

**WEST GREAT FALLS FLOOD CONTROL & DRAINAGE DISTRICT**  
**P.O. Box 791, Great Falls, MT 59403**  
**January 4th, 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; Commissioner Scott Lankford; Secretary Janet Fulmer; Public Attendance sign-in sheet attached

**Reading of Minutes:** Chuck Rogers made motion to approve December 7th, 2021, minutes, all commissioners in favor of, passed.

**Treasurer's report:** As of November 30th, 2021: Cash \$23,748.38; O&M \$410,759.37; Restricted \$36,728.69; Tax Payments Receivable Outstanding \$68,164.84; and December 2021 Warrants Paid \$2,980.39.

**Old Business:**

***Maintenance Reports:***

***Fencing Repairs:*** Scott Lankford talked to Dennis Vroman with Fairfield Fence regarding damage from an accident. Kelly Manzer asked for approximate address and date for getting the police report, which public commented accident was around the end of October. Scott Lankford advised the Commissioners Fairfield Fence would like to hold off due to time of year and possibility of additional accidents in that area. Kelly Manzer advised the public on the fire December 12<sup>th</sup> so there may be more fencing and posts that will need replaced. Chuck Rogers stated ~~MT Fish~~ <sup>Km</sup> ~~Wildlife and Parks~~  <sup>Parks + Rec</sup> did fix sections of fence that was their responsibility. Kelly Manzer stated she would talk with Steve Herig regarding the District supply fencing if FWP with the manpower would be able to also do the Districts fencing. Kelly Manzer provided pictures from the fire for public viewing. Scott Lankford stated Fairfield Fence is watching weather and as permitting will perform work.

***Flap Gate Refinishing:*** Chuck Rogers stated still waiting for work to be completed, spoke with André Excavation to contact WPG Paint. Kelly Manzer asked if the holdup was due to André Excavation not having the right size equipment for removing the flap gates, which one of the heavier gates is around 2,500 lbs. Kelly Manzer spoke with another individual regarding assisting the District if André Excavation does not perform the removal. Chuck Rogers stated André Excavation has the equipment to remove the flap gates, just needs to schedule with WPG Paint.

***Corps of Engineers Inspection September 21<sup>st</sup>, 2021:*** Kelly Manzer spoke with Melanie at the Corps to get District current email addresses and should have report within the next few days.

***André Excavating – Flood and Erosion Protection Project Maintenance / Drainage Structures:*** André Excavating mailed a bill to the District however no report has been received to date. Scott Lankford made the motion to hold payment until report is received and viewed by the Commissioners, with all in favor, passed. Report is to be submitted with annual inspection. Scott Lankford would like to have a better breakdown on his billings to the District. Kelly Manzer will

contact Mike André day after the meeting to get report.

*Woody Vegetation:* Chuck Rogers was waiting for Kelly Manzer to provide name and contact information on the gentleman she had used for tree trimming. Kelly Manzer stated he also has done work for NorthWestern Energy therefore he should be bonded and insured, Donald Leitheiser in Sun Prairie. Kelly Manzer would try to get in touch with Donald Leitheiser to see if he's interested in doing work for the District and provide Donald Leitheiser with Chuck Rogers contact information.

***Administrative Reports:***

*Court Report:* Sandy Mares was to have provided court report after the last meeting and no Commissioners had received to date. Sandy Mares then provided a copy with Janet Fulmer.

*408 Permit Filing:* Chuck Rogers spoke with Melanie at the Corps but did not move any further along, another individual with the Corps is to contact him within the next few days. Chuck Rogers emailed reports to Janet Fulmer for forwarding to other Commissioners.

***New Business:***

***Maintenance:***

*Annual Snowpack & Water Content Report:* Scott Lankford said the state is still below average, western parts of state to get hit but nothing significant to the Districts area.

*Annual Potential Ice Jams Sta 258 + 74 Staff Gage Readings:* Was an item on for January checking, which Sandy Mares stated the commissioners would be getting readings off the staff gages to keep reports for potential ice jamming. Kelly Manzer stated the commissioners would monitor the river. Scott Lankford asked what the commissioners would do in the event of ice jam, which Chuck Rogers stated the flood gates would need closed to keep any potential water backing up into the system. Sandy Mares stated there is an emergency action plan to follow.

*Corps Semi-Annual Maintenance Checklist:* Chuck Rogers stated waiting on report from André Excavating. Kelly Manzer stated how last checklists were filed with the Corps approximately 4 to 5 years prior. Kelly Manzer will check again with Melanie at the Corps as to if a copy should be provided to the Corps.

*Annual Contractors Meeting / Letter:* Janet Fulmer stated the District should be addressing the contractors to lock in for maintenance. A template is on file for sending to Doctor Lawn, Bug Doctor, Fairfield Fence, Circle B, and André Excavating. Kelly Manzer stated to just do generic letter to send and verify they are still on board contracting for the District.

*Annual Review for Permission/Release Liability, Access Pass, Access Policy:* Chuck Rogers stated passes approved last year were for either a 2 year or 3 years. Kelly Manzer stated the District should review and send out letter to remind them of the pass they have, and liability associated to the pass. Kelly Manzer asked for District attorney review of liability release form.

***Administrative:***

*Commissioners' Annual Court Report (due on or before 1<sup>st</sup> Tuesday of March):* Janet Fulmer to start preparing 2022 annual court report. Chuck Rogers stated would be best to submit both years

together since last years was not filed to date.

*Fiscal Year Proposed Budget & Assessments (due for completion in February):* Chuck Rogers suggested having Janet Fulmer prepare budget to review at the next meeting. Kelly Manzer stated with Janet Fulmer setting up the financials in QuickBooks, should be a simple report to get together for review at next meeting. Sandy Mares had a handout for reference to sample report used in prior years.

Kelly Manzer would like to keep in mind to review the By-Laws at an upcoming meeting for review and updating.

*Declaration for Nomination & Candidate Oath (due Elections Office in February):* Chuck Rogers term is to expire in May; therefore, Chuck Rogers would need to file by February 7<sup>th</sup>. Also, any other candidate that would like to file for the open seat. Sandra Erickson asked if the term to expire was Chuck Rogers, which is, and she suggested for Chuck Rogers to apply to fill another term.

**Public Comment:** Sandy Mares had been having issues with accessing the District website, and Janet Fulmer had worked on the website for secure access, Sandy stated she had not checked at the present time if she was able to access yet or not.

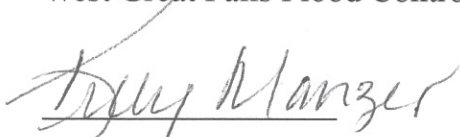
**Warrants Issued:** Charter Communications (Misc.-Telephone) \$34.99; André Excavation & Sewer Service (Drainage Structures) \$1,800.00; Scott Lankford (Payroll) \$158.61; Kelly Manzer (Payroll) \$158.61; Chuck Rogers (Payroll) \$158.61

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

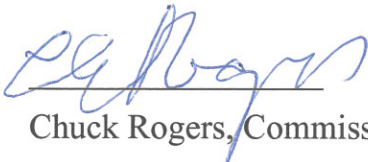
**Adjourn:** Scott Lankford made the motion to adjourn at 7:40 PM, all commissioners in favor, passed.

Date Approved   1  /  01  /  2022  

West Great Falls Flood Control and Drainage District



Kelly Manzer, Commissioner Chairperson



Chuck Rogers, Commissioner

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Scott Lankford, Commissioner

