

**Big Sky EDA/EDC
Executive Committee Agenda
April 7, 2021
7:30 A.M. to 9:15 A.M.
Yellowstone Conference Room**

BIG SKY ED Mission Statement: - Focused on sustaining and growing our region’s vibrant economy and outstanding quality of life, **Big Sky Economic Development** provides leadership and resources for business creation, expansion, retention, new business recruitment and community development.

Committee Members **EDC** –Steve Loveless, Ann Kosempa, Mac Fogelsong, Kim Jakub, Mike Seppala
EDA –Paul Neutgens, Ken Lutton, Judi Powers, Dana Pulis, Riley Bennett

7:30 A.M.— Call to Order – Steve Loveless, EDC Chair

Agenda Changes for Today’s Meeting

Public Comments/Board Member and Staff Announcements

AGENDA

- I. Approval of EDA/EDC Exec. Comm. Minutes**
 - March 3, 2021 Ex. Committee and March 26th, 2021 Special Meeting (Attachment A) (Action)

- II. Approval of EDA/EDC Financials – Shanna**
 - February 2021 EDA and EDC Financials (Attachment B) (Action)

- III. Executive Director’s Report- Steve** (Via Separate Email)
 - Opportunity Fund Strategy/Downtown Focus Recommendations—Ken Lutton (Attachment C) (Action)
 - Recap March 30th Board Planning Session—Strategic Priorities (Info)
 - Appointments for EDC/504 Program Administration—Brandon (Attachments D & E) (Action)

- IV. Program Directors’ Updates**
 - A. BSED’s Covid-19 Response Update
 - Economic Response/Recovery Update—Thom/Melanie/Brandon (Info)
 - B. VBOC Budget/Program Year Submittal to SBA—Dustin (Attachment F) (Action)
 - C. Operations--Becky
 - Big Sky to Sky Point Project Update—Bid Update—Becky (Info)
 - D. Recruitment/Business Outreach/ ED Policy Update—Allison (Info)
 - Update: Legislative Priorities—Austin (Info)
 - E. PTAC Program Budget/Program Year Submittal —Deanna/Steve (Attachment G) (Action)

- V. Executive Session (as needed)**

Public Comment

Adjourn

Next Executive Committee Meeting – May 5, 2020 (7:30 A.M. to 9:15 A.M.) *Big Sky Economic Development Board of Directors will make reasonable accommodations for known disabilities that may interfere with an individual’s ability to participate. Persons requiring such accommodations should make their requests to Big Sky Economic Development as soon as possible before the meeting day. Please call Big Sky Economic Development at 256-6871.*



BIG SKY
ECONOMIC DEVELOPMENT

EDA • EDC CREATING MONTANA BUSINESS OPPORTUNITIES

ATTACHMENT A

Big Sky EDA/EDC Joint Executive Committee Meeting Minutes
March 3rd, 2021 – 7:30 A.M. to 9:15 A.M.
Zoom Teleconference Call

BIG SKY ED Mission Statement: - Focused on sustaining and growing our region's vibrant economy and outstanding quality of life, **Big Sky Economic Development** provides leadership and resources for business creation, expansion, retention, new business recruitment and community development.

Committee Members Present: **EDA** – Paul Neutgens, Ken Lutton, Judi Powers, Riley Bennett
 EDC – Steve Loveless, Ann Kosempa, Mac Fogelsong, Kim Jakub, Mike Seppala

Committee Members Absent: **EDA** – Dana Pulis
 EDC –

Staff and Others Present: Steve Arveschoug, Melanie Schwarz, Austin Trunkle, Shanna Zier, Brandon Berger, Dianne Lehm, Thom MacLean, Jo Ann Jones, Becky Rogers, Deanna Langman, Lorene Hintz, Kayla Vokral, Patrick Klugman, Evelyn Pyburn

Call to Order:
Steve Loveless, EDC Chair, called the meeting to order at 7:32 A.M.

Agenda Changes for Today's Meeting:
Item F will move to become Item A. Becky will need to discuss a letter of commitment that will need action. Steve A will provide the RVU update.

Public Comment/Introductions
Brian Clemons on our VBOC team has resigned his position and we will be posting an ad to hire for that position. We thank Brian for his many years of great work with our team.

Agenda:
Approval of the February 3rd, 2021 EDA/EDC Executive Committee Minutes

Motion: Paul Neutgens to approve, the February 3rd, Executive Committee Minutes, as presented to the Executive Committee.
Second: Mac Fogelsong
Discussion: None
Motion: Carried

Approval of January EDA/EDC Financials – Shanna

With the EDA balance sheet, Shanna noted that current assets decreased slightly in the month of January and accounts receivable increased. Accounts payable decreased and that can largely be attributed to the payment of an invoice for Cushing Terrell's work on the Montana National Bank Building.

On the statement of revenue and expenses, revenue remains a bit over budget due to an increase in mill levy revenue and how we are recognizing grant dollars. Most expenses remain under budget through January. Salary and wages expense is under budget due to vacancy savings.

On the EDC balance sheet, current assets increased very slightly from December to January. This is attributed to the payoff an SSBCI loan. Accounts receivable continued to decrease as we receive payments for the healthcare appreciation sponsorships and Member Investor pledges.

The RLF portfolio totaled \$391,000, the SSBCI portfolio totaled \$623,000, and the Stabilization Loan portfolio totaled \$110,000 through the end of January.

On the statement of revenue and expenses, loan servicing revenue is slightly above budget and origination revenue is below budget. Member investor revenue remains a bit below budget due to timing. We also received coronavirus relief funds which were unbudgeted revenue. Most expenses remain close to or below budget. Professional fees increased and largely consist of payments to our auditors, legal fees for the 504 program, and recruitment expenses.

Motion: Mike Seppala to approve and forward to the Board, the January 2021 EDA/EDC Financials, as presented to the Executive Committee.

Second: Judi Powers

Discussion: None

Motion: Carried

Executive Director's Report – Steve

Opportunity Fund Strategy/Downtown Focus – Ken Lutton

Ken began with an update from the Opportunity Fund Committee. Included in the packet was a handout that listed Opportunity Fund Criteria which the committee recommends remain the same. However, the committee did decide to set aside a small amount of the fund for the BSED team to use without Board approval. This amount is about \$25,000 and will be reconsidered on an annual basis. The OF Committee also recommends that the floor of the fund remains at \$1.5M unless a 75% majority of the OF Committee votes otherwise. Steve L asked how the committee arrived at their decision to set a floor for the fund. The concern was that the committee wanted to make sure that the fund is not exhausted before we have considered all possible projects. Also, this pause would allow the team to consider avenues for replenishing the fund. Steve A went on to explain how the Opportunity Fund was created and how we anticipate using this tool in the future.

Motion: Judi Powers to approve and forward to the Board, the new Opportunity Fund Criteria and Strategy, as presented to the Executive Committee.

Second: Paul Neutgens

Discussion: Above

Motion: Carried

Board Planning Objectives/Next Steps for 2021

The Board planning team has met and set a few objectives for our planning process this year. They include: reviewing and evaluating the progress on our current strategic priorities, who or what should educate our process before we set strategic priorities, build a common focus and engagement role for the Board, and finally, set our strategic priorities and define what success looks like for each priority.

Steve continued by noting that Mac Fogelsong has taken the position of Billings City Engineer. The City is a Member Investor and thus, Mac is able to remain on the EDC Board.

Program Directors/Leaders' Updates

Community Development – Inter-local Agreement – Dianne

Dianne began by informing the Committee that BSED must renew the Inter-Local Agreement with the County every five years. Our obligations in that agreement include facilitating the tax abatements program and assistance with managing the TIF districts. Dianne listed a few other roles we fill and asked the Committee's approval to recommend this agreement to the full Board.

Motion: Mike Seppala to approve and forward to the Board, the execution of the Inter-Local Agreement contract, as presented to the Executive Committee.

Second: Ken Lutton
Discussion: Above
Motion: Carried

BSED's IRT COVID-19 Response Update

Stabilization Loan Program/EDA RLF Grant Update – Brandon

Brandon began by noting that borrowers are now paying both principal and interest on their loans where they had only been paying interest over the past few months. Other than that note, there are no new updates on the Stabilization Loan Program. He continued by updating about the EDA RLF grant and that our team has a call with the EDA team in the next few weeks.

Economic Response and Recovery Plan Next Steps – Thom/Steve

Thom began by telling the Committee that the ERRT has been working to change the messaging of the masking campaign to strike a tone about “we’re in this together”.

The ERRT team is also keeping their finger on the pulse of the new stimulus package that may be coming out of DC.

Melanie provide a quick vaccine update and noted that all three healthcare partners are conducting vaccinations at Metra Park and the appointments are filling up quickly. The second shots are now taking place at the Shrine Auditorium. Additionally, the Johnson & Johnson vaccines have arrived in Montana for distribution.

Next week will be one year since our community locked down during the pandemic. The City and County will create a declaration to commemorate that day and reflect on the challenges of the past year as well as remember the neighbors we lost to COVID-19.

Operations: Big Sky to Sky Point Project – Becky

Becky continued with a Big Sky to Sky Point update. Becky said we will be able to put our construction bid out in mid-March with the window closing in early April. Becky went on to say that the cost estimate includes an overrun as the initial estimate was made in May 2019. The EDA is asking that we provide a letter of commitment that our organization can cover the \$297,000 overrun amount. Parts of the project that can be deducted have already been identified should the construction bid exceed our current budget. Additionally, we can use tax protest dollars to help cover those same costs.

Mike Seppala asked that if the bids come back far beyond our budget, what the plan would be on our end. Becky noted the three options we could choose should that happen.

Steve A noted that the letter of commitment must be approved by our Board.

Ken asked when and how we will more seriously consider value engineering in this process. Riley and Becky both provided examples about how we determined what components of the project will receive more renovation than others.

Kim asked what our first steps would be should the bids come in over budget.

Motion: Mike Seppala to approve the Letter of Commitment, contingent on Board approval, as presented to the Executive Committee.

Second: Mac Fogelsong

Discussion: Above

Motion: Carried

Bair Family Trust Grant – Becky

We submitted a grant application to the Bair Family Trust in the amount of \$50,000. These funds would be utilized to help with construction costs related to our entrepreneurship spaces.

Motion: Riley Bennett to approve and forward to the Board, the Bair Family Trust Grant Application, as presented to the Executive Committee.

Second: Paul Neutgens

Discussion: None

Motion: Carried

Protocol/Plans for April Executive Committee and Board Meetings – Becky

As we continue evaluating our procedures during the pandemic, we would like to consider holding the April Executive Committee and Board Meetings in person. Should we continue with this plan, we would propose that these meetings are in-person with a call-in option rather than a hybrid meeting with Zoom connectivity. The Committee members then offered their opinions about meeting in person.

Recruitment, Business Outreach, Economic Development Policy – Austin

Austin continued with a Legislative Priorities updates. Work continues with the lobbying team to advance Broadband and early stage investment legislation. The team is also following a handful of other bills related to economic development which includes some of the new tax policies and credits brought at the Governor's direction. Just last week, Steve provided testimony for the Department of Commerce Director's confirmation hearing. The team have already engaged with Director Scott Osterman and are excited about working with him and his team in the years to come.

RVU Project Update - Steve

Steve gave a quick update on the RVU Osteopathy Medical School that is proposed for the Billings community. Steve noted that this project is contingent on the accreditation process for the proposed school. There is also work to do with our healthcare partners as we look to secure clinical rotation opportunities for the potential medical school students. This project, should it come to fruition, would provide significant private investment in our community. Steve commended the hard work of Allison and Melanie as well as that of the whole team across the community.

PTAC Program Update – Deanna

Deanna started with an update on the new performance-year contract. Deanna also explained how our Montana PTAC structured and how we support the sub-recipient offices.

The issue with the Bozeman area PTAC is yet to be resolved and Roz and Deanna have been supporting those clients since MSU withdrew from hosting the Bozeman PTAC. Deanna is still working to find a host in that area to support those clients. Deanna noted that redrawing boundary lines may help to alleviate some of the issue.

Executive Session: None

Public Comment:

None

Adjourn:

Steve Loveless adjourned the meeting at 8:58am.

Next Meeting – April 7th, 2021

Big Sky EDA/EDC Joint Executive Committee Special Meeting Minutes
March 26, 2021 – 3:00 P.M. to 4:00 P.M.
Rosebud Room, 2nd Floor – Granite Tower and Zoom Link

BIG SKY ED Mission Statement: - Focused on sustaining and growing our region's vibrant economy and outstanding quality of life, **Big Sky Economic Development** provides leadership and resources for business creation, expansion, retention, new business recruitment and community development.

Committee Members Present: EDA –Paul Neutgens, Riley Bennett, Ken Lutton, Judi Powers
EDC – Mike Seppala, Steve Loveless, Ann Kosempa, Mac Fogelsong, Kim Jakub

Staff and Others Present: Steve Arveschoug, Becky Rogers, Allison Corbyn, Mari Hall, Jim Duncan, Ellen Layton, Scott Ellner, Luke Kobold

Call to Order:
Paul Neutgens, EDA Chair, called the meeting to order at 3:00 P.M.

Agenda Changes for Today's Meeting:
None

Public Comment/Introductions
None

Agenda:
Executive Director's Update: RVU – Steve

Steve began by giving an update on the RVU project. Much has transpired over the past few days, and he wanted to get the Executive Committee up to speed and give them a chance to ask questions. He gave some background on the work that has been done up to this point and shared the nature of recent conversations he's had with RVU. RVU committed to having their leadership spend more time in the community and reconnect with key stakeholders and will be planning a trip to Billings soon. Steve feels it is important for us to help facilitate conversations during their visit.

A discussion was held regarding RVU's accreditation process and the different elements of the application. The Committee also asked if Steve thought this project will still be able to continue forward. Steve mentioned that although he can't speak to what this will look like going forward, he can speak to the work that needs to be accomplished next and shared hopeful thoughts that the work will continue forward. Further discussion was held about the progression of the project, the difficulties faced along the way, and the steps taken to address those issues. Additional conversation surrounding what BSED's role will be moving forward was also held.

Public Comment

Mari Hall from the Gazette asked several questions regarding the leadership on the project, many of which Steve deferred to RVU to answer.

Scott Ellner from Billings Clinic shared clarification regarding Billings Clinic's commitment to medical education and the decision to step away from the RVU project. He also provided clarity surrounding the timelines associated with the project information shared.

Additional conversation was held concerning when students would begin attending the school should the accreditation go through.

Executive Session: A motion was made to enter into an Executive Session for the purpose of discussing a personnel matter.

Motion: Mike Seppala
Second: Ann Kosempa
Discussion: None
Motion: Carried

The Executive Session began at 3:45 p.m. and ended at 4:30 p.m. The Executive Committee reported that during the session they evaluated Steve's role and responsibility as related to this project. Based on that evaluation, they would like to make a motion for Steve to continue in this role and affirm the work he has performed thus far.

Motion: Riley Bennett
Second: Judi Powers
Abstained: Steve Loveless
Discussion: None
Motion: Carried

Adjourn

Paul adjourned the meeting at 4:36 p.m.

Next Meeting – April 7, 2021



BIG SKY
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ATTACHMENT B

Big Sky EDA
Comparative Balance Sheet
As of February 28, 2021 and 2020

	2/28/2021	2/29/2020	+/-	6/30/2020	+/-
Assets					
First Interstate Bank	\$324,410	\$50,580	\$273,829	\$164,986	\$159,424
FIB-Recovered Property Taxes	148,202	148,202	-	148,202	-
Opportunity Fund-FIB	435,276	29,346	405,930	16,169	419,108
Opportunity Fund-Stockman	54,762	3,617	51,145	44,519	10,243
Opportunity Fund-Opportunity Bank	623,858	618,652	5,206	621,300	2,558
Stockman GE Maintenance	15,128	15,128	-	15,128	-
Rocky Mountain Bank Money Market	493,171	-	493,171	492,843	328
Opportunity Fund - CDs (current)	2,404,278	17,614	2,386,664	2,404,278	-
Altana Savings	25	-	25	-	-
Yellowstone County Funds	535,454	358,262	177,191	535,969	(515)
Total Current Assets	5,034,563	1,241,401	3,793,161	4,443,392	591,170
Other Assets					
Accounts Receivable	188,229	518,064	(329,835)	680,373	(492,143)
Grants Receivable	150,000	-	150,000	-	150,000
American Revenue Guarantee	6,887	6,887	-	6,887	-
Due To/Due From EDC	47,684	41,140	6,544	57,548	(9,864)
Tax Levy Receivable	514,071	504,457	9,614	26,597	487,474
Tax Levy Receivable - Protested	35,394	22,521	12,873	21,479	13,914
Allowance for Doubtful Accounts	(35,394)	(22,521)	(12,873)	(21,479)	(13,914)
Prepaid Expenses	13,803	-	13,803	18,556	(4,754)
Deposit	1,390	-	1,390	1,390	-
Undeposited Funds	-	-	-	-	-
Interest Receivable	-	2,421	(2,421)	8,509	(8,509)
Miscellaneous Receivable	-	-	-	-	-
Total Other Assets	922,065	1,072,969	(150,904)	799,860	122,205
Non-Current Assets					
Opportunity Fund - CDs (non-current)	1,651,951	4,592,880	(2,940,929)	1,250,358	401,593
Loans Receivable	-	400,000	(400,000)	400,000	(400,000)
TEDD Receivable	23,875	44,325	(20,450)	34,100	(10,225)
Cabela's Conduit	4,984	9,648	(4,664)	9,649	(4,665)
Deferred Outflow of Resources	146,350	247,689	(101,340)	147,067	(717)
Total Non-Current Assets	1,827,159	5,294,543	(3,467,383)	1,841,173	(14,014)
Fixed Assets					
Bank Building - Land	272,000	-	-	272,000	-
Bank Building - Building	1,328,000	-	-	1,328,000	-
Accumulated Depreciation	(34,051)	-	-	(11,350)	-
Total Fixed Assets	1,565,949	-	-	1,588,650	-
Total Assets	9,349,735	7,608,914	1,740,821	8,673,075	676,660
Liabilities & Equity					
Current Liabilities					
Accounts Payable	137,704	333,655	(195,951)	51,901	85,803
Accrued Expenses	88,935	91,658	(2,723)	109,334	(20,399)
Deferred Revenue	58,333	2,889	14,000	1,598	-
Payroll Liabilities	(213)	587	(799)	355	(568)
Compensated Absences	161,091	147,540	13,551	170,250	(9,159)
Total Current Liabilities	445,851	576,329	(130,478)	333,438	112,413
Long Term Liabilities					
Deferred inflow or Resources	68,045	13,741	54,304	68,045	-
Pension Liability	825,316	884,804	(59,488)	825,316	-
Total Long Term Liabilities	893,361	898,545	(5,184)	893,361	-
Current Year Excess of Revenue over Expenses	564,964	360,889	204,075	1,673,125	(1,108,161)
Balance at Beginning of Year	7,445,559	5,773,151	1,672,408	5,773,151	1,672,408
Net Assets	8,010,523	6,134,040	1,876,483	7,446,276	564,247
Total Liabilities & Equity	9,349,735	7,608,914	1,740,822	8,673,075	676,660

Big Sky EDA
Statements of Operations
For the Periods Ending February 28, 2021

	Month			YTD			Fiscal Year Projection		
	Actual	Budget	Variance	Actual	Budget	Variance	Year-end Projection	Budget	Variance
Operating Revenue									
County Taxes (Mill Levy Revenue)	\$716	\$0	\$716	\$1,242,447	\$1,220,100	\$22,347	\$1,242,447	\$1,220,100	\$22,347
Entitlement	-	-	-	119,664	\$117,500	2,164	235,000	\$235,000	\$0
Health Insurance Mill Levy	8,480	9,922	(1,442)	65,720	77,550	(11,830)	98,315	117,236	(18,921)
Recovery of Protested Taxes	9	-	9	9	-	9	9	-	9
Department of Defense	34,000	45,868	(11,868)	310,037	366,947	(56,910)	446,037	550,421	(104,384)
EDC Reimbursement	47,198	48,251	(1,053)	362,429	386,008	(23,579)	551,221	579,012	(27,791)
EPA-Brownfields	-	10,833	(10,833)	38,717	89,167	(50,450)	85,000	132,500	(47,500)
SBA/MT Dept of Commerce	18,376	21,779	(3,404)	164,344	174,165	(9,822)	251,399	261,282	(9,883)
SBDC Program Income	-	-	-	-	-	-	-	-	-
VBOC	26,979	25,932	1,047	180,721	199,649	(18,928)	241,484	300,000	(58,516)
Rents/Leases	-	-	-	5,736	1,912	3,824	5,736	-	5,736
Grant Administration	-	292	(292)	15,792	2,333	13,458	15,792	3,500	12,292
Beartooth RC&D CARES Act	-	-	-	150,000	-	150,000	150,000	-	150,000
Other Intergovernmental Revenue	1,667	-	1,667	13,265	-	13,265	23,196	-	23,196
Miscellaneous Revenue	-	-	-	10,000	1,950	8,050	10,000	3,862	6,138
Total Revenue	137,424	162,877	(25,453)	2,678,881	2,637,281	41,600	3,355,638	3,402,913	(47,275)
Operating Expenses									
Salaries/Wages	128,971	139,618	(10,646)	1,007,554	1,118,085	(110,531)	1,523,143	1,679,819	(156,676)
Employer Contributions	45,167	46,786	(1,619)	332,943	369,906	(36,964)	513,058	559,084	(46,026)
BID Assessment	-	-	-	1,890	-	1,890	1,890	-	1,890
Contingency	-	4,208	(4,208)	-	33,667	(33,667)	8,000	50,497	(42,497)
Community Development Projects	-	2,500	(2,500)	4,989	20,000	(15,011)	30,500	30,000	500
Dues and Subscriptions	1,659	2,062	(404)	57,260	54,319	2,941	64,643	64,643	-
Event Expense	-	-	-	-	-	-	-	-	-
Insurance	886	10,728	(9,842)	9,998	20,976	(10,978)	17,659	23,984	(6,325)
Marketing - Departmental	1,089	2,036	(947)	4,180	16,288	(12,108)	24,432	24,432	-
Marketing - Organizational	2,293	2,667	(373)	23,310	21,333	1,977	32,000	32,000	-
Office Equipment	-	-	-	1,125	6,500	(5,375)	6,500	6,500	-
Office Expense	3,392	1,597	1,795	12,654	15,776	(3,122)	15,625	23,289	(7,664)
Professional Fees	4,991	11,083	(6,093)	88,193	124,875	(36,681)	249,458	167,958	81,500
Property Tax Protests	-	-	-	13,903	37,350	(23,447)	13,903	37,350	(23,447)
PTAC Satellite	11,881	12,481	(600)	80,843	99,849	(19,005)	121,265	149,773	(28,508)
PTAC Subcenter	11,701	14,764	(3,063)	101,157	118,114	(16,957)	151,735	177,171	(25,436)
Rent	11,622	11,724	(102)	94,608	94,594	14	141,912	142,295	(383)
Repairs	-	-	-	933	-	933	1,000	-	1,000
Sponsorships	-	-	-	-	-	-	2,500	2,500	-
Strategic Priorities	3,000	1,250	1,750	10,000	10,000	-	15,000	15,000	-
TEDD	-	-	-	60	1,000	(940)	1,000	2,000	(1,000)
Telecommunications	4,590	5,161	(571)	37,738	41,289	(3,551)	56,607	61,933	(5,326)
Travel/Training	3,100	5,723	(2,622)	15,497	57,666	(42,169)	29,187	100,258	(71,071)
Utilities	2,799	2,000	799	11,285	16,000	(4,715)	16,927	24,000	(7,073)
Miscellaneous	308	1,622	(1,314)	8,471	16,582	(8,111)	12,707	23,200	(10,493)
Total Operating Expenses	237,449	278,010	(40,561)	1,918,590	2,294,169	(375,580)	3,050,651	3,397,686	(347,035)
Net Operating Revenue	(100,025)	(115,133)	15,108	760,291	343,112	417,179	304,986	5,227	299,759
Non-Operating Income/Expense									
Interest Income	412	1,687	(1,276)	7,318	13,498	(6,180)	10,000	20,247	(10,247)
US EDA Reimbursement	-	8,749	(8,749)	64,127	113,849	(49,723)	148,822	148,822	-
Grant Revenue (GASB 68)	-	-	-	-	-	-	-	-	-
Architectural/Professional Fees	89,926	18,248	71,678	244,071	228,248	15,822	302,492	302,492	-
Pension Expense	-	-	-	-	-	-	-	-	-
Depreciation Expense	2,838	2,838	-	22,701	22,701	-	34,051	34,051	-
Total Non-operating Income/Expense	(92,352)	(10,650)	(81,703)	(195,327)	(123,602)	(71,725)	(177,721)	(167,474)	(10,247)
Net Revenue Over (Under) Expense	(192,377)	(125,783)	(66,595)	564,964	219,510	345,454	127,265	(162,247)	289,512

Big Sky EDC
Comparative Balance Sheet
As of February 28, 2021 and 2020

	2/28/2021	2/29/2020	+/-	6/30/2020	+/-
Assets					
First Interstate Bank	\$297,400	\$123,424	\$173,977	\$245,165	\$52,235
FIB/Stockman SSBCI Principal	1,094,992	443,137	651,855	1,005,566	89,427
FIB-Long Term Reserve	250,000	250,000	-	250,000	-
FIB-Opportunity Fund	22,200	22,200	-	22,200	-
FIB-RLF	98,722	194,692	(95,970)	179,960	(81,238)
FIB-OBSD Restricted	-	-	-	-	-
Accounts Receivable	63,000	86,200	(23,200)	61,184	1,816
Contributions Receivable	-	-	-	-	-
Miscellaneous Receivable	-	148	(148)	-	-
Prepaid Expenses	7,471	3,175	4,296	8,276	(805)
Undeposited Funds	-	3,000	(3,000)	-	-
Stabilization Portfolio - Current	36,742	-	36,742	31,849	4,893
RLF Portfolio-Current	22,771	109,000	(86,229)	32,036	(9,265)
SSBCI Portfolio-Current	21,797	40,175	(18,378)	47,744	(25,947)
Total Current Assets	1,915,096	1,275,151	639,945	1,883,980	31,116
Other Assets					
RLF Portfolio-Non Current	363,655	232,539	131,116	278,314	85,340
SSCBI Portfolio-Non Current	601,210	800,791	(199,581)	601,615	-404.91
Stabilization Portfolio-Non Current	73,258	-	-	105,151	-
Allowance for Loan Losses	(21,934)	-	(21,934)	(21,934)	-
Total Other Assets	1,016,189	1,033,330	(17,141)	963,146	84,935
Fixed Assets					
Bank Building - Building	-	1,328,000	(1,328,000)	-	-
Bank Building - Land	-	272,000	(272,000)	-	-
Total Fixed Assets	-	1,600,000	(1,600,000)	-	-
Total Assets	2,931,285	3,908,481	(977,196)	2,847,126	116,051
Liabilities & Equity					
Current Liabilities					
Accounts Payable	8,169	13,196	(5,028)	14,200	(6,031)
Property Tax Payable	-	3,659	-	-	-
Accrued Expenses	-	5,000	(5,000)	-	-
Deferred 504 Revenue	27,684	47,796	(20,112)	35,811	(8,128)
Deferred Revenue	-	-	-	-	-
Due to/Due from EDA	47,684	-	47,684	57,548	(9,864)
Total Liabilities	83,536	69,651	13,886	107,559	(24,023)
Current Year Excess of Revenue over Expenses	108,181	618,947	(510,766)	(480,316)	588,497
Balance at Beginning of Year	2,739,567	3,219,883	(480,316)	3,219,883	(480,316)
Net Assets	2,847,748	3,838,830	(991,082)	2,739,567	108,181
Total Liabilities & Equity	2,931,285	3,908,481	(977,196)	2,847,126	84,158

Big Sky EDC
Statements of Operations
For the Periods Ending February 28, 2021

	Month			YTD			Fiscal Year Projection		
	Actual	Budget	Variance	Actual	Budget	Variance	Year-end Projection	Budget	Variance
Operating Revenue									
504 Loan Origination	\$0	\$5,455	(\$5,455)	52,539	\$113,182	(\$60,643)	60,321	\$135,000	(\$74,679)
504 Loan Servicing	37,704	40,500	(\$2,796)	346,794	337,500	\$9,294	462,715	499,500	(36,785)
Float Income	-	-	\$0	7,474	168	\$7,306	14,000	-	14,000
CTE Director Donations (Restricted)	-	-	\$0	-	-	\$0	-	-	-
Member Investment	48,750	-	\$48,750	158,175	126,500	\$31,675	250,250	253,000	(2,750)
RLF Business Loan Interest	2,131	1,417	\$714	12,096	11,333	\$763	18,144	17,000	1,144
RLF Origination Fees	-	-	\$0	-	-	\$0	-	5,000	(5,000)
Stabilization Loan Interest	183	417	(\$233)	1,722	3,333	(\$1,612)	2,582	-	2,582
SSBCI Revenue	1,366	1,500	(\$134)	12,701	12,000	\$701	19,052	18,000	1,052
Recovery of Bad Debt	-	-	\$0	-	-	\$0	-	-	-
Coronavirus Relief Funds	-	-	\$0	107,489	-	\$107,489	107,489	-	107,489
Healthcare Appreciation Income	-	-	\$0	33,273	-	\$33,273	33,273	-	33,273
Miscellaneous Revenue	13	-	\$13	12,641	-	\$12,641	12,641	-	12,641
Total Revenue	90,147	49,288	\$40,859	744,904	604,017	\$140,887	980,467	927,500	52,967
Operating Expenses									
Business Incubation	-	125	(125)	-	1,000	(1,000)	1,500	1,500	-
Business Recruitment	-	208	(208)	851	1,667	(815)	2,500	2,500	-
Contingency	4,000	1,667	2,333	4,000	13,333	(9,333)	8,000	20,000	(12,000)
Dues and Subscriptions	895	421	474	19,012	15,401	3,611	21,561	21,561	-
EDA Reimbursement	47,198	48,251	(1,053)	362,429	386,008	(23,579)	551,221	579,012	(27,791)
Event Expense	617	-	617	15,715	20,000	(4,285)	30,000	33,500	(3,500)
Healthcare Appreciation	-	-	-	74,590	-	74,590	74,590	-	74,590
Insurance	881	865	16	6,858	6,920	(62)	10,380	10,380	-
Investment in Economic Activity	-	-	-	-	-	-	5,000	5,000	-
Marketing - Departmental	678	1,958	(1,280)	20,525	16,067	4,458	34,399	23,900	10,499
Marketing - Organizational	368	1,292	(924)	41,542	10,333	31,208	49,014	15,500	33,514
Membership Development	13	700	(687)	487	5,600	(5,113)	5,400	8,400	(3,000)
Office Supplies	275	300	(25)	7,287	2,600	4,687	7,803	3,800	4,003
Professional Fees	59	2,583	(2,524)	47,760	37,167	10,593	60,500	67,500	(7,000)
Postage and Printing	42	75	(33)	507	600	(93)	761	900	(139)
R31 Outreach	88	467	(379)	542	1,534	(992)	2,300	2,300	-
Rent	2,622	2,661	(39)	20,448	20,984	(536)	30,655	31,629	(974)
Sponsorships	-	-	-	9,000	17,200	(8,200)	12,000	19,700	(7,700)
Telecommunications	284	555	(271)	3,292	4,438	(1,146)	6,919	6,656	263
Travel/Training	1,024	1,113	(88)	10,237	20,510	(10,273)	17,356	27,505	(10,149)
Miscellaneous	461	7,032	(6,571)	24,641	25,906	(1,265)	36,962	39,884	(2,922)
Total Operating Expenses	59,505	70,273	(10,768)	669,722	607,267	62,455	968,821	921,127	47,694
Net Revenue Over (Under) Expense	30,642	(20,985)	51,627	75,181	(3,250)	78,432	11,646	6,373	5,273
Non-Operating Income/Expense									
Non-Operating Income/Expense									
Coulson Park	7,500	-	7,500	49,000	-	49,000	49,000	-	49,000
Bad Debt Expense	6,000	1,042	4,958	16,000	8,333	7,667	21,000	12,500	8,500
Total Non-operating Income/Expense	1,500	(1,042)	2,542	33,000	(8,333)	41,333	28,000	(12,500)	40,500
Net Revenue Over (Under) Expense	32,142	(22,027)	54,169	108,181	(11,752)	119,933	39,646	(6,127)	45,773

Program Operating Revenue and Expense Comparison to Budget through February 2021

	EDA			EDC		
	FY21 YTD Actual	FY21 YTD Budget	Variance	FY21 YTD Actual	FY21 YTD Budget	Variance
Operating Revenue						
Central Services	1,590,920	1,421,722	169,198	141,921	-	141,921
BSTSP	69,863	115,761	(45,899)	-	-	-
Comm Dev	69,437	105,102	(35,665)	-	-	-
CD Projects	-	-	-	-	-	-
PTAC	331,782	375,682	(43,900)	-	-	-
SBDC	133,532	133,285	247	-	-	-
SBDC COVID-19	47,118	60,532	(13,414)	-	-	-
Big Sky Finance	243,942	269,025	(25,083)	443,846	477,349	(33,503)
Recruitment	5,300	4,367	933	863	-	863
Workforce	-	3,307	(3,307)	-	-	-
Communications and Outreach	77,711	76,195	1,516	100	-	100
Org Marketing	-	-	-	-	-	-
Dept Marketing	-	-	-	-	-	-
Member Investor	-	-	-	158,175	126,500	31,675
VBOC	180,721	199,649	(18,928)	-	-	-
Rock31	-	-	-	-	-	-
Coulson Park	-	-	-	49,000	-	49,000
Total Operating Revenue	2,750,326	2,764,628	(14,303)	793,904	603,849	190,056
Operating Expenses			0			
Central Services	528,970	626,393	(97,423)	209,324	94,842	114,482
BSTSP	281,506	285,906	(4,400)	-	-	-
Comm Dev	220,911	277,300	(56,389)	-	-	-
CD Projects	4,989	20,000	(15,011)	-	-	-
PTAC	337,652	384,171	(46,519)	-	-	-
SBDC	175,478	226,090	(50,612)	-	-	-
SBDC COVID-19	44,865	60,532	(15,667)	-	-	-
Big Sky Finance	229,419	253,780	(24,361)	318,800	337,094	(18,293)
Recruitment	69,042	58,426	10,615	20,906	22,640	(1,735)
Workforce	-	49,518	(49,518)	1,526	16,217	(14,691)
Communications and Outreach	131,499	124,481	7,018	48,238	50,462	(2,223)
Org Marketing	22,363	21,333	1,029	4,770	10,333	(5,563)
Dept Marketing	1,404	5,333	(3,929)	8,851	15,667	(6,815)
Member Investor	-	-	-	69,107	63,562	5,545
VBOC	137,264	151,854	(14,590)	-	-	-
Rock31	-	-	-	4,201	4,784	(583)
Total Operating Expenses	2,185,362	2,545,119	(359,757)	685,723	615,600	70,123
			0			
Net Operating Revenue	564,964	219,509	345,455	108,181	(11,752)	119,933



BIG SKY
ECONOMIC DEVELOPMENT

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ATTACHMENT C

February 25, 2021

**BSED Opportunity Fund Committee
Recommendations to the Executive Committee and Board**

Strategic Use of the BSED Opportunity Fund

- A. **Opportunity Fund Criteria** – the Committee believes the existing criteria for the investment of the Opportunity Fund, with focus on supporting new private investment and job-creating projects, continues to make sense, providing reasonable flexibility for the Committee and Board to respond to opportunities as they are presented. The Committee does recommend that emphasis should be given to projects that serve to help perpetuate the fund.
- B. **Flexibility to Investment in Small Projects**—there are a handful of smaller business expansion projects that need some level of support (matching funds for job creation, infrastructure investment, etc.). The Committee recommends that as part of the annual budget setting process the staff recommends an annual allocation of Opportunity Funds for these smaller projects. This allocation should generally stay within the annual interest earnings on the fund and will be set by the Board when the budget is adopted each year. Use of these funds will subject to the Opportunity Fund Criteria and will be reported to the Opportunity Fund Committee and Board on a quarterly basis—accounting for new private investment and job creation for each project and investment will be included.
- C. **Setting a Floor on the Opportunity Fund Balance**—The Committee recommends that a portion of the Opportunity Fund balance be preserved for future use. They would recommend that the expenditure of the fund be paused when the fund balance hits \$1.5 million, unless otherwise recommended by the Committee and approved by the Board. In such cases, the recommendation of the Committee shall be approved by the affirmative vote of 75% of the Committee’s (6 of the 8) voting members.
- D. **Proactively Invest the Opportunity Fund**—The Committee recommends that the staff act proactively to invest Opportunity Fund dollars (consistent with the Criteria) in projects that will meet redevelopment objectives and have opportunity to return dollars to the Opportunity Fund balance.



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ATTACHMENT D



MEMO-Personnel Action

April 8, 2021

TO: Brandon Berger, Director Business Finance

FROM: Steve Arveschoug, Executive Director

RE: Appointment: BSEDC Vice Executive Director

CC: EDC Board of Directors and EDA Board of Directors

Per Section 6.8 (Executive Director) of the Big Sky Economic Development Corporation (BSEDC) Bylaws (5-11-17), I hereby appoint Aaron Pratt, Loan Officer, as a Vice Executive Director of BSEDC. The exact duties and powers in this capacity are limited to those held by the Executive Director with respect to the SBA 504 Loan Program, to be executed as may be needed. This includes the need to execute loan documents in a timely manner for the continuity of the loan execution process. No other duties or powers are extended as this time, but, by separate declaration, may be granted in the future.

The authority for my appointment is referenced in the BSEDC Bylaws, Section 6.8, Executive Director, and is stated here (in part) as follows:

“In addition, the Executive Director may appoint one or more employees of the Corporation as Vice Executive Directors, who shall have the title of Vice Executive Director and perform the duties and exercise the powers of the Executive Director with respect to the SBA 504 Loan Program as specified in such employee's appointment, and perform such other duties as may, from time to time, be assigned to that Vice Executive Director by the Executive Director or, in the absence of the Executive Director, by the Board of Directors.”

The term of this appointment shall be perpetual, or until the Executive Director terminates the appointment utilizing his or her authority.

Brandon Berger, Vice Executive Director, shall continue to provide the Executive Director with monthly Program Reports, and shall provide the Executive Director with written requests for any and all actions required to be considered by the EDC Board of Directors (loan approvals or other proposed declarations/resolutions of the Board).

The EDC Board of Directors will receive a copy of this personnel-action memo and will be further informed of this appointment at the April 8, 2021, Board of Directors meeting.

Please let me know if you have any questions.



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ATTACHMENT E



MEMO-Personnel Action

April 8, 2021 – Big Sky Economic Development Corporation Board Meeting

RE: Appointment: BSEDC Assistant Secretary

Action Item

Per Section 6.1 (Officers) of the Big Sky Economic Development Corporation (BSEDC) Bylaws (03.23.20), the Board of Directors of Big Sky Economic Development Corporation hereby appoint the following individual as Assistant Secretary of the Corporation.

- Aaron Pratt

This appointment allows for the Assistant Secretary to attest to the signatures of the Executive Director and Vice Executive Director.

The Board of Directors of Big Sky Economic Development Corporation's action in this matter took place at the April 8, 2021, Board meeting.



BIG SKY
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ATTACHMENT F

Memo

To: Big Sky Economic Board of Directors

From: Dustin Frost, VBOC Director

Re: Grant Continuation Funding Submittal

In April, we will be submitting required documents requesting continuation funding for the next VBOC program year (May 1, 2021 to April 30, 2022). This will be the 4th year of the 5 year grant we are operating under. Total annual budget we have been approved for is \$300,000 per year. That budget is broken out in the below categories as defined by the SBA. If you have any questions about any of these categories, please let me know at any time. I have also included on the next page, a copy of the Work Plan and Goals that this budget supports.

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	Federal	Non-Federal	Non-Federal In-Kind	Program Income	
a. Personnel	147,537				\$ 147,537
b. Fringe Benefits	47,694				\$ 47,694
c. Travel	25,659				\$ 25,659
d. Equipment	-				\$ -
e. Supplies	876				\$ 876
f. Contractual	-				\$ -
g. Consultants	-				\$ -
h. Other	6,927				\$ 6,927
i. Total Direct Charges	\$ 228,693	\$ -	\$ -	\$ -	\$ 228,693
j. Indirect Charges	71,307				71,307
k. TOTALS	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000

A. TRANSITION Goal #1: Boots to Business (B2B) Training for transitioning service members at the three Air Force Bases in our region.

- **Measure: 100% VBOC Coverage of the B2B training sessions on 3 Air Force Bases – 12 trainings projected***
 - *Target: 164 airmen graduates ***
 - *Montana Malmstrom AFB Target: 56 airmen graduates, average ≥ 14 per training*
 - *Wyoming FE Warren AFB Target: 40 airmen graduates, average ≥ 10 per training*
 - *Utah Hill AFB Target: 68 airmen graduates, average ≥ 17 per training*

TOTAL TARGET = 164 graduates

*# of trainings may change per Transition Assistance Program requirements

**attendance targets may vary dependent on virtual or in person requirements relating to Covid-19

B. EDUCATE/INSPIRE Goal #2: Live and virtual training for veterans, spouses, and National Guard/Reserve Component members off installation. May utilize the Boots to Business Reboot curriculum dependent upon local resource partner feedback.

- **Measure: 100% VBOC coverage of Reboot trainings (up to 3) hosted each year with the Veterans Business Resource Center at the Miller Business Resource Center at Salt Lake Community College (this goal may change to virtual training per covid-19)**
 - Target: Average ≥ 10 per training
- **Measure: 1 Live or Virtual Training (Reboot or other <1 day training) in Montana**
 - Target: 10 veteran/spouse attendees
- **Measure: 1 Live or Virtual Training (Reboot or other <1 day training) in Wyoming**
 - Target: 10 veteran/spouse attendees
- **Measure: Deliver 12, monthly business development workshops w/ Billings SBDC/Rock31 for Montana vets/spouses (live or virtual).**
 - Target: Veterans/spouses make up $\geq 25\%$ of each class, 40 veteran/spouse attendees
- **Measure: Create, host and deliver ≥ 2 virtual trainings (<2 hrs. each) for Montana veterans/milspouses w/ local resource partners**
 - Target: 16 veteran/spouse attendees (avg. 8 per webinar)
- **Measure: Create, host and deliver ≥ 2 webinar trainings (<2 hrs. each) for Wyoming veterans/milspouses w/ local resource partners**
 - Target: 12 veteran/spouse attendees (avg. 6 per webinar)
- **Measure: Create, host and deliver ≥ 2 webinar trainings (<2 hrs. each) for Utah veterans/milspouses w/ local resource partners**
 - Target: 16 veteran/spouse attendees (avg. 8 per webinar)

TOTAL TARGET = 114 Veteran/spouse attendees at 21 “other” training events

Review target quarterly: >29 attendees @ >5 “other” trainings each quarter

C. CONNECT Goal #3: Individualized consulting services to connect veterans and their spouses with the resources they need to be successful in their entrepreneurial journey.

- **Measure: 400 sessions resulting in ≥ 115 referrals to local partners.**

D. OUTREACH Goal #4: Outreach, Education, Professional Collaboration, Network Formation. These activities further VBOC’s mission by providing education and outreach concerning key programs and services, and by building, promoting and maintaining effective public-private partnerships that support veteran entrepreneurship.

- **Measure: 96 outreach meetings. ≥ 12 outreach meetings per quarter by VBOC Director, ≥ 12 outreach meetings per quarter by Training Program Manager**



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ATTACHMENT G

Application for Federal Assistance SF-424											
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision			* If Revision, select appropriate letter(s): _____ * Other (Specify): _____					
* 3. Date Received: Completed by Grants.gov upon submission.			4. Applicant Identifier: _____								
5a. Federal Entity Identifier: _____			5b. Federal Award Identifier: DLA 202101B								
State Use Only:											
6. Date Received by State: _____			7. State Application Identifier: MT								
8. APPLICANT INFORMATION:											
* a. Legal Name: Big Sky Economic Development Authority											
* b. Employer/Taxpayer Identification Number (EIN/TIN): 810465162			* c. Organizational DUNS: 8672057260000								
d. Address:											
* Street1: 222 N 32nd Street, Suite 200			_____								
Street2: _____			_____								
* City: Billings			_____								
County/Parish: MT			_____								
* State: MT: Montana			_____								
Province: _____			_____								
* Country: USA: UNITED STATES			_____								
* Zip / Postal Code: 59101-1948			_____								
e. Organizational Unit:											
Department Name: Montana PTAC			Division Name: _____								
f. Name and contact information of person to be contacted on matters involving this application:											
Prefix: _____		* First Name: Deanna		_____							
Middle Name: L		_____		_____							
* Last Name: Langman		_____		_____							
Suffix: _____		_____		_____							
Title: Statewide Program Manager											
Organizational Affiliation: Employee											
* Telephone Number: 406-869-8410			Fax Number: _____								
* Email: langman@bigskyeda.org											

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Defense Logistics Agency

11. Catalog of Federal Domestic Assistance Number:

12.002

CFDA Title:

Procurement Technical Assistance For Business Firms

*** 12. Funding Opportunity Number:**

DLA-202101B

* Title:

Procurement Technical Assistance Program Option Period Step 2

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Service Area21thru22.docx

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Procurement technical assistance to Montana companies.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="676,905.00"/>
* b. Applicant	<input type="text" value="367,701.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,044,606.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed: