

July 19, 2021

The Lincoln County Port Authority Board met on July 19, 2021, in the Lincoln County Courthouse, Libby, Montana. Present were Jerry Bennett, Josh Letcher (Eureka via conference call), Tony Petrusha and Ted Werner. Also present were Tina Oliphant, Brett McCully.

Tina submitted the following agenda:

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

1. **Approval of Minutes from July 2, 2021**
2. **Approval of Minutes from July 12, 2021**
3. **Approval of Minutes from May 24, 2021**
4. **Approval of Minutes from May 20, 2021**
5. **Review of Financial Statements for June 2021**
6. **Review of Decisions on MDF Plant**
7. **Posting of Job**
8. **Tenant Management and Expectations**
9. **Project Updates**
10. **Old Business:**

Open for Public Comments:

Adjourn Meeting

1. The Board reviewed the minutes of July 2, 2021. **Motion** by Tony to approve the minutes as submitted. Second by Ted, motion carried.
2. The Board reviewed the minutes of July 12, 2021. **Motion** by Ted to approve the minutes as submitted. Second by Tony, motion carried.
3. The Board reviewed the minutes of May 24, 2021. **Motion** by Ted to approve the minutes as submitted. Second by Tony, motion carried.
4. The Board reviewed the minutes of May 20, 2021. **Motion** by Ted to approve the minutes as submitted. Second by Tony, motion carried.
5. **Review of Financial Statements for June 2021:** Tina submitted and gave a brief overview of the Balance Sheet with Prior Year End as of June 30, 2021, Profit & Loss Budget Performance June 30 2021, and the Monthly Cash Flow June 30, 2021. Tina noted these statements were in draft form as accruals need to be determined for the fiscal year end presentation. Tina suspects there are more accruals and year end transactions to be added. Tina also shared a new bookkeeper, Cassie Foulke, has been contracted to take over for Starr Backen. Cassie was recommended by two CPA firms in Libby. The Board had questions

on the tenant list and the expectations for FY 2022. **Motion** by Ted to accept the financial reports as presented. Second by Tony, motion carried.

6. **Review of Decisions on MDF Plant:** Jerry reminded the Board of the efforts to enlist legal counsel and some of the key items to be developed and documented. There was some discussion on the position of a lien for LCPA and a comprehensive list of equipment to fully document our position/ownership of the assets.
7. **Posting of Job:** Tina reviewed some options to consider a different structure for the LCPA/KRDC Executive Director and the challenges of a different source of funding. After consideration of the issues the Board agreed to post the job as currently structured. **Motion** by Ted to post the job description as presented. Second by Tony, motion carried.
8. **Tenant Management and Expectations:** Brett provided the status of individual tenants and shared that the quality of our tenant base has improved.
9. **Review of Projects:** Brett discussed status of multiple projects:
 - a) The question of selling the Fire Hall to an interested party was discussed and Brett indicated partitioning and subdivision review will be required. Prior to initiating this it will be important to better understand the parameters of the Buyer's interest.
 - b) The LOMA is complete for the plywood cement slab and our engineer is pursuing the subdivision review.
 - c) Most of the the overhead power lines have been removed and underground power lines have been installed.
 - d) Brett is recommending that frequent users of the scale services are presented a flat annual fee to cover all maintenance and repairs.
10. **Old Business:**

None noted

Open for Public Comments:

Adjourned at 2:25 PM

LINCOLN COUNTY BOARD OF COMMISSIONERS



Jerry Bennett, Chairman

ATTEST:



Tina Oliphant