



MINUTES

CASTLE VALLEY ROADS COMMITTEE MEETING

TUESDAY, FEBRUARY 19th, 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 was held through FreeConferenceall.com.**

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

Members Absent: Jeff Whitney.

Recorder: Jocelyn Buck.

Public Present: John and Lesa Smith, Tom and Donna Wood.

Roads Department: None

Call to Order

M Duncan (acting Chair) called the Meeting to order at 4:30 PM

Reading of the virtual Meeting Determination

Roll Call

1. Open Public Comment: None

2. Approval of Minutes of Roads Meeting January 19th 2021.

Wilson motioned to approve the Roads Meeting Minutes from January 19, 2021 Gibson seconded, motion passed unanimously.

3. Executive Report:

Monthly Road Report-Mingo Gritts not present. Report provided and read by Gibson.

Gibson had questions regarding the decision making process on hauling material from the dredging of the Quaky shake pond. She asked for more communication between the Committee and the Road Department. Wilson and Duncan agreed that Gritts has been trusted to make decisions but the Committee should take a more active role. Gibson also was concerned that the roads will be inspected after Emery was done and that a letter is sent to Emery from the Town to document how the road was left and what is required to restore the road to its previous condition.

4. Correspondence: None

5. Administrative: Database reports. Gibson reported that John Groo has adapted the database to include the work hours in the Work type detail report. There will be three monthly reports the Work Type Summary, Employee Summary and the Quick Books YTD Budget.

The Committee agreed to have the March Meeting outside at the pavilion.

6. Standard Operating Procedures: Drafts

Snow removal SOP should outline the decision-making process on how Grand County is notified to plow Castle Valley Drive. The Road Manger should be responsible to make the decision when the side roads have enough snow on them for them to need plowing.

Wilson will work with Gritts on the snowplowing SOP. Buck asked to have the first 7 pages of SOPs completed. Further discussion the Quarterly Road Inspection Report will be downloaded to the "Z" drive and also be emailed to the Road Committee. Daily or Weekly Inspections as needed after weather events do not require a reports. Grading and Shaping SOP, frequency grading was changed from "usually twice a year "to "at least once a year". Moisture standards were determined to be the responsibility of the operator. Inspections changed from monthly to quarterly assessments. Item remains tabled.

Gritts to work on Hazardous Materials SOP

New Business

7. Discussion and Possible Action re: 315 Holyoak road misalignments.

The Committee agreed that the property owners can petition the Town to vacate the easement as in the Utah code. Pete Wagner Lot 315 has paid to have the survey done to correct the misalignment.

The Committee decided if this situation is not causing an immediate problem for the Town they are not

interested in pursuing this at this time.

8. Discussion and Possible Action re: 2021 Cul-de-sac priorities.

Gritts needs to advise on which cul-de-sac s should be the priority this year to be finished with grading and road base. And which two should be surveyed next. Gibson stated we should have some legal documentation when asking landowners to clear cul-de-sac encroachments. This would be required after a survey has been completed.

9. Discussion and Possible Action re: Prioritizing Road materials and work.

Wilson wanted both Gritts and Whitney to be present in the discussion of prioritizing road work. Duncan agreed that she would like to hear about prioritizing from Gritts. Discussion continued on Gritts's additions to the Road Conditions Report, he has added a column for "Population" taking into account the number of residences on a road and use frequency. He also had left a blank column for the Committee to use to do their own prioritization evaluation.

Unfinished Business

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

11. Road's Budget- Committee agreed the Budget looked good.

12. Emergency Planning. Duncan reported that there is a piece of upcoming State Legislature mandating Communities have an Emergency Plan. Buck recommended keeping the Evacuation Planning map simple, by using just identifying Town outlets. "What if" alternatives are too complicated for residents, it would be easier if they can orient themselves on a map and decide which outlet/ route to take based the emergency situation/ location. The Committee agreed and Buck will work on that map. It was decided that when the SOPs are finished the Committee will start working on the Emergency plan.

13. Closed session- not needed.

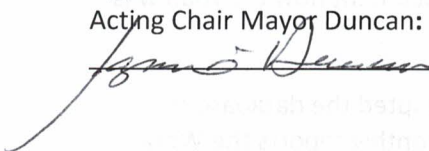
Adjournment

Wilson motioned to adjourn, Gibson seconded motion passed unanimously.

Duncan adjourned the Meeting at 5:51 PM

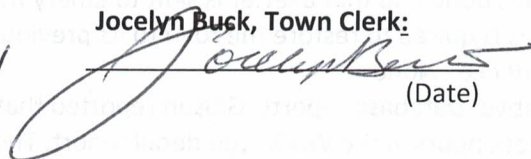
Approved:

Acting Chair Mayor Duncan:

 03/19/2021
(Date)

Attested:

Jocelyn Buck, Town Clerk:


(Date)