

November 18, 2019

The Lincoln County Port Authority Board met on November 18, 2019, in the Lincoln County Courthouse, Libby, Montana. Present were Commissioner Bennett, Commissioner Peck, Tony Petrusa, Brett McCully, Tina Oliphant, and Clerk and Recorder Robin Benson. Also present was Commissioner Letcher, Eureka via VisionNet. Ted Werner was absent.

Tina submitted the following agenda:

**Lincoln County Port Authority  
Meeting Agenda  
November 18, 2019 1:30 PM  
Commissioner Chamber; Libby, MT**

1. **Approval of Minutes from October 28, 2019**
2. **Review of Financial Statements for October 2019**
3. **Isotex Health: Approval of submission of BSTF Grant – Job Creation**
4. **Isotex Health: Discussion on Needs for Additional Storage Space**
5. **Update on TEDD Policy: Montana Community Development Services to Establish TEDD Policy**
6. **Infrastructure Improvements of FY 2020**
7. **Update on Current Infrastructure Projects**

**Open for Public Comments:**

**Adjourn meeting**

1. The Board reviewed the minutes of October 18, 2019. **MOTION** by Tony Petrusa to approve the October 18, 2019 minutes as corrected. Second by Commissioner Peck, motion carried.
2. **Review of Financial Statements as of October 2019:** Tina submitted and gave a brief overview of the Balance Sheet with Prior Year End, Profit & Loss Budget Performance October 2019, and Projection of Cash Flow Balance for FY 2020. **Motion** by Commissioner Peck to accept the financial reports as submitted. Second by Tony Petrusa, motion carried.
3. **Isotex Health / Approval of submission of BSTF Grant – Job Creation:** Tina said Isotex Health is asking for LCPA's submission of a job creation grant. Tina explained how the grant works and the port board needs to approve to move forward. The grant amount is \$307,500. Tina talked about 4 conditions regarding a suitable business plan, proof of new jobs prior to reimbursement of funds, and language regarding the creation and maintaining of jobs through the grant period and the grant contract alludes to a recapture of funds. Due to prior experience, the board expressed hesitancy to be the grantee of a large grant for a new business. Tony suggested creating a process of quarterly reporting by Isotex. Commissioner Letcher talked about having protection checks and balances in place. **Motion** by Tony Petrusa to move forward with the Isotex BSTF Grant to include conditions as presented and request for reimbursement to be reviewed not less than on a quarterly basis. Second by Commissioner Peck, motion carried. Tina said she needs approval of signers for authorization of the grant, suggesting Tina Oliphant, Commissioner Peck and Commissioner Bennett. **Motion** by Commissioner Peck to allow signers for authorization of grant as suggested. Second by Tony Petrusa, motion carried.
4. **Isotex Health / Discussion on Needs for Additional Storage Space:** Present were Jason and Michelle Cross, Isotex Founder/CEO.  
Jason said Isotex is in the building but is in need of more space and would like to lease more buildings and potentially a 5-acre parcel at the port site. Brett talked about 4 available buildings equaling 24,000 sq. ft. of space available. Brett submitted a lease proposal totaling \$3775.00/mo. Jason commented that he would like to put money into the buildings for repairs to make the buildings operable. Commissioner Bennett said there would be an offset of cost for a tenant that upgrades a leased building. Commissioner Peck agreed. Jason said he would establish a proposal for a long-term lease that would work for everyone involved. There was discussion about new doors and fencing to help keep wildlife out.  
Jason asked about cleaning up the entire area, not just Isotex properties. Commissioner Bennett agreed and talked about the port board's desire to clean up the area. Jason commented on the dust issue that was not foreseen but needs to be dealt with. Jason also talked about having security at the Isotex site. Commissioner Peck said his preference is to sell any building or land vs. long-term agreements. Commissioner Letcher talked about having an owner finance instead of lease agreement. Brett talked about his reasons against selling port land. Jason discussed Isotex's short-term and long-term plans and access needs.
5. **Update on TEDD Policy: Montana Community Development Services to Establish TEDD Policy:** Tabled until next meeting in December.
6. **Infrastructure Improvements of FY 2020:** This Item was not discussed .
7. **Update on Current Infrastructure Projects:**
  - a) **Update on Secondary Access on HWY 2:** Brett made suggestions to put in a new water main for city water presence and viable infrastructure upgrade. Brett asked permission to have engineer Andy Evensen (already on retainer at the port) look at options and cost. Commissioner Bennett said we need to look at the water and sewer upgrade.  
Brett said Mild Fence Co. is working putting up all the fencing and should be done this week.
  - b) **Update on Berm Improvements for Flood Plain Investigation:** Brett said the corrective action has been approved by Montana DNRC and FEMA and we have 1 year to perform the corrected actions as stated by our engineer Mike Fraser.

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

**Adjourned at 3:45**

**LINCOLN COUNTY BOARD OF COMMISSIONERS**

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Jerry Bennett, Chairman

**ATTEST:** \_\_\_\_\_  
Robin A. Benson, Clerk of the Board