

**March 15, 2021**

The Lincoln County Port Authority Board met on March 15, 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  
March 15, 2021 1:30 PM  
Lincoln County Commissioner Chamber**

1. **Approval of Minutes from February 22, 2021**
2. **Review of Financial Statements for February 2021**
3. **Review of Audit Governance Letter and general comments about the FY 2020 Audit**
4. **TCI Lease Proposal**
5. **International Paper Easement**
6. **Review of Redevelopment Opportunities/Requirements**
7. **Discussion on Position for Stimson Business Opportunities**
8. **Old Business:**

**Open for Public Comments:**

**Adjourn meeting**

1. The Board reviewed the minutes of February 22, 2021 regular meeting. **Motion** by Ted to approve the minutes for February 22, 2021 as submitted. Second by Mark, motion carried unanimously.
2. **Review of Financial Statements for February 2021:** Tina submitted and gave a brief overview of the Balance Sheet with Prior Year End as of February 28, 2021 and Profit & Loss Budget Performance February 2021. The board discussed loans, fund and cash balances. **Motion** by Ted to accept the financial reports as presented. Second by Mark, motion carried unanimously.
3. **Review of Audit Governance Letter and general comments about the FY 2020 Audit:** Tina said the port has completed the 2020 Audit performed by Denning, Downey & Associates. Tina submitted an Audit Governance Letter from Denning, Downey & Associates for board review and discussion. Tina talked about limitations of QuickBooks, but said there were no audit concerns.
4. **TCI Lease Proposal:** The board discussed consideration to lease 1.5 acres to TCI at \$333/month. TCI will agree to move the products if the port has another opportunity to lease the site. Ted commented that as we move forward with other tenants, we need to look at common area maintenance fees, road maintenance and rail use fees. Jerry said he is ok with short term, but it sets a precedence for long term agreements. Mark talked about how the scale use is causing road damage. Ted said we need to look at how these maintenance/replacement costs can be covered for long term comprehensive planning. Jerry said he supports allowing TCI to lease the acreage short term as we continue to develop a comprehensive planning strategy. The board agreed to allow for a short lease agreement. Josh asked about potentially bumping up the payment to \$350/month for the 1.5 acres. Brett said he will talk to Thompson.
5. **International Paper Easement:** Brett explained that IP would like to obtain an easement along the north boundary for electrical service for their new proposed BioSparge system behind the Granite Pharmacy Building. Brett said he has no issues with this, and it sets the port up for future development between the Central Maintenance building and Hwy 2. Brett said it would be beneficial to the port to grant the easement. Ted suggested as compensation for an easement, we should request IP place 2-3 vaults and conduit running west toward Highway 2 for future port use.
6. **Review of Redevelopment Opportunities/Requirements:** Brett submitted a map of logical areas to consider for development. Brett suggested 3 areas as follows:
  - Area 1** Highway frontage, approximately 8-9 acres for commercial and retail development.
  - Area 2** Industry Way frontage with existing building and River Country Wood, approximately 30 acres for industrial development.
  - Area 3** Plywood Plant Area (20 acres) bordering 5<sup>th</sup> Street and adjacent to LCPA Rail Lines for commercial development and rail dependent development.The board discussed existing utilities and infrastructure needed, roads, development potential, lease options vs. selling, survey and subdivision processes, potential number and lot sizes, and potential tenants.
7. **Discussion on Position for Stimson Business Opportunities:** Mark talked about water rights and questioned the security. Brett said the water rights should be secure and the port is still diverting the same amount of water the mill did and generally for the same uses as stated in the water right. Brett said the water right was updated in 2003 to show the Port Authority ownership.

Mark presented a draft Position Description for a Lincoln County Shared Stewardship Coordinator to report to LCPA. The first two years to be funded through a Stimson grant. Position is primarily responsible for coordinating activities and seeking agency and stakeholder support to accelerate fuels reduction and forest management resiliency in the Wildland Urban Interface (WUI) in Lincoln County, Montana.

Mark discussed benefits and support for this position from Stimson, WR Grace and forest service interest. A focus would be finding the right product for production. Ted suggested hiring a consultant to help put all this together. Mark informed the board that he would have interest in applying for the position, so from this point forward would refrain from any decisions moving forward. **Motion** by Tony to approve the posting of the position for Shared Stewardship Coordinator as presented and accept the 2-year grant from Stimson to pay all costs associated with the position. Second by Ted, motion carried. Mark Peck refrained from voting.

**8. Old Business:**

Brett said EPA sent a report regarding the seep sampling conducted by the EPA and the Emergency Response Program which showed no connection between the seep and the groundwater contamination superfund site. The seep is most likely from the organic breakdown of wood materials on the old mill site that accumulated over many years. There will be no further action by the EPA.

**Open for Public Comments:** There were no public comments.

**Adjourned at 2:45 PM**

**Lincoln County Port Authority Board**

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Jerry Bennett, Chairman

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