

**MINUTES**  
**THE REGULAR TOWN COUNCIL MEETING**  
**WEDNESDAY, AUGUST 17<sup>th</sup>, 2022 AT 6:30 P.M.**

**CASTLE VALLEY COMMUNITY CENTER – 2 CASTLE VALLEY DRIVE**

**Due to concerns regarding the potential spread of COVID-19 this meeting was be held electronically by Zoom.**

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

Absent: None

Others Present: Ron Drake, Colleen Thompson, Ryan Anderson, John Groo, Laurie Simonson, Marie Hawkins, Mary Wakely, John and Lesa Smith

Clerk: Jocelyn Buck

**Regular Town Meeting**

M Duncan called the Meeting to Order at 6:30 PM and delivered the Electronic Meeting Determination  
Buck called role.

**1. Open Public Comment:** None

**2. Approval of Minutes:** Not Available

**3. Executive Reports:**

\*Water Agent and Water Committee Report – John Groo/ CM O'Brien

CM O'Brien reported Committee meeting will be next week. Considerations on the peer review of the CV water study are ongoing. John Groo relayed from Arnie the transducers have been installed and are working well.

\*Roads Committee- M Duncan reported that the Grader is nearing the end of serviceability. She asked if the Council needed to pre-approve funding for an equipment auction purchase and how that would work. CM Hill and M Duncan agreed that if a piece of equipment came up at an auction a Special Meeting should be called to approve a bid limit. It was noted that Road Department costs were up for the month and that was due to all the extra working required from repeated flash flooding on Taylor, Keogh and the Upper Eighty Road as well as water truck work during mowing. There was discussion on how to dispose of extra equipment the Road Department doesn't need. Simonson stated that the Town just needs put it up for auction and to get fair market value.

\*Planning & Land Use Commission- Colleen Thompson – Monthly Meeting was canceled

\*Community Renewable Energy Act-CM Gibson reported the Low Income Committee will meet next week and they will have a plan template ready soon and the Town has to have our plan completed by the end of the year.

\*Fire District-Chief Drake reported there was a lighting strike fire up on Miller last Monday night that was quickly extinguished. The State mandated fire restrictions have been dropped in the unincorporated areas. The Town is still at "High" fire danger and open fires will continue to be prohibited.

**4. Correspondence:** None

**5. Administrative Matters & Procedures:** Town letters- CM Holland reported the Manti LaSal Forest Service is working on a mitigation and repair plan to damaged streams and springs that includes areas in the Town's watershed. CM Holland had written and presented a draft letter of support for the project. Council asked to have added to the letter that the Forest Service include the Town in the planning and monitoring progress of this project. Letter deadline was 8.24.2022 Council approved the letter and CM Holland will forward the project data to the Council. CM Holland and Ryan Anderson will be commenting on the SITLA lease at the SITLA meeting. Fire Mitigation Field Trip with Duncan Fuchise will meet at the bottom of Keogh at 9AM on Aug 20<sup>th</sup> and look at the UOL land between Taylor Lane and the Upper Eighty. "Y" Canyon update CM Holland reported the BLM has approved the de-designation of the road and discussions with the BLM and UOL on signage and blocking the road to motor vehicles will begin after 9.5.2022. Ambulance update, Buck reported that according to Andy with the EMS anybody in the Fire District with basic first aid and CPR training can work from the Ambulance. They would not require

EMT or EMR training. EMS is willing to do EMR training if there is interest in the Fire District and/ or the Community. The ambulance is still support but not for transport. Email update, sometime in the next couple months we will be switching email hosts more information to come. M Duncan announced the Town Building will be opening again next week. Grand County COVID transmission rate is at "Low". Town Council Meetings will be hybrid with a limited number to attend in the Town Building.

#### **NEW BUSINESS**

##### **6. Discussion and Possible Action re: Monitoring Well Project.**

CM O' Brien spoke with Danny Prickett to get a ball park estimate of \$80 per foot for a 150 foot well (depth suggested by Ken Kolm) so \$12,000.00. Plus 4 monitoring well transducers @ \$500 each= \$2000. So the project could be \$14000.00, and the Town could use ARPA funds for this project. This would be for the monitoring well near Castle Creek on Town green belt at the end of Shafer Lane. Groo pointed out that in the pattern of existing Town monitoring wells there is a gap on the Castle Creek side that this new well would fulfill. He added that the Town should add this well to the UGS sampling program. Groo continued that we will need more information on the required monitoring data before buying transducers. Arnie Hulquist will help us with that. CM Holland and Groo also discussed that State law will be requiring all wells to be metered in the near future. Buck asked for specs from the Water Committee in order to post the RFP for the Monitoring Well.

CM Hill motioned to approve posting an RFP for the Monitoring Well to 150 feet on lower Shafer Lane; CM O'Brien seconded motion passed unanimously.

##### **7. Discussion and Possible Action re: Vault Toilet Project.**

CM Hill previously looked all over for estimates and only got two estimates. One wanted to do an entire Pavilion area and the other was from Missoula Concrete. CM Holland asked if there had been any more consideration to putting an exterior opening to the Town Building's existing bathroom. Council agreed that the Vault toilet would be good to have in emergencies such as during power outages and be handy for the Fire Department and the Road Crew. CM Hill and Buck recommended placing the structure in the berm up beside the Basketball court and asked Council to consider that location.

CM Hill motioned to approve posting an RFP for the Vault toilet on the Town Lot, CM Holland seconded

##### **8. Discussion and Possible Action re: Loader brake cylinder purchase order \$825.15.**

CM Hill motioned to approve the purchase order for the brake cylinder; CM O'Brien seconded motion passed unanimously.

##### **9. Discussion and Possible Action re: Annual Fraud Assessment.**

Council reviewed the Assessment together and agreed on two improvements: one to post the fraud hotline on the Town website and the other to approve an Ethical Behavior Policy.

CM Hill motioned to approve the final Fraud Assessment; CM O'Brien seconded motion passed unanimously.

##### **10. Discussion and Possible Action re: Horizon Letter.**

CM O' Brien motioned to approve the Horizon letter, CM Gibson seconded, motion passed unanimously.

##### **11. Discussion and Possible Action re: Road Committee.**

M Duncan stated since being on the Road Committee she has not seen a lot of participating from the Road Committee members aside from the database reports CM Gibson has kept up on. M Duncan sees value in the idea of the Committee but people aren't showing up for Meetings etc. We have tried to go to only quarterly meetings and it has not made a difference. She has been having very productive staff meetings with Dorje Honer and added if needed we could always reach out to residents that have a lot of knowledge for an added resource. She wanted feedback from the Council on continuing with a Road Committee. CM Gibson and Buck both thought it is important to provide transparency and allow for resident participation on road matters. M Duncan suggested re-formatting our Council meetings to allow for more public information and feedback on roads. It was agreed that Standard Operation procedures and road priority projects and updates should be information available to residents. Going forward the Goals and Priorities for the fiscal year could be posted on the website annually in July. And the monthly Road Report will be posted 1 week prior to the Council's monthly meeting in order to give the public

time to see it and be ready to comment if they wanted at the Council meeting. CM O'Brien remembered that the Road Committee was initially formed for checks and balances when the Mayor was also working on the roads. Council agreed to proceed with repealing Ordinance 2008-3 Establishing the Road Committee.

**UNFINISHED BUSINESS**

**10.** Discussion and Possible Action re: 2023 Rocky Mountain Power Franchise Agreement (tabled). Left tabled

**11** Closed Meeting (If necessary)

**12.** Payment of the bills.

CM Gibson motioned to pay the bills, CM Holland seconded, motion passed unanimously.

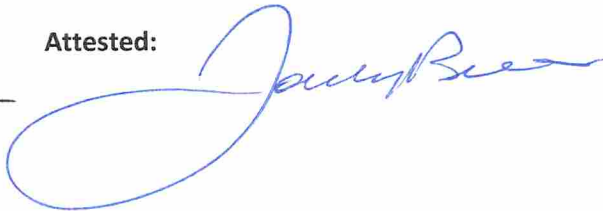
**ADJOURNMENT**

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

M Duncan adjourned the Meeting at 8:20 PM

Approved: 

Jazmine Duncan, Mayor

Attested: 

Jocelyn Buck, Town Clerk

**OFFICIAL COPY**

CV Recorder

