AGENDA
CASTLE VALLEY ROAD COMMITTEE MEETING
TUESDAY, NOVEMBER 16th, 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 for Road Committee Meeting September 14th 2021.
3. Executive Report:
   Monthly Road Report -Mingo Gritts/ Dorje Honer
4. Correspondence:
5. Administrative: Database reports, Emery Road restoration update, dirt in back lot, Road Dept. Truck.

New Business

6. Discussion and Possible Action re: Review Road Committee Ordinance
7. Discussion and Possible Action re: Approval of 2022 Meeting Dates.
8. Discussion and Possible Action re: Back hoe Lease options.

Finished Business

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

13 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, 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 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: J Buck
Public Present: Colleen Thompson, Mary Wakely, Laura Cameron, Egmont Honer and Dorje Honer.
Roads Department: None

Call to Order

M Duncan (acting Chair) called the Meeting to order at 4:32 PM

1. Open Public Comment:

Laura Cameron Lot 340 Taylor Lane
Cameron explained that VmCo had done some road repair work up on Taylor but the right side of the Taylor was still in bad shape. Cameron and Peck had spoken with Cory (VmCo) and he had stated that VmCo was not responsible to fix all the damage done to Taylor after the last storm runoff. Cameron had researched road reports and found that 37 (taking east/west separately) Town roads had been worked on by the Town Road Department in the past year but Taylor was not one of them. She asked that the road be repaired and that VmCo and/ or Emery and the Road Department resolve the situation.
Mary Wakely Lot 334 Keogh Lane
Wakely added that Keogh was ok but then after the rain the trench VmCo made channeled water into the road and wash up a lot of large rocks on to the road. She asked that Keogh be graded / smoothed out.
Duncan added that both these roads are on the latest list for VmCo to repair. And the Road Department's road priority list also included both Keogh and Taylor.

2. Approval of Minutes of Road Committee Meeting July 20th 2021.

Gibson motioned to approve Minutes from July 20th 2021.Whitney seconded motion passed unanimously

3. Executive Report:

Monthly Road Report - Duncan reported the due to recent rain storms the Road crew still needs to grade: Keogh, Taylor, W Holyoak, E. Lazarus, W. Pope, Castle Creek, Rimrock and FireCliff. The Dump truck door sustained damage will working on Amber lane and has been repaired.

4. Correspondence: Wakely re; upper Keogh-Pubic comment above.

5. Administrative: Database reports.

VmCo road restoration update: Duncan has corresponded with Jared Anderson (Emery) to let him know the Town is not satisfied with how the subcontractors VmCo have restored the roads. VmCo had met with MidState and has been been signed off on the project without including the Town's input. The Town will have to pursue Emery for road restoration.
UOL Easement update: Buck reported that we have submitted what was requested by UOL and they have not yet agreed we can move the fence. The N.E. survey stake for Lot 352 will have to be replaced before the Upper Eighty Road is moved over as it was in the middle of the existing road. Steinmans (Lot 352) do not want the road cut over into their property. They have agreed to the 25' easement at the back of their lot but not access or an easement down the north side.
Back hoe lease: Buck reported that the Town's 3 year lease on the Backhoe will be up at the end of the

year and we will have re-negotiate another lease.

New Business

6. Discussion and Possible Action re: Recommendations to hire Road Manager and/or Equipment Operator Position(s).

The Committee agreed to recommend Egmont and Dorje Honer to the Road Manager and Equipment Operator positions. Egmont had spent some time with Gritts and still had some questions for him. Egmont asked for another week to decide if they would take the job and the Committee agreed.

7. Discussion and Possible Action re: Castle Creek culvert evaluation and potential ARPA funding.

Buck stated that the ARPA funding criteria was directed towards infrastructure improvement projects repair to the Castle creek culvert fits that criteria. The Committee would look into products and costs to resurface the bottom of the culvert. Buck will contact Merrill Brady and have him assess any damage and/or wear to the culvert.

Unfinished Business

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

Adjournment

Whitney motioned to adjourn, Gibson seconded motion passed unanimously.
Duncan adjourned the Meeting at 5:10 PM

Approved:
Acting Chair Mayor Duncan:

Attested:
Jocelyn Buck, Town Clerk:

(Date)

ORDINANCE 2008 – 3

(This Ordinance 2008-3 dated October 16th, 2013 supersedes any earlier dated 2008-3)

AN ORDINANCE ESTABLISHING A CASTLE VALLEY ROAD COMMITTEE

WHEREAS, maintaining and repairing the Town's roads and related drainages is a critical public service, and

WHEREAS, significant taxpayer money is spent on these activities, and

WHEREAS, there should be citizen/taxpayer involvement in setting priorities and monitoring the quality of the work performed, and

WHEREAS, there may be citizens/taxpayers with expertise and/or interest in road and/or drainage matters who wish to participate in managing these activities, and

WHEREAS, the burden of managing the Road Department of the Town should not fall solely to the Mayor but should be shared among interested citizens, and

WHEREAS, the Town Council has the authority under Utah Code 10-3b-403 to assign administrative duties

NOW THEREFORE BE IT ORDAINED BY THE TOWN OF CASTLE VALLEY:

1. The Road Committee (hereinafter referred to as "Committee") will be an official committee of the Town of Castle Valley. Its purpose will be to provide direction and support to the Road Department in areas outlined below.

2. Formation and composition of the Committee:

   A. The Committee will consist of four members who are appointed by the Town Council, based on those people who offer to serve on the Committee after public notice of vacancies;

   B. Each member will serve a three-year term. Terms will be staggered, as determined by the Committee;

   C. Committee members will meet at least once per quarter. Meetings will be governed by the Open Meetings Act and will be governed by and conducted in accordance with the current edition of Robert's Rules of Order. Agendas and minutes will be posted and supplied to the Town Council. Records will be kept on file at the Town Office;

   D. A quorum will consist of two members;

   E. Up to two members may be members of the Town Council; and

   F. The Committee will elect its Chairperson.

3. Duties of the Committee:

A. The Committee will create and periodically review the job description for the Road Department Manager;

B. The Committee must approve all major personnel actions regarding the Road Department Manager (i.e., hiring, firing, raises, etc.), and must participate in the Personnel Evaluation of the Road Department Manager;

C. The Committee will create and keep an updated a list of priority projects for road repair and construction;

D. The Committee will give the Road Department Manager overall direction for road priorities and allocation of resources;

E. The Committee will establish a general yearly maintenance policy;

F. The Committee will regularly review the quality and completeness of the work of the Road Department;

G. The Committee will develop other policies as needed (e.g., driveway culvert policy, etc.) and recommend them to the Town Council;

H. The Committee will work with the Road Department Manager on C., D. and E. above, including periodic meetings in person or via email and phone calls;

I. The Chairperson, along with the Road Department Manager, will report relevant information at the monthly Town Council meetings, as needed;

J. The Committee, along with the Road Department Manager, will be responsible for tracking the Road budget:

1) The Road Department Manager will inform the Committee Chairperson of anticipated expenditures that would require Town Council approval. The Committee Chairperson or other available Committee member will inform the Town Council or Mayor so that the item appears on the agenda;

2) The Committee, with the Road Department Manager, will establish a pay scale for Road staff, with Town Council approval; and

3) The Committee Chairperson will receive from the Town Clerk prior to every Town Council meeting a report on Road Department expenditures-to-date and Road Department bills to be approved by the Council at the meeting.

K. The Committee will interface with residents and property owners on Road issues as needed. The Road Department Manager will keep the Committee informed of such issues;

L. The Committee will assist the Road Department Manager with special projects, such as acquiring drainage easements, as needed; and

M. The Town Clerk will assist on relevant paperwork, etc. for the Committee.

Passed & approved by the Town Council, Town of Castle Valley, in open session this 16th day of October, 2013 by the following vote:

Aye: Mayor Erley, Council Members: Drogin, Duncan & Hill.

Nay: None.

Absent: Council Member Williams

APPROVED:

David D. Erley, Mayor **Date**

ATTESTED:

Alison Fuller, Town Clerk **Date**

2022 Meeting Schedule - Town of Castle Valley

Due to COVID meetings will be held virtually on Zoom unless otherwise posted on Agendas

Regular Town Council Meetings

Held at 6:30 P.M. on the 3rd Wednesday of each month.

January 19
February 16
March 16
April 20
May 18
June 15
July 20
August 17
September 21
October 19
November 16
December 21

Planning & Land Use Commission Meetings

Held at 6:30 P.M. on the 1st Wednesday of each month.

January 5
February 2
March 2
April 6
May 4
June 1
July 6
August 3
September 7
October 5
November 2
December 7

Road Committee Meetings

Held at 4:30 P.M. on the 3rd Tuesday of each month, except where noted.

January 18
February 15
March 15
April 19
May 17
June 14 (2nd Tues)
July 19
August 16
September 20
October 18
November 15
December 20

Jocelyn,
Please see the responses below to your questions:

...our 3 year lease will be up at the end of the year . However, we did not take possession of the actual back hoe until March 11,2019. So technically the lease is good until March
I have attached a copy of the signed lease documents for the 310SL lease machine. This lease does not mature until March 11, 2022. To put the customer at ease, I have also included a copy of Castle Valley's JDF account summary which also supports the March 11 maturity date.

Can we renew that lease for another 3 years ?
Yes, the lease can be renewed for as little as 12 months. For this option, please obtain the current machine hours and confirm Castle Valley wants to keep the current 300 hours per year.

Can we get a new machine lease for another 3 years?
If the customer goes this route, we can have the current lease extended on a month-to-month basis until the replacement unit is received.

Can we do a year lease ?
The shortest lease term we can provide on a new machine is 24 months.

What would be the costs for those options ?
A renewal or month-to-month arrangement will provide the customer with the same payment they are making now.
For a new 310SL lease, I will need a machine quote in order to generate the corresponding lease quote.

The customer can certainly renew their lease for an additional 36 months. We would just need to get the current number of hours on the machine and confirm Castle Valley wants to keep the current 300 hours per year.

Thank you,

Tony Bradshaw
Western Colorado/Southern Utah Region Manager
Honnen Equipment Co.
2358 I-70 Frontage Road | Grand Junction, CO | 81505
P: 970 243-7090 | C: 970-250-3909
tonybradshaw@honnen.com
www.honnen.com

JOHN DEERE FINANCIAL

Application ID: 12748178
Version Number: 2
Governmental

LEASE AGREEMENT

LESSEE'S NAME AND PHYSICAL ADDRESS			
TOWN OF CASTLE VALLEY 2 CASTLE VALLEY DR CASTLE VALLEY, UT 84532	LESSEE'S TAX ID NUMBER **-***3404	LESSEE'S PHONE NO. 435-259-9828	TYPE OF BUSINESS Municipality
LESSEE RESIDES IN (County/State) GRAND, UT	LESSEE AGREES TO KEEP GOODS IN (County/State) See Equipment Location and County for each Item of Equipment below		
NAME AND TITLE OF SIGNING OFFICER JOCELYN BUCK - TOWN CLERK			

LESSOR'S NAME AND ADDRESS	
Deere Credit, Inc. P.O. Box 6600 Johnston, IA 50131-2945	PHONE NUMBER 800-828-8297

This Lease Agreement ("Lease Agreement") is entered into between Deere Credit, Inc., as Lessor ("we", "us" or "our"), and the Lessee and any Co-Lessee identified above ("you" or "your").

Each Lessee and Co-Lessee shall be jointly and severally liable for all obligations under this Lease Agreement.

EQUIPMENT LEASED

Year	Manufacturer	Equipment Description	Engine Hour Limit Per Year	Excess Hour Charge	Equipment Location	County	Outside City Limits
2019	JOHN DEERE	310SL HL Loader Backhoe	300	$25.00	CASTLE VALLEY, UT	GRAND	No

ADDITIONAL DETAILS

Product ID	Engine Hour Meter	Asset Level Payment*	Purchase Option Price
1T0310SLLKF347576	0	$10,262.34	$71,644.98
Total Purchase Option Price			**$71,644.98**

*Asset Level Payments may not include applicable sales taxes. For purposes of this Lease Agreement, "Lease Payments" means the Lease Payment as identified below.

LEASE PAYMENTS

LEASE TERM START DATE: March 11, 2019
LEASE TERM END DATE: March 11, 2022

The first Lease Payment Due Date is March 11, 2019 and each successive Lease Payment is due on the same day of the Year thereafter, (the "Billing Period"), unless otherwise provided below

NUMBER OF PAYMENTS	AGGREGATE OF ASSET LEVEL PAYMENTS	SALES/USE TAX	LEASE PAYMENT	DUE DATE
3	$10,262.34	$0.00	$10,262.34	March 11, 2019

THE TERMS OF THIS CONTRACT ARE CONTAINED ON MORE THAN ONE PAGE

SOPs to work on

Hazardous Materials Storage

A. Purpose and Definitions:

B. P.P.E.:
Standard (safety glasses, steel-toed work boots, class-3 orange retro-reflective vest).

C. Frequency & Considerations:

D. Procedure:

E. References:
Ordinances

F. Attachments:

Temporary Traffic Control and Signage

A. Purpose and Definitions:

B. P.P.E.:
Standard (safety glasses, steel-toed work boots, class-3 orange retro-reflective vest).

C. Frequency & Considerations:

D. Procedure:

E. References:
Ordinances

F. Attachments:

When to implement, best practices to use
Whose responsibility
Approved signage for roads- who approves new signage

Drainage Reviews

A. Purpose and Definitions:

B. P.P.E.:
Standard (safety glasses, steel-toed work boots, class-3 orange retro-reflective vest).

C. Frequency & Considerations:

D. Procedure:

E. References:
Ordinances

F. Attachments:

Easement Encroachment

A. Purpose and Definitions:

B. P.P.E.:
Standard (safety glasses, steel-toed work boots, class-3 orange retro-reflective vest).

C. Frequency & Considerations:

D. Procedure:

E. References:
Ordinances

F. Attachments:

Permits
Enforcement, whose responsibility, accepted methods

Snow Plowing

A. Purpose and Definitions:

B. P.P.E.:
Standard (safety glasses, steel-toed work boots, class-3 orange retro-reflective vest).

C. Frequency & Considerations:

D. Procedure:

E. References:
Ordinances

F. Attachments:

Road Department equipment will be used by Road Department staff to clear snow from the driveway and parking areas on the Town lot

Crack Sealing (CVD)

A. Purpose and Definitions:

B. P.P.E.:
Standard (safety glasses, steel-toed work boots, class-3 orange retro-reflective vest).

C. Frequency & Considerations:

D. Procedure:

E. References:
Ordinances

F. Attachments:

Culvert Installation

A. Purpose and Definitions:

B. P.P.E.:
Standard (safety glasses, steel-toed work boots, class-3 orange retro-reflective vest).

C. Frequency & Considerations:

A. Procedure:

B. References:

C. Attachments:

Acceptable installation practices and requirements.

Road Improvements

A. Purpose and Definitions:

B. P.P.E.:
Standard (safety glasses, steel-toed work boots, class-3 orange retro-reflective vest).

C. Frequency & Considerations:

D. Procedure:

E. References:
Ordinances

F. Attachments:

Recorded on Road Department Inspection form and log book.
Performed by Road Department Staff
Priority of Road Improvements will be set by the Road Committee with input from the Mayor and Town Council.
Road Improvements within the Road's budget will be approved by the Road Committee.
Road Improvement outside the Roads Budget will be approved by the Town Council.
Road Improvements timing will be approved by the Road Committee in consultation with the Road Supervisor.

Debris Pile Management

A. Purpose and Definitions:

B. P.P.E.:
Standard (safety glasses, steel-toed work boots, class-3 orange retro-reflective vest).

C. Frequency & Considerations:

D. Procedure:

E. References:
Ordinances

F. Attachments:

Tractor raking

A. Purpose and Definitions:

B. P.P.E.:
Standard (safety glasses, steel-toed work boots, class-3 orange retro-reflective vest).

C. Frequency & Considerations:

D. Procedure:

E. References:

F. Attachments:

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

	Jul '21 - J...	Budget	% of Bud...
Ordinary Income/Expense			
Expense			
5500 · Roads			
5510 · Payroll & Taxes			
5511 · Road Supervisor	8,651.88	25,500.00	33.9%
5512 · Road Staff	3,645.45	14,900.00	24.5%
Total 5510 · Payroll & Taxes	12,297.33	40,400.00	30.4%
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	2,279.52	10,000.00	22.8%
5532 · Maintenance / Repair	1,446.31	11,000.00	13.1%
Total 5530 · Road Equipment	3,725.83	40,000.00	9.3%
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	18,823.16	92,900.00	20.3%
Total Expense	18,823.16	92,900.00	20.3%
Net Ordinary Income	-18,823.16	-92,900.00	20.3%
Net Income	**-18,823.16**	**-92,900.00**	**20.3%**