

April 19, 2021

The Lincoln County Port Authority Board met on April 19, 2021, in the Lincoln County Courthouse, Libby, Montana. Present were Jerry Bennett, Mark Peck, and Ted Werner. Also present were Tina Oliphant, Brett McCully, and Clerk and Recorder Robin Benson. Tony Petrusa present via phone. Josh Letcher present via VisionNet.

Tina submitted the following agenda:

**Lincoln County Port Authority  
Meeting Agenda  
April 19, 2021 1:30 PM  
Lincoln County Commissioner Chamber**

1. Approval of Minutes from March 15, 2021
2. Review of Financial Statements for March 2021
3. Budget Adjustments for FY 2021
4. FY Audit 2020
5. Presentation from Kootenai RC Racers
6. Status of KBP Sewer Extension and City of Libby Connection
7. Update on amended OU5 O&M
8. Infrastructure Updates
9. Draft of Work Roles of Executive Director Position
10. Old Business:

Open for Public Comments:

Adjourn meeting

1. The Board reviewed the minutes of March 15, 2021 regular meeting. **Motion** by Ted to approve the minutes for March 15, 2021 as submitted. Second by Tony, motion carried unanimously.
2. **Review of Financial Statements for March 2021:** Tina submitted and gave a brief overview of the Balance Sheet with Prior Year End as of March 31, 2021, Profit & Loss Budget Performance March 2021, and the Monthly Cash Flow March 31, 2021. The board discussed loans, fund and cash balances. **Motion** by Ted to accept the financial reports as presented. Second by Tony, motion carried unanimously.
3. **Budget Adjustments for FY 2021:** Tina submitted a spreadsheet of FY 2021 Budget Adjustments, Expenses to be Considered for review and discussion. Tina said that per auditor instructions, the adjustments need to be formally included in the budget. **Motion** by Mark to approve \$405,000 for the budget adjustments for City of Libby Sewer Connection, Fencing, Central Maintenance Building Restroom, MDF Plant, Kootenai River, LLC; Engineering. Second by Ted, motion carried unanimously.
4. **FY Audit 2020:** Tina said the audit is complete and there were no findings; it was a good clean audit. Tina said copies of the audit are available. Tony commended Tina for her organization and finance skills for the port records.
5. **Presentation from Kootenai RC Racers:** Present were Troy Douthit, Steve Scheer, and Road Supervisor Marc McCully.  
Kootenai RC Racers is requesting permission to allow on-site camping (RV and Tent) at Cabinet Mountain RC Raceway during their annual race event The Hot August Showdown (HAS). In its ninth year, the 2021 edition of HAS will be held on August 5-8. HAS draws racers from all over Montana, Idaho, Washington, Oregon, California and Florida. Troy discussed potential camping fees, clean up, and growth of the event, and commented that any camping fees can be used to benefit other RV/Camping sites by promoting their campsite.  
**Motion** by Ted to approve the proposal submitted with road crew to oversee the organization of the clean-up. Second by Tony, motion carried unanimously. Mark said he would like to add a caveat that Troy Douthit visit with other campsites to inform them of the event and if they want their campsite promoted during the event. Marc commended the Kootenai RC Racers for years of doing their own clean-up and following their contractual obligations and responsibilities.
6. **Status of KBP Sewer Extension and City of Libby Connection:** Brett updated the board on the bid process and status. Thompson Contracting won the bid and project should be completed by end of June. The LCPA Board agreed the TEDD monies to fund the KBP Sewer Extension and City of Libby Connection Project.
7. **Update on amended OU5 O&M:** Tina gave a history and expressed frustration of the Institutional Controls and Operations and Maintenance Plan process with EPA and DEQ. Tina said she is communicating with DEQ to work through an amendment to the OU5 O&M plan with the now completed O&M plan with OU4 (City of Libby).
8. **Infrastructure Updates:** Brett said the bathroom at the Central Maintenance Building is in progress and going well. Brett updated the board on sewer and electrical work being conducted at the port site. Brett said Dave Cosgriff has been great to work with and is communicating all aspects of IP's Project as it progresses.
9. **Draft of Work Roles of Executive Director Position:** Tina submitted a draft work scope of Executive Director for the Port Authority Board to review and plan ahead accordingly.  
Tina said she will be providing a similar draft work scope for Kootenai River Development Council (KRDC).  
Tina submitted a 90-day notice resignation letter from the bookkeeper for the port authority for the port board to consider replacement.

**10. Old Business:** There was no old business discussed.

**Open for Public Comments:** Present was Bob McLaury and Marc McCully.

Bob questioned why the port is burying the wood pile/waste at the landfill instead of putting people to work. It's a raw product that can be utilized and is going to waste.

Board members discussed historical reasons/decisions as to why the waste was being sent to the port landfill and not other options.

Bob talked about potential money and jobs to be made. There are elderly people that could use the firewood.

Mark commented the wood pile has been free for pickup for several months. The owner put up a \$50,000 bond to have it cleaned up.

**Adjourned at 2:25 PM**

**LINCOLN COUNTY BOARD OF COMMISSIONERS**

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Jerry Bennett, Chairman

**ATTEST:** \_\_\_\_\_  
Robin A. Benson