

WEST GREAT FALLS FLOOD CONTROL & DRAINAGE DISTRICT
P.O. Box 791, Great Falls, MT 59403-0791
April 5th, 2022
Commissioners' Meeting Minutes

Location of meeting: Temple Baptist Church, 313 18th St. SW, Great Falls

Call to Order: 7:00 PM by Chairperson Kelly Manzer

Roll call: Commissioner & Chairperson Kelly Manzer; Commissioner Chuck Rogers;

Commissioner Scott Lankford; Secretary Janet Fulmer; Public Attendance sign-in sheet attached

Reading of Minutes: Scott Lankford made motion to approve March 1st, 2022, Regular Meeting Minutes, no comments or corrections, all commissioners in favor of, passed. Chuck Rogers made motion to approve March 14th, 2022, Special Meeting Minutes, no comments or corrections, all commissioners in favor of, passed.

Treasurer's report: As of February 28th, 2022: Cash \$23,756.61; O&M \$443,175.91; Restricted \$36,741.41; Tax Payments Receivable Outstanding \$31,860.61; and March 2022 Warrants Paid \$1,753.42. Sandy Mares questioned the O&M as to what the balance is after the Improvements Reserve that is included in the total and would like to see reflection on separate report

Maintenance Reports:

Fencing Repairs: Scott Lankford stated Fairfield Fence fixed the corner fencing today that the vehicle had hit. They will probably start Thursday on the area by Hannas. Chuck Rogers questioned if Kelly Manzer had gotten the police report from the accident, which Kelly stated she is still working on getting in touch with the traffic officer that submitted the report and has made numerous requests with the office for the report.

Flap Gate Refinishing: Chuck Rogers stated Mike André with André Excavation has looked over the approved four flap gates in the initial phase and would be able to remove them, three by Central Avenue and one by Archery Club. André would have to do some woodwork on the one by the Archery Club. Kelly Mazer took Mike André to look at the gates and he felt a specific tree would need to be removed and that he could handle cutting that down, wasn't a major concern. André is waiting on the go ahead from the District to get started, which the District is waiting on the bid from WPG Paint. Chuck Rogers has left messages as well as text messages to WPG Paint with no return response. Kelly Manzer verified specifications on paint, which Chuck Rogers agreed to and stated Sherwin Williams has in stock. Kelly Manzer questioned if WPG Paint was the only contractor able to perform the refinishing work, which Chuck Rogers stated that was the only contractor that stated they were interested in the project.

Corps of Engineers Inspection September 21st, 2021: Kelly Manzer was told by the Corps of Engineers not to expect the Inspection Report until June 2022.

Woody Vegetation & Tree Trimming: Kelly Manzer asked if Brian Heagy with Circle B was still interested in doing work for the District, which Chuck Rogers stated when he spoke with Brian was told Circle B would only contract with the District if they could use the Districts entire budget set up for woody vegetation and tree trimming. Kelly Manzer was contacted regarding trucks and equipment on the levee, which was Brian. He still had a key to the levee due to prior contracting with the District. He was contacted by an outside source, Croxfords, about cutting a big tree down at

the cost of \$1,800.00, that Kelly Manzer stated she could not authorize, and the District would have to discuss the work at the Meeting April 5th, which Brian stated he would cut the tree at his own expense. Kelly Manzer requested they let the District know when they would be performing any work on levee property. Dale Swager asked as to why Circle B would just go on the levee without permission and why they continue to have key access to the levee, which Kelly Manzer stated Circle B previously has performed work for the District, and later discussion on key issues would be addressed. Chuck Rogers asked about cleaning out the flap gate access and what contractor would be used, which Kelly Manzer stated for Chuck Rogers to contact Western Enterprise about setting up a meeting with Don Leitheiser to go over work needed so Western Enterprise could provide the District with a bid.

Flood Risk Assessments: Scott Lankford talked with Josh Carlbom, and gentleman was out doing readings and snowpack was way below normal for the Rocky Mountain Front. Sandy Mares stated there are 5 factors that go into Assessment reports, which is snowpack, temperature, saturation of soil, precipitation, and some other various factors which are not being looked at.

Burrowing Animal Repairs: Kelly Manzer stated Bug Doctor started working but has not provided an update yet. The gophers had started emerging and that was the reason for the previous special meeting to get Bug Doctors contract approved so they could get to work

Fiber Optic Process: Mike André noticed digging on the levee March 17th, and after some phone communications, Kelly Manzer went to the site and found Rocky Mountain Contractors had put in a fiber optic line at 6th Street and shut them down immediately. The foreman told Kelly Manzer all forms were in place for them to perform the work. He emailed the forms to Kelly Manzer the next morning and forwarded then to the Corps of Engineers. The Corps of Engineers is requiring Rocky Mountain Contractors to re-dig and redo the groundwork to prove the depths and compaction for noting in the Districts O&M Manual. Marci Lorio asked who gave the contractors permission to do this work, which Scott Lankford stated no one with the District. Kelly Manzer stated she was told by the contractor that they had the forms that were needed. Chuck Rogers asked if they would have to have an easement, which is on the state right-of-way and would not receive easement agreement. Kelly Manzer would continue to follow up and keep District updated. Sandy Mares asked how the communication protocol would be for the District and the Corps of Engineers to know the progress, which Kelly Manzer stated numerous parties are involved and all keeping in contact with all parties. Chuck Rogers asked if the contractor would have to file a Section 408 Request, which Kelly Manzer stated no due to the fact the work had already been done and it's too late.

City of Great Falls email regarding plan of regional detention pond: Chuck Rogers is somewhat familiar with, areas north of the Highline School and new developments, and the drainage into the Watson Coulee. Chuck Rogers stated a letter was sent from Sandy Mares to the City a few years back to ask if this would create more flow that what the levee pipes would handle, which was told the City was putting in retainment ponds to ensure that post-construction run off would not be more than pre-construction run off. Also stated in the City's plan was the culvert at 6th Street would be the controlling factor. Chuck Rogers stated he sees no problem with agreeing with the City's email. Kelly Manzer asked for maps to send to the Corps of Engineers, which they would like for technical review. Sandy Mares stated it is very important to keep the Corps of Engineers on this project due to City and Corps specifications are the same, as well as FEMA.

Administrative Reports:

Annual Review for Permission/Release Liability, Access Pass, Access Policy: Kelly Manzer stated Lynn Baker is still out of town and to table to next meeting.

Commissioners' Annual Court Report: Janet Fulmer and Sandy Mares to get together in couple weeks, after tax filing deadline, to review final draft for Commissioners approval at next meeting for submittal.

408 Permit Filing: Chuck Rogers stated has not heard back from the Corps, and talked with Melanie at the Corps of Engineers on an unrelated issue and told Chuck to send it in. Chuck Rogers had to complete another form to get permission from US Fish, Wildlife and Parks, which he okay from this evening. Chuck Rogers talked to Oliver Bergland at the Corps and was told to go ahead and submit to engineering. Chuck Rogers stated US Fish and Wildlife has a program for matching funds for grants. Kelly Manzer to get letter to Chuck Rogers regarding approval for the grant.

Commissioners' Annual Election: Janet Fulmer contacted the Cascade County Elections office, Chuck Rogers was the only individual to file, therefore no election will be held, and County will provide Certification by Acclimation within the next couple weeks.

District By-Laws: Chuck Rogers and Scott Lankford requested to table for a future meeting.

District Office & Keys: Kelly Manzer stated there have been a lot of concerns regarding the current District office located in the middle of the flood district and no emergency office should be in the emergency area, therefore the County has offered to give the District an office in the DES building, no charge, and in the event of an emergency would be within the same building as the County Emergency Services handling any disaster, as well as outgrowing the current office for having meetings, the DES building has both a small and large meeting rooms. Kelly Manzer made motion to move from the current office location to the DES office building, Scott Lankford second the motion. Chuck Rogers stated he would like to look at the new office and see what storage area is available at the new office. Sandy Mares advised the Commissioners as to all the files that are being stored at the present time in a semi-trailer shared with Taylors Transportation files. Kelly Manzer stated only county officials have access to the DES building and that the District would have a separate room for not just the office but room within the same office for all the files currently in storage. Trina Mans questioned who the individuals were that had concerns of the current office location, which Kelly Manzer stated DES as well as Corp of Engineers not very acceptable to have an office within an emergency area. Sandy Mares stated the current office is within the Districts Project area where the new office would not be within the Project area. Chuck Rogers asked if there is a larger room for meeting at the DES building, which Kelly Manzer stated yes. Trina Mans asked about the current contract with Taylors Transportation for office space and how it would work terminating that. Kelly Manzer stated it is a licensure and would be easy to get out of, and the office was not free to move into due to KLJ \$900.00 for survey, \$680.00 to attorney to write up the licensure, \$200.00 to a moving company from old office to Taylors, \$500.00+ to set up phone service at the new office. To move to the DES building the only cost the District may have would be a moving company so the District is not held liable for any damages while moving files and furniture. Sandy Mares asked to be included in the move of the files to verify the District was able to get all the files that are currently in the semi-trailer storage. Kelly Manzer stated there is the motion to move offices, Scott Lankford second, Chuck Rogers refused to vote due to his unaware of the District looking at a new office space. Trina Mans asked about the Commissioners that got to view the new office, however Chuck Rogers was unaware about, which Kelly Manzer stated the County just approved allowing the District to have space in the DES building. Kelly Manzer stated the situation with the keys and being

unaware as to all parties with a copy. Scott Lankford is also concerned about all parties that have keys and access to District property. Sandy Mares stated only contractors and commissioners should have keys, and the utilities and golf course should have their own padlocks.

Public Comment: *Comments included with each agenda item as made.*

Sandy Mares made comments on the Rocky Mountain Contractors as to requirements that should be completed and verified regarding the levee and fiber optic line. Also commented that this is the best time to be looking at the structures before vegetation growth.

Warrants Issued: Scott Lankford moved to pay the following invoices, all commissioners in favor, motion passed: Clyde "Scott" Lankford \$158.61 (Payroll); Kelly Manzer \$158.61 (Payroll); Charles Rogers \$158.61 (Payroll); Erwin Insurance \$2,472.50 (Insurance)

Next Work Session: Tuesday, May 3rd, 2022, unless otherwise noticed.

Adjourn: Kelly Manzer made the motion to adjourn at 7:58 PM, all commissioners in favor, passed.

Date Approved 6 / 7 / 22

West Great Falls Flood Control and Drainage District

Kelly Manzer

Kelly Manzer, Commissioner Chairperson

Chuck Rogers

Chuck Rogers, Commissioner

Scott Lankford

Scott Lankford, Commissioner

