 30.5

Equipment Maintenance Total Hours: 77.5

1984 Ford T6610 Tractor Total Hours: 116

EQUIPMENT: 006 / Personal Vehicle

Road Inspection Total Hours: 7

Parts / Supplies Travel Total Hours: 4

Personal Vehicle Total Hours: 11

EQUIPMENT: 007 / 2019 John Deere 310S Backhoe

Grading Total Hours: 12.5

Snow Removal Total Hours: 21

Drainage Maintenance Total Hours: 21

Patching Total Hours: 10

Culverts Total Hours: 2.5

Reclamation Total Hours: 3

Equipment Maintenance Total Hours: 1.5

Brush Removal Total Hours: 6

Rock Removal Total Hours: 7

Material Processing Total Hours: 19

Materials Hauling Total Hours: 5

Grounds Maintenance Total Hours: 10

Facilities Maintenance Total Hours: 1.5

Spring Cleanup Total Hours: 8

2019 John Deere 310S Backhoe Total Hours: 128

EQUIPMENT: 008 / 1984 Ford F800 Dump Truck

Drainage Maintenance Total Hours: 6

Equipment Maintenance Total Hours: 8

Brush Removal Total Hours: 14

1984 Ford F800 Dump Truck Total Hours: 28

EQUIPMENT: 010 / Crafc0 Tar Pot

Equipment Maintenance Total Hours: 13

Equipment Repair Total Hours: 6

Online Research Total Hours: 3

Crafc0 Tar Pot Total Hours: 22

Report Total Hours: 1157.5

Town of Castle Valley
Road Work - Employee Summary
Between 7/1/2020 and 6/30/2021

EMPLOYEE: 003 / Mingo Gritts

Grading Total Hours:	120	
Snow Removal Total Hours:	18	
Drainage Maintenance Total Hours:	13	
Patching Total Hours:	16	
Signing Total Hours:	58.5	
Culverts Total Hours:	2	
Reclamation Total Hours:	2.5	
Equipment Maintenance Total Hours:	74.5	
Water Road Surface Total Hours:	2	
Tree Trimming Total Hours:	0.5	
Brush Removal Total Hours:	20	
Burning Total Hours:	33	
Rock Removal Total Hours:	7	
Material Processing Total Hours:	19	
Materials Hauling Total Hours:	7	
Facilities Maintenance Total Hours:	8	
Equipment Repair Total Hours:	11.5	
Road Inspection Total Hours:	42	
Drainage Review Total Hours:	13.5	
Encroachment Review Total Hours:	1.5	
Road Meeting Total Hours:	6	
Other Meeting Total Hours:	12.5	
Online Research Total Hours:	25.5	
Parts / Supplies Travel Total Hours:	14.5	
Spring Cleanup Total Hours:	16	
Training Total Hours:	4	
Administration Total Hours:	66	
Other Total Hours:	0	
Mingo Gritts Total	614	\$19,936.58

EMPLOYEE: 004 / Mike Souza

Grading Total Hours:	7
Snow Removal Total Hours:	18

Drainage Maintenance Total Hours:	24	
Patching Total Hours:	8	
Mowing Total Hours:	54	
Signing Total Hours:	47.5	
Culverts Total Hours:	2.5	
Reclamation Total Hours:	5.5	
Equipment Maintenance Total Hours:	75	
Water Road Surface Total Hours:	92	
Road Surface Compaction Total Hours:	18	
Tree Trimming Total Hours:	0.5	
Brush Removal Total Hours:	20	
Burning Total Hours:	40	
Rock Removal Total Hours:	4	
Materials Hauling Total Hours:	29	
Grounds Maintenance Total Hours:	19	
Facilities Maintenance Total Hours:	9.5	
Equipment Repair Total Hours:	20	
Road Inspection Total Hours:	28	
Parts / Supplies Travel Total Hours:	8	
Training Total Hours:	14	
Administration Total Hours:	0	
Mike Souza Total	543.5	\$10,855.00
Report Total	1157.5	\$30,791.58

Town of Castle Valley
Road Work - Roads Summary
Between 7/1/2020 and 6/30/2021

ROAD: /

Employee Total \$12,308.95

Equipment Total \$11,610.00

Total \$23,918.95

ROAD: 001 / Amber Lane

Employee Total \$301.06

Equipment Total \$37.50

Amber Lane Total \$338.56

ROAD: 002 / Bailey Lane East

Employee Total \$277.41

Equipment Total \$600.00

Material Total \$0.00

Bailey Lane East Total \$877.41

ROAD: 003 / Bailey Lane West

Employee Total \$559.64

Equipment Total \$1,917.50

Material Total \$0.00

Bailey Lane West Total \$2,477.14

ROAD: 004 / Buchanan Lane East

Employee Total \$311.06

Equipment Total \$300.00

Material Total \$0.00

Buchanan Lane East Total \$611.06

ROAD: 005 / Buchanan Lane West

Employee Total \$557.17

Equipment Total \$1,980.00

Material Total \$0.00

Buchanan Lane West Total \$2,537.17

ROAD: 006 / Castle Creek Lane

Employee Total \$309.76

Equipment Total \$185.00

Castle Creek Lane Total \$494.76

ROAD: 007 / Castle Valley Drive

Employee Total \$4,074.32

Equipment Total \$5,985.00

Material Total \$9.00

Castle Valley Drive Total \$10,068.32

ROAD: 012 / Chamisa Lane East

Employee Total \$84.94

Chamisa Lane East Total \$84.94

ROAD: 013 / Chamisa Lane West

Employee Total \$535.88

Equipment Total \$1,522.50

Material Total \$0.00

Chamisa Lane West Total \$2,058.38

ROAD: 014 / Cliffview Drive

Employee Total \$334.82

Equipment Total \$1,290.00

Material Total \$0.00

Cliffview Drive Total \$1,624.82

ROAD: 016 / Holyoak Lane East

Employee Total \$373.53

Equipment Total \$75.00

Holyoak Lane East Total \$448.53

ROAD: 017 / Holyoak Lane West

Employee Total \$399.76

Equipment Total \$1,365.00

Material Total \$0.00

Holyoak Lane West Total \$1,764.76

ROAD: 018 / Homestead Road

Employee Total \$393.53

Homestead Road Total \$393.53

ROAD: 019 / Hooley Lane

Employee Total \$26.24

Hooley Lane Total \$26.24

ROAD: 020 / Keough Lane

Employee Total \$182.35

Equipment Total \$255.00

Keough Lane Total \$437.35

ROAD: 021 / Lazaris Lane East

Employee Total \$26.24

Lazaris Lane East Total \$26.24

ROAD: 022 / Lazaris Lane West

Employee Total \$563.41

Equipment Total \$1,802.50

Material Total \$0.00

Lazaris Lane West Total \$2,365.91

ROAD: 024 / Meadow Lane

Employee Total \$157.41

Equipment Total \$615.00

Material Total \$0.00

Meadow Lane Total \$772.41

ROAD: 025 / Miller Lane East

Employee Total \$183.65

Equipment Total \$187.50

Miller Lane East Total \$371.15

ROAD: 026 / Miller Lane West

Employee Total \$868.23

Equipment Total \$3,095.00

Material Total \$0.00

Miller Lane West Total \$3,963.23

ROAD: 027 / Pace Lane East

Employee Total \$732.11

Equipment Total \$1,455.00

Material Total \$0.00

Pace Lane East Total \$2,187.11

ROAD: 028 / Pace Lane West

Employee Total \$1,009.40

Equipment Total \$3,030.00

Material Total \$0.00

Pace Lane West Total \$4,039.40

ROAD: 029 / Pope Lane East

Employee Total \$94.94

Equipment Total \$90.00

Pope Lane East Total \$184.94

ROAD: 030 / Pope Lane West

Employee Total \$52.47

Equipment Total \$75.00

Pope Lane West Total \$127.47

ROAD: 031 / Rim Shadow Lane East

Employee Total \$132.47

Equipment Total \$120.00

Rim Shadow Lane East Total \$252.47

ROAD: 032 / Rim Shadow Lane West

Employee Total \$399.76

Equipment Total \$1,365.00

Material Total \$0.00

Rim Shadow Lane West Total \$1,764.76

ROAD: 033 / Rimrock Lane

Employee Total \$327.29

Rimrock Lane Total \$327.29

ROAD: 034 / Shafer Lane East

Employee Total \$864.58

Equipment Total \$2,562.50

Material Total \$0.00

Shafer Lane East Total \$3,427.08

ROAD: 035 / Shafer Lane West

Employee Total \$52.47

Equipment Total \$75.00

Shafer Lane West Total \$127.47

ROAD: 037 / Castle Valley Drive Connector

Employee Total \$347.29

Equipment Total \$1,290.00

Material Total \$0.00

Castle Valley Drive Connector Total \$1,637.29

ROAD: 038 / Castle Valley Drive Upper 80

Employee Total \$1,396.93

Equipment Total \$3,325.00

Material Total \$0.00

Castle Valley Drive Upper 80 Total \$4,721.93

ROAD: 041 / Town Building

Employee Total \$140.00

Equipment Total \$240.00

Town Building Total \$380.00

ROAD: 044 / Road Shop

Employee Total \$2,412.57

Equipment Total \$6,187.50

Material Total \$0.00

Road Shop Total \$8,600.07

Report Total \$83,438.08

Town of Castle Valley

Work Log - Work Type Detail

Between 7/1/2020 and 6/30/2021

WORK TYPE: 001 / Grading

Employee Totals: 127 Hours	\$4,036.40
Equipment Totals: 113 Hours	\$13,815.00
Grading Total	\$17,851.40

WORK TYPE: 002 / Snow Removal

Employee Totals: 36 Hours	\$944.46
Equipment Totals: 34 Hours	\$2,950.00
Snow Removal Total	\$3,894.46

WORK TYPE: 004 / Drainage Maintenance

Employee Totals: 37 Hours	\$902.11
Equipment Totals: 35 Hours	\$2,190.00
Drainage Maintenance Total	\$3,092.11

WORK TYPE: 005 / Patching

Employee Totals: 24 Hours	\$679.52
Equipment Totals: 10 Hours	\$600.00
Material Totals:	\$0.00
Patching Total	\$1,279.52

WORK TYPE: 007 / Mowing

Employee Totals: 54 Hours	\$1,080.00
Equipment Totals: 30.5 Hours	\$1,830.00
Mowing Total	\$2,910.00

WORK TYPE: 008 / Signing

Employee Totals: 106 Hours	\$2,849.50
Signing Total	\$2,849.50

WORK TYPE: 010 / Culverts

Employee Totals: 4.5 Hours	\$114.94
Equipment Totals: 2.5 Hours	\$150.00
Culverts Total	\$264.94

WORK TYPE: 013 / Reclamation

Employee Totals: 8 Hours	\$191.18
Equipment Totals: 3 Hours	\$180.00
Reclamation Total	\$371.18

WORK TYPE: 014 / Equipment Maintenance

Employee Totals: 149.5 Hours	\$3,904.02
Equipment Totals: 137.5 Hours	\$9,540.00
Equipment Maintenance Total	\$13,444.02

WORK TYPE: 015 / Water Road Surface

Employee Totals: 94 Hours	\$1,904.94
Equipment Totals: 94 Hours	\$7,050.00
Material Totals:	\$0.00
Water Road Surface Total	\$8,954.94

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: 019 / Brush Removal

Employee Totals: 40 Hours	\$1,049.40
Equipment Totals: 26 Hours	\$1,860.00
Brush Removal Total	\$2,909.40

WORK TYPE: 020 / Burning

Employee Totals: 73 Hours	\$1,871.51
Equipment Totals: 33 Hours	\$2,475.00
Material Totals:	\$0.00
Burning Total	\$4,346.51

WORK TYPE: 021 / Rock Removal

Employee Totals: 11 Hours	\$307.29
Equipment Totals: 7 Hours	\$420.00

Rock Removal Total \$727.29

WORK TYPE: 022 / Material Processing

Employee Totals: 19 Hours \$616.93

Equipment Totals: 19 Hours \$1,140.00

Material Totals: \$0.00

Material Processing Total \$1,756.93

WORK TYPE: 023 / Materials Hauling

Employee Totals: 36 Hours \$807.29

Equipment Totals: 33 Hours \$2,400.00

Material Totals: \$9.00

Materials Hauling Total \$3,216.29

WORK TYPE: 024 / Grounds Maintenance

Employee Totals: 19 Hours \$380.00

Equipment Totals: 10 Hours \$600.00

Grounds Maintenance Total \$980.00

WORK TYPE: 025 / Facilities Maintenance

Employee Totals: 17.5 Hours \$449.76

Equipment Totals: 1.5 Hours \$90.00

Facilities Maintenance Total \$539.76

WORK TYPE: 026 / Equipment Repair

Employee Totals: 31.5 Hours \$773.41

Equipment Totals: 31.5 Hours \$2,692.50

Equipment Repair Total \$3,465.91

WORK TYPE: 090 / Road Inspection

Employee Totals: 70 Hours \$1,923.74

Equipment Totals: 7 Hours \$0.00

Road Inspection Total \$1,923.74

WORK TYPE: 091 / Drainage Review

Employee Totals: 13.5 Hours \$438.35

Drainage Review Total \$438.35

WORK TYPE: 092 / Encroachment Review

Employee Totals: 1.5 Hours \$48.71

Encroachment Review Total \$48.71

WORK TYPE: 093 / Road Meeting

Employee Totals: 6 Hours \$194.82

Road Meeting Total \$194.82

WORK TYPE: 095 / Other Meeting

Employee Totals: 12.5 Hours \$405.88

Other Meeting Total \$405.88

WORK TYPE: 096 / Online Research

Employee Totals: 25.5 Hours \$827.99

Equipment Totals: 5 Hours \$375.00

Online Research Total \$1,202.99

WORK TYPE: 097 / Parts / Supplies Travel

Employee Totals: 22.5 Hours \$630.82

Equipment Totals: 10 Hours \$450.00

Parts / Supplies Travel Total \$1,080.82

WORK TYPE: 099 / Spring Cleanup

Employee Totals: 16 Hours \$519.52

Equipment Totals: 8 Hours \$480.00

Spring Cleanup Total \$999.52

WORK TYPE: 997 / Training

Employee Totals: 18 Hours \$409.88

Training Total \$409.88

WORK TYPE: 998 / Administration

Employee Totals: 66 Hours \$2,143.02

Administration Total \$2,143.02

WORK TYPE: 999 / Other

Employee Totals: 0 Hours \$0.00

Other Total \$0.00

Report Total \$83,438.08

Town of Castle Valley
Roads Department Manager (Administrative Only)
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

Pay: Starting pay ranging from \$20 per hour negotiable after 3 months 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.

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. Manage the staff "on call" schedule for emergencies which is to include being available on the radio.
3. Oversee Town roads and drainages work in a safe and cost-effective manner.
4. Maintain a working knowledge and insure compliance with all Town personnel policies, contracts or agreements, and relevant County, State, and Federal regulations.
5. Maintain awareness of all weather conditions affecting roads and drainages and make provisions for any extra maintenance required.
6. Insure 24 hour coverage for emergency situations. Give high priority to snow removal and flood management. Requires night and weekend work.
7. 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 equipment purchases while adhering to the Department budget and the Town purchasing policy.
8. Maintain inventories of supplies necessary for all Department work.
9. Manage employees and contractors according to policies developed by the Town Council. This includes hiring, training and firing.

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10. 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.
 11. 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.
 12. 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.
 13. Insure compliance with various federal, state and local regulations related to safe environmental and land management operations.
 14. Attend meetings with the Roads Committee and Town Council. Provide a written monthly report to the Town Council prior to its regular monthly meeting.
 15. Perform drainage reviews for building permits and easement encroachment permits for work within the road easements
 16. Research and advise Town Council on equipment acquisition.
 17. 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.

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.