

October 28, 2019

The Lincoln County Port Authority Board met on October 28, 2019, in the Lincoln County Courthouse, Libby, Montana. Present were Commissioner Bennett, Ted Werner, Tony Petrusha, Brett McCully, Tina Oliphant, Marc McCully, Dan Youso and Election Administrator, Leigh Riggleman. Also present was Commissioner Letcher, Eureka via phone link.

Tina Oliphant submitted the following agenda:

**Lincoln County Port Authority
Meeting Agenda
October 28, 2019 1:30 PM
Commissioner Chamber; Libby, MT**

1. **Approval of Minutes from September 16, 2019**
2. **Review of Financial Statements for September 2019**
3. **Preliminary Review of FY Budget 2020 and discussion on Capital Improvements**
4. **Consideration to hire Montana Community Development Services to Establish TEDD Policy**
5. **Update on Isotex Health and updates from Job Service**
6. **Consideration of Installing Security Gate at City Hall Entrance**
7. **River Country Wood – crane shed lease and truck loading on Industry Way**
8. **Review of Infrastructure Projects**
 - a. **Update on Secondary Access on HWY2**
 - b. **Update on Berm Improvements for Flood Plain Investigation**
9. **Old Business:**

Open for Public Comments:

Adjourn meeting

1. The Board reviewed the minutes of September 16, 2019. **MOTION** by Ted Werner to approve the September 16, 2019 minutes as presented. Second by Tony Petrusha, **motion** carried unanimously.
2. **Review of Financial Statements as of September 2019:** Tina submitted and gave a brief overview of the Balance Sheet with Prior Year End, and the Profit & Loss Budget Performance September 2019. Discussion on delinquent rent and development of a business plan by a renter. **MOTION** by Ted Werner to accept the financial reports as submitted. Second by Commissioner Letcher, **motion** carried unanimously.
3. **Libby Park District:** Dan Youso spoke about the Kootenai Wellness Aquatic Center for. He wanted to discuss the swimming pool and the area where they would like to locate the center. He talked about the possibility of a land swap to locate the pool and possible grant donations to help fund the building of the pool. He showed the board the 3 different pool plans that have been designed and where the aquatic center might be located but depended on the plan chosen. He has reached out to several foundations for consideration of donations and the board is planning to conduct an election in the spring of 2020. Tina Oliphant stated that, once the plan has been chosen, a business plan can then be developed and shown to the commissioners. Mr. Youso thanked the Board for their time.
4. **Consideration to hire Montana Community Development Services (MCDS) to Establish TEDD Policy:** Commissioners should be involved with setting up an advisory board, it's work plan, annual budgeting, reporting, and other details. Fifty hours of MCDS time will be utilized at maximum. This will become the operations for the foreseeable future. **MOTION** by Ted Werner to move forward with the TEDD property and accept Montana Community Development Services. Second by Tony Petrusha, additional discussion and motion carried unanimously.
5. **Preliminary Review of FY Budget 2020 and discussion on Capital Improvements:** Tina submitted a draft budget for FY 2020. Tina gave a brief overview of the draft budget, maintenance and repair estimates, anticipated revenues and capital improvements. Tina also submitted a projection of Cash Flow Balance for FY 2020.
6. **Update from Isotex Health and Service:** Johnette Watkins from Job Service provided some insight into Isotex Health hiring process. The Job Service has recently set up 33 more interviews for hiring more Isotex positions. Isotex wanted a face to face interview with every applicant during the initial interview process. Most of the interviews are with local individuals so there still seems to be a significant workforce within the community. Brett McCully said there is work going on in the building in anticipation of hemp arriving: dryers, ramps and drive-through for delivery trucks. He indicated that, on a daily basis, 20 trucks delivering raw product are being anticipated.
7. **Consideration of Installing Security Gate at City Hall Entrance:** Brett McCully explained that the County had purchased a 16 foot gate in May of 2019 for the Highway 2 access, but that it was not big enough for two way vehicular traffic and a 22 foot gate would be optimal for that road. The 22-foot gate is \$23,000 and trading in the 16 foot could recoup about 16K or it could be better to repurpose it and installed at the access that Isotex will use for employee traffic by the City of Libby building. LCPA could possibly recoup some money for the 16 gates from Isotex of other tenants that may use the City Hall access point.
8. **Review of Infrastructure Projects:**
 - a. **Update on Secondary Access on HWY2:** Marc McCully said that the new access road on Highway 2 is almost complete and that a fence would be installed this fall, but that the gate will not be installed until the spring of 2020. He talked about if an ice-skating rink is a possibility, then water pipes will need to be laid into the space. If an 8-inch main with a fire hydrant is installed, there is an engineering process that has to be gone through. If a 2-inch service line is put in then the engineering process can be bypassed, connection fee to the city line would be waived. Brett McCully indicated that it would be approximately \$15,000 for engineering process. In either instance, the water line would need to be installed underneath the walking

path and so it would have to be dug up for construction. Marc McCully needs to talk to Mr. Gilmore, who is spearheading the ice rink, about where the rink would be located. Marc also said that the Heritage Museum would like the county to install a water line to the shay shed in exchange for water for a drip system for trees next to the fishing pond.

b. River Country Wood (RCW) – cannot load on right-of way of Industry Way and they need to find a different alternative for loading. RCW wants the Port Authority Board to install a temporary loading pad to the east side of Industry Way. Their lease does not include the road and RCW wants the Port Authority to pay for the loading pad. The Board indicated that they do not intend to pay for the loading pad.

c. Clean up – putting debris in bags and the equipment has been broken down a lot and the pile has not gotten much smaller at all. The board would like Brett to go back and let the RCW know that they must finish the clean up process.

9. Crane Shed – The Board currently is allowing River Country Wood to store wood in this shed at no cost. Brett McCully has had several inquiries about other businesses using the shed for other business purposes. Suggestion is to either take it off the market for rent or charge either RCW or another business for the space being currently used. RCW's use of the shed is temporary and that any business that occupies it should be charged rent like every other space by LCPA. Whoever wants to lease/rent it, then it should be first come, first serve.

a. Update on Berm Improvements for Flood Plain Investigation: has been approved by DEQ per Mark Pitman from that agency. The permit will be issued and the contour within the flood plain will have to be 2:1. It will be approximately \$7,000 for engineering.

10. Old Business: None.

Adjourned at 3:15

LINCOLN COUNTY PORT AUTHORITY BOARD

Jerry Bennett, Chairman

ATTEST: _____
Leigh Riggleman, Election Administrator