

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 Manger'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 14 days 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 Manager 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 receive 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

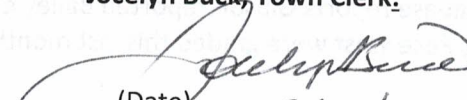
Approved:

Acting Chair Mayor Duncan:


(Date) 07/21/2021

Attested:

Jocelyn Buck, Town Clerk:


(Date) 7/21/2021

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