AGENDA

SPECIAL MUNICIPAL BUILDING AUTHORITY (MBA) MEETING, PUBLIC HEARING ON THE AMENDED FY 2023 BUDGET AND THE REGULAR TOWN COUNCIL MEETING

WEDNESDAY, MAY 17th, 2023 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 will be a hybrid meeting held electronically by Zoom and also in person at the anchor site the Town Building with limited seating. If you have comments or concerns for the Council please attend or email them prior to the Meeting: townclerk@castlevalleyutah.com or call 259-9828 M-W 9AM-1PM. Thank you!**

PLEASE NOTE: ** HOW TO JOIN THE ZOOM CONFERENCE CALL**

Meeting ID: 660 541 0108 Passcode: 84532
Option 1 Dial-in phone number (US): (253) 215-8782 follow prompts.
Option 2 Join the online meeting (must have computer speakers and microphone):
https://zoom.us/j/6605410108?pwd=Q05sYm5qQ0lpNlY5TVp2bTU5VnZjQT09

Call to order, Determination and Roll Call

SPECIAL MUNICIPAL BUILDING AUTHORITY (MBA) MEETING

1. Authorization of annual Town Building CIB loan payment for $6750.00.

PUBLIC HEARINGS

Public Hearing on the Amended Budget for FY 2023
Public Comment

Regular Town Meeting

1. Open Public Comment
2. Approval of Minutes: Public Hearing and Regular Town Council Meeting April 19, 2023.
3. Executive Reports:
*Water Agent and Water Committee Report - John Groo/ CM O'Brien
*Road Department Report- Honer
*Planning & Land Use Commission- Colleen Thompson
*Community Renewable Energy Act-CM Gibson
*Fire District-M Duncan /Chief Drake
4. Correspondence:
5. Administrative Matters & Procedures: Town letters, CV Scholarship applications due June 5th 1PM.

NEW BUSINESS

6. Discussion and Possible Action re: Resolution 2023-1 Adopting the Amended FY 2023 Budget.
7. Discussion and Possible Action re: Resolution 2023-2 Adopting the Tentative FY 2024 Budget.
8. Discussion and Possible Action re: Letter to Grand County Commission re: Small Area Plan.
9. Discussion and Possible Action re: Letter of Comment to the Manti LaSal Forest Services re: Porcupine Rim Campground.

UNFINISHED BUSINESS -none

10 Closed Meeting (If necessary)
11. Payment of the bills.

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"

ATTACHMENTS A B

	Castle Valley Budget / Actual 2022, Adopted 2023, Amended 2023, Proposed 2024					
		Operating Budget	ACTUAL 2022 Budget	Adopted 2023 Budget	Amended 2023 Budget	Proposed 2024 Budget
Codes	**Operating Income**		**$ 294,738.28**	**$ 237,500.00**	**$ 337,110.00**	**$ 270,390.00**
	Tax Revenue		**$ 214,037.74**	**$ 194,050.00**	**$ 207,580.00**	**$ 207,580.00**
4110	**Property Taxes**		**$ 135,946.01**	**$ 134,400.00**	**$ 134,400.00**	**$ 134,400.00**
4111		Current	$ 132,361.46	$ 132,000.00	$ 132,000.00	$ 132,000.00
4112		Delinquent	$ 3,584.55	$ 2,400.00	$ 2,400.00	$ 2,400.00
4150	**Sales Tax**		**$ 68,437.38**	**$ 55,000.00**	**$ 68,000.00**	**$ 68,000.00**
4175	**Misc Tax**		**$ 9,654.35**	**$ 4,650.00**	**$ 5,180.00**	**$ 5,180.00**
4176		Motor Carrier	$ 688.83	$ 450.00	$ 480.00	$ 480.00
4177		Fee in Lieu	$ 7,648.94	$ 2,900.00	$ 3,100.00	$ 3,100.00
4199		Other	$ 1,316.58	$ 1,300.00	$ 1,600.00	$ 1,600.00
	Intergovernmetal Revenue		**$ 67,300.13**	**$ 36,700.00**	**$ 43,600.00**	**$ 43,600.00**
4210	Class "C " Roads		$ 40,105.05	$ 32,000.00	$ 38,000.00	$ 38,000.00
4211	Add Road Tax		$ 6,483.58	$ 4,700.00	$ 5,600.00	$ 5,600.00
4220	Liquor Allotment Fund					
4230	Government Grants					
4299	Other / ARPA		$ 20,711.50			
4300	**Permits and Fees**		**$ 2,220.00**	**$ 1,250.00**	**$ 1,730.00**	**$ 1,210.00**
4310	Water Agreements		$ 380.00	$ 350.00	$ 95.00	$ 200.00
4320	Building Permits		$ 1,355.00	$ 500.00	$ 930.00	$ 500.00
4330	Business Lic/CUP		$ 305.00	$ 300.00	$ 360.00	$ 360.00
4340	Fines					
4350	School Bus Prkg		$ -	$ -	$ -	$ -
4399	Other Fees		$ 180.00	$ 100.00	$ 345.00	$ 150.00
4400	**Donations/Private Grants**		**$ 7,800.00**	**$ 3,000.00**	**$ 3,000.00**	**$ 3,000.00**
4420	Scholarship		$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00
4499	Other	pit toilet / RMP	$ 4,800.00			
4500	**Interest**		**$ 3,380.41**	**$ 2,500.00**	**$ 19,200.00**	**$ 15,000.00**

ATTACHMENTS A B

	Sale of Fixed Assets				
	Transfer from Genl Fund Balance			$ 37,000.00	
	Transfer From Capital Funds			$ 25,000.00	

ATTACHMENTS A B

			2023		2024	
	Operating Expenses		**$ 242,562.13**	**$ 237,500.00**	**$ 337,110.00**	**$ 270,390.00**
5100	**Administration**		**$ 61,552.36**	**$ 86,842.00**	**$ 65,953.00**	**$ 99,794.00**
5110	**Payroll & Taxes**		**$ 37,327.76**	**$ 38,492.00**	**$ 40,475.00**	**$ 42,094.00**
5111		Clerk	$ 26,885.76	$ 28,050.00	$ 29,050.00	$ 30,212.00
5115		Mayor	$ 10,442.00	$ 10,442.00	$ 11,425.00	$ 11,882.00
5119		Other				
5120	Office Expenses		$ 2,846.52	$ 3,500.00	$ 3,542.00	$ 3,500.00
5125	Public Notice/ Website		$ 978.72	$ 2,000.00	$ 2,000.00	$ 2,200.00
5130	Elections		$ -	$ 1,000.00	$ -	$ 12,000.00
5135	**Programs/Events**		**$ 6,212.08**	**$ 7,350.00**	**$ 6,480.00**	**$ 7,400.00**
5136		Scholarship	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00
5137		Clean-Up	$ 2,890.00	$ 4,000.00	$ 3,480.00	$ 4,000.00
5139		Other / CREP	$ 322.08	$ 350.00		$ 400.00
5150	**Professional Services**		**$ 3,303.17**	**$ 15,500.00**	**$ 2,256.00**	**$ 15,500.00**
5151		Legal	$ 441.00	$ 10,000.00	$ -	$ 10,000.00
5152		Appeal Authority	$ -	$ 1,350.00	$ 450.00	$ 1,350.00
5153		Audit	$ 1,939.00	$ 2,150.00	$ 1,456.00	$ 2,150.00
5154		Database	$ 923.17	$ 2,000.00	$ 350.00	$ 2,000.00
5160	Dues/Memberships/ Training		$ 527.94	$ 2,500.00	$ 700.00	$ 2,500.00
5165	Travel			$ 2,000.00	$ -	$ 2,000.00
5170	Telephone		$ 3,661.00	$ 4,500.00	$ 2,500.00	$ 2,600.00
5175	Insurance/ Bonds		$ 6,695.17	$ 10,000.00	$ 8,000.00	$ 10,000.00
5180	Interlocal Services - Animal Control					
5199	Other					
5200	**Community Bldg/Lot**		**$ 25,719.38**	**$ 27,020.00**	**$ 28,250.00**	**$ 27,550.00**
5210	Payroll & Taxes		$ 4,404.38	$ 6,120.00	$ 6,150.00	$ 6,000.00
5260	Cemetery				$ -	
5261		Payroll				
5269		Other				
5220	Lease/MBA		$ 6,875.00	$ 6,750.00	$ 6,750.00	$ 6,625.00
5230	Utilities		$ 971.25	$ 2,000.00	$ 3,000.00	$ 2,900.00
5240	Maintenance Expenses		$ 1,414.06	$ 4,000.00	$ 4,200.00	$ 4,000.00
5241	Equipment for Community Center					
5250	ARPA Expenses		$ 3,779.69			
5280	Road Shed Loan		$ 8,275.00	$ 8,150.00	$ 8,150.00	$ 8,025.00
5299	Other	lot irrigation / reparian fuels				

ATTACHMENTS A B

			2023	2024		
5300	**Planning/ Land Use**		**$ 6,014.68**	**$ 11,720.00**	**$ 6,200.00**	**$ 11,446.00**
5310	**Payroll & Taxes**		**$ 6,014.68**	**$ 11,220.00**	**$ 6,200.00**	**$ 11,446.00**
5311		Permit Agent	$ 4,763.90	$ 6,120.00	$ 5,200.00	$ 6,346.00
5312		Clerk	$ 1,250.78	$ 5,100.00	$ 1,000.00	$ 5,100.00
5320	Professional Services		$ -	$ 500.00	$ -	
5330	Studies					
5399	Other					
5400	**Water**		**$ 8,677.97**	**$ 14,500.00**	**$ 45,900.00**	**$ 28,100.00**
5410	Payroll & Taxes		$ 2,723.49	$ 3,000.00	$ 3,200.00	$ 3,300.00
5420	Professional Services		$ 1,200.00	$ 2,000.00	$ 1,000.00	$ 2,000.00
5422	Cemetery Well					
5421	Water Study			$ 5,000.00	$ 37,000.00	$ 17,500.00
5499	Other	Water monitoring,	$ 4,754.48	$ 4,500.00	$ 4,700.00	$ 5,300.00
5500	**Roads**		**$ 70,597.74**	**$ 97,418.00**	**$ 100,807.00**	**$ 103,500.00**
5510	**Payroll & Taxes**		**$ 29,397.11**	**$ 41,218.00**	**$ 44,757.00**	**$ 46,500.00**
5511		Road Supervisor	$ 18,523.65	$ 26,020.00	$ 28,257.00	$ 29,340.00
5512		Road Staff	$ 10,873.46	$ 15,198.00	$ 16,500.00	$ 17,160.00
5513		Administrator				
5514		Training	$ 1,111.60	$ 2,500.00	$ 2,500.00	$ 2,500.00
5521		Road Legal	$ -	$ 2,000.00	$ 500.00	$ 2,000.00
5520						
5530	**Road Equipment**		**$ 27,630.81**	**$ 40,000.00**	**$ 42,350.00**	**$ 41,500.00**
5531		Fuel Oil/ Supplies	$ 9,085.72	$ 10,000.00	$ 14,500.00	$ 10,000.00
5532		Maintenance/ Rep	$ 6,454.38	$ 11,000.00	$ 11,000.00	$ 11,000.00
5533		Equipment/Tools	$ 3,212.79	$ 10,000.00	$ 6,000.00	$ 10,000.00
5534	Leased Equipment		$ 8,877.92	$ 9,000.00	$ 10,850.00	$ 10,500.00
5540	**Road Maintenance/ Repair**		**$ 12,458.22**	**$ 11,700.00**	**$ 10,700.00**	**$ 11,000.00**
5541		Contractors	$ 223.76	$ 1,000.00	$ 1,200.00	$ 1,000.00
5542		Weed Control				
		Other- seal equip				
5543	Castle Valley Drive					
5544	Shafer					
5549		other / gravel, tre	$ 12,234.46	$ 10,700.00	$ 9,500.00	$ 10,000.00
5599	**Other**	**CVD / chip sealing**				
	Transfers		**$ 70,000.00**	**$ - **	**$ 90,000.00**	**$ - **
	To General Fund				$ 25,000.00	

ATTACHMENTS A B

	To Capital Fund		$ 10,000.00			
	To Capital Fund/Roads		$ 65,000.00		$ 65,000.00	
	SURPLUS		**$ 52,176.15**	**$ -**	**$ -**	**$ -**

ATTACHMENTS A B

2023

	CAPITAL BUDGET					
	Capital Projects Income	**$ 70,000.00**	**$ -**	**$ 90,000.00**	**$ -**	
	Transfers from Capital Fund			$ 25,000.00		
	Government Grants					
	Other/ Transfers from Operating Fu	$ 70,000.00		$ 65,000.00		
6000	**Capital Projects Expenses**	**$ 70,000.00**	**$ -**	**$ 90,000.00**	**$ -**	
6100	**Capital Roads**	**$ 65,000.00**	**$ -**	**$ 65,000.00**	**$ -**	
6110						
6120	Equipment					
6130	Materials	$ 20,000.00		$ 20,000.00		
6199	Other/ CV DR / Shafer Gr	$ 45,000.00		$ 45,000.00		
6200	**Community Bldg/ Lot**	**$ 5,000.00**	**$ -**	**$ 25,000.00**	**$ -**	
6210	Payroll & Taxes					
6220	Equipment					
6230	Solar Panels					
6299	Other		$ -		$ -	
6250	**Basketball Cour** Pit Toilet	$ 5,000.00	$ -	$ 25,000.00	$ -	
6300	**Other Capital Projects**					
	Water Study					
7052	**SURPLUS TO CAPITAL FUND**	$ -	$ -		$ -	
7051	Surplus To General Fund					
	GENERAL FUND TRANSFERS					
	From Capital Funds To General Funds			$ 25,000.00		
	From General Funds To Capital I	$ 70,000.00		$ 65,000.00		
	General fund balance transfers					

Town of Castle Valley
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	% of Budget
Ordinary Income/Expense			
Income			
4500 · Interest Income			
4501 · Interest Income	22,680.06	2,500.00	907.2%
Total 4500 · Interest Income	22,680.06	2,500.00	907.2%
4100 · Tax Revenue			
4110 · Property			
4111 · Current	129,807.25	132,000.00	98.3%
4112 · Deliquent	2,925.89	2,400.00	121.9%
Total 4110 · Property	132,733.14	134,400.00	98.8%
4150 · Sales Tax	62,194.37	55,000.00	113.1%
4175 · Misc Tax			
4176 · Motor Carrier	486.36	450.00	108.1%
4177 · Fee in Lieu	3,568.17	2,900.00	123.0%
4199 · Other Misc Tax	1,580.32	1,300.00	121.6%
Total 4175 · Misc Tax	5,634.85	4,650.00	121.2%
Total 4100 · Tax Revenue	200,562.36	194,050.00	103.4%
4200 · Intergovernmental Revenue			
4211 · Add TrnL Road Tax	5,891.71	4,700.00	125.4%
4210 · Class "C" Roads	34,013.88	32,000.00	106.3%
4299 · Other Gov't Revenue	20,711.50	0.00	100.0%
Total 4200 · Intergovernmental Revenue	60,617.09	36,700.00	165.2%
4300 · Permits & Fees			
4310 · Water Agreements	95.00	350.00	27.1%
4320 · Building Permits	930.00	500.00	186.0%
4330 · Business License/CUP	360.00	300.00	120.0%
4399 · Other Permits & Fees	360.00	100.00	360.0%
Total 4300 · Permits & Fees	1,745.00	1,250.00	139.6%
4400 · Donation / Private Grants			
4420 · Scholarship	3,000.00	3,000.00	100.0%
4499 · Other Donation / Private Grants	0.00	0.00	0.0%
Total 4400 · Donation / Private Grants	3,000.00	3,000.00	100.0%
Total Income	288,604.51	237,500.00	121.5%
Gross Profit	288,604.51	237,500.00	121.5%
Expense			
5100 · Administration			
5110 · Payroll & Taxes			
5111 · Clerk	23,576.71	28,050.00	84.1%
5115 · Mayor	9,257.89	10,442.00	88.7%
5110 · Payroll & Taxes - Other	825.39		
Total 5110 · Payroll & Taxes	33,659.99	38,492.00	87.4%
5120 · Office Expenses	2,157.66	3,500.00	61.6%
5125 · Public Notices / Website	1,161.00	2,000.00	58.1%
5130 · Elections	0.00	1,000.00	0.0%
5135 · Programs / Events			
5136 · Scholarship	0.00	3,000.00	0.0%
5137 · Clean-up	3,480.00	4,000.00	87.0%
5139 · Other	0.00	350.00	0.0%
Total 5135 · Programs / Events	3,480.00	7,350.00	47.3%

Town of Castle Valley
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	% of Budget
5150 · Professional Fees			
5156 · Appeal Authority	450.00	1,350.00	33.3%
5154 · Database	350.00	2,000.00	17.5%
5151 · Legal Fees	0.00	10,000.00	0.0%
5153 · Audit	1,456.00	2,150.00	67.7%
Total 5150 · Professional Fees	2,256.00	15,500.00	14.6%
5160 · Dues / Memberships / Training	673.38	2,500.00	26.9%
5165 · Travel	0.00	2,000.00	0.0%
5170 · Telephone	1,788.52	4,500.00	39.7%
5175 · Insurance / Bonds	7,894.06	10,000.00	78.9%
Total 5100 · Administration	53,070.61	86,842.00	61.1%
5200 · Community Building/Public Works			
5250 · ARPA Expenses	199.98	0.00	100.0%
5241 · Equipment for Community Center	12,500.00	0.00	100.0%
5280 · Road Shed Loan	8,150.00	8,150.00	100.0%
5210 · Payroll & Taxes	2,538.72	6,120.00	41.5%
5220 · Lease / MBA	0.00	6,750.00	0.0%
5230 · Utilities	2,368.06	2,000.00	118.4%
5240 · Maintenance Expenses	2,623.02	4,000.00	65.6%
Total 5200 · Community Building/Public W...	28,379.78	27,020.00	105.0%
5300 · Planning / Land Use			
5310 · Payroll & Taxes			
5311 · Permits Agent	3,789.17	6,120.00	61.9%
5312 · Clerk	547.09	5,100.00	10.7%
Total 5310 · Payroll & Taxes	4,336.26	11,220.00	38.6%
5320 · Professional Services	0.00	500.00	0.0%
Total 5300 · Planning / Land Use	4,336.26	11,720.00	37.0%
5400 · Water			
5410 · Payroll & Taxes	2,800.38	3,000.00	93.3%
5420 · Professional Services			
5421 · Water Study	0.00	5,000.00	0.0%
5420 · Professional Services - Other	876.50	2,000.00	43.8%
Total 5420 · Professional Services	876.50	7,000.00	12.5%
5499 · Other Water	1,839.12	4,500.00	40.9%
Total 5400 · Water	5,516.00	14,500.00	38.0%
5500 · Roads			
5510 · Payroll & Taxes			
5514 · Training	259.07	2,500.00	10.4%
5511 · Road Supervisor	19,412.73	26,020.00	74.6%
5512 · Road Staff	9,957.85	15,198.00	65.5%
Total 5510 · Payroll & Taxes	29,629.65	43,718.00	67.8%
5520 · Professional fees			
5521 · Roads Legal Fees	500.00	2,000.00	25.0%
Total 5520 · Professional fees	500.00	2,000.00	25.0%
5530 · Road Equipment			
5535 · Equipment & Tools	2,601.55	10,000.00	26.0%
5534 · Leased Equipment	10,804.79	9,000.00	120.1%
5531 · Fuel Oil / Supplies	10,369.11	10,000.00	103.7%
5532 · Maintenance / Repair	8,359.99	11,000.00	76.0%
Total 5530 · Road Equipment	32,135.44	40,000.00	80.3%

Town of Castle Valley
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	% of Budget
5540 · Road Maintenance / Repair			
5543 · Special Road Projects			
5549 · Other	0.00	0.00	0.0%
Total 5543 · Special Road Projects	0.00	0.00	0.0%
5541 · Road Work Contractors	0.00	1,000.00	0.0%
Total 5540 · Road Maintenance / Repair	0.00	1,000.00	0.0%
5599 · Other Road	8,067.32	10,700.00	75.4%
Total 5500 · Roads	70,332.41	97,418.00	72.2%
6000 · Capital Projects Expenses			
6100 · Road Improvements			
6120 · Equipment	0.00		
6130 · Materials	0.00	0.00	0.0%
6199 · Other Road Improvments	0.00	0.00	0.0%
Total 6100 · Road Improvements	0.00	0.00	0.0%
6300 · Other Capital Projects	0.00	0.00	0.0%
Total 6000 · Capital Projects Expenses	0.00	0.00	0.0%
6560 · Payroll Expenses	0.00		
Total Expense	161,635.06	237,500.00	68.1%
Net Ordinary Income	126,969.45	0.00	100.0%
Other Income/Expense			
Other Income			
7052 · Transfer Fr General Fund-CPF	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Other Expense			
7051 · To Capital Projects Fund	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	**126,969.45**	**0.00**	**100.0%**

DRAFT MINUTES
SECOND PUBLIC HEARING FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND THE REGULAR TOWN COUNCIL MEETING
WEDNESDAY, APRIL 19th, 2023 AT 6:30 P.M.

CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

****Due to concerns regarding the potential spread of COVID-19 this meeting will be a hybrid meeting held electronically by Zoom and also in person at the anchor site the Town Building with limited seating. If you have comments or concerns for the Council, please attend or email them prior to the Meeting: townclerk@castlevalleyutah.com or call 259-9828 M-W 9AM-1PM. Thank you!**

Council Present: Mayor Jazmine Duncan, Council Members Pamela Gibson, Tory Hill, Harry Holland, and Robert O'Brien.
Town Clerk: Jocelyn Buck
Other Officials: Roads Manager Dorje Honer, Water Agent John Groo, Building Permit Agent Colleen Thompson, Fire Chief Ron Drake, Planning and Land Use Chair Ryan Anderson.
Public: Pam Hackley, Bob Lipman, Greg Nunn, Ed Weeks, Jane Broadwell, and Laurie Simonson

1. M Duncan called the Meeting to order at 6:34 PM, Buck called role.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC HEARING:

To discuss the Placer Creek Low Water Crossing Feasibility Study project determined to be applied for in the CDBG Small Cities Program in Program Year 2023.

Mayor Duncan opened the second public hearing for the CDBG program at 6:34PM.

Mayor Duncan stated that this hearing was called to allow all citizens to provide input concerning the project that was awarded under the 2023 Community Development Block Grant Program. The Town has amended its capital investment plan or what we call our Capital Projects Plan and decided to apply for funds on behalf of the Castle Valley Placer Creek Low Water Crossing.

Mayor Duncan explained that the application was successful in the regional rating and ranking process and the Placer Low Water Crossing has been awarded $39,600.00 the total cost of the feasibility engineering phase of the project.

Mayor Duncan explained the project to those in attendance.

Mayor Duncan then asked for any comments, questions, and concerns from the audience.

The questions came from:

Bob Lipman (speaking for Pam Hackley as well) appreciated the efforts of the Town moving forward raising funding to deal with this essential issue not only for residents but for the Town Fire Department, visitors and others recreating. He had concerns about the long term the funding was and also if the September 30th deadline for all clearances and contract implementation would be adequate. They asked for additional clarification on that. And what term scheduling the Town has to ensure it makes all the conditions to get the funding. Buck explained that the deadline is for the environmental study we are only having the Engineering study at this time after the Engineering study we will have what we need to put out an RFP for the actual Construction part. Lipman asked if the grant funds are adequate for the Study. Mayor Duncan responded that the amount was based on an RFP we put out and bid we received for the initial grant application.

Pam Hackley asked to have the Public Hearing open for additional write in comments for another week to enable those that could not attend the hearing to comment. Buck agreed further input would be appreciated, the final application is due at the end of May, and she would add those comments to the Hearing Minutes.

CM Holland asked what the environmental clearance we need is. Mayor Duncan explained Buck will be attending a training next week that will answer those questions. We do already have the State Stream Alteration permit that allows us to work on the crossings.

There were no more comments, and the Hearing was adjourned at 6:43 PM.

2. Open Public Comment

Greg Nunn property owner Lot 305 Holyoak

Nunn explained the current situation on lower Holyoak where water overflows in the old Placer Creek drainage is flowing up Holyoak and collecting in the low section of the road. Recently the water collected there was 160 feet long with only 6 feet of the road surface clear. He is concerned that any additional flooding may make the road impassable, and that water could drain onto his property as the water cannot escape down at the cul-de-sac. Nunn continued that over time fill has been added raising the road surface on Holyoak down by the cul-de-sac in addition a berm has be created at the northwest edge of the cul-de-sac this is causing water to reverse and back up south on Holyoak. Nunn drew a diagram for the Council. He has discussed this situation with the past two Road Managers. Every time the grader works on the road it cuts the low area deeper. When the cul-de-sac is completed this drainage problem will need to be fixed, the cul-de-sac will need to be dropped and the road leveled. Honer and M Duncan explained that sending the water on to properties below the cul-de-sac is also problematic without a ditch easement from property owners. M Duncan added that our Ordinances do not address large amounts of dirt moving and vegetation scraping on lots that could potentially change the directions of runoff/ flooding. The County has some provisions that we should look at adding to our Ordinance. Our current Drainage Review only looks at building sites and does not encompass other changes to the lot.

Bob Lipman reported the 2 Placer Creek crossings up in the Upper 80 are flowing, and asked what the Town's contingency plan was to keep the road open. Honer explained re-routing the crossing was not an option; per the Army Corps of Engineers, we can only use native fill material in the stream crossings. The Road Department will continue monitoring the crossings and add material as needed until the easement and a permanent crossing is built.

3. Approval of Minutes: Regular Town Council Meeting March 15, 2023

CM Hill motioned to approve the minutes from the Regular Town Council Meeting March 15, CM O'Brien seconded; motion passed unanimously.

4. Executive Reports:

*Water Agent and Water Committee Report - John Groo reported work continues to get funding for the Water Balance study with the Nonpoint Source Grant application through the Division of Water Quality. We have received the MOU from UGS for the Water Balance Study (Item 7). Groo is meeting with Janae Wallace (UGS) this week to figure out how many domestic test wells we should add for monitoring. We also need clarification on whether we can use the same wells for different purposes i.e., static levels and/or chemistry. Also, how will increasing the number of domestic test wells affect the costs of our contract with the UGS for the 6 monitoring wells, or will the additional cost of the wells be rolled into the Water Balance Study?

*Road Department Report- Dorje Honer - Report provided. CM Holland and Honer discussed the continued mechanical/ hydraulic problems with the Ford Dump truck, Honer said that it can no longer be used to dump and now will be used as a water truck only, down the road he recommends replacing it with a full sized dump truck. This would entail operators to have/ get their CDL. At his training Honer did learn that dust is best controlled with magnesium chloride which costs approx. $4000 per mile and it deteriorates quickly. It was decided that the best dust control is to have driver obey the speed limit on the side roads. M Duncan thanked CM Gibson for all her work on the roads data entries and reports. Honer will now be transitioning into a more efficient data entry system.

*Planning & Land Use Commission- Colleen Thompson reported the last meeting was cancelled due to lack of a quorum. Draft Minutes from Feb/ Mar. Meetings provided.

*Community Renewable Energy Act-CM Gibson reported the Utility Agreement is still with Rocky Mountain Power attorneys. Buck commented that when we do get the Agreement back from RMP we should have Simonson look at it again. Simonson agreed.

*Fire District- Chief Drake reported the propane Generator will be installed for the Well on Lot 13.

* Treasurer Report: CM Hill reported any amendments to FY2023 will still fit nicely within the current budget. M Duncan is working with Honer on both the FY2023 amendments and the FY2024 budget .CM Hill asked for any forecasted expenses the new budget needs to include.

5. Correspondence: 2022 Blue Sky Certificate from RMP.

6. Administrative Matters & Procedures: Town letters, Council discussed the pros and cons of the Forest Service proposal to put in a designated campground up at the Porcupine Rim overlook. The council supported management of this high use area, CM Holland will write a letter of support to be approved by the Council via email. Castle Valley Scholarship will be available again this year; M Duncan thanked the generous donor. Changing Council terms to sync with County Elections would be more affordable and we still need more information on this. Buck reported the Spring Clean-up was a great success. There were 61 loads from at least 65 lots. Thank you to all the volunteers and the Road Crew. Update on NGWMN Grant, this was funding to clean out the Castle Creek Lane monitoring well and get a couple well transducers, unfortunately we did not get the grant.

NEW BUSINESS

7. Discussion and Possible Action re: Request for Proposals/ Memorandum of Understanding with the Utah Geologic Survey for the Water Balance Study.

Buck explained that following protocol an RFP for the Water Balance Study was put out and the MOU from UGS matches the RFP and the requirements from the Division of Water Rights. CM O'Brien added another "response" was submitted but it did not define the actual requirements of the RFP. In addition, the UGS will in kind match 50% of the costs for the Study.

CM Hill motioned to accept Memorandum of Understanding between the State of Utah Department of Natural Resources Utah Geologic Survey and the Town of Castle Valley for the Water Balance Study as presented, CM O'Brien seconded motion passed unanimously.

8. Discussion and Possible Action re: Approval to use the ARPA/SLFRF $37700.00 funds as needed for the Water Budget Study.

M Duncan explained that we are applying for some match funding for our part of the Study but if we do not get that we may need to use this much as needed.

CM Hill motioned to approve use of the ARPA/SLFRF $37700.00 funds as needed for the Water Budget Study, CM O'Brien seconded, motion passed unanimously.

9. Discussion and Possible Action re: Approval to repair or replace the Town Building well pump for up to $2000.00.

CM O'Brien motioned to approve $2000 to repair or replace the Town Building well pump, CM Holland seconded, motion pass unanimously.

10. Discussion and Possible Action re: Approval of the Community Renewable Energy Act Utility Agreement.

Agreement not received back from RMP - Item dropped.

UNFINISHED BUSINESS-NONE

11. Payment of the bills.

CM Gibson motioned to pay the bills to include paying the invoice from John Groo for $375, CM O'Brien seconded, motion passed unanimous.

ADJOURNMENT

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

M Duncan adjourned the Meeting at 7:51 PM

Approved: **Attested:**

Jazmine Duncan, Mayor **Jocelyn Buck, Town Clerk**

Town of Castle Valley

Road Department

Monthly Report Apr. 2023

Dorje Honer

May. 10, 2023

ROAD MAINTENANCE

- Grading has begun and will continue until conditions are unfavorable, with potential exceptions (see below).
- Fallen trees in front of the main Castle Valley Drive culvert removed.

PROJECTS

- Grading
  - Priorities will be the areas worst affected by mud and rutting and general surface/ditch degradation. If time allows we will go over any other roads that may need to be resurfaced. We will also be working on improving drainage on all roads as time/weather permits. As temperatures increase we will be winding down the grading season and trying to cover the last of the badly affected roads.
  - Note: * denotes more possible work that may or may not occur during spring grading season. This work may involve ditch work, easement cleaning, material distribution, ungraded sections that aren't in bad condition or other minor work. Some of this work is not related to soil moisture and will be continued through the summer months.
    - Planned (in rough order):
      - E. Shafer, Upper 80, W. Holyoak, W. Lazarus, W. Bailey, W. Pace, W. Rimshadow, Taylor, W. Miller, W. Shafer, Meadow, Cliffview.
    - In-Progress:
      -
    - Completed:
      - W. Pope*, Keogh*, E. Buchanan*, E. Miller*, W. Buchanan*, E. Pope, Firecliff*, Rimrock, Castle Creek*, Homestead, Amber, E. & W. Chamisa, E. Rimshadow, E. Lazarus, E. Bailey, E. Pace, E. Holyoak*.
- Equipment maintenance projects are in progress, see below.
- Discussions with US Army Corp. regarding spring runoff repairs and future flooding repairs started.

MATERIALS

- Some material will be spread during grading to improve muddy areas.
- Large material in the easement is planned to be recovered for large washout incidents.

REQUISITIONS

- Steel angle iron for Grizzly (on order)

ACQUISITIONS

- Grease, Def, other small consumables.
- Whiteboard and whiteboard calendar.

EQUIPMENT

- Backhoe
  - 1000 Hour Maintenance completed.
  - Fully Operational.
- Ford Dump Truck
  - Steering checked and tightened.
  - Fully functional as water truck..
- Loader
  - Seal replacement work In Progress.
  - Non-Operable (Under Repair)
- Grader
  - Below Unchanged
  - Electrical system fixes are in progress (Lighting, instruments)
  - Scarifier repair planned. (Lower Priority)
  - Link bar repair planned. Tool design completed, manufacturing in progress. (on hold)
  - Operational.
- Grizzly Rock Separator
  - Fully Functional.

FACILITIES

- Shop layout and redesign almost complete, reorganization still in progress.
- Location cleared for Vault Toilet.

TRAINING

- Nothing to report at this time.

BUDGET

- We are currently within our budget for the year.

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 - Building Permits Report

Approval Date Between 1/1/2023 And 5/10/2023

Approval	Lot	Road	Owner	Type	Purpose	Description	Height	Sq Ft <=19	Sq Ft >19
1/9/2023	190	Shafer Lane East	Lamey, Robert J. & Pa	Building	Residence	Residence	24.25	0	3726
1/9/2023		Shafer Lane East		Septic	Residence	new septic	0	0	0
2/8/2023	420	Castle Creek Lane	Thoma, Franz	Building	Residence	Remodel, no zoning ch	0	0	0
2/8/2023	204	Shafer Lane East	Kolar, Thomas	Electrical	Solar	roof mount solar	0	0	0
3/3/2023	055	Lazaris Lane East	Inc, HF Holdings	Building	Other	Certificate of Occupanc	0	0	0
3/15/2023	070	Bailey Lane West	Triolo, Philip & Stokm	Building	Other	Replace windows etc	0	0	0
3/22/2023	390	Castle Creek Lane	Belnap, Jane & , MRC	Building	Residence A	Remodel & expand	23.25	0	4878
3/24/2023	014	Chamisa Lane West	Allen, Sharon	Building	Accessory B	2x shipping containers	8	320	0
4/6/2023	246	Miller Lane East	Mears, Tom & Sexton	Electrical	Solar	rooftop solar	0	0	0
4/10/2023	027	Rim Shadow Lane West	Johnson, Bruce	Septic	Residence	Septic	0	0	0
4/10/2023	055	Lazaris Lane East	Inc, HF Holdings	Building	Workshop	Agricultural processing	24.15	0	2267
4/19/2023	027	Rim Shadow Lane West	Johnson, Bruce	Building	Residence	3 BR residence	15.85	2240	0
4/28/2023	111	Hooley Lane	Webster, Carly	Building	Accessory B	Carport	17.5	480	0
5/3/2023	046	Lazaris Lane West	Hutchinson, Neil & Sh	Building	Residence	2br 2ba RESIDENCE	18.5	4001	0
5/6/2023	115	Pace Lane East	Wentz, Julie	Other	Garage	Certificate of Occupanc	0	0	0

Resolution 2023-1
A RESOLUTION ADOPTING THE AMENDED FISCAL YEAR 2023 BUDGET

BE IT RESOLVED by the Town Council, Town of Castle Valley that the attached amended budget for fiscal year 2023 (Attachment A) is the true and correct amended budget approved by the Town Council.

Passed, Adopted, and Approved by the Town Council, Town of Castle Valley in open session on the **17th day of May, 2023** by the following vote:

Those voting AYE:
Those voting NAY:
Absent:

APPROVED: **ATTESTED:**

Jazmine Duncan, Mayor **Jocelyn Buck, Town Clerk**

Resolution 2023-2

A RESOLUTION ADOPTING THE TENTATIVE FISCAL YEAR 2024 BUDGET

BE IT RESOLVED by the Town Council, Town of Castle Valley that the attached proposed budget for fiscal year 2024 (Attachment A) is the true and correct proposed budget approved by the Town Council.

Passed, Adopted, and Approved by the Town Council, Town of Castle Valley in open session on the **17th day of May, 2023** by the following vote:

Those voting AYE:
Those voting NAY:
Abstain:
Absent:

APPROVED:

_____
Jazmine Duncan, Mayor

ATTESTED:

_____
Jocelyn Buck, Town Clerk

La Sal Mountain Alliance

May 12, 2023

Town Council
Castle Valley, Utah 84532

Dear Town Council Members,

The La Sal Mountain Alliance is a group of Castle Valley Town residents who have organized in response to the impending development of a commercial resort on a SITLA parcel surrounded by Bureau of Land Management and Forest Service lands above Castle Valley to the southeast. The Alliance recognizes that this development could impact numerous Castle Valley/Castleton wildland resources (e.g., water and fire response) and that Grand County has not planned for the potential cumulative impacts of this and multiple such inappropriate developments in this remote eastern region of Grand County.

We have drafted the enclosed letter for your consideration. We request that you forward the letter, on Castle Valley Town letterhead, to the Grand County Commission. The letter notes the hazards associated with inappropriate development in the Castle Valley watershed and suggests that the County Commission draft a small area plan for the Castle Valley region that the County Commission can make to address these threats.

We request that the letter be discussed and be considered for action at the Town Council meeting on May 17.

Thank you for your consideration.

Bill Rau

Bill Rau
Chair
La Sal Mountain Alliance
HC 64 Box 1610
Castle Valley, UT 84532

May X, 2023

To: Grand County Commission (GCC)

Re: Develop and complete a small area plan for the Castle Valley region prior to approving any new Overnight Accommodation Overlay (OAO) rezone requests within the area of concern.

Dear Grand County Commission,

We are writing to express our concerns regarding overnight accommodations (OA) in the Castle Valley region, particularly in light of the recent growing trend of "glamping" operations in our County and region. We are also concerned about a SITLA parcel along the La Sal Mountain Loop Road in a critical recharge area of the Town's designated Sole Source Aquifer, which was put out to bid for leasing last year, and for which a bid/proposal was submitted and accepted for an OA "glamping" resort in this sensitive area for the Town's drinking water supply. This has raised many concerns for the Town's government and its citizens regarding the adverse impacts that this, or any type of OA, in our region would have on the quality of life for the Town's residents. Castle Valley citizens value the unique qualities of the area in which they live. Repeated surveys have shown that they are highly protective of its quiet rural nature, scenic views, sense of open space, privacy and remoteness, surrounding wildlife and their natural habitats, clean water and air, and dark night skies.

We are aware of the two OAO rezone applications that were approved in the last several years by the GCC - one near Cisco/Westwater and one on the east side of the La Sal Mountains on the Gateway Road. These applications were for campgrounds with 12-16 OA units. We believe, however, that even these relatively small sized OAs would not be appropriate within the area of concern as they would be in close proximity to a residential community (the Town of Castle Valley/Castleton) and can be expected to create adverse, cumulative impacts on the following: wildfire risks; water quantity and quality; watershed protection; wildlife migration and critical habitat use (as well as hunting); traffic (including helicopter traffic); services response times; infrastructural costs to roads, law enforcement, fire protection/suppression, search and rescue, and medical first responders; noise and light pollution; and the rural character of this remote and sensitive area.

For these reasons, we urge the GCC to:

1. **Direct the Grand County Planning Commission to prioritize the development of a small area plan for the Castle Valley region. We also ask that this plan be completed prior to approving any new OAO rezone requests in this area of concern**. This will allow those who live in the area and are most affected by nearby development to have input and help create standards that truly reflect the community's distinct needs, goals, and values. As part of this planning process, the County should evaluate appropriate and inappropriate

future land uses for this area and conduct a carrying capacity analysis, especially regarding GC's emergency response time and the limited public services in this area.

2. **Develop a Future Land Use Map (FLUP) for the Castle Valley region that uniformly applies an appropriate land use zone designation to all properties in this area, including State Land parcels**. GCC is currently developing FLUPs for Moab and Spanish Valley. Similar to these areas, the Town of Castle Valley is predominantly surrounded by undeveloped public lands with limited private property. This creates a unique and challenging responsibility, calling for a cohesive land use plan for the numerous and scattered small parcels of private and State lands randomly embedded within or adjacent to the larger swaths of national public lands. Allowing development on these small and isolated parcels that is incompatible with the rural character of the remote and sensitive areas in which they are located constitutes "spot zoning" which is never a good planning outcome.

   An appropriate land use zone designation should be uniformly applied to all properties in this area, including State Land parcels. OA and other uses that are incompatible with the distinct character and needs of this area should be excluded from eligibility in any newly applied land use zone for all the reasons stated elsewhere in this letter. At the very least, we urge you to retain Range and Grazing zone criteria on these parcels until the County can dedicate long range planning for this area.

3. **Create an eligibility map** for all OA types, determining specific and appropriate uses for the Castle Valley region.

4. **Conduct a critical review of OAO** zones and RV Parks/Campgrounds zones in particular because the current LUC does not address the true cumulative impact and scope of the varied types of OAs reviewed under this category. For example, "glamping" OAs are becoming increasingly popular and are reviewed using standards for a RV Park/Campground zone. However their impacts are similar to those of a conventional resort. In addition, the two approved OAO RV Park/Campground rezone applications were for developments that more closely resemble recreation resorts than campgrounds. They included 12-16 permanent "cabins" or Park Model units with their own bathing and cooking facilities, and could be occupied year round. Assured housing, adequate response time to remote areas where these "glamping" and recreation resorts are likely to be located, and the high fire danger they would pose in heavily forested areas of the County should be analyzed and evaluated.

The Town is concerned about the wildfire risk that any OA would present for our area and is especially wary of "glamping" resorts. A recently opened "glamping" operation by Under Canvas in San Juan County near Looking Glass Arch will have 75 units at full buildout with an average of 187 guests per night and a full-service restaurant. With one wood stove per unit, this amounts to 75 wood stoves on wooden platforms with fabric walls.

Any such development in the forested area above and around the Town of Castle Valley would strain or exceed the resources of the all-volunteer Castle Valley Fire District. Much of this region has been categorized and mapped as having "High Wildfire Hazard Potential" by the Utah

Department of Natural Resources. An example of a catastrophic fire in this area is the Porcupine Ranch Fire that burned over 3000 acres in 2008 and caused long-term watershed damage and wildlife habitat impacts. Response time to any fire incident would be at least 20 minutes and would likely be up to an hour for Moab Valley and Forest Service fire department responses. EMT response would be of a similar timeframe.

The Town of Castle Valley has invested considerable effort into the study of our watershed and aquifers and has been working with Utah Division of Water Rights to close the aquifer to any further appropriations. DWR is currently limiting appropriations in this watershed area. Any development in the geographic area of Castle Valley has the potential to threaten the watershed and our EPA certified sole source aquifer. Also, the Colorado River Basin is closed to new large appropriations. This important designation, which encompasses the entire watershed of Castle Creek (including the sub-watershed of Placer Creek) is recognized in the General Plans for the Town of Castle Valley and Grand County, as well as the Manti-La Sal National Forest ongoing planning process. The Town has enacted ordinance 96-1, Watershed Protection, which uses this same boundary.

The effects on wildlife also need to be considered. Surrounding public lands have been degraded by frequent Severe and Extreme Drought in Grand County in the past two decades. Development in remote areas of the County has the potential to further fragment wildlife habitat and disrupt migration routes, resulting in cumulative stresses on multiple wildlife species.

We want to stress a sense of immediacy for the Planning Commission to begin a planning process that will allow the County to be proactive, dedicating the time needed to evaluate all of the concerns raised in this letter.

Lack of planning for our area could very well lead to development that brings little or no community benefit; will forever change the character of our Town; and will conflict with so many local community values, assets, and resources that our citizens have worked so diligently to protect. Conducting a thoughtful and thorough planning process for the Castle Valley region will allow the County to address the distinct needs of the Town's local environment and its inhabitants.

Thank you for considering our concerns,

Castle Valley Town Council

230511

Draft Letter
From Town of Castle Valley to Manti-La Sal Forest Service
Regarding the proposed Porcupine Rim Campground Development Project

The Town of Castle Valley would like to express our support for the Forest Service's efforts to reduce the over-use impacts to the surrounding area by redeveloping the Porcupine Rim Campground. The disbursed camping now occurring there has many detrimental effects to the ecosystem. The proposed improvements to the area will certainly have a positive effect on many of the problems caused by dispersed camping at the site.

The Town does have some reservations about the currently proposed plan and would like to offer our comments.

We would like to encourage the Forest Service to generally "downscale" the size and scope of the proposed campground. The simpler layouts of the nearby Forest Service Mason Draw Campground and BLM Rock Castle Campground would be the models that would be more appropriate for the area and may reduce the problems associated with higher visitor usage.

The negative effects of an improved campground mostly revolve around the potential for the upgraded site to attract more visitors to the area. An official campsite with a full list of amenities would more likely be "advertised" on social media and camping websites than a simpler overnight campground. This increased attention would undoubtedly attract many visitors to this remote and rugged area.

Increasing the number of people in this area, which is classified as "High Wildfire Hazard Potential" by the Utah DNR, could be a dangerous trend. The closest first responders, most likely being an entity from the Moab Interagency Fire District or even the all-volunteer Castle Valley Fire District, are at least 15 miles away over steep and rugged roads. Access to nearby fire-fighting water sources is extremely limited, and evacuation routes are challenging, endangering visitors and firefighters. Similarly, emergency medical services are at least as far away as firefighting resources.

There are also less dangerous, yet important, impacts that would occur if visitation to the area were to increase, such as damage to the natural environment of the region including wildlife disruption and air, noise and light pollution. The Town of Castle Valley is currently pursuing a designation of a "Dark Sky Community" from the International Dark Sky Association and light spill-over from increased visitors on the Porcupine Rim could complicate that process for the Town.

We would like to suggest some changes to the proposed plan that may help reduce the potential for increased over-usage of the upgraded campground.

Eliminate or drastically reduce the capacity of the group camping site. We see several negative impacts from a designated group camping area:

- Increased noise and activity of large cohesive groups versus small individually occupied sites
- Possible use as a "quasi-commercial" event site. We have seen large gatherings with what appear to be vendor sponsored exhibition tents and vehicles at BLM campsites along the Highway 128 River Corridor. Given the proximity to the world famous Kokopelli/Porcupine

Rim/Whole Enchilada trails for bicycle and OHV use, the appeal of using the group site as a "base camp" for setting up unofficial events would be tempting.

Reduce the size and scope of the day use area to reduce the number of day use visitors:

- Reduce the number of picnic tables from 5 to 2
- Eliminate the proposed 30' x 30' informational pavilion which would attract more day visitors and would disturb more land area while increasing vehicle traffic

Other suggestions:

- Reduce the size of the individual campsites to encourage "tents only" usage. The roads into and out of this area could be overused by more visitors, especially pulling camping or utility trailers.
- Employ a full-time camp-host to regulate and supervise the usage of the site. Being located in such a remote area, there would be a greater temptation for visitors to ignore the regulations at the campground.

We do understand the need to deal with the problems caused by the increasing numbers of visitors in this area, including the entire Manti-La Sal National Forest and surrounding Bureau of Land Management lands. We would like to see the improved Porcupine Rim Campground not become another tourist attraction adding to the numbers of visitors in the area.

Thank you for your attention to our concerns and suggestions.

Town of Castle Valley Town Council