

May 24, 2021

The Lincoln County Port Authority Board met on May 24, 2021, in the Lincoln County Courthouse, Libby, Montana. Present were Jerry Bennett, Mark Peck, Tony Petrusha and Ted Werner. Also present were Tina Oliphant, Brett McCully, and Clerk and Recorder Robin Benson. Josh Letcher present via phone.

Tina submitted the following agenda:

**Lincoln County Port Authority
Meeting Agenda
May 24, 2021 1:30 PM
Lincoln County Commissioner Chamber**

1. Approval of Minutes from April 19, 2021
2. Approval of Minutes from April 5, 2021
3. Approval of Minutes from May 7, 2021
4. Review of Financial Statements for April 2021
5. Discussion on Posting a Bookkeeper Position
6. Review of Draft Feasibility Study for Plywood Slab Re-Development
7. Status-KBP Sewer Extension & City of Libby Connection
8. Old Business:

Open for Public Comments:

Adjourn Meeting

1. The Board reviewed the minutes of April 19, 2021. **Motion** by Mark to approve the minutes as submitted. Second by Ted, motion carried.
2. The Board reviewed the minutes of April 5, 2021. **Motion** by Mark to approve the minutes as submitted. Second by Ted, motion carried.
3. The Board reviewed the minutes of May 7, 2021. **Motion** by Mark to approve the minutes as submitted. Second by Ted, motion carried.
4. **Review of Financial Statements for April 2021:** Tina submitted and gave a brief overview of the Balance Sheet with Prior Year End as of April 30, 2021, Profit & Loss Budget Performance April 2021, and the Monthly Cash Flow April 30, 2021. The board discussed loans, revenues, funds, and cash balances. **Motion** by Ted to accept the financial reports as presented. Second by Mark, motion carried.
5. **Discussion on posting a bookkeeper:** Tina said the current bookkeeper gave a notice as of end of July. Tina asked if the LCPA Board wants to post this position as a contract. The LCPA Board agreed to post the bookkeeper position as a contract. Tina will move forward filling this position.
6. **Review of Draft Feasibility Study for Plywood Slab Re-Development:** Present was Andy Evensen. Andy submitted a Property Development Feasibility Study for the Kootenai Business Park Plywood Slab Re-Development. The feasibility study was prepared by EECI, Andy Evensen, PE out of Kalispell. The board discussed environmental and permitting limitations, floodplain risk, site development, utilities/infrastructure, and potential development costs. **Motion** by Ted to engage with the floodplain application, and move forward with slab cleanup, up to \$12,000. Second by Tony motion carried unanimously. The board talked about phased work options, and what the cleanup would include. Tina commented it will be up to 2 years before a business can move in to build. **Motion** by Mark to move forward with the subdivision application as an industrial condo concept, funds to be taken out of the Kootenai Business Park TEDD funds to include survey and application fees, and bidding and engineering design fees. Mark commented this will get us to where the port has something to sell. Second by Ted, motion carried unanimously.
7. **Status of KBP Sewer Extension and City of Libby Connection:** Brett briefed the board on the sewer connection project. Project will commence mid to late June. The contractor submitted shop drawings for the manholes and a change order as directed by our engineer, Andy Evensen, due to the conflict with existing City of Libby water lines.
8. **Old Business:**

Mark updated the board regarding the Medium Density Fiberboard (MDF) Plant; met with Senator Daine's staff and set up with a banking, special loan program out of Missoula who can advise and assist with this type of finance transaction.

Mark said Governor Gianforte was briefed on the concept and plan and commented the MDF Plant would be a perfect type of project to be a recipient of ARPA funds.

Brett said a person is interested in purchasing the empty fuel tank behind the finger joint building. Jerry suggested to wait a year and keep it for now.

Jerry briefed Tina on the revolving loan account for the cost estimate of take down of plant equipment and freight and set up of the plant in Libby as discussed in the May 7, 2021 minutes. Jerry asked if the loan committee can take a look at this and make a recommendation to the board.

Open for Public Comments:

Adjourned at 2:25 PM

LINCOLN COUNTY BOARD OF COMMISSIONERS

Jerry Bennett, Chairman

ATTEST: _____
Robin A. Benson