

# WEST GREAT FALLS FLOOD CONTROL & DRAINAGE DISTRICT

P.O. Box 791, Great Falls, MT 59403-0791  
(406) 315 - 2878

## MEETING AGENDA

March 21st, 2023

- Location of meeting: Temple Baptist Church, 313 18th St. SW, Great Falls
- Time: 7:00 PM
- Call to Order: Chuck Rogers, Chairperson
- Roll Call
- Approval of Minutes from: February 21st, 2023

### REPORTS:

- Treasurer's Report – Secretary Fulmer
- As of February 28<sup>th</sup>, 2023: Cash \$24,286.72; O&M \$480,910.56; Restricted \$37,561.27
- Outstanding Taxes as of February 28<sup>th</sup>, 2023; 2019 \$55.69; 2020 \$74.17; 2021 \$70.38; 2022 \$30,964.39
- Inspection Report – Commissioner Rogers
- Emergency Preparedness Report – Commissioner Manzer
- Fencing Report – Commissioner Lankford
- Contract Status Report – Commissioner Rogers
- Snowpack and Flood Forecast Report – Commissioner Lankford
- Section 408 Status Report – Commissioner Rogers
- Court Report – Secretary Fulmer
- Election Status Report – Commissioner Rogers
- Woody Vegetation Removal – Commissioner Rogers
- Flap Gate Re-Coating – Commissioner Lankford
- Drainage Structure Repairs – Commissioner Rogers
- Liability Insurance Application for Renewal – Secretary Fulmer
- Status of Taylor Lease inquiry – Commissioner Rogers

***Public comment on any public matter on the agenda or not on the agenda that is within the Board's jurisdiction at the conclusion of the meeting or at appropriate times.***

**Per MCA 2-3-103. Public participation -- governor to ensure guidelines adopted**

### Unfinished Business:

1. Bylaws: Discuss, edit, and approve article I through IV of the draft bylaws. (Attached)
2. Annual Commissioner Election: Discuss and approve any action required by the Cascade County Election Administrator that have come to light since the agenda was prepared.

Motion: \_\_\_\_\_

3. Motion: To hire Great West Engineering to inspect and report on the condition of the concrete and joint at station 30+21 in the East Watson Coulee pipe, at a cost of \$700.00.

**NEW BUSINESS:**

1. Motion: To obtain Workers Compensation Insurance through the Montana State Fund at the quoted rate of \$628.05 per annum.

Employer: **39-71-117 (a)** ... irrigation district; all other districts established by law;

Employee: **39-71-118 (a)** ....and all of the elected and appointed paid public officers.

2. Motion To allow all board members of the West Great Falls Flood Control & Drainage District, their secretaries, administrators and superintendents unrestricted access to all records and archives of the West Great Falls Flood Control and Drainage District with the board submitting a letter to Cascade County to that effect.

**WARRANTS:** USPS \$226.00 (PO Box Fee); March Payroll: Chuck Rogers \$158.62, Scott Lankford \$158.62, Kelly Manzer \$158.62; Federal Payroll Withholding \$240.96; Janet Fulmer \$34.64 (Ooma Inc – Telephone); Janet Fulmer \$150.00 (Secretary Services)

Adjourn: Time \_\_\_\_\_

## **BYLAWS Draft**

### **West Great Falls Flood Control and Drainage District**

#### **ARTICLE I.**

Section 1. Name:

- (a) As given by the 8<sup>th</sup> Montana Judicial Court: West Great Falls Flood Control and Drainage District or WGFFCDD or District.
- (b) Name of project given by the US Army Corps of Engineers: Sun River Flood Control Project at Great Falls, Mt

#### **ARTICLE II.**

##### **PURPOSE**

Pursuant to Montana Statute, MCA Title 85 Water Use, Chapter 8 Drainage Districts. The WGFFCDD was created by and is supervised by the Montana Eighth Judicial District Court to cooperate with the Federal government in acquisition, design, engineering, construction, preservation, protection, and maintenance of the Sun River Flood Protection Project at Great Falls, Montana (Project). By Agreement with the Federal government, the WGFFCDD serves as the non-Federal Local Sponsor for the Project and has agreed to inspect, monitor, operate, maintain and administer the Project in accordance with the project Operation and Maintenance Manual. The WGFFCDD will follow the USACE Levee Safety and Rehabilitation Program guideline in maintaining the project at the lowest level of flood risk assessment as determined by periodic and annual inspections by the U.S. Army Corps of Engineers (USACE), consulting engineers, and the WGFFCDD.

##### **Mission Statement**

To inspect, monitor, operate, maintain, and administer the Project in accordance with the project Operation and Maintenance Manual, and the USACE Levee Safety and Rehabilitation Program and in a manner that provides the best possible flood protection rating and lowest flood insurance premiums for the members of the district with the resources available. Build public awareness of the benefits and risks associated with living behind a levee.

## **ARTICLE III.**

### WGFFCDD Business Office and Meeting Locations:

#### Section 1. Business Office:

- (a) 521 1<sup>st</sup> Ave NW, Janitor Closet, Great Falls, MT 59404
- (b) The Mailing address is: Post Office Box 791, Great Falls, MT 59403

#### Section 2. WGFFCDD shall hold regular meetings at:

- (a) Unless otherwise noticed the WGFFCDD shall hold regular meetings at the Temple Baptist Church, 313 18<sup>th</sup> St. SW Great Falls, MT 59404. The third Tuesday of each month.

## **ARTICLE IV.**

### **Board of Commissioners**

#### Section 1. Composition of WGFFCDD Board of Commissioners

- (a) WGFFCDD is composed of three (3) commissioner divisions. Each Commissioner represents his/her commissioner division within the District (A,B or C)

#### Section 2. Term of Office

- (a) A commissioner's elected term is three (3) years, or until a successor is elected or appointed.

#### Section 3. Bonding

- (a) The Board, at the District's expense, will provide a Public Official bond for each commissioner in accordance with MCA 85-8-308 (1)(b).

#### Section 4. Vacancies

- (a) Any Commissioner who is unable to fulfill his/her three-year term of office on the WGFFCDD Board of Commissioners shall notify the Board President or next senior commissioner. The commissioner will inform the board of his/her intentions to vacate the position. The remaining Board members shall elect another commissioner as soon as practical to complete the departing commissioner's term of office in accordance with MCA 85-8-307.

## Section 5. Compensation:

- (a) Pursuant to 85-8-314(1) “The commissioners must receive for their services, compensation that the court or presiding judge may determine. They must also receive their actual reasonable expenses.
- (b) The Board of Commissioners may recommend an agreed upon change in stipend to the district court in the annual court report.
- (a) The current stipend is set by the District Court at \$175.00 per commissioner per month plus an additional \$175.00 per commissioner for an annual USACE inspection attended.
- (b) Mileage will be reimbursed at a rate consistent with the current IRS business mileage rate. At no time will this rate exceed the amount allowed under current Montana State Statute.
- (c) Commissioners are entitled to reasonable expenses for traveling and other necessary expenses incurred in the performance of official duties.
- (d) An expense claim form shall be filled out by each commissioner and submitted to the WGFFCDD secretary to be processed and approved in the same manner as other claims.

## Section 6. Attendance

- (a) Commissioners are expected to attend meetings of the Board of Commissioners. A commissioner’s failure to physically attend two (2) consecutive meetings or exhibits a pattern of failing to attend multiple meetings, may be reported, at the Board’s discretion, to the District Court having jurisdiction.

## Section 7. Conflicts of Interest MCA 85-8-362

- (a) Any commissioner with any direct or indirect conflict of interest on any matter before the Board shall so state and recuse himself/herself from any formal or informal vote on said matter.