

Lincoln County Port Authority

Meeting Minutes

October 20, 2025 @ 3:30 PM

LCPA Conference Room

216 West 9th street, Libby, MT

The Lincoln County Port Authority Board met on October 20, 2025, in the LCPA Conference Room, Libby, MT. Present were Kate Stephens, Kevin Peck, Brent Teske, Chris Bache, Jerry Bennett, Bret Duvall, and Jennifer Brown. Reid Perkins and Tony Petruscha were present via Zoom.

1. **Approval of Minutes: September 15, 2025: Regular Meeting:** Brent moved to approve the minutes of the September 15, 2025, regular meeting, seconded by Kevin. All were in favor.
2. **Approval of Minutes: September 15, 2025: Closed Meeting:** The minutes of the September 15, 2025, closed meeting were approved following a motion by Brent, seconded by Kevin, with all in favor
3. **Approval of Confidential Minutes: October 8, 2025:** Brent moved to approve the minutes of the October 8, 2025, closed meeting, seconded by Kevin. All were in favor.
4. **Approval of Financials: September:** Tony made a motion to accept the financials as submitted, seconded by Chris. The motion carried unanimously.
5. **Public Comment on Agenda Items:** There was no public comment.
6. **Old Business**
 - a. **Ratification of Family Health & Wellness License Agreement – 40 acres of Recreational Land:** Kate provided a timeline for the Family Health and Wellness License Agreement, beginning in 2023. The third license agreement, expiring in 2025, has been entered into with Family Health and Wellness and includes an option to purchase. Paragraph 7, which outlines the option to purchase the property at appraised value, is new and differs from previous contracts. Board approval is needed to satisfy the record. Brent questioned the layout of Tract 3, expressing concern that it may not be depicted correctly. Chris noted there are no specifics in the agreement regarding easements. Reid stated that any sale would follow what is on public record. Brent made a motion to ratify the license agreement expiring December 31, 2025, seconded by Tony. The motion passed with all voting in favor except Chris, who voted no. Chris noted his discomfort with the decision due to a lack of information. Jerry noted that a future survey will provide more detailed acreage, as current figures are approximate.
 - b. **Industry Way Utility Easement for City of Libby:** The board reviewed draft easements. Gage will coordinate with Noble and the City to ensure all parties are aligned. The easements are to the City, with one being a spring-in easement that will only proceed once conditions of the first easement are met.

- c. **RC Racers Lease Agreement:** Kate reported that, following discussions with Dorsey Whitney, it is important for the Board to clarify reasonable and uniform lease rates based on usage. The Board agreed on the need for a consistent plan that aligns with statute. Kevin suggested developing multiple options based on usage. Courtney proposed a nonexclusive agreement. Chris emphasized that since RC Racers constructed the track, they should retain exclusive use. Jerry recommended forming a subcommittee to establish uniform lease rates. Kevin and Chris volunteered to serve on this subcommittee.
- d. **Pond Park and Swim Pond Update:** Tony reported that the subcommittee met and discussed two primary topics: lifeguards and volunteers. Kate distributed an agreement outlining volunteer terms. Lifeguards will be employees, though the employer of record still needs to be determined. Kevin suggested they could be considered Park District employees for this purpose. Jerry recommended contacting W.R. Grace and International Paper for potential assistance, noting their openness to past partnerships. Tony estimated an annual wages at approximately \$15,000, plus insurance bringing the total to around \$20,000. The materials list for the pond totals about \$14,000, and fencing is estimated at \$26,000. Tony is exploring potential cost reductions through volunteer labor. The subcommittee also discussed the placement of features inside and outside the fence for safety and functionality.
- e. **Open Meeting Training Reminder:** Training is scheduled for October 27 at 10:00 a.m.

7. New Business

- a. **Volunteer Forms and Language for Insurance Purposes:** Two volunteer forms, reviewed by Kevin, address volunteer management and insurance coverage. Because the property is owned by the Port and covered under an existing policy, volunteer hours and work codes can be tracked internally. Brent moved to accept the forms and authorize the use of Port-managed volunteers on LCPA recreational property, seconded by Chris. Kevin abstained from voting. Motion carried.
- b. **ARP Materials and Land Needs:** Brent reported that the portion of property that houses ARP cleanup materials is without a formal agreement in place. The materials are currently located on Noble's land, and Noble is seeking compensation. Options include compensating Noble or moving the materials to the adjacent Port property. Kate noted that any charges must be reasonable and uniform as per statute. Kevin suggested referring the matter to the subcommittee to establish this fee. Jerry commented that the County and Port have a history of cooperation and that the subcommittee will need to decide whether a lease or conveyance is most appropriate. Brent will notify Mandy to proceed with testing protocols.
- c. **TEDD Funds – discussion and projections:** Kate reported that approximately \$5,500 remains in the account, but projections have been difficult to obtain. Two new buildings expected to be completed next year will be added to the tax rolls.

- 8. **Director Updates:** Kate reported that staff are actively pursuing grant opportunities, though identifying matching funds remains challenging. Grants are being written for Vincent Logging to include administrative fees for the Port. The DNRC's grant application was unsuccessful, which would have provided \$3.2 million in funding to the Port. Kate noted she was informed that the County Forester has no plans to retire, creating potential overlap in responsibilities and competition for grant funding. Kate also reported that the RFQ for berm maintenance is due Friday. She and Jennifer recently toured Pine Phlats with TC Energy, which offered to relocate wood from Hoodoo to support the establishment of a firewood bank. A grant has been

submitted to secure a contractor for processing the wood. Chris provided a lead on a potential contractor that Kate will follow up with. The National Forest Foundation visited the Port and expressed interest in developing a scrim plant on Port property, which could utilize currently unmarketable wood. Their board has not officially approved research for this but has asked for continued exploration of this opportunity. Kate also noted that the County is conducting a feasibility study for a biomass facility, which will reduce landfill transportation costs from Eureka. A meeting on this topic is scheduled for next Wednesday at 2:00 p.m. in the Commissioners' Chambers. The Port team will also travel to Eureka for site tours with Mark Foster, the District Ranger.

9. **Public Comment on Non-Agenda Items:** There was no public comment.
10. **Adjourn:** The meeting was adjourned at 4:35 p.m.

Next Meeting: November 17, 2025

LINCOLN COUNTY PORT AUTHORITY BOARD


Jerry Bennett, Chairman

ATTEST: 
Jennifer Brown