

**WEST GREAT FALLS FLOOD CONTROL & DRAINAGE DISTRICT**  
**P.O. Box 791, Great Falls, MT 59403**  
**February 1st, 2022**  
**Work Session Minutes**

**Location of meeting:** Temple Baptist Church, 313 18<sup>th</sup> St. SW, Great Falls

**Call to Order:** 7:00 PM

**Roll call:** Commissioner Chairperson Kelly Manzer; Commissioner Chuck Rogers; Secretary Janet Fulmer; Public Attendance sign-in sheet attached

**Absent:** Commissioner Scott Lankford

**Reading of Minutes:** Chuck Rogers requested change to paragraph Fencing Repairs on page 1 from MT Fish Wildlife and Parks to Parks and Recreation, crossed out and corrected with Chuck Rogers, Kelly Manzer and Janet Fulmer initialing correction. Chuck Rogers made motion to approve January 4<sup>th</sup>, 2022, minutes with correction, all commissioners in favor of, passed.

**Treasurer's report:** As of December 31<sup>st</sup>, 2021: Cash \$23,750.21; O&M \$439,807.71; Restricted \$36,731.51; Tax Payments Receivable Outstanding \$36,065.84; and January 2022 Warrants Paid \$475.83. Kelly Manzer questioned the difference from County balance to District balance of O&M which County had not have cleared warrants of \$1,800.00 to André Excavation and \$34.99 to Charter Communications.

**Old Business:**

***Maintenance Reports:***

***Fencing Repairs:*** Kelly Manzer stated Scott Lankford was to comment on fencing but not in attendance, and then asked Chuck Rogers if he had anything to report, only that Scott Lankford was to work on it over the last month but had not given report to commissioners yet. Kelly Manzer stated she would follow up with Scott Lankford. Kelly Manzer also has been continuing to contact officials to locate accident report from car wreck into fencing.

***Flap Gate Refinishing:*** Chuck Rogers stated there still has been no communication between André Excavation and WGP Paint. WGP Paint cannot move forward until they have a contractor to take the flap gates off. Chuck Rogers contacted Josh Sommers with Great West Engineering, which Josh Sommers stated they could prepare a bid package for contractors to bid on flap gate removal, bid package would cost approximately \$5,000.00. Kelly Manzer stated she would try to get in touch with André Excavation, and if he was unable to proceed with the flap gate removal, Kelly Manzer has another contractor she could check with. Kelly Manzer gave 10 days for her to either get with André Excavation or other contractor and if no progress then Chuck Rogers could move forward with Josh Sommers at Great West Engineering regarding bid package. Project estimated cost could be between \$100,000 and \$150,000 per Chuck Rogers.

***Corps of Engineers Inspection September 21<sup>st</sup>, 2021:*** Chuck Rogers spoke with Melanie at the Corps of Engineers and was told the District was the next District to receive the October 2020 periodic inspection report which had yet to be received. And the District is also waiting for the September 2021 inspection report.

*Woody Vegetation:* Kelly Manzer spoke with Don Leitheiser at Western Enterprise & Tree, and he is very interested, also has done work for the city, and has insurance/bonding as well as equipment. Kelly Manzer told him that when weather cleared up the commissioners would meet with him for requirements to get quote. Chuck Rogers asked if Brian with Circle B was still interested, which a letter will be mailed to the past contractors for interest and new bids.

*Flood Risk Assessments:* Chuck Rogers stated the snowpack is at 103%, river is at 2.8 feet at the staff gauge. Chuck Rogers advised the Commissioners of webinars being held by the Corps of Engineers regarding flood risks and assessments. Chuck Rogers has attended the webinar. Chuck Rogers brought up the idea of having a post placed within the community stating where past flood levels had reached to allow the public to have a better understanding of past flooding and why the levee was built, and also better promotion of the Flood District.

Kelly Manzer stated about talking with Steve at the City regarding the posts from the section where fire happened which the City had taken care of immediately. Also, that the City is in favor of working with the District to take care of needs with issues. Chuck Rogers brought up having some type of burlap grass put down in that area to help where the fire burned up the vegetation to help with erosion on the slopes. Kelly Manzer asked Chuck Rogers to check further into resources that could be purchased, etc.

*Corps Semi-Annual Maintenance Checklists:* Chuck Rogers was waiting on the checklist from André Excavation and will be typing report over the next few days.

*Annual Contractors Meeting / Letter:* Kelly Manzer asked Janet Fulmer to send a letter of interest to prior contractors for response if interested in providing work to the District during this Fiscal Year: Bug Doctor, André Excavating, Circle B, Fairfield Fence, Western Enterprise & Tree. Janet Fulmer had put out calls to contractors and Bug Doctor was the only returned call regarding their interest and remained at \$8,800.00 for their services. Fairfield Fence has already provided fencing quotes however would not perform the work until winter weather over due to possibility of additional bad roads and damage to fencing.

*Annual Review for Permission/Release Liability, Access Pass, Access Policy:* Kelly Manzer asked Mr. Baker to look into the legalities of the forms. Mr. Baker is currently out of town will have to wait until next meeting for his response.

#### ***Administrative Reports:***

*2021 Commissioners' Annual Court Report:* Chuck Rogers will be doing the report on the inspection checklist from André Excavation that needs added to the annual court report. Chuck Rogers moved the District submit both 2021 and 2022 court reports together, Kelly Manzer agreed. After submitted, the Judge will set a hearing date for review. Sandy Mares is to email the 2021 file to the Commissioners and Janet Fulmer. Exhibit E will need to be added which is the financials.

*408 Permit Filing:* Chuck Rogers spoke with Angela at the Corps and emailed all Commissioners copy of the filing.

*2022 Commissioner's Annual Court Report:* Included in the 2021 discussions. Kelly Manzer stated the next fiscal year budget will need to be addressed and added, which will be completed next during

meeting.

*7/14/22 – 6/30/23 Proposed Budget & Assessments:* Chuck Rogers handed out a spreadsheet of draft budget with explanations and Janet Fulmer used Chucks amounts on a handout with last 2 years and current for review. After discussion of each line item, Chuck Rogers moved to accept changes made for a total budget of \$114,000.00, both commissioners in favor, passed. Budget worksheet with Commissioners changes attached to minutes, for a total budget amount of \$114,000.00.

*Declaration for Nomination & Candidate Oath:* Chuck Rogers stated he was going to the County Elections office to file, due by February 7th.

**New Business:**

***Maintenance:***

Chuck Rogers stated the District needs to start working diligently on getting trees cut.

***Administrative:***

*Charter Communications:* Janet Fulmer addressed the Commissioners regarding cancelling Charter and going with VIOP, which the Commissioners asked for Janet Fulmer to get more information and costs.

*Record Meetings for publishing to Website:* Chuck Rogers had thought about having recordings of the meetings on the website, but since the District is much more informal, would look at later time.

**Public Comment:**

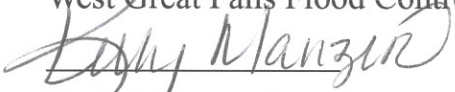
**Warrants Issued:** Chuck Rogers moved to pay the following invoices, motion passed: Charter Communications (Misc. Operations - Telephone) \$34.99; Clyde "Scott" Lankford (Payroll) \$158.61; Kelly Manzer (Payroll) \$158.61; Chuck Rogers (Payroll) \$158.61

**Next Work Session:** Tuesday, March 1st, 2022, unless otherwise noticed.


**Adjourn:** Chuck Rogers made the motion to adjourn at 8:05 PM, both commissioners in favor, passed.

Date Approved 3 / 1 / 22

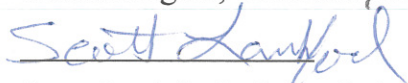
West Great Falls Flood Control and Drainage District



Kelly Manzer, Commissioner Chairperson



Chuck Rogers, Commissioner



Scott Lankford, Commissioner





West Great Falls Flood Control & Draining District  
Budget, Expenditures, and Cash Flow Analysis  
For 7/1/2022 - 6/30/2023 Fiscal Year Proposed Budget

Fund #7252 Operations & Maintenance (O&M)  
Expenditures: Budget and Actual

	22 - 23	21 - 22	20 - 21	19 - 20	18 - 19
	Proposed Budget	Budget	Actual	Actual	Actual
<b>Maintenance:</b>					
Annual Mowing	\$ 17,000	\$ 18,000	\$ 14,832	\$ 14,832	\$ 12,000
Drainage Structures	\$ 9,000	\$ 6,000	\$ 1,898	\$ 4,225	\$ 3,463
Weed & Woody Veg Spraying	\$ 16,000	\$ 14,500	\$ 14,895	\$ 7,563	\$ 3,317
Fence & Gate Repairs	\$ 8,000	\$ 8,000	\$ 8,800	\$ 674	\$ 5,039
Exterminators	\$ 8,800	\$ 8,500	\$ 8,800	\$ 8,800	\$ 4,500
Burrowing Animal Repairs	\$ 700	\$ 1,000			
Woody Veg. Removal	\$ 7,000	\$ 7,000		\$ 5,000	\$ 7,000
Maint., Misc., Supplies, Etc.	\$ 2,000	\$ 3,900	\$ 1,158	\$ 239	\$ 105
<b>Total</b>	<b>\$ 68,500</b>	<b>\$ 66,900</b>	<b>\$ 40,607</b>	<b>\$ 41,333</b>	<b>\$ 35,424</b>
<b>Improvements:</b>					
Reserve for Improvements	\$ 10,000	\$ 10,000	\$ 365	\$ 9,547	
Damage Repairs Gates & Fence					
Five New Stainless Steel Stems					
Security New & Replace Fence					
5-Yr Pipes Inspects Total Costs				\$ 55,824	
5-Yr Pipes Inspects Annual Reserve	\$ 13,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 11,000
<b>Total</b>	<b>\$ 23,000</b>	<b>\$ 22,000</b>	<b>\$ 12,365</b>	<b>\$ 67,824</b>	<b>\$ 11,000</b>
<b>Operations:</b>					
Commissioners	\$ 6,825	\$ 7,000	\$ 4,550	\$ 5,950	\$ 6,825
Admin & Secretary Services	\$ 5,400	\$ 5,500	\$ 355	\$ 1,652	\$ 1,463
Insurance	\$ 4,000	\$ 5,000	\$ 3,703	\$ 3,499	\$ 3,148
Legal Advisor	\$ 3,000	\$ 2,500	\$ 4,700		
Miscellaneous	\$ 1,875	\$ 3,000	\$ 1,534	\$ 1,690	\$ 2,200
Elections	\$ 450	\$ 1,000			
District Employer Payroll Taxes	\$ 550	\$ 700	\$ 238	\$ 485	\$ 522
Posted Warrant Voided Next FY				\$ 241	
Public Official Bonds	\$ 400	\$ 400	\$ 650	\$ 325	\$ 250
<b>Total</b>	<b>\$ 22,500</b>	<b>\$ 25,100</b>	<b>\$ 17,829</b>	<b>\$ 13,842</b>	<b>\$ 14,408</b>
<b>O &amp; M Totals</b>	<b>\$ 114,000</b>	<b>\$ 114,000</b>	<b>\$ 80,959</b>	<b>\$ 122,999</b>	<b>\$ 60,832</b>
<i>Fiscal Year Budgets:</i>	\$ 114,000	\$ 114,000	\$ 114,000	\$ 111,000	\$ 108,000