

May 16, 2022

The Lincoln County Port Authority Board met on May 16, 2022, in the Lincoln County Courthouse, Libby, Montana. Present were Jerry Bennett, Brent Teske, Josh Letcher., Tony Petrusha and Ted Werner. Also present were Clerk & Recorder Robin Benson, Kenny Rayome Jr., Riki Thompson, Levi Thompson, Brett Duvall, and Ray Stout.

Lincoln County Port Authority
Meeting Agenda
May 16, 2022 1:30 PM
Lincoln County Commissioner Chamber

1. Approval of Minutes from March 7, 2022
 2. Approval of Minutes from April 18, 2022
 3. Review of Financial Statements for March 2022
 4. Options for LCPA Board Restructuring
 5. Family Wellness Center/Port Land Finalization
 6. Assign Kenny Rayome Jr. Director of Operations, as a designated signing official for grants
 7. Port Facilities Updates
 8. Old Business:
- Open for Public Comments:

1. The Board reviewed the minutes of March 7, 2022. **Motion** by Ted to approve the minutes as submitted. Second by Brent, motion carried.
2. The Board reviewed the minutes of April 18, 2022. **Motion** by Ted to approve the minutes as submitted. Second by Brent, motion carried.
3. **Review of Financial Statements for March 2022:** The board reviewed the Balance Sheet with Prior Year End as of March 31, 2022, Profit & Loss Budget Performance March 2022, and Monthly Cash Flow March 2022. **Motion** by Brent to approve financial reports as submitted. Second by Tony, motion carried unanimously.
4. **Options for LCPA Board Restructuring:** Jerry talked about advertising for a board member to start the process of separating the LCPA Board from the County. Kenny commented this would take us out of being commissioner prevalent.
5. **Family Health & Wellness Center/Port Land Finalization:** Jerry said everyone has had a chance to look at the Buy/Sell Agreement. **Motion** by Ted accept Buy/Sell Agreement for \$229,000 for the 9+ acres and access easement. Second by Tony, motion carried unanimously. Motion is pending county attorney review and approval. Levi said he is aware that eventually the property would be annexed into the city, but there are other options to get the facility up and running.
Brent said he received an estimate from Kootenai Surveyors to do the BLA for \$7,950 total. **Motion** by Ted to accept the quote from Kootenai Survey to conduct a BLA Survey and review fees. Final cost to be determined after recording fees and other transfer fees are known. Final cost will be split 50/50 between Family Health & Wellness and the Lincoln County Port Authority.
Second by Tony, motion carried unanimously.
6. **Assign Kenny Rayome Jr. Director of Operations, as a designated signing official for grants:** Kenny said this would just make the paperwork process cleaner and efficient. **Motion** by Tony to approve assigning Kenny Rayome Jr., Director of Operations as a designated signing official for grants. Second by Brent, motion carried unanimously.

7. **Port Facilities Update:**

- Kenny said Sherpa Trailers has moved out and he is talking with other tenants to occupy that space. Ted said he would set a time aside to look over lease agreements with Kenny in an advisory capacity.
- Kenny talked about a tenant that is behind on their lease. Kenny said he emailed a letter to the tenant and received an email reply from tenant was for a 10-day timeline for payment to be received before eviction process begins.
- Three electrical meters were pulled.
- BDO Zone is approved, FS gave \$32,500 and Port is paying for the other half.
- One seasonal worker on Fridays only. Kenny expressed it is helpful to have that extra person.
- Kenny provided a spreadsheet of insurance from Kevin Peck. Kenny said he is working with Kevin to ensure covered values are efficient and accurate. The board talked about buildings and structures to be on not be insured.
- Jerry said he is talking with a gentleman about putting a small sawmill down at the port; potentially purchasing 5 acres. Those conversations are ongoing.
- The board talked about infrastructure, utilities, and the increased interest in port land. Kenny said he can put ideas together regarding process/steps for sale of land.

8. **Old Business:**

Open for Public Comments: There were no public comments.

Adjourn Meeting

LINCOLN COUNTY PORT AUTHORITY BOARD

Jerry Bennett, Chairman

ATTEST: _____
Robin A. Benson