

**DRAFT MINUTES**  
**CASTLE VALLEY ROAD COMMITTEE MEETING**  
**TUESDAY, APRIL 19th, 2022 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 and Jeff Whitney.

Members Absent: Glen Wilson

Recorder: J Buck

Public Present: None

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 January 18, 2022

Gibson motioned to approve the Minutes from January 18, 2022. Whitney seconded motion passed unanimously

3. Executive Report:

Quarterly Road Report - Dorje Honer

Today grading was completed on Shafer; Town wide grading is halfway completed. Castle Creek has been resurfaced as well as several potholes throughout the Valley have been fixed. Ditches at CV Drive and Buchanan have been cleared out. When the dump truck is up and running gravel spreading will begin. East Pope, Holyoak and Bailey cul-de-sacs will be easy to complete with gravel. Some of the more difficult cul-de-sacs may require "hammerheads", work was started at one time for the upper Bailey hammerhead. Honer reported the Loader is close to being fixed and it will be valuable tool for putting in cul-de-sacs at the top of the west side roads. Duncan updated Honer on the Clean-up day procedures and requirements. Honer had looked into speedbumps for CV Drive, we would be required to post signs at the bumps and use speed appropriate sized bumps. Whitney suggested Honer check with Bill Jackson (County Roads) because of County liability concerns Jackson will not use speed bumps. Honer plans on creating speed bumps on the side roads with dirt. Emery Telcom road restoration has been wrapped up. The Bulldozer is still here, there was a brief discussion on pursuing abandonment procedure. Buck will try to make contact again with VmCo and get the bulldozer removed.

Requisitions: grader tires, batteries for the Loader, grader hydraulic rebuild kits and head gasket, electric by pass valve for the water truck, oil catchment system and barrel, 24 V battery chargers, jumper cables, rolling tool box and a handcart dolly.

Honer continued with the maintenance and repair projects for the Town vehicles and equipment. White Dump truck power steering repaired and batteries replaced, ordered filters for the Back hoe general service requirements, Loader starter repaired and tanks flushed out and the Grader's oil changed and beacon modified.

Honer met with the Moab City Road Department and they did have surplus vehicles but all were gas engines and we want something that runs on diesel.

Facilities, future projects: Water line to Road shed and fuel tank calibration gauge.

Honer had some basic changes/updates to the Roads Report scoring system and timecards work codes.

4. Correspondence: None

5. Administrative: Database reports provided, Spring Clean-up, Buck emphasized it is important to sort and not accept any hazardous material etc. because we will be charge more tipping fees if SWSD employees have to sort our bins at the landfill .

**New Business**

6. Discussion and Possible Action re: Amending FY 2022 Budget.

Duncan reported amendments included \$2800 for the tree removal on Castle Creek Lane which is in the Materials line item. There was lengthy discussion on the process on budgeting. And if there are currently unused funds in Equipment and repair / Fuel oil and Supplies Honer should look into using it before the end of FY2022, he had listed some items in Requisitions in his report and added grader tires, Loader repairs and a couple shop equipment upgrades. There was discussion on buying bulk motor oil to save money; this would also require a containment basin. Discussion on saving capital for buyout options on the Back hoe. Duncan explained that every year we also set aside capital funds for Castle Valley Drive chip seal. Honer will work up purchase orders within the FY 2022 budget for approval at the May Council Meeting.

7. Discussion and Possible Action re: Review FY2023 Budget

Duncan stated the Materials (gravel) line item should always set aside at least \$10K every year. Discussion on building up East Shafer at Castle Valley Drive to increase visibility and safety for vehicle pulling out on CV Drive. And discussion continued on a buyout plan for Back hoe.

**Unfinished Business**

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

9. Road's Budget: discussed in Items 6 and 7

10. Emergency Planning-The EOP is close to being finished. We are required by the State to have an Emergency Manager- Duncan and three back up designees, so far Honer and Hill have volunteered. Les Bolton from across the creek in unincorporated Grand County is training in Emergency Management and Duncan hopes he will become the Emergency Manager with herself, Honer and Hill as the designees. Buck had spoken to the Trust and these positions do not need to be paid Town employees if they are appointed by the Town and are on official Town business the Town's liability insurance will cover them. Duncan added that we are currently working on the Plan annexes to get more Community resources and involvement.

11. Closed Session (if needed)

**Adjournment**

Gibson motioned to adjourn, Whitney seconded motion passed unanimously.

Duncan adjourned the Meeting at 6:29 PM

**Approved:**

Acting Chair Mayor Duncan:

**Attested:**

Jocelyn Buck, Town Clerk

(Date)