

Lincoln County Port Authority
Meeting Minutes
February 23, 2026 @ 1:00 PM
LCPA Conference Room
216 West 9th street, Libby, MT

The Lincoln County Port Authority Board met on February 23, 2026, in the LCPA Conference Room, Libby, MT.

1. **Roll Call:** Present were Board Members Chris Bache, Tony Petrusa, Jerry Bennett, Rob Delmas, Kevin Peck, Brent Teske, Executive Director Kate Stephens, and Notetaker Jennifer Brown. Members of the public were Ray Stout and Scott Shindledecker.
2. **Public Comment on Non-Agenda Items:** Tony Petrusa stated that the Parks District will not have an initiative on the ballot. He explained that this is due to the school district canceling its election and the matter not being fully prepared for submission.
3. **Public Comment on Agenda Items:** No comments were made.
4. **Old Business:**
 - a) **Family Health and Wellness:** Kate reported that agreement drafting is progressing smoothly. She relayed that Levi has requested the easement be extended through 3rd Street to his property to accommodate utilities and roadway access. It was noted that this easement had been granted in the past; however, it was never recorded. The current easement will need to be formally recorded. Chris emphasized the importance of ensuring the continued use of the railroad tracks. Brent made a motion to grant an easement extending the 3rd Street right-of-way to its current standard. The motion was seconded by Tony. With no further discussion, the motion carried unanimously.

Kate stated that Family Health and Wellness is supportive of keeping the walking trails open for public use and understands that the ponds will remain off-limits. Levi requested flexibility to relocate the trail if necessary, provided that it maintains the same connection points. It was discussed that the trails would need to be formally dedicated for public use, with the most straightforward approach being donation of the trails to the county.

Brent indicated that the county would be open to discussions regarding accepting the trails. **Kate will obtain a proposal from Gage for Brent to present to the commission.**

5. **New Business:**

- a) **Executive Director Resignation:** Brent made a motion to accept Kate Stephen's resignation as presented. The motion was seconded by Tony. With no further discussion, the motion carried unanimously.
- b) **Job Description Updates:** It was noted that additional duties currently being performed were not reflected in the existing job descriptions. Brent made a motion to revise the job descriptions for the Wildfire Mitigation Specialist and the Forester to include these duties. The motion was seconded by Kevin. With no further discussion, the motion carried unanimously.
- c) **Promotion of Grants & Contracts Manager:** The Board agreed to promote Jennifer Brown from Grants & Contracts Manager to Director, essentially combining the two positions. Brent encouraged Jennifer to request assistance if workload demands become excessive, noting the position could potentially evolve into two roles in the future. Brent made a motion to approve the promotion. The motion was seconded by Kevin. With no further comments, the motion carried unanimously. Tony inquired whether the Port was within the required parameters regarding the need to post the position. It was clarified that adding duties and promoting an existing employee is permissible without a formal job posting.

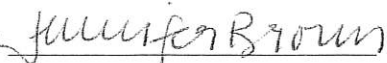
6. **Unscheduled Matters:** Mr. Williams previously received an emergency easement and has requested approval to extend it to the upper road. He indicated he will complete improvements to the road to ensure it is passable. Brent stated that a control device should be installed to regulate access from 5th Street. Chris recommended including language clarifying that the landfill location is subject to change and that the Lincoln County Port Authority retains the right to use the landfill.

Adjourn: 1:30 p.m.

Next Meeting: March 16, 2026, at 3:30 p.m.

LINCOLN COUNTY PORT AUTHORITY BOARD


Jerry Bennett, Chairman

ATTEST: 
Jennifer Brown