

MINUTES
THE REGULAR TOWN COUNCIL MEETING
WEDNESDAY, SEPTEMBER 21st, 2022 AT 6:30 P.M.
CASTLE VALLEY COMMUNITY CENTER – 2 CASTLE VALLEY DRIVE

Due to concerns regarding the potential spread of COVID-19 this was a hybrid meeting held at 2 Castle Valley drive and electronically by Zoom.

Council Members Present: Mayor Duncan and Council Members: Gibson, Hill, Holland, and O'Brien

Absent: None

Others Present: Ron Drake, Colleen Thompson, John Groo, Dorje Honer and Russ Cooper

Clerk: Jocelyn Buck

Regular Town Meeting

M Duncan called the Meeting to Order at 6:30 PM and delivered the Electronic Meeting Determination Buck called role.

1. Open Public Comment: None

Regular Town Meeting

1. Open Public Comment: None

2. Approval of Minutes:

CM Hill motioned to approve the Minutes from the Public Hearing and Regular Town Council Meeting July 20th, 2022 as presented with typo corrections; CM O'Brien seconded motion passed unanimously.

CM O'Brien motioned to approve the Minutes from the Regular Town Council Meeting August 17th, 2022, with typo corrections, CM Hill seconded motion passed unanimously.

3. Executive Reports:

*Water Agent and Water Committee Report - John Groo/ CM O'Brien

CM O'Brien reported he will be meeting with Ken Kolm to walk out and find the best site for the monitoring well at the end of Shafer Lane .Buck reported John Groo, Janae Wallace and Arnie Hulquist had a meeting and put together the Monitoring Well RFP specs information, they discussed the various types of transducers and that Grand County water monitoring data including Castle Valley's data will soon be available on the National Groundwater website. Groo explained what was learnt from Hulquist at the meeting about different transducers. Vented transducers (\$1400 each) could possibly take the place of partial flow flumes in Castle Creek. More research will be forth coming from the Water Advisory Committee on the best options for transducer type, placement, and purchase. Transducers monitor water levels not flow however a program called Aquarius can calculate flow from transducer water level data. Groo added the Castle Creek Lane monitoring well is obstructed with tree roots. Wallace had stated there may be some grant funding available to help with getting the well cleaned out.

*Roads Department- Dorje Honer/ Mayor Duncan- New Public Road Report protocol.

M Duncan explained that the Monthly Road Report will be posted on the Town website and notice boards a week prior to the Council Meeting so residents will have time to see it and ask any questions. Council agreed a Word format road inspection report was preferred.

*Planning & Land Use Commission- Colleen Thompson- Monthly meeting was cancelled

*Community Renewable Energy Act-CM Gibson reported the C-REP Draft Ordinance is with Simonson for legal review. Gibson added the Program Design and Low-Income Plans will all be sent on to the Public Service Commission by the end of the Year. The Town will have 90 days to adopt the Ordinance after the Public Service Commission approves the Program.

*Fire District-Chief Drake reported Horizon Production gave the Fire District a \$5000 donation for having Fire Department personnel stand by during the filming.

4. Correspondence: None

5. Administrative Matters & Procedures: Town letters- None, Fire District Generator for Lot 13: Buck attended the last Fire Commissioners meeting and discussed the potential of acquiring a propane generator for the Well on Lot 13 and that the Town may be able to help with some funding, she will be getting estimates for a generator. Town Lot Volunteer work project: Buck will be setting date for a volunteer

work party to reduce overgrowth on the Town lot and to spread more bark in the playground. M Duncan added that coming up Red Cliffs will be doing a Veterans Day event that the Town will help promote.

NEW BUSINESS

6. Discussion and Possible Action re: Ordinance 2022-1 Repealing Ordinance 2008-3 Establishing the Road Committee.

Council agreed to remove the first two "Whereas" (s) and 4,5,6,7 "Therefore (s)". M Duncan explained the Standard Operating Procedures (SOPs), job descriptions and the Ethic Policy documents, and the actual Budget will take the place and make unnecessary several of the "therefores." Basing priorities on SOPs and road inspections will give staff direction and support for their work responsibilities. Council discussed and agreed changes to this Ordinance by decommissioning the Road Committee would have the Town Council review and prioritizing road work and as well as make any changes in the Road Manager's Job description. The Town Council will also approve any personnel actions i.e., hiring and the Mayor will do the actual personnel evaluation for the Road Manager. M Duncan and CM Gibson agreed the Council should be more involved in the Road Department operations.

CM O'Brien motioned to approve Ordinance 2022-1 Repealing Ordinance 2008-3 Establishing the Road Committee, CM Hill seconded motion passed unanimously.

7. Discussion and Possible Action re: Approval of change in email provider and email storage plan.

Council agreed that archiving old emails in one location will reduce data overages and clear out so many emails on personal computers. Thompson explained that the emails will be stored in POP format on a dedicated computer backing up to 2 alternating external hard drives. We will be switching email providers to Hostgator that will cost \$36 for the first year and the \$72 per year thereafter. There will also be some initial set up costs plus the purchase of the POP computer and hard drives.

CM Hill motioned to approve the of change in email provider and email storage plan, CM Holland seconded motion passed unanimously

8. Discussion and Possible Action re: Approval of Purchase Order for email storage.

CM Hill motioned to approve the purchase order to include an additional \$25 for the Ethernet adapter total of \$892.00; CM O'Brien seconded motion passed unanimously.

9. Discussion and Possible Action re: Payment of Road Shed CIB Loan for \$8150.00.

CM Hill motioned to pay the Road Shed CIB Loan for \$8150.00; CM O'Brien seconded motion passed unanimously.

10. Discussion and Possible Action re: Adoption of the Ethical Behavior Policy.

CM Gibson pointed out several places in the template where the entity needed to be corrected.

CM Hill motioned to adopt the Ethical Behavior Policy with those corrections; CM O'Brien seconded motion passed unanimously.

11. Discussion and Possible Action re: UGS Water Monitoring Memorandum of Understanding.

CM Hill pointed out this MOU is for \$400 more than last year due to increases in testing and travel costs. Groo added this is still a great deal and is so important for the Town.

CM Hill motioned to approve the UGS Water Monitoring Memorandum of Understanding, CM O'Brien seconded motion passed unanimously.

UNFINISHED BUSINESS

12. Discussion and Possible Action re: 2023 Rocky Mountain Power Franchise Agreement (tabled).

CM Hill motioned to untable, CM O'Brien seconded motion passed unanimously.

M Duncan explained this document now includes Simonson's edits and with approval it goes on the RMP for their review of our changes. CM Gibson had reviewed the document and found 6-7 minor edits and typos which were corrected.

CM Gibson motioned to approve the Town's Draft of the 2023 Rocky Mountain Power Franchise Agreement with the corrections; CM O'Brien seconded motion passed unanimously.


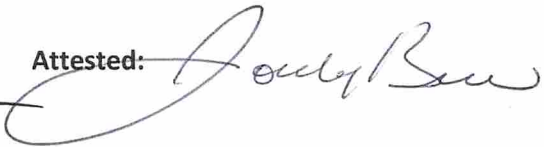
13. Payment of the bills.

CM Gibson motioned to pay the bills, CM O'Brien seconded, motion passed unanimously.

ADJOURNMENT

CM Hill motioned to adjourn, CM O'Brien seconded, motion passed unanimously.

M Duncan adjourned the Meeting at 8:00 PM

Approved:  Attested: 

Jazmine Duncan, Mayor Date: 11/19/2022 Jocelyn Buck, Town Clerk Date: 11/19/2022

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CV Recorder 