

**WEST GREAT FALLS FLOOD CONTROL & DRAINAGE DISTRICT****P.O. Box 791, Great Falls, MT 59403-0791****September 6th, 2022****Commissioners' Meeting Minutes**

Location of meeting: Cascade County DES, 521 1st Ave NW, Great Falls

Call to Order: 7:03 PM by Chairperson Kelly Manzer

Commissioner Charles Rogers called Point of Order regarding Agenda and Minutes, stating that according to the minutes, the agenda should be posted at Albertsons, Smiths, and Post Office, as to which locations within Great Falls were not specified, as well as the District website and Facebook page. Discussion continued as to whether the meeting should continue, determined to proceed forward.

Roll call: Commissioner & Chairperson Kelly Manzer; Commissioner Charles Rogers; Commissioner Scott Lankford; Secretary Janet Fulmer; Public Attendance Sign-In Sheet - see attachment

Reading of Minutes: August 10th, 2022, Commissioner Charles Rogers stated point of order regarding minutes, minutes are to be received five days prior to the meeting. Chairperson Kelly Manzer tabled the minutes to the October meeting.

Treasurer's report: Balances as of July 31st, 2022: Cash \$23,830.59; O&M \$443,287.00; Restricted \$36,855.83; Tax Payments Receivable Outstanding \$1,464.80; and August 2022 Warrants Paid \$27,807.83. Sandra Erickson questioned the Tax Payments Receivable Outstanding, which is the balance of mill levies that Cascade County has yet to collect from property owners.

District Operations & Administration:

Annual Court Report: Judge Parker heard the matter of the Court Report on August 19, 2022, with Kelly Manzer and Janet Fulmer outlining the details of the Annual O&M Assessment, Sandy Mares was also present, as well as Chuck Rogers. Janet Fulmer stated the Memorandum and Order from District Court Judge Parker was received September 6, 2022, after being picked up from Sandy Mares, due to having been mailed to Sandy Mares home address. Annual Operations and Maintenance Assessments of \$114,000.00 was approved for the forthcoming property tax year. District has put in request for District mail to be forwarded to the current District PO Box.

Fiscal Year Financial Court Report: Janet Fulmer is still working on.

Annual O&M Assessments: Janet Fulmer is working with Cascade County and Montana Department of Revenue, now that the Annual Court Report has been approved, and will have submitted to Cascade County within the next week to be added to the property taxes. Sandy Mares questioned if the current tax records were received by the Montana Department of Revenue, which Janet Fulmer stated yes, the current year was received.

Quarterly Federal & State Payroll Taxes: Janet Fulmer prepared the Federal quarterly form and Federal and Montana state payments to be included with warrants to be signed. Chuck Rogers questioned if the quarterly Montana state payroll forms are sent, which Janet Fulmer stated the Montana state form is annually, the payments are made quarterly.

News Post Cards: The commissioners discussed keeping the public aware of certain district items, informative post cards should be mailed out regarding elections, before court report, and assessments with budget. Sandy Mares stated there used to be two if not three post card mailings a year to the residents of the flood district. Chuck Rogers asked to have a post card sent out letting the public be aware that the District has both a website and Facebook page for them to follow, Kelly Manzer felt this would be a great idea.

District will work on getting post cards prepared. Sandy Mares stated that there used to be two to three post cards mailed to the residents each year and offered the template from her personal computer.

Janet Fulmer made the Commissioners aware the District received the letter from Local Government Services regarding the Annual Financial Report due within six months of the Fiscal Year end, which Janet Fulmer will get completed.

Sandy Mares stated about certain items that do need to be posted to the public, meeting agendas, the court hearings, etc.

Sandy Mares brought up the issue from the previous meeting regarding access to the District office in the DES building. There was discussion, which during business hours DES personnel can provide commissioners access to the office, and after-hours Janet Fulmer is able to provide commissioners access to the office. Sandra Erickson suggested any item, paperwork, etc. that a commissioner would have a sign-out sheet or logbook so the secretary would be aware of. Sandy Mares stated that no District originals should leave the office, copies should be made to whomever is requesting the items.

Project Operations & Maintenance:

Project Improvements:

408 Permit Filing – Wadsworth Lake Drain Outfall Structure: Janet Fulmer provided all commissioners with the correspondence between Chuck Rogers and Josh Sommer with Great West Engineering, as well as Chuck Rogers correspondences with Oliver Berglund, Melani Vandall and Levi Keach with the Corps of Engineers, the Section 408 Levee Review Cost Estimate and Agreement for Acceptance of Contributed Funds for a Section 408 Evaluation. The cost estimate was a total of \$17,475.00. The Corps stated that cost would be due if the District wanted to put rush on it, or the Corps would be receiving federal funding for reviews the first of October 2022 and the District would not have to pay the \$17,475.00. Therefore, Scott Lankford stated to wait for October to continue the 408 filing. Chuck Rogers needs a report, which he, Janet Fulmer, and Sandy Mares would look for after close of the meeting.

Project Maintenance / Inspections / Reviews / Patrols:

Corps Semi-Annual Maintenance Checklists: Janet Fulmer provided the correspondence from Melani Vandall stating the 2020 periodic inspection report has not been issued by the Omaha District, she did not have delivery date on that, the 2021 site visit report will accompany the 2020 periodic inspection. As far as 2022, a new Levee Safety Engineer has been assigned to the District and is not available for inspections this month or next, will mostly likely be scheduling for October. Chuck Rogers questioned if the semi-annual inspection was completed, which last inspection was done by Chuck Rogers December 2020. Kelly Manzer stated all 3 commissioners need to be involved in doing the semi-annual inspections.

Annual Mow & Trim: Email correspondence from Chuck Rogers to the District requesting a motion to modify mowing and weed spraying contracts was provided to the commissioners. Kelly Manzer requested to have a map completed with the areas listed, and concern on the additional cost to the mowing quote that District will need to put out for bids. Chuck Rogers concern is since woody vegetation has been cleared out to keep up on the mowing to alleviate \$12,500.00 cost for excess weed and woody vegetation removal.

Weed & Woody Vegetation Spraying / Tree Trimming: Chuck Rogers stated his request was in the above section as well. Kelly Manzer stated Western Enterprises would come back to look at the concerns of high stump which Chuck Rogers pointed out at station 216.

Sandy Mares stated maps and contacts will only need updated for the new contract year. Chuck Rogers and Scott Lankford suggested to work on to get contracts completed to send out in January 2023.

Discussion regarding limit of \$15,000.00 for any amount over the District must put out for bids on contracts.

Sandy Mares stated that ditches at 34th, both sides of Central West, were not mowed yet, where the fire was by Wadsworth outflow ditches that still need mowed, which Kelly Manzer will follow up with Doctor Lawn. Kelly Manzer stated that there will also be one more weed spraying completed, and to have the dye in the spray.

Burrowing Animal Control Program: Bug Doctor mailed the District a June 2022 Report and July 2022 Report which was provided to the commissioners, stating continued control of the levee system checking all areas for prevention and control, few holes but most from neighboring properties, trapped areas of concern and used other treatments as needed. Scott Lankford stated there was a badger at 6th Street.

Kelly Manzer brought up fencing due to another accident at approximately 3:50 August 29 at 3400 Central Avenue West, and Kelly is waiting on report from Montana Highway Patrol, 8 sections of fence. Scott Lankford talked with Fairfield Fence and got a quote of \$1,589.35 for repair. Scott Lankford made motion to accept quote of \$1,589.35, Chuck Rogers seconded, all commissioners in favor, motion passed.

Other Items:

Fiber Optic Process – Rocky Mountain Contractors: Commissioners were provided with correspondences between Jarrod Kelsey of Tower Engineering Professionals and various Corp personnel, as well as pictures. Scott Lankford stated RMC still waiting on completing the grass seeding.

City of Great Falls – Regional Detention Pond: Kelly Manzer stated no questions or concerns had been received to date, therefore was acceptable by the Corps.

Taylor Transportation Office Contract: RR Law firm is in the process of reviewing contract and corresponding with Taylors Transportation.

Kelly Manzer questioned the easement for Ox & Sons and would like further clarification. Sandy Mares and Chuck Rogers stated the levee goes up to the brown house on the property.

Public correspondence from Jackie Dickson regarding water rights, which Kelly Manzer will check into her water rights, and follow up on.

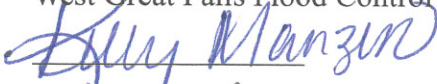
Warrants Issued: Scott Lankford moved to pay the following invoices, all commissioners in favor, motion passed: Clyde “Scott” Lankford \$158.61 (Payroll); Kelly Manzer \$158.61 (Payroll); Charles Rogers \$158.61 (Payroll); Bug Doctor \$8,800.00 (Pest Control); Janet Fulmer \$491.54 (Secretary Services) & \$51.24 (Misc – Telephone), IRS \$240.96 & Dept of Revenue \$27.00 (Payroll Taxes)

Next Meeting: Tuesday, October 4th, 2022, unless otherwise noticed.

Adjourn: Scott Lankford made the motion to adjourn at 8:16 PM, all commissioners in favor, passed.

Date Approved 10 / 4 / 2022

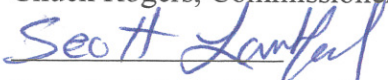
West Great Falls Flood Control and Drainage District



Kelly Manzer, Commissioner & Chairperson



Chuck Rogers, Commissioner



Scott Lankford, Commissioner

