

# WEST GREAT FALLS FLOOD CONTROL & DRAINAGE DISTRICT

P.O. Box 791, Great Falls, MT 59403-0791

March 1st, 2022

## Commissioners' Meeting Minutes

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

**Call to Order:** 7:01 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:** Chuck Rogers and Scott Lankford read silently. Chuck Rogers made motion to approve February 1st, 2022, no comments or corrections, all commissioners in favor of, passed.

**Treasurer's report:** As of January 31st, 2022: Cash \$23,753.13; O&M \$442,604.65; Restricted \$36,736.02; Tax Payments Receivable Outstanding \$32,857.55; and February 2022 Warrants Paid \$510.82.

### Old Business:

#### *Maintenance Reports:*

*Fencing Repairs:* Kelly Manzer has been working to get police report on damaged fence from accident in October of 2021 for turning into insurance. Apsen Northerner provided feedback on how to obtain records. Kelly Manzer is working with Boulder office to find accident report. Chuck Rogers stated the District does not have property damage insurance, only liability, therefore may have difficulty with the Districts insurance company making any progress for filing claim. Scott Lankford stated the District is next in line with Fairfield Fence, all weather related, will get on job as soon as possible. Sandy Mares questioned which areas of fencing would be repaired, which quotes are for landside next to Tilleras, Hanna Archery Club, Westside I-15, and damage from vehicle accident. Trina Mans questioned if the District does not have property insurance what the Districts insurance does cover, which the commissioners stated the insurance is for liability only. The District has not submitted any claims for property damage, and due to the costs, the commissioners had never had property insurance in place.

*Flap Gate Refinishing:* Kelly Manzer stated Mike André with André Excavation would be talking with WPG Paint the following Monday. Kelly Manzer stated if no progress by March 15th, to move forward to get work completed. Chuck Rogers stated he had contacted Great West Engineering to prepare a bid package, which would cost the District approximately Five Thousand Dollars and No Cents (\$5,000.00). Chuck Rogers made the motion to have Great West Engineering provide the District with bid package up to the amount of Five Thousand Dollars and No Cents (\$5,000.00) if André Excavation has not been in contact with the District or WPG Paint by March 15th, Scott Lankford second the motion, all commissioners in favor, passed.

*Corps of Engineers Inspection September 21<sup>st</sup>, 2021:* Kelly Manzer talked to Melanie with the Corps and the District is next in line to receive inspection report. Sandy Mares questioned if this is two inspection reports the Corps is behind on getting to the District, which is correct, and Sandy Mares stated these need to be added to the Court Report. Kelly Manzer stated the Court Reports need to be filed without the inspection reports due to the Corps of Engineers not providing to the District to date. Chuck Rogers stated to have note added in Court Report with Addendum to be

added upon receipt from the Corps due to unforeseen circumstances. Trina Mans asked if the Court Report was a required document that must be completed, which yes, it is to be filed by the first Tuesday of March each year for the previous annual year District business. Trina Mans also asked who the individual is that completes the Court Report, which Kelly Manzer stated the 2021 Annual Court Report was completed by Sandy Mares and just provided to the Commissioners at the beginning of the meeting, and Janet Fulmer is working on the 2022 Annual Court Report.

*Woody Vegetation:* Chuck Rogers asked if Kelly Manzer had reached Western Enterprises, which Kelly Manzer wants Janet Fulmer to mail letter with brief description and request if interested in contracting to the District. Janet Fulmer had made phone calls to contractors only receiving call back from Bug Doctor. Janet Fulmer would get letters mailed out over the next few days and Kelly Manzer will also make calls to previous contractors.

*Flood Risk Assessments:* Scott Lankford talked with gentleman with Forest Service, Josh Caldwell from Sun Canyon, regarding Sun River Drainage and was told it is below normal. Chuck Rogers stated the National Weather Service still says 100%. Sandy Mares asked if Forest Service only monitors the Sun River Basin, and what about the Missouri River Basin. Scott Lankford stated the north-west is in a 120-year drought, so all flood risks is currently low, and not much for snowpack. Sandy Mares stated there are various reports that need to be completed regarding snowpack, and flows, etc.

Sandy Mares questioned Kelly Manzer if she had updated the Emergency Contractor Contacts 24/7, which was completed with the last inspection in September.

*Annual Review for Permission/Release Liability, Access Pass, Access Policy:* Kelly Manzer stated Lynn Baker was reviewing and would get back with the District. Trina Mans asked if this was for the District Liability, which Kelly Manzer stated this if for individuals and contractors with access to the levee. Janet Fulmer provided a list of access passes to the Commissioners for their review. Trina Mans asked if this changes from year to year, which Chuck Rogers stated some have year passes, and up to three-year passes. Trina Mans asked if there have been any issues with the passes, Kelly Manzer stated no issues known of, however laws have changed over the years and the District wants to be current and up to date on laws. Trina Mans also asked if the District has a contract with attorney, which the attorney is on an hourly rate for any legal needs. Sandy Mares gave a brief verbal explanation of the release of liability, which she believes was reviewed in 2012, and how someone gets an access pass. Scott Lankford asked how many trespassing violations have been issued, which Sandy Mares stated violations been issued over the years but unsure as actual number.

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

*2021 & 2022 Commissioners' Annual Court Report:* Janet Fulmer asked Sandy Mares if the Commissioners can sign and file the 2021 Annual Court Report, which Sandy Mares stated she used the prior inspection due to Corps not getting the 2020 inspection to the District to date. Chuck Rogers stated to have addendum to report stating inspection for this report has not been received to date. Janet Fulmer will work on getting the 2022 Annual Court report completed. Chuck Rogers stated to have both reports submitted together.

*408 Permit Filing:* Chuck Rogers still waiting for contact from the Corps regarding update on the paperwork. The Commissioners wish to get this completed as soon as possible to not loose grant funds. Chuck Rogers will make another call to Melanie with the Corps of Engineers.

*2022 Commissioners' Annual Election:* Chuck Rogers filed with the Cascade County Elections

Office. Janet Fulmer will verify results and/or election status to have information at next monthly Commissioners' meeting.

**New Business:**

***Maintenance:***

*Burrowing Animal Repairs:* Bug Doctor returned Janet Fulmer's call regarding contracting another year at the same price as previous year, to get letter and contract completed for signatures.

***Administrative:***

*Corps of Engineers Flood Fighting Training Webinar:* Webinar information was provided for Commissioners that wish to attend, Wednesday, March 9th, 2022.

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

Kelly Manzer asked to have District By-Laws on next Agenda. Copies of By-Laws were handed out to each Commissioner. Chuck Rogers stated to have all commissioners review and make notes for review at next meeting.

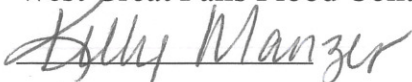
**Warrants Issued:** Scott Lankford moved to pay the following invoices, all commissioners in favor, motion passed: Charter Communications \$34.99 (Telephone – Final Bill); Clyde "Scott" Lankford \$158.61 (Payroll); Kelly Manzer \$158.61 (Payroll); Charles Rogers \$158.61 (Payroll); Janet Fulmer \$1,030.57 (Secretary Services \$602.00 (\$322.00 from previous invoices unpaid), Ooma Telephone set up and first month \$106.38, QuickBooks software and payroll program \$322.19); USPS PO Box Fee \$212.00

**Next Work Session:** Tuesday, April 5th, 2022, unless otherwise noticed.

**Adjourn:** Kelly Manzer made the motion to adjourn at 8:03 PM, all commissioners in favor, passed.

Date Approved 4 / 5 / 22

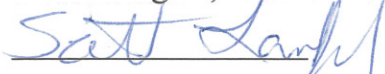
West Great Falls Flood Control and Drainage District



Kelly Manzer, Commissioner Chairperson



Chuck Rogers, Commissioner



Scott Lankford, Commissioner



