



## MINUTES

### CASTLE VALLEY ROADS COMMITTEE MEETING

TUESDAY, DECEMBER 15th, 2020 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 was held through FreeConferenceall.com.**

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

Members Absent: None.

Recorder: Jocelyn Buck.

Public Present: Colleen Thompson and Stephen Curtis.

Roads Department: Mingo Gritts

#### **Call to Order**

M Duncan (acting Chair) called the Meeting to order at 4:31 PM

#### **Reading of the virtual Meeting Determination**

#### **Roll Call**

1. Open Public Comment: None
2. Approval of Minutes of Roads Meeting October 20th 2020.

Wilson motioned to approve the Roads Meeting October 20th 2020 Minutes. Gibson seconded motion passed unanimously.

#### **3. Executive Report:**

Monthly Road Report-Mingo Gritts

Gritts updated the Committee; the crew has been cleaning out and burning tumbleweeds from culverts and ditches throughout the Valley. The MPH signs have been replaced in the Upper Eighty and so have the corner marker signs on Castle Valley Drive.

#### **4. Correspondence: Emery Item 8**

5. Administrative: Database report update. Gibson had sent out several reports generated from the database. The four main reports are Employee hours, Roads worked on, Equipment used and the type of work done. The reports included data from January through November. Wilson thanked Gibson for her work on the reports. Buck asked which reports the Committee would like each month. It was agreed the Year to Date and work type summaries. Duncan explained how she used the Employee hours report to break down Gritts' administrative hours over an entire year, which came out to be 3 1/2 per week. Gibson asked if she could get remote access to the Server, so she could work from home. Buck will ask Mike Baird to help get Gibson setup with access. Duncan thanked Gibson for her work.

6. Standard Operating Procedures: Drafts. It was decided to approve the SOPs that are finished next month.

#### **New Business**

7. Discussion and Possible Action re: Approval of 2021 Meeting Dates.

Wilson motioned to approve the 2021 Meeting dates, Gibson seconded, motion passed unanimously.

8. Discussion and Possible Action re: Emery sub-contractor road restoration.

Gritts reported he had spoken to the Vin Co subcontractors and they said they were not going to do any road repairs/restoration until they were done, because they have to keep jumping back in forth road to road in order to get their work done. Also there will be several sections where the road base will need to be replaced. Until they there are done we cannot even assess what they need to do. Duncan clarified that it is not up to the subcontractor when the roads are restored. According to the Project Engineer and Emery if we have an issue we have to have addressed now we should contact Emery. Wilson added that this has been a learning experience and it is a difficult situation dealing with multiple sub-sub-contractors were continuity is challenging. Wilson has been dealing with all the various subcontractors on the Redcliff's properties. Wilson and Duncan agreed we are going to have stay up

with the recent subcontractors and watch their work .It was agreed the Road Committee needs to participate in watching over the project and addressing problems; it should not just be all left to Gritts. Gritts stated that so far we have had only one main issue and that was all the loose dirt down on lower Shafer and that issue was addressed right away. The other is pending where up on Cliffview some road base will need to be replaced and they are aware of that situation. Duncan was concerned about blocked roadside drainages and come Spring water could drain on to and washout roads. Duncan added that we need to see this project through so we can have reliable internet service for the Community. Buck will pass on any further complains regarding the Emery project to the Road Committee as well as Gritts so they can all help monitor the situations

**Unfinished Business - None**

**9. Road’s Budget**

Duncan explained that the FY 2021 Budget is going to be amended in January. The Committee needed to look at increasing Fuel Oil and Supplies and potentially replacing the Mower. The current Budget looks good and it will also be amended again before the end of this fiscal year.

10. Emergency Planning- Evacuation Planning- Duncan reported that our Hazard Mitigation Plan has been approved by FEMA.

11. Closed session- not required

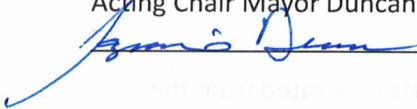
**Adjournment**

Wilson motioned to adjourn, Gibson seconded motion passed unanimously.

Duncan adjourned the Meeting at 5:11 PM

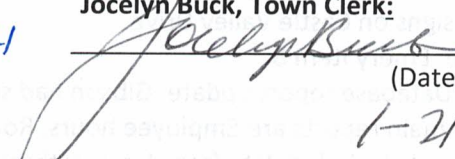
**Approved:**

Acting Chair Mayor Duncan:

 1/21/2021  
(Date)

**Attested:**

Jocelyn Buck, Town Clerk:

 1-21-2021  
(Date)