

Town of Castle Valley

Road Department

MONTHLY REPORT

OCTOBER, 2021

CURRENT & UPCOMING - ROUTINE WORK

Taylor Lane Repairs:

- We have been hauling native sand material to Taylor Lane to make much needed repairs to the road surface and shoulder ditches.

Flood Damage Repairs:

- We have been cleaning silt deposits out of the road shoulder ditches.

PROJECTS

Emery Fiber Project:

- We will be coordinating with Emery to ensure that the roads affected by their work shall be restored satisfactorily.

MATERIALS

- We have a quote from LeGrand Johnson to import 395 tons of 1" gravel for improving road surface areas.

REQUISITIONS

- Nothing to report at this time.

ACQUISITIONS

- Nothing to report at this time.

EQUIPMENT

Dump Truck (GMC):

- We have repaired the power steering hose that was leaking.

Dump Truck (Ford):

- The air brake system needs some work.

FACILITIES

- Nothing to report at this time.

TRAINING

- Nothing to report at this time.

BUDGET

- We are currently within our budget .

INCIDENTS & ACCIDENTS

- Nothing to report at this time.

WORK SCHEDULE

- The road crew works a flexible schedule (usually Mondays & Tuesdays) based upon the: resources available, prioritization of work, weather conditions, and the private schedules of its employees.
- The road crew currently does not work on Sundays except for emergencies.

Town of Castle Valley

Road Department

Monthly Report

Dorje Honer

October, 2021

Road Grading:

- Ditches for all East side roads were completed earlier in the month.
- Lower Keogh ditches completed.
- (Training) Lower Pope, past all occupied lots was cleaned and graded to a degree.
- Remaining Roads: E. Shafer, Emery Telecom areas.

PROJECTS

- We have been working towards getting the Emery Telecom replacement gravel put into place.

MATERIALS

- Nothing to report at this time.

REQUISITIONS

- Headlights & warning lights for the grader.

ACQUISITIONS

- Nothing to report at this time.

EQUIPMENT

- Dump Truck (Ford)
 - Oil in air brake system & brake issues)
- Grader
 - 1 headlight and 0 warning lights are functional. Must be replaced before snow plowing.

FACILITIES

- Nothing to report at this time.

TRAINING

- LTAP Traffic Control Training
 - First (Technician) training completed
 - Second will occur on 29th and 30th of November.
 - Grader training is still in progress, however we have begun work on roads.

BUDGET

- Nothing to report at this time.

INCIDENTS & ACCIDENTS

- Nothing to report at this time.

WORK SCHEDULE

- The road crew works a flexible schedule (usually Mondays & Tuesdays) based upon: resources available, prioritization of work, weather conditions, and the private schedule of its employees.
- The road crew currently does not work on Sundays except for emergencies.

Town of Castle Valley

Work Log - Work Type Detail

Between 9/1/2021 and 9/30/2021

WORK TYPE: 001 / Grading

Employee Totals: 15.5 Hours \$503.29

Equipment Totals: 15.5 Hours \$1,910.00

Grading Total \$2,413.29

WORK TYPE: 004 / Drainage Maintenance

Employee Totals: 5 Hours \$100.00

Equipment Totals: 5 Hours \$300.00

Drainage Maintenance Total \$400.00

WORK TYPE: 008 / Signing

Employee Totals: 1 Hours \$32.47

Signing Total \$32.47

WORK TYPE: 014 / Equipment Maintenance

Employee Totals: 1.5 Hours \$48.71

Equipment Totals: 1.5 Hours \$112.50

Equipment Maintenance Total \$161.21

WORK TYPE: 015 / Water Road Surface

Employee Totals: 21 Hours \$420.00

Equipment Totals: 21 Hours \$1,575.00

Material Totals: \$0.00

Water Road Surface Total \$1,995.00

WORK TYPE: 022 / Material Processing

Employee Totals: 10 Hours \$274.82

Equipment Totals: 10 Hours \$480.00

Material Totals: \$0.00

Material Processing Total \$754.82

WORK TYPE: 023 / Materials Hauling

Employee Totals: 6 Hours \$120.00

Equipment Totals: 6 Hours \$450.00

Material Totals: \$0.00

Materials Hauling Total \$570.00

WORK TYPE: 025 / Facilities Maintenance

Employee Totals: 4 Hours \$80.00

Facilities Maintenance Total \$80.00

WORK TYPE: 026 / Equipment Repair

Employee Totals: 4 Hours \$104.94

Equipment Totals: 4 Hours \$300.00

Equipment Repair Total \$404.94

WORK TYPE: 097 / Parts / Supplies Travel

Employee Totals: 1 Hours \$32.47

Parts / Supplies Travel Total \$32.47

WORK TYPE: 998 / Administration

Employee Totals: 19.5 Hours \$633.17

Administration Total \$633.17

Report Total \$7,477.36

Town of Castle Valley

Road Work - Roads Summary

Between 9/1/2021 and 9/30/2021

ROAD: /

Employee Total \$899.28

Equipment Total \$412.50

Total \$1,311.78

ROAD: 001 / Amber Lane

Employee Total \$100.00

Equipment Total \$300.00

Amber Lane Total \$400.00

ROAD: 018 / Homestead Road

Employee Total \$294.82

Equipment Total \$1,155.00

Material Total \$0.00

Homestead Road Total \$1,449.82

ROAD: 036 / Taylor Lane

Employee Total \$780.94

Equipment Total \$2,780.00

Material Total \$0.00

Taylor Lane Total \$3,560.94

ROAD: 044 / Road Shop

Employee Total \$274.82

Equipment Total \$480.00

Material Total \$0.00

Road Shop Total \$754.82

Report Total \$7,477.36

Town of Castle Valley

Road Work - Employee Summary

Between 9/1/2021 and 9/30/2021

EMPLOYEE: 003 / Mingo Gritts

Grading Total Hours:	15.5	
Signing Total Hours:	1	
Equipment Maintenance Total Hours:	1.5	
Material Processing Total Hours:	6	
Equipment Repair Total Hours:	2	
Parts / Supplies Travel Total Hours:	1	
Administration Total Hours:	19.5	
Mingo Gritts Total	46.5	\$1,509.86

EMPLOYEE: 004 / Mike Souza

Drainage Maintenance Total Hours:	5	
Water Road Surface Total Hours:	21	
Material Processing Total Hours:	4	
Materials Hauling Total Hours:	6	
Facilities Maintenance Total Hours:	4	
Equipment Repair Total Hours:	2	
Mike Souza Total	42	\$840.00
Report Total	88.5	\$2,349.86

Town of Castle Valley

Work Log - Work Type Detail

Between 10/1/2021 and 10/31/2021

WORK TYPE: 001 / Grading

Employee Totals: 6.5 Hours \$130.00

Equipment Totals: 6.5 Hours \$390.00

Grading Total \$520.00

WORK TYPE: 002 / Snow Removal

Employee Totals: 2 Hours \$64.94

Equipment Totals: 2 Hours \$260.00

Snow Removal Total \$324.94

WORK TYPE: 004 / Drainage Maintenance

Employee Totals: 23 Hours \$535.00

Equipment Totals: 23 Hours \$2,430.00

Drainage Maintenance Total \$2,965.00

WORK TYPE: 007 / Mowing

Employee Totals: 9.5 Hours \$190.00

Equipment Totals: 9.5 Hours \$570.00

Mowing Total \$760.00

WORK TYPE: 014 / Equipment Maintenance

Employee Totals: 10.5 Hours \$241.24

Equipment Totals: 7 Hours \$525.00

Equipment Maintenance Total \$766.24

WORK TYPE: 022 / Material Processing

Employee Totals: 10 Hours \$200.00

Equipment Totals: 10 Hours \$510.00

Material Processing Total \$710.00

WORK TYPE: 026 / Equipment Repair

Employee Totals: 4 Hours \$80.00

Equipment Totals: 4 Hours \$300.00

Equipment Repair Total \$380.00

WORK TYPE: 090 / Road Inspection

Employee Totals: 20 Hours \$518.47
Equipment Totals: 1.5 Hours \$0.00

Road Inspection Total \$518.47

WORK TYPE: 091 / Drainage Review

Employee Totals: 3 Hours \$97.41

Drainage Review Total \$97.41

WORK TYPE: 095 / Other Meeting

Employee Totals: 1 Hours \$32.47

Other Meeting Total \$32.47

WORK TYPE: 097 / Parts / Supplies Travel

Employee Totals: 1.5 Hours \$48.71

Parts / Supplies Travel Total \$48.71

WORK TYPE: 100 / Third Party Supervision

Employee Totals: 3 Hours \$97.41

Equipment Totals: 3 Hours \$390.00

Third Party Supervision Total \$487.41

WORK TYPE: 997 / Training

Employee Totals: 10 Hours \$200.00

Equipment Totals: 6 Hours \$710.00

Training Total \$910.00

WORK TYPE: 998 / Administration

Employee Totals: 20 Hours \$649.40

Administration Total \$649.40

Report Total \$9,170.04

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 three 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

Town of Castle Valley

11/17/2021 10:04 AM

Register: 1300 · General Accounts Unrestricted:Zions Operating

From 10/22/2021 through 11/18/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/31/2021			5100 · Administration:...	Service Charge	3.00	X		11,298.77
10/31/2021	eft	Zions Bank Liabilities	-split-	87-0483404 Fo...	1,347.50			9,951.27
10/31/2021	9409	Colleen R Thompson	-split-		175.47			9,775.80
10/31/2021	9410	Dorje Honer	-split-		925.94			8,849.86
10/31/2021	9411	Janet M Gregory	-split-		161.84			8,688.02
10/31/2021	9412	Jasmine A Duncan	-split-		606.36			8,081.66
10/31/2021	9413	Jessica L Chamberlin...	-split-		62.33			8,019.33
10/31/2021	9414	Jocelyn F. Buck	-split-		1,673.21			6,346.12
10/31/2021	9415	Mike Souza *	-split-		744.15			5,601.97
10/31/2021	9416	Mingo J Gritts	-split-		1,230.75			4,371.22
10/31/2021	9417	Warren M Egbert	-split-		118.69			4,252.53
11/01/2021	9418	Zions Bank	2000 · Accounts Payable		26.02			4,226.51
11/03/2021			-split-	Deposit			2,490.00	6,716.51
11/17/2021	9419	Frontier	2000 · Accounts Payable		368.33			6,348.18
11/17/2021	9420	Napa Auto Parts	2000 · Accounts Payable	ShopSups	65.42			6,282.76
11/17/2021	9421	Rhinehart Oil	2000 · Accounts Payable	Diesel	1,501.54			4,781.22
11/17/2021	9422	Rocky Mountain Po...	2000 · Accounts Payable		26.49			4,754.73
11/17/2021	9423	Smuin Rich & Marsing	2000 · Accounts Payable	2nd part of audit	892.00			3,862.73
11/17/2021	9424	Solid Waste Special ...	2000 · Accounts Payable		30.00			3,832.73