

WEST GREAT FALLS FLOOD CONTROL & DRAINAGE DISTRICT
409 14th Street SW, SUITE #2
Great Falls, MT 59404
August 10th, 2020
WORK SESSION MINUTES

RECEIVED
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Me Johnson

- Location of meeting: 409 14th Street SW
- Call to order: 7:01 PM
- Roll call: Present: Commissioner President Chuck Rogers; Commissioner Kelly Manzer; Commissioner Scott Lankford; Secretary Janet Fulmer; Guest Sign-In Sheet Attachment "A"

Approval of Minutes:

- *June 23, 2020 Meeting Minutes:* Kelly Manzer made the motion to accept minutes, Chuck Rogers stated he submitted corrections that were not included in the minutes therefore he would not approve the minutes, Scott Lankford second the motion to approve as submitted, motion passed, opposed by Chuck Rogers. Scott Lankford asked Chuck Rogers what changes were to be made which Chuck stated was in a District email.
- *July 7, 2020 Meeting Minutes:* Kelly Manzer made the motion to accept minutes, Scott Lankford second the motion, motion passed.
- *July 17, 2020 Meeting Minutes:* Chuck Rogers had not had time to review the minutes prior to the meeting therefore Chuck Rogers made a motion to table until the next meeting, Kelly Manzer second, motion passed.

Treasurer's Report: Janet Fulmer stated the Cash in Bank account balance as of June 30th, 2020 is \$380,992.35. With no objections to the treasurer's report, Chuck Rogers stated stands approved.

District administration:

Job Duties: Kelly Manzer had asked for job duty descriptions, Sandy Mares stated the District By-Laws has job descriptions, Chuck Rogers read the descriptions stated in the By-Laws. There was discussion regarding secretary and administrator duties, as well as duties of the President.

Post Office Box: There was discussion regarding mail being received at the office and no communication when mail is received, and district mail continuing to be mailed to Sandy Mares home, Scott Lankford to follow-up to get all mail sent directly to the district office.

Maintenance update:

Inspection issues: No inspection issues.

Weed & woody vegetation spraying: Kelly Manzer stated couple more items need sprayed in the fall, but they did do a pretty good kill now. Chuck Rogers asked if a report was sent with an update on work completed, was to be received by email to the District, no update received to date.

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Cascade County, Rina Ft Moore - Clerk & Recorder



Annual mow & trim: Chuck Rogers asked if a progress report on the mowing or final report when they finished was received by Kelly Manzer, which nothing received to date. Kelly Manzer stated she had drove it the night before and a couple items needs to be addressed, some gouges they made in the hill and mowing deficiencies. Chuck Rogers was out cutting Russian olive trees and noticed additional mowing not completed. Chuck Rogers asked if they had mentioned anything about the broken gate on Crescent, which Kelly Manzer stated they did and it was to be repaired, however as of the night prior had not been fixed, Chuck Rogers stated he put a chain on it since it had been left open. Nicky Putnam asked if anyone from Doctor Lawn was present during inspection, which Kelly Manzer stated yes a few weeks ago. Chuck Rogers advised when flushing the Lake Drain today that between the toe of the levee and the fence by the saddle club had not been done. Sandy Mares stated there was a work description of everything that is to be completed in the mowing contract and mowing map. Chuck Rogers stated they had not done anything with the 223 ditches also, sides and slope should be done. All work to be completed is in the contract, which Kelly Manzer does have a call into Jeff with Doctor Lawn, however still waiting for call back and update report. Chuck Rogers stated the District only has 5 days from the invoice received to do inspection of work listed as complete, and if there are any problems the District has to notify them.

Burrowing animal control: Chuck Rogers stated he had nothing noticed. Kelly Manzer stated all gophers and gone. Chuck Rogers stated they were to monitor it during the summer and do another inspection in the fall.

Fencing: Scott Lankford stated he had a call regarding locks by Tilleras, daisy chain locks were locked wrong and why there were so many locks, which Chuck Rogers stated there were 3 separate irrigators that use it, Tilleras, as well as the District, and NorthWestern Energy. Kelly Manzer asked about the 6 locks on the gate by the railroad tressel wanting to know who all had locks on that gate, which Sandy Mares advised of who all had locks there. A question was asked as to having identification on the locks to advise of ownership to access. Kelly Manzer asked right by the railroad tressel gate that was knocked down and how it got knocked down, which Chuck Rogers asked Kelly Manzer to check with the mowing if they had knocked it down.

Wadsworth Lake status: Chuck Rogers stated the water was going down and he had flushed it today and ran clean in about 20 minutes, which he was been doing once a month. Sandy Mares asked about the outlet at the river, which Chuck Rogers stated was looking very good, the flushing tends to push everything out of the channel. Scott Lankford asked when the District would talk to fix and remedy issues for the next 5 year inspection, which Chuck Rogers stated to get started on immediately because construction season would be around October when the river is at the lowest. Scott Lankford wanted to know who was in charge of the lake, which is the City of Great Falls.

Annual O&M Assessments: Completed and submitted by Chuck Rogers, and Chuck Rogers would go over the report with Janet Fulmer to have her able to complete the next year.

Mills, Special Benefits, Confirmation Letters: Sandy Mares stated this was part of the Annual O&M Assessments.

Other business: Sandy Mares asked if the IRS forms had been completed for independent

contractor payment, as well as employee forms for Scott Lankford, and contractor form for Lynn Baker, Attorney at Law, which forms needed would be requested. Sandy Mares also asked if the warrants had been submitted to the county, which yes they were emailed to the treasurer's office. Scott Lankford asked Sandy Mares about the District property if all had been returned that was as her home, which she stated everything should be in the District storage. Kelly Manzer asked if the thumb drive was returned with all documents stored on, which has not been returned to the District as of date. Chuck Rogers stated the District needs to start thinking about the pipes inspection report.

Administration worksheet approved.

Issued warrants: Kelly Manzer; Chuck Rogers; Scott Lankford; Spectrum; Doctor Lawn Landscape Management; Janet Fulmer; Lynn D. Baker, Attorney at Law; Sandy Mares

Meeting adjourned at 8:29 PM

Date Approved 9 / 1 / 20

West Great Falls Flood Control & Drainage District



Chuck Rogers, Commissioner President



Kelly Manzer, Commissioner



Scott Lankford, Commissioner

