

AGENDA
CASTLE VALLEY ROAD COMMITTEE MEETING
TUESDAY, SEPTEMBER 14th, 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 Road Committee Meeting July 20th 2021.
3. Executive Report:
Monthly Road Report -Mingo Gritts
4. Correspondence: Wakely re; upper Keogh
5. Administrative: Database reports, VmCo road restoration update, UOL Easement update, Back hoe lease.

New Business

6. Discussion and Possible Action re: Recommendations to hire Road Manager and/or Equipment Operator Position(s).
7. Discussion and Possible Action re: Castle Creek culvert evaluation and potential ARPA funding.

Unfinished Business

8. Discussion and Possible Action re: Consideration of out sourcing road grading work (tabled).
9. Discussion and Possible Action re: Approval of Standard Operating Procedures. (tabled)
10. Road's Budget
11. Emergency Planning- Evacuation Planning
12. Closed session (if needed)

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
CASTLE VALLEY ROAD COMMITTEE MEETING
TUESDAY, July 20th, 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, Glen Wilson and Jeff Whitney.

Members Absent: None.

Recorder: J Buck

Public Present: Colleen Thompson and Ron Mengel

Roads Department: Mingo Gritts

Call to Order

M Duncan (acting Chair) called the Meeting to order at 4:40 PM

Call to Order

1. Open Public Comment: None

2. Approval of Minutes of Road Committee Meeting May 18th 2021.

Gibson motioned to approve Minutes from May 18th 2021, Wilson seconded motion passed unanimously.

Approval of Minutes of Road Committee Meeting June 15th 2021.

Whitney motioned to approve Minutes from June 15th 2021, Wilson seconded, motion passed unanimously.

3. Executive Report:

Monthly Road Report and Road Manager's timeline-Mingo Gritts

Gritts reported that almost all the roads have been graded. Whitney suggested having the water truck do a pass after the grading to help reduce the dust and help to pack down the dust/fluff. Gritts explained they have not graded the roads the fiber optics crews are still working on. The Road crew will not be mowing as conditions are too dry. The crew has installed warning/hazard signs down on Castle Creek Lane and Triassic will be here August 9th to remove the large dead cottonwood tree. Repairs included replacing the fuel tank hose.

4. Correspondence: None

5. Administrative: Database reports included year end FY2021 Reports. That information could help estimate the costs of having some of the road work contracted out. Whitney had asked Bill Jackson, if Grand County Road Department would be interested in doing the Town's annual grading. They were not interested, but may furnish us with some private contractor's contacts that might. The Creekside Lane Cottonwood removal is scheduled for Monday August 9th.

New Business

6. Discussion and Possible Action re: Job Interview panel and questions.

The Road Committee and Gritts will all participate in the interview for the Equipment Operator 2 position and they will come up with their own questions as needed. Duncan added that they should stress the need for flexibility in the position. Buck will co-ordinate with the Applicant and the Committee for the interview.

7. Discussion and Possible Action re: Consideration for where Emery needs to repair damage by the fiber install.

Gritts has assessed areas that need materials and restoration. He is estimating 1700 tons of road bases to fix all the trouble spots on about 21 roads. He is basing this on where they removed material or mixed material with dirt and therefore lost material as well as filling in big divots and other places they just tore up. His list is tentative because lots of places maybe fixed just by

grading. Cliffview needs to have the missing road base the landowner had purchased replaced. Gritts still needs to find out how/who will be doing the repairs and if the Town Road Department is going to be doing the work how the Town will be reimbursed for that expense. The VmCo subcontractors are saying they will be done in 2 weeks so Gritts will have a better idea of restoration needs and documentation when they are finished and Gritts can finish grading.

8. Discussion and Possible Action re: Easements ongoing roles and responsibilities.

Gritts explained that the utility easements along the roads are the Town's maintenance responsibility and if a landowner puts/plants something in the easement we can require them to remove it at their expense. Gibson while living in Colorado had been required to remove a tree from the easement. She wondered what the difference was here and should the Town pay to remove the tree if we do not have to? Whitney pointed out that on our tax notices we are not taxed for the easement and therefore do not own it. In Moab there is an Ordinance that requires citizens to maintain the easement. There was further discussion and need for some clarification on the types of easements and how they apply to Castle Valley. The meeting conversation went into chaos with everyone expressing their own opinions on the details of the Shafer Lane extension easement.

9. Discussion and Possible Action re: Road Closure Ordinance requirements.

Gritts explained that it states in Utah code that we must have a Road Closure Ordinance in order to close a road even in an emergency. There was discrepancy in the discussion as to whether the Ordinance should cover a list of situations that could require a road to be close or whether the Ordinance had to be for a specific road/ situation. So we need to clarify and do some research on Grand County and Moab Ordinances for examples.

Unfinished Business

10. Discussion and Possible Action re: Consideration of out sourcing road grading work (tabled). Left tabled

11. Discussion and Possible Action re: Approval of Standard Operating Procedures. (tabled). Left tabled

12. Road's Budget- Year end. The FY2021 money allocated for road base was moved to the new FY2022 Budget when the FY 2021 Budget was amended. The Committee agreed to go ahead and order the road base now and stockpile in behind the road shed. Travel time for delivery is most of the cost and it could/should be less now in the summer before SR128 tourist traffic and travel time picks up in the fall.

13. Emergency Planning- Evacuation Planning

14. Closed session (if needed)

Adjournment

Whitney motioned to adjourn, Gibson seconded motion passed unanimously.

Duncan adjourned the Meeting at 5:32 PM

Approved:

Acting Chair Mayor Duncan:

Attested:

Jocelyn Buck, Town Clerk:

(Date)

Town of Castle Valley
Road Work - Employee Summary
Between 7/1/2021 and 7/31/2021

EMPLOYEE: 003 / Mingo Gritts

Grading Total Hours:	26.5	
Drainage Maintenance Total Hours:	3.5	
Signing Total Hours:	3	
Water Road Surface Total Hours:	7	
Brush Removal Total Hours:	4	
Equipment Repair Total Hours:	2	
Road Inspection Total Hours:	3.5	
Drainage Review Total Hours:	1	
Road Meeting Total Hours:	1.5	
Administration Total Hours:	6	
Mingo Gritts Total	58	\$1,883.26

EMPLOYEE: 004 / Mike Souza

Drainage Maintenance Total Hours:	3.5	
Signing Total Hours:	3	
Water Road Surface Total Hours:	19.5	
Brush Removal Total Hours:	2.5	
Equipment Repair Total Hours:	2	
Road Inspection Total Hours:	3.5	
Parts / Supplies Travel Total Hours:	1.5	
Mike Souza Total	35.5	\$710.00
Report Total	93.5	\$2,593.26

Town of Castle Valley

Road Work - Equipment Summary

Between 7/1/2021 and 7/31/2021

EQUIPMENT: /

Drainage Maintenance Total Hours: 3.5

Signing Total Hours: 6

Equipment Repair Total Hours: 4

Road Inspection Total Hours: 7

Drainage Review Total Hours: 1

Road Meeting Total Hours: 1.5

Parts / Supplies Travel Total Hours: 1.5

Administration Total Hours: 6

Total Hours: 30.5

EQUIPMENT: 001 / 1984 Crafcro 670A Motor Grader

Grading Total Hours: 26.5

1984 Crafcro 670A Motor Grader Total Hours: 26.5

EQUIPMENT: 003 / 1998 GMC C6500 Dump Truck

Water Road Surface Total Hours: 26.5

Brush Removal Total Hours: 2.5

1998 GMC C6500 Dump Truck Total Hours: 29

EQUIPMENT: 007 / 2019 John Deere 310S Backhoe

Drainage Maintenance Total Hours: 3.5

Brush Removal Total Hours: 4

2019 John Deere 310S Backhoe Total Hours: 7.5

Report Total Hours: 93.5

Town of Castle Valley

Road Work - Roads Summary

Between 7/1/2021 and 7/31/2021

ROAD: /

Employee Total \$594.58

Total \$594.58

ROAD: 002 / Bailey Lane East

Employee Total \$314.82

Equipment Total \$1,230.00

Material Total \$0.00

Bailey Lane East Total \$1,544.82

ROAD: 004 / Buchanan Lane East

Employee Total \$708.35

Equipment Total \$2,767.50

Material Total \$0.00

Buchanan Lane East Total \$3,475.85

ROAD: 006 / Castle Creek Lane

Employee Total \$157.41

Castle Creek Lane Total \$157.41

ROAD: 007 / Castle Valley Drive

Employee Total \$179.88

Equipment Total \$427.50

Castle Valley Drive Total \$607.38

ROAD: 034 / Shafer Lane East

Employee Total \$454.58

Equipment Total \$1,435.00

Material Total \$0.00

Shafer Lane East Total \$1,889.58

ROAD: 038 / Castle Valley Drive Upper 80

Employee Total \$183.65

Equipment Total \$210.00

Castle Valley Drive Upper 80 Total \$393.65

Report Total \$8,663.26

Town of Castle Valley

Work Log - Work Type Detail

Between 7/1/2021 and 7/31/2021

WORK TYPE: 001 / Grading

Employee Totals: 26.5 Hours \$860.46

Equipment Totals: 26.5 Hours \$3,445.00

Grading Total \$4,305.46

WORK TYPE: 004 / Drainage Maintenance

Employee Totals: 7 Hours \$183.65

Equipment Totals: 3.5 Hours \$210.00

Drainage Maintenance Total \$393.65

WORK TYPE: 008 / Signing

Employee Totals: 6 Hours \$157.41

Signing Total \$157.41

WORK TYPE: 015 / Water Road Surface

Employee Totals: 26.5 Hours \$617.29

Equipment Totals: 26.5 Hours \$1,987.50

Material Totals: \$0.00

Water Road Surface Total \$2,604.79

WORK TYPE: 019 / Brush Removal

Employee Totals: 6.5 Hours \$179.88

Equipment Totals: 6.5 Hours \$427.50

Brush Removal Total \$607.38

WORK TYPE: 026 / Equipment Repair

Employee Totals: 4 Hours \$104.94

Equipment Repair Total \$104.94

WORK TYPE: 090 / Road Inspection

Employee Totals: 7 Hours \$183.65

Road Inspection Total \$183.65

WORK TYPE: 091 / Drainage Review

Employee Totals: 1 Hours \$32.47

Drainage Review Total \$32.47

WORK TYPE: 093 / Road Meeting

Employee Totals: 1.5 Hours

\$48.71

Road Meeting Total \$48.71

WORK TYPE: 097 / Parts / Supplies Travel

Employee Totals: 1.5 Hours

\$30.00

Parts / Supplies Travel Total \$30.00

WORK TYPE: 998 / Administration

Employee Totals: 6 Hours

\$194.82

Administration Total \$194.82

Report Total \$8,663.26

Town of Castle Valley
Road Work - Employee Summary
Between 8/1/2021 and 8/31/2021

EMPLOYEE: 003 / Mingo Gritts

Grading Total Hours:	31.5	
Drainage Maintenance Total Hours:	10.5	
Signing Total Hours:	8.5	
Flood Control Total Hours:	7.5	
Equipment Repair Total Hours:	2	
Road Inspection Total Hours:	5	
Drainage Review Total Hours:	1	
Administration Total Hours:	8.5	
Mingo Gritts Total	74.5	\$2,419.02

EMPLOYEE: 004 / Mike Souza

Drainage Maintenance Total Hours:	7.5	
Signing Total Hours:	11.5	
Flood Control Total Hours:	7.5	
Equipment Maintenance Total Hours:	4	
Water Road Surface Total Hours:	29.5	
Equipment Repair Total Hours:	2	
Mike Souza Total	62	\$1,240.00
Report Total	136.5	\$3,659.02

Town of Castle Valley

Road Work - Roads Summary

Between 8/1/2021 and 8/31/2021

ROAD: /

Employee Total \$655.76

Equipment Total \$540.00

Total \$1,195.76

ROAD: 001 / Amber Lane

Employee Total \$357.29

Equipment Total \$1,362.50

Material Total \$0.00

Amber Lane Total \$1,719.79

ROAD: 004 / Buchanan Lane East

Employee Total \$236.12

Equipment Total \$855.00

Buchanan Lane East Total \$1,091.12

ROAD: 006 / Castle Creek Lane

Employee Total \$506.00

Castle Creek Lane Total \$506.00

ROAD: 007 / Castle Valley Drive

Employee Total \$52.47

Equipment Total \$190.00

Castle Valley Drive Total \$242.47

ROAD: 012 / Chamisa Lane East

Employee Total \$209.88

Equipment Total \$820.00

Material Total \$0.00

Chamisa Lane East Total \$1,029.88

ROAD: 016 / Holyoak Lane East

Employee Total \$202.35

Equipment Total \$560.00

Holyoak Lane East Total \$762.35

ROAD: 019 / Hooley Lane

Employee Total \$383.53

Equipment Total \$1,500.00

Material Total \$0.00

Hooley Lane Total \$1,883.53

ROAD: 025 / Miller Lane East

Employee Total \$452.23

Equipment Total \$1,700.00

Material Total \$0.00

Miller Lane East Total \$2,152.23

ROAD: 031 / Rim Shadow Lane East

Employee Total \$209.88

Equipment Total \$820.00

Material Total \$0.00

Rim Shadow Lane East Total \$1,029.88

ROAD: 038 / Castle Valley Drive Upper 80

Employee Total \$393.53

Equipment Total \$1,012.50

Material Total \$21.60

Castle Valley Drive Upper 80 Total \$1,427.63

Report Total \$13,040.62

Town of Castle Valley

Work Log - Work Type Detail

Between 8/1/2021 and 8/31/2021

WORK TYPE: 001 / Grading

Employee Totals: 31.5 Hours	\$1,022.81
Equipment Totals: 31.5 Hours	\$3,990.00
Grading Total \$5,012.81	

WORK TYPE: 004 / Drainage Maintenance

Employee Totals: 18 Hours	\$490.94
Equipment Totals: 18 Hours	\$1,605.00
Drainage Maintenance Total \$2,095.94	

WORK TYPE: 008 / Signing

Employee Totals: 20 Hours	\$506.00
Signing Total \$506.00	

WORK TYPE: 011 / Flood Control

Employee Totals: 15 Hours	\$393.53
Equipment Totals: 15 Hours	\$1,012.50
Material Totals:	\$21.60
Flood Control Total \$1,427.63	

WORK TYPE: 014 / Equipment Maintenance

Employee Totals: 4 Hours	\$80.00
Equipment Totals: 4 Hours	\$240.00
Equipment Maintenance Total \$320.00	

WORK TYPE: 015 / Water Road Surface

Employee Totals: 29.5 Hours	\$590.00
Equipment Totals: 29.5 Hours	\$2,212.50
Material Totals:	\$0.00
Water Road Surface Total \$2,802.50	

WORK TYPE: 026 / Equipment Repair

Employee Totals: 4 Hours	\$104.94
Equipment Totals: 4 Hours	\$300.00
Equipment Repair Total \$404.94	

WORK TYPE: 090 / Road Inspection**Employee Totals: 5 Hours****\$162.35****Road Inspection Total \$162.35**

WORK TYPE: 091 / Drainage Review**Employee Totals: 1 Hours****\$32.47****Drainage Review Total \$32.47**

WORK TYPE: 998 / Administration**Employee Totals: 8.5 Hours****\$276.00****Administration Total \$276.00**

Report Total \$13,040.62

Town of Castle Valley

Road Work - Employee Detail

Between 8/1/2021 and 8/31/2021

EMPLOYEE: 003 / Mingo Gritts

001 / GRADING	Hours	Rate	Line Total
8/16/2021 19 / Hooley Lane	7	\$32.47	\$227.29
8/16/2021 19 / Hooley Lane	0.5	\$32.47	\$16.24
8/17/2021 31 / Rim Shadow Lane East	4	\$32.47	\$129.88
8/17/2021 12 / Chamisa Lane East	4	\$32.47	\$129.88
8/24/2021 25 / Miller Lane East	1	\$32.47	\$32.47
8/24/2021 25 / Miller Lane East	8	\$32.47	\$259.76
8/30/2021 1 / Amber Lane	0.5	\$32.47	\$16.24
8/30/2021 1 / Amber Lane	6.5	\$32.47	\$211.06
Grading Total Hours: 31.5			
004 / DRAINAGE MAINTENANCE	Hours	Rate	Line Total
8/19/2021 16 / Holyoak Lane East	3	\$32.47	\$97.41
8/23/2021 4 / Buchanan Lane East	4.5	\$32.47	\$146.12
8/23/2021 7 / Castle Valley Drive	1	\$32.47	\$32.47
8/23/2021 16 / Holyoak Lane East	2	\$32.47	\$64.94
Drainage Maintenance Total Hours: 10.5			
008 / SIGNING	Hours	Rate	Line Total
8/9/2021 6 / Castle Creek Lane	8.5	\$32.47	\$276.00
Signing Total Hours: 8.5			
011 / FLOOD CONTROL	Hours	Rate	Line Total
8/2/2021 38 / Castle Valley Drive Upper 80	7.5	\$32.47	\$243.53
Flood Control Total Hours: 7.5			
026 / EQUIPMENT REPAIR	Hours	Rate	Line Total
8/31/2021 /	2	\$32.47	\$64.94
Equipment Repair Total Hours: 2			
090 / ROAD INSPECTION	Hours	Rate	Line Total
8/3/2021 /	5	\$32.47	\$162.35
Road Inspection Total Hours: 5			
091 / DRAINAGE REVIEW	Hours	Rate	Line Total
8/26/2021 /	1	\$32.47	\$32.47
Drainage Review Total Hours: 1			

998 / ADMINISTRATION	Hours	Rate	Line Total
8/3/2021 /	3.5	\$32.47	\$113.65
8/9/2021 /	0.5	\$32.47	\$16.24
8/17/2021 /	1	\$32.47	\$32.47
8/31/2021 /	1	\$32.47	\$32.47
8/31/2021 /	2.5	\$32.47	\$81.18

Administration Total Hours: 8.5

Mingo Gritts Total 74.5 \$2,419.02

EMPLOYEE: 004 / Mike Souza

004 / DRAINAGE MAINTENANCE	Hours	Rate	Line Total
8/23/2021 4 / Buchanan Lane East	4.5	\$20.00	\$90.00
8/23/2021 7 / Castle Valley Drive	1	\$20.00	\$20.00
8/23/2021 16 / Holyoak Lane East	2	\$20.00	\$40.00

Drainage Maintenance Total Hours: 7.5

008 / SIGNING	Hours	Rate	Line Total
8/8/2021 6 / Castle Creek Lane	8.5	\$20.00	\$170.00
8/10/2021 6 / Castle Creek Lane	3	\$20.00	\$60.00

Signing Total Hours: 11.5

011 / FLOOD CONTROL	Hours	Rate	Line Total
8/2/2021 38 / Castle Valley Drive Upper 80	7.5	\$20.00	\$150.00

Flood Control Total Hours: 7.5

014 / EQUIPMENT MAINTENANCE	Hours	Rate	Line Total
8/3/2021 /	4	\$20.00	\$80.00

Equipment Maintenance Total Hours: 4

015 / WATER ROAD SURFACE	Hours	Rate	Line Total
8/16/2021 19 / Hooley Lane	7	\$20.00	\$140.00
8/17/2021 12 / Chamisa Lane East	4	\$20.00	\$80.00
8/17/2021 31 / Rim Shadow Lane East	4	\$20.00	\$80.00
8/24/2021 25 / Miller Lane East	8	\$20.00	\$160.00
8/30/2021 1 / Amber Lane	6.5	\$20.00	\$130.00

Water Road Surface Total Hours: 29.5

026 / EQUIPMENT REPAIR	Hours	Rate	Line Total
8/31/2021 /	2	\$20.00	\$40.00

Equipment Repair Total Hours: 2

Mike Souza Total 62 \$1,240.00

Report Total 136.5 \$3,659.02

Town of Castle Valley
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	<u>Jul '21 - ...</u>	<u>Budget</u>	<u>% of Bud...</u>
Ordinary Income/Expense			
Expense			
5500 · Roads			
5510 · Payroll & Taxes			
5511 · Road Supervisor	4,331.92	25,500.00	17.0%
5512 · Road Staff	2,119.19	14,900.00	14.2%
Total 5510 · Payroll & Taxes	6,451.11	40,400.00	16.0%
5520 · Professional fees			
5521 · Roads Legal Fees	0.00	2,000.00	0.0%
Total 5520 · Professional fees	0.00	2,000.00	0.0%
5530 · Road Equipment			
5535 · Equipment & Tools	0.00	5,000.00	0.0%
5534 · Leased Equipment	0.00	14,000.00	0.0%
5531 · Fuel Oil / Supplies	399.16	10,000.00	4.0%
5532 · Maintenance / Repair	318.09	11,000.00	2.9%
Total 5530 · Road Equipment	717.25	40,000.00	1.8%
5540 · Road Maintenance / Repair			
5543 · Special Road Projects			
5549 · Other	2,800.00	10,000.00	28.0%
Total 5543 · Special Road Projects	2,800.00	10,000.00	28.0%
5541 · Road Work Contractors	0.00	500.00	0.0%
Total 5540 · Road Maintenance / Repair	2,800.00	10,500.00	26.7%
Total 5500 · Roads	9,968.36	92,900.00	10.7%
Total Expense	9,968.36	92,900.00	10.7%
Net Ordinary Income	-9,968.36	-92,900.00	10.7%
Net Income	<u>-9,968.36</u>	<u>-92,900.00</u>	<u>10.7%</u>