

MINUTES
CASTLE VALLEY ROAD COMMITTEE MEETING
TUESDAY, JANUARY 18th, 2021 at 4:30 P.M.
CASTLE VALLEY COMMUNITY CENTER
2 CASTLE VALLEY DRIVE

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

Members Present: Jazmine Duncan, Pamela Gibson, Glen Wilson and Jeff Whitney.

Members Absent: None

Recorder: J Buck

Public Present: Russ Cooper

Roads Department: Dorje Honer.

M Duncan called the Meeting to Order at 4:30 PM and delivered the Electronic Meeting Determination

Buck called roll.

1. Open Public Comment: None

2. Approval of Minutes for Road Committee Meeting November 16th 2021.

Gibson motioned to approve Minutes from November 16th 2021. Whitney seconded motion passed unanimously.

3. Executive Report:

Emery Telecom - Justin Johansen and Greg Barton

Barton updated the Committee on the road restoration that should start the next day. He has met with Honer for an on-site meeting. They will start filling potholes with the skid steer and then move on to putting gravel back on Cliff view and other places. Barton and Jed Lawley will keep in touch with Honer and hope to get the work done quickly so the Town Council can sign off on the project.

CM Gibson asked what other streets are being repaired. Honer responded there are several areas on Miller, Keogh, Taylor and Castle creek at Homestead, and that there may be more after the snow melt. Honer asked to meet again with Barton to update the list. CM Gibson was frustrated and concerned that Shafer was not on the list, Vmco took out many loads of dirt and left Shafer a mess after the road was dug up. Barton and Honer will meet with Gibson to do a site visit on Shafer. Zoom locked up, meeting audio gap 5 minutes.

Barton has been trying to get in contact with the sub-contractors to get the Bulldozer picked up.

Monthly Road Report - Dorje Honer

Honer reported grading will start soon; they are currently working on some ditch maintenance and tumbleweed removal. He hopes to get permission to burn tumbleweeds in the ditches. Upper Eighty fords were repaired and Taylor will need a lot of work. He asked that the Committee to help check roads for additional feedback. M Duncan thought it would be good to split the roads up between the Committee and before each quarterly meeting they could go out and check the roads and make notes for discussion at the meeting. For example Whitney and Gibson could check Shafer to the upper end of the Valley and Duncan and Wilson could take Buchanan to the lower end of the Valley. Honer continued that on West Pope and CV Drive there is collapsed culvert. The Road crew has received the 388 tons of gravel and will start placing gravel in muddy spots. Discussion continued that the fuel tank gage needs to be replaced and the tank may not be able to be filled to capacity because it could be half full of sediment. The Grader needs some sort of beacon lights .The snowplow on the dump truck needs a bumper or casters on the blade. Whitney asked to have more gravel or fill put over the culvert at the end of Shafer to help protect it.

Honer presented the current Road Inspection report he wants to figure out a way to weigh final scores i.e. potholes vs surface rocks. It is hard to prioritize work when some categories on certain roads cannot be fixed. The report is hard to read in the packet. Honer presented an amended double sided time sheet and Gibson wanted to add a work type 26 code for Equipment Repair in addition to code 14 for Equipment Maintenance. That way we can see how much is being spent on old equipment when deciding to replace it. Gibson also requested a column for putting which equipment is repaired.

4. Correspondence: Letter from a resident Mary Wakely asking when the Bulldozer will be removed and when upper Keogh will be graded. Discussions continued on work on upper Keogh were the road surface is on Lot 320 and the resident has bought and spread their own gravel there as the road is on their own property. The Road Department is still responsible for ditches and drainage in the road easement.

5. Administrative: Data base reports no questions, Bulldozer addressed earlier Barton will follow up.

New Business

6. Discussion and Possible Action re: First Quarter priorities

Duncan stated that in going to Quarterly meetings work priorities should be discussed at the Meetings, Honer wanted to come up with a form for work orders to document priority and type of work needed/done. Spring priorities at this time would be cleaning out ditches and culverts, as well as some road re-shaping. Honer would like to make a map with overlays for signs and culverts.

7. Discussion and Possible Action re: Backhoe

Duncan reported the used back hoe we looked at was not good, so we are probably back to leasing. Honer will keep looking for a used back hoe. Buck added our lease is good til March 11th, she went ahead and told Honnen to prepare the paper work for the 3 year lease and has not heard back from them . The market is tight for used equipment right now and Buck was afraid if we did not lock in our intensions to renew our lease Honnen could pull it and sell it for almost as much as a new back hoe.

Unfinished Business

8. Discussion and Possible Action re: Approval of Standard Operating Procedures. (tabled)

Left tabled, Duncan wanted to get these done by the next quarterly meeting in April. Buck will send drafts to Whitney and Wilson.

9. Road's Budget

10. Emergency Planning- Evacuation Planning

11 Closed Session (if needed)


Adjournment

Whitney motioned to adjourn, Wilson seconded motion passed unanimously.

Duncan adjourned the Meeting at 5:56 PM

Approved:

Acting Chair Mayor Duncan:


(Date 4/21/2022)

Attested:

Jocelyn Buck, Town Clerk:

