

MINUTES
CASTLE VALLEY ROADS COMMITTEE MEETING
TUESDAY, NOVEMBER 14th, 2017 at 4:30 P.M.

CASTLE VALLEY COMMUNITY CENTER

2 CASTLE VALLEY DRIVE

Members Present: Merrill Brady, David Erley, Jazmine Duncan and Mingo Gritts.

Members Absent: None

Recorder: Jocelyn Buck.

Public Present: Russ Cooper

Call to Order

Brady called the meeting to order at 4:34PM.

1. Open Public Comment:

Duncan offered to donate her 1985 Ford Ranger to the Road's Department. She had previously discussed this with Gritts but wanted the Roads Committee's approval. Duncan stated the truck has a fly wheel issue and the driver's side window is stuck down. She has replaced the starter and the solenoid but it still doesn't start.

Gritts thought it may just need the starter shimmed or it may have other problems but was definitely worth working on.

The Road Committee accepted the donation and Duncan stated Gritts could come by for it anytime and that she would sign over the title and leave it with the Clerk.

Approval of Minutes:

Erley motioned to approve the minutes from September 19th 2017, Duncan seconded, motion passed unanimously.

3. Monthly Road Report: Mingo Gritts

Gritts gave an overview of his written report that is attached. The crew installed the flag pole and there was the first flag raising ceremony at the Gourd Festival. Homestead Lane had significant flood damage after the last storm. The driveway culverts were blocked and ineffective and have been removed; they have made a deeper drainage ditch alongside the road. At this time the driveways have "drive thru" dips instead of culverts. This project is ongoing and Gritts is working with the Homestead Lane property owners to improve drainage. There are some trees and fences in the road easements at the bottom of Homestead. They also had to dig out a blocked arroyo on Lot 383 that had flooded over into Lot 384.

Erley added that we need to get "one off" easements to work in those situation and permanent easements to get on to properties that have continuous flooding issues such as properties along Placer Creek. There is no statute of limitations on encroachments into Town road easements and they do not qualify for any "grandfather" exceptions.

Gritts stated that his understanding is that part of municipal flood management is that we need to be able to get on/work on properties so we don't have secondary drainages opening up. Gritts cited a recent Times article that Grand County has \$40 million worth of storm water drainage problems that need to be fixed, so we are pretty lucky. Gritts continued they had a little flood damage to repair on West Pace. They have all the cul-de-sac monument project supplies and are ready to begin with Lucas. Gritts is working on our

Hazardous Materials and Waste Disposal Plan, next month Gritts will present information on what we need to do for a Hazard Communication Program. He has also been working on our OSHA Compliance.

Erley stated he is still waiting on the renewed for Ida Gulch access .He had spoken with Bill Jackson with Grand County Roads and he had stated the BLM normally just renews but maybe there is a hold up because the BLM are trying to get the River Corridor designated wild and scenic and maybe they don't want a pit there. Erley will keep working on this.

Gritts stated that his step Dad recently died and Gritts was left a bunch of tools and equipment, Gritts wants to donate to the Roads Department .Gritts has been trouble shooting the Dump truck #2 electrical problems to get it ready to be registered. The Back hoe is coming up for lease renewal in December and he has not found another to buy. We may have to renew the lease until we have time find and buy a good used back hoe.

Brady stated he is buying the Grand Rental back hoe if and when it comes available.

Erley verified the Committee recommends to the Town Council leasing Back hoe #1 for another year.

Gritts concluded that the tractor needed more down pressure to auger for the cul-de-sac monuments and they have come up with a solution to make it work.

4. Correspondence: None

New Business

5. Discussion and Possible Action re: New Timecard and Daily Work report.

Gritts has spoken with John Groo about generating database work codes. Gritts is working towards separating the work report and the timecards. He confirmed that his excel reports can be uploaded to the Town database.

Erley informed Duncan that the Mayor reviews all timecards prior to payroll and added that Groo will be able to generate reports from the database as needed for the Roads Department.

Gritts will be meeting with Groo again to work on codes.

6. Discussion and Possible Action re: 2018 Meeting Schedule.

The Committee agreed to have the November meeting to the second Tuesday, so it did not fall on Thanksgiving week and the August meeting on the second Tuesday prior to the Council meeting held the next day on the third Wednesday.

Erley motioned to accept the dates as amended, Duncan seconded, motion passed unanimous.

7. Discussion and Possible Action re: Filling Committee positions.

Erley asked Cooper if he wanted to re-join the Committee.

Cooper agreed.

Erley motioned to have Russ Cooper a member of the Roads Committee, Duncan seconded, passed unanimous.

8. Discussion and Possible Action re: Purchase order Policy and forms.

Gritts reported he had verified with Treasurer Hill that purchase orders will be required for any purchase over \$100. To be approved by the Mayor or the Acting Mayor.

Erley added that purchase orders need to be incorporated into the town data base, Gritts will work this in with Groo.

9. Discussion and Possible Action re: Options for purchasing a Back hoe. Previously discussed in the Manager's Report.

10. Discussion and Possible Action re: cul-de sac survey update. Previously discussed in the Manager's Report.

11. Discussion and Possible Action re: BLM mailbox area easement.

Erley stated that in discussion with Jan Denney of the BLM, we need to get a site plan, get our plan surveyed and then approach the BLM for the required easement. Erley added that maybe Leta Vaughn might help draw up the site plan.

The Committee discussed increasing parking, benches and making the area carpool friendly also taking into account an adequate turning area for road equipment.

Brady volunteered to help with measuring and staking the potential site perimeter.

Unfinished Business

12. Discussion and Possible Action re: Feasibility of repairing the Loader for Ida Gulch Pit work (tabled).

13. Discussion and Possible Action re: Signage for Shafer Lane and Green Gate (tabled).

14. Discussion and Possible Action re: Power Pole work list for Rocky Mountain Power (tabled).

15. Discussion and Possible Action re: Shafer Lane Extension cost analysis (tabled).

16. Discussion and Possible Action re: Removing incorrect Hunting Signage (tabled).

17. Road's Budget

Duncan asked about the Fuel oil and Supplies line item that was already at 88% for the year.

Erley stated that now we will need to use some of \$15500 leased equipment budget to renew the back hoe lease. And then some of the rest will need to be amended over to Fuel oil and Supplies.

He recommended Gritts and Duncan meet in March for a Road's Budget meeting prior to the process of amending the budget and working on the next fiscal year's budget.

Adjournment

Erley motioned to adjourn; Duncan seconded, the motion passed unanimously.

Brady adjourned the meeting at 5:36PM.

Approved: 
Merrill Brady (Date)

Attested:  12/21/17
Jocelyn Buck, Town Clerk (Date)