

**EDA/EDC – Joint Board Meeting  
Thursday, September 15, 2022  
7:00 A.M. to 9:00 A.M.  
Rock31/BSED Building  
Zoot Training and Event Space (2nd Floor)**

**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.

Agenda items may be rearranged unless an item is listed as having a "time certain". Action may be taken on any item listed on the Board Agenda.

- 7:00 A.M. Call to Order/Pledge of Allegiance/Roll Call** – Ann Kosempa, EDC Chair
- 7:05 A.M. Public Comment/Recognitions/Special Announcements and Introductions**
- Team Recognition/Anniversaries
  - Highlight Reel-Annual Meeting/Rock31-BSED Building Grand Opening – Karli
- 7:20 A.M. Changes to Today's Agenda**
- 7:22 A.M. Consent Items for Board Action** **(EDA/EDC Board Action)**
- Minutes – June 9, 2022 & July 14, 2022 (Attachment A)
  - Electronic Board Meeting - August 18, 2022 (Attachment B)
- 7:25 A.M. Financials**
- EDA/EDC May Financials (Attachment C) (EDA/EDC Action)
  - Presentation of EDA and EDC July Financials—Steve (Pending)
  - FY 23 EDA Budget Confirmation (Attachment D) (EDA Action)
  - Financial Management Transition Plan (Info)
- 7:40 A.M. Action Items**
- Big Sky Finance—Brandon **(EDC/EDA Board Action)**
  - 504 Loans (Attachment E) (EDC Action)
  - RLF Loans (Attachment F) (EDA Action)
  - SSCBI 2.0 Loan Program Update/Application Confirmation (Info) (EDA/EDC Action)
- 7:55 A.M. Executive Director Report- Steve**
- Staffing Plan Update—First Steps (Info)
  - Beartooth RC&D MOU (Attachment G) (EDA Action)
  - EDC Election Results/EDA Board Process to Follow (Attachment H) (Info)
- 8:15 A.M. Program Reports**
- TEDD Progress Report – Thom (Info)
  - Rock31 Program and BSED Building Project Update—Kevin/Ryan/Becky (Info)
  - MI Program Update—Patrick
    - a) Game Plan to Hit 160 (Info)
    - b) '22 Impact Bus Tour Update (Info)
- 8:55 A.M. Public Comment**
- 9:00 A.M. Adjourn**

**Next EDA/EDC Board Meeting: October 13 (7AM to 9AM), Zoot Training and Event Space, Rock31/BSED.** *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 ED at 256-6871.*



BIG SKY  
ECONOMIC DEVELOPMENT

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# ATTACHMENT A



EDA · EDC CREATING MONTANA BUSINESS OPPORTUNITIES

**EDA/EDC Joint Board Minutes**  
**Thursday, June 9, 2022 – 7:00 A.M. – 9:00 A.M.**  
**FIB Great West Center, Montana 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.

**EDA Board Members Present:** Bryce Terpstra, Debbie Desjarlais, George Warmer, Jennifer Smith, Judi Powers, Ken Lutton, Lucy Aspinwall, Paul Neutgens, Zack Dunn, Don Jones (Ex-Officio), Greg Upham (Ex-Officio), John Brewer (Ex-Officio), Katy Easton (Ex-Officio)

**EDA Board Members Absent:** Bryan Wood, Riley Bennett

**EDC Board Members Present:** Andy Gott, Ann Kosempa, Bob Wilmouth, Brad Hamilton, Dave Ballard, Denis Pitman, Jen Kobza, Kim Jakub, Mac Fogelsong, Mary Albers, Mike Nelson, Mike Phillips, Mike Seppala, Nick Pancheau, Spencer Frederick, Stefani Hicswa

**EDC Board Members Absent:** Craig Bartholomew, DJ Clark, Jennifer Kondracki Weaver, Justin Martin, Michael Marsh, Nicole Bengé

**Staff and Guests:** Becky Rogers, Brandon Berger, Chris Kukulski, Deanna Langman, Dan Brooks, Dianne Lehm, Jennifer Alderfer, Jo Ann Jones, John Ostlund, Marcell Bruski, Mike Veselik, Pam Purinton, Patrick Klugman, Shanna Zier, Steve Arveschoug, Tereza Brownell, Tyler Price

**Call to Order:**

Ken Lutton, EDA Chair, called the meeting to order at 7:02 A.M. with the pledge of allegiance.

**Public Comment/Recognitions/Special Announcements and Introductions:**

Steve recognized Jo Ann Jones for her 5-year anniversary with Big Sky Economic Development. Steve commended Jo Ann for her outstanding service and congratulated her on her recent marriage.

Tyler Price shared with the Board that Big Sky Economic Development obtained the AEDO accreditation. Tyler thanked the Board for their support and help with the accreditation process.

Steve introduced the Board to Jennifer Alderfer, the President of Intermountain Healthcare/SCL Health. She announced that Intermountain Healthcare will build a new hospital to replace the existing buildings. Jen shared a video with the new hospital vision and plans. Jen shared the project details and answered Board Members questions.

Steve introduced Mike Veselik, the Economic Development Program Manager for the City of Bozeman, to the Board. Mike shared the details and options how to implement the local-option sales tax.

As part of public comment, John Brewer shared the details of Chamber Aspirational City trip to Omaha with the Board. John shared the outcomes and the excitement from the trip. The two main takeaways were Community Engagement and Funding. The Board Members shared their experience as well.

**Agenda Changes:**

None

**Consent Items for Board Action**

**Approval of the May 12<sup>th</sup> Board Meeting Minutes, May 25<sup>th</sup> Electronic Board Meeting Minutes, and the April 2021 EDA/EDC Financials**

Motion: Mike Seppala to approve the Consent Items, as presented to the Board.

Second: Judi Powers

Discussion: None

Motion Carried

**Budget Hearing—FY 2023 Proposed Preliminary Budgets**

**Presentation of EDA and EDC FY23 Budgets/504 Program Net Income Reinvestment**

Shanna shared the detail and changes for FY23 Organizational Budget. The budget will be presented to the County Commissioners at end of June. We will operate under the approved budget at the beginning of July. Shanna also presented the 504 Program Net Income Reinvestment Plan to the Board.

**Presentation of Strategic Priorities**

Steve shared the details of Big Sky Economic Development Strategic Priorities for fiscal years 2023 & 2024. The first goal is to drive and innovate diverse local business growth through entrepreneurship, the second goal is to retain and attract talent and the third is attract new private investment in our downtown core. We would focus on four objectives: (1) build out the Billings entrepreneurship ecosystem to support new, innovative, and diverse business startups, (2) act now to redevelop downtown, building essential workforce housing and connecting/complementing medical corridor investment, (3) invest in the quality of our community through a comprehensive parks and trails development and funding plan, and (4) grow, retain, and attract a qualified workforce.

Board Q&A

None

Public Comment

None

**Board Action - Strategic Priorities, Proposed Preliminary Budgets, SBA 504 Program Reinvestment Plan**

Motion: Mike Nelson to approve the Strategic Priorities, Proposed Preliminary Budgets, and SBA 504 Program Reinvestment Plan, as presented to the Board.

Second: Jen Kobza

Discussion: None

Motion Carried

**Action Items**

**SBA 504 Loan Requests**

**1.Cucina FloraBella, LLC / Bibi Didi, LLC** – Purpose of this request is for the acquisition of commercial real estate and minor renovations for a new restaurant, Flora Bella. The project is located at 500 Brooks Street, Missoula, MT. Flora Bella is a new Italian restaurant to be opened in this existing building that previously housed another successful Italian restaurant, Caffe Dolce, which closed in Fall 2021. Flora Bella will be owned and operated by Ben Burda and Drake Doepke, both owning 50% of the business as well as the real estate holding company. Both Ben and Drake have substantial experience in the restaurant industry. Drake currently owns three other successful restaurants – two in Missoula and one in Bigfork. The total SBA debenture is estimated to be \$1,273,000 on a 25-year note

comprising 35% of the total project costs. Big Sky EDC and the SBA will be in a 2nd lien position on the real property behind First Security Bank of Missoula (Division of Glacier Bank). The project is expected to create 30 new jobs.

Motion: Dave Ballard to approve the Cucina FloraBella, LLC 504 Loan Request, as presented to the Board.  
Second: Nick Pancheau  
Discussion: None  
Motion Carried  
Abstain: Mike Seppala

**2. SHELLIES COUNTRY CAFÉ, INC. / Shellie’s Rentals, LLC** – Purpose of this request is for the acquisition of an existing commercial real estate building and new equipment for Shellies Country Café located in Helena, MT. This is an existing restaurant relocating into a larger building. Shellies was opened in 2007 by Shellie Mitchell and has been a very successful restaurant. The new building will provide them with more seating and better parking. The new restaurant will be located in the former Perkins restaurant. The total SBA debenture is estimated to be \$897,000 on a 25-year note comprising 40% of the total project costs. Big Sky EDC and the SBA will be in a 2nd lien position on the real and personal property behind Valley Bank of Helena (Division of Glacier Bank). The project is expected to create 27 jobs and retain 48. The following three loans were approved via electronic vote last month. We were advised by our closing attorney we need to have them approved for the amount originally submitted to SBA. The amounts we had approved were the final amounts being presented for funding. No changes to the requests other than the loan amounts, each of which will fund for the amount approved via the electronic vote.

Motion: Spencer Frederick approve Shellies Country Café, Inc/ Shellie’s Rentals, LLC, as presented to the Board.  
Second: Nick Pancheau  
Discussion: None  
Motion Carried  
Abstain: Mike Seppala

**3. Caslen Living Centers, Inc. / NH1 Investments LLC** – Purpose of this request is for the refinance of existing real estate and equipment debt associated with NH1 Investments LLC. The debt to be refinanced is currently with Stockman Bank. This is a straight debt refinance with no cash out. Project property is an assisted living facility located in Livingston, MT. The total SBA debenture is estimated to be \$782,000 on a 25-year note. Big Sky EDC and the SBA will be in a 2nd lien position on the real and personal property behind Stockman Bank of Montana. The project meets a Public Policy goal for Rural Development.

Motion: Mike Seppala to approve the Caslen Living Centers, Inc/ NH1 Investments LLC, as presented to the Board.  
Second: Mike Phillis  
Discussion: None  
Motion Carried  
Abstain: Spencer Frederick

**4. Caslen Living Centers, Inc. / MLM Investments LLC** – Purpose of this request is for the refinance of existing real estate debt associated with MLM Investments LLC. The debt to be refinanced is currently with Stockman Bank. This is a straight debt refinance with no cash out. Project property is an assisted living facility located in Whitehall, MT. The total SBA debenture is estimated to be \$216,000 on a 25-year note. Big Sky EDC and the SBA will be in a 2nd lien position on the real property behind Stockman Bank of Montana. The project meets a Public Policy goal for Rural Development.

Motion: Mike Seppala to approve the Caslen Living Centers, Inc/ MLM Investments LLC as presented to the Board.  
Second: Mike Phillips

Discussion: None  
Motion Carried  
Abstain: Spencer Frederick

**5. Butterfly Homes, Inc. / BLW Investments LLC** – Purpose of this request is for the refinance of existing real estate and equipment debt associated with BLW Investments LLC. The debt to be refinanced is currently with Stockman Bank. This is a straight debt refinance with no cash out. Project property is an assisted living facility located in Billings, MT.

The total SBA debenture is estimated to be \$1,225,000 on a 25-year note. Big Sky EDC and the SBA will be in a 2nd lien position on the real and personal property behind Stockman Bank of Montana. The project meets a Community Development goal for being located in a HubZone.

Motion: Mike Seppala to approve the Butterfly Homes, Inc. / BLW Investments LLC, as presented to the Board.

Second: Mike Phillips

Discussion: None

Motion Carried

Abstain: Spencer Frederick

#### Rock31/BSED Building Project Funding Recommendation

Becky gave a quick update on the building construction progress. Our move-in date will be mid-August. She walked through a history of the project and went into depth about the fundraising pursued, breakdown of project costs, and anticipated funding gap. Steve presented a strategy for addressing the funding gap.

Motion: Michael Phillips to approve the Rock31/BSED Building Project Funding Recommendation, as presented to the Board.

Second: Dave Ballard

Discussion: None

Motion Carried

#### TIF Application

BSED moved forward with submitting a TIF application but encountered some challenges regarding the ask. With the guidance from the DBA, BSED is going to pursue a different approach to available grants including two signage grants, two lighting grants, and a façade grant.

Motion: Jen Smith to approve Staff to submit signage, lighting, and facade grant applications, as presented to the Board.

Second: Mike Seppala

Discussion: None

Motion Carried

#### FY22 Budget Adjustment for One-Time Merit Awards

Shanna shared the FY22 Budget Adjustment for One-Time Merit Awards details with the Board.

Motion: Michael Phillips to approve the FY22 Budget Adjustment for One-Time Merit Awards, as presented to the Board.

Second: Nick Pancheau

Discussion: None

Motion Carried

## **Executive Director Report – Steve**

### Ex Director-Focus for FY23

Steve reviewed the proposed Executive Director Focus FY23 with the Board. Steve will focus on: (1) the Rock31/BSED Building Project and Transition, (2) Leading and Empowering Team Development, (3) executing a Staffing Plan for Value Impact, (4) Seizing Opportunities for Downtown/ Medical Corridor Redevelopment, (5) Building the Awareness, Impact, and Brand of BSED, and (6) Partnership Building.

Motion: Mike Nelson to approve the Executive Director-Focus FY23, as presented to the Board.

Second: Judi Powers

Discussion: None

Motion Carried

### Downtown Housing Working Group Update

Steve updated the Board on the Downtown Housing project. There are several parties interested in Downtown housing development. Steve is maintaining communication with City and will update the Board on their progress at the next meeting.

## **Program Reports**

### 504 Program Portfolio Review

Brandon gave a brief overview of the 504 Program Portfolio sharing the details of the Current Portfolio, Loan Approvals, Funded Loans, Industry Concentration Report, Prepaid Loan Report, and Lender Portal Report with the Board.

Motion: Mike Seppala to approve the 504 Program Portfolio Report, as presented to the Board.

Second: Dave Ballard

Discussion: None

Motion Carried

## **Public Comment**

George Warmer shared with the Board that the “In Plain Sight” documentary premiere will air on June 28 and 29 at the Alberta Bair Theater. The documentary features a local youth mental health specialist.

## **Adjourn**

Ken Lutton adjourned the meeting at 9:15 am

Next Meeting – Thursday, July 14, 2022

Respectfully submitted,

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Riley Bennett, EDA Secretary/Treasurer

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Andy Gott, EDC Secretary/Treasurer

When approved, minutes and meeting materials will be filed electronically in the Big Sky EDA office.

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EDA · EDC CREATING MONTANA BUSINESS OPPORTUNITIES

**EDA/EDC Joint Board Minutes**  
**Thursday, July 14, 2022 – 7:00 A.M. – 9:00 A.M.**  
**Billings Public Library, Community 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.

**EDA Board Members Present:** Bryce Terpstra, Bryan Wood, Debbie Desjarlais, Jennifer Smith, Lucy Aspinwall, John Brewer (Ex-Officio)

**EDA Board Members Absent:** George Warmer, Judi Powers, Ken Lutton, Paul Neutgens Riley Bennett, Zack Dunn, Don Jones (Ex-Officio), Greg Upham (Ex-Officio), Katy Easton (Ex-Officio), Pam Purinton (Ex-Officio)

**EDC Board Members Present:** Andy Gott, Ann Kosempa, Brad Hamilton, Dave Ballard, DJ Clark, Jen Kobza, Kim Jakub, Michael Marsh, Nick Pancheau, Spencer Frederick

**EDC Board Members Absent:** Bob Wilmouth, Craig Bartholomew, Denis Pitman, Jennifer Kondracki Weaver, Justin Martin, Mac Fogelsong, Mary Albers, Mike Nelson, Mike Phillips, Mike Seppala, Nicole Bengé, Stefani Hicswa

**Staff and Guests:** Allison Corbyn, Becky Rogers, Brandon Berger, Dianne Lehm, Jack Nickels, Karli Baker, Kevin Phloen, Kevin Scharfe Lorene Hintz, Marcell Bruski, Patrick Klugman, Shanna Zier, Steve Arveschoug, Tereza Brownell, Tyler Price

**Call to Order:**

Ann Kosempa, EDC Chair, called the meeting to order at 7:02 A.M. with the pledge of allegiance.

**Public Comment/Recognitions/Special Announcements and Introductions:**

Steve recognized Lorene for her work and commended her on recent recognition as the state Star for Montana SBDC Network.

John Brewer thanked the Community and shared the details of the upcoming event. He invited the Board to attend on the 18<sup>th</sup> at 7:30am. John shared the details of that event.

Allison introduced Kevin Phloen, the director of the Aviation. Kevin updated the Board on the aviation situation in Billings. Kevin shared the details of various aviation markets and what impact they have on our market. One of the biggest obstacles in aviation is a shortage of pilots. Kevin shared the details of the terminal expansion project.

Marcell shared the details of the upcoming BSED Annual Meeting. Following the Annual Meeting the BSED will host Grand Opening Celebration. Marcell shared the event details and invited the Board Members to join.

**Agenda Changes:**

**Consent Items for Board Action**

Approval of the June 9<sup>th</sup> Board Minutes and the May 2022 EDA/EDC Financials will be deferred to the September Board Meeting due to no quorum.



## **Financials**

Tyler presented the May 2022 EDA and EDC Financials to the Committee. On the EDA Balance Sheet, current assets increased slightly at the end of May. The receivable consists of U.S. EDA, VBOC, PTAC and SBDC. Due To/Due from EDC totaled approximately \$59,400 at the end of May and consists of the May amount due from EDC. Tax levy receivable decreased from \$521,000 in April to \$59,600 in May. Fixed assets continue to increase with the building project at the end of May.

On the Statement of Revenue and Expenses, revenue is slightly under budget through May. Most expenses remain under budget through May, including salaries and wages and travel/training.

On the EDC Balance Sheet, current assets increased slightly at the end of May. Accounts Receivable increased from April. The RLF portfolio totaled \$305,000, the SSBCI portfolio totaled \$841,000, and the Stabilization Loan portfolio totaled \$56,000 and the Federal RLF Portfolio totaled \$198,000 at the end of May.

On the EDC Statement of Revenue and Expenses, the 504-loan servicing revenue is slightly under budget. Loan origination revenue remains below budget, and Member Investor revenues remain slightly under budget due to timing. Most expenses remain under budget. Professional fees are under budget due to the timing of budgeted expenses. Travel/training expense are under budget. Sponsorship expense and event expense are slightly over budget based on timing of budgeted expenses.

Approval of the May 2022 EDA/EDC Financials was deferred to full Board meeting in September.

## **Transition Plan**

Steve announced that Tyler will be taking on a new role as Financial Manager. Shanna has accepted a position with Riverstone Health and shared the Transition Plan details with the Board. Shanna will be on the board until July 31<sup>st</sup>.

## **Action Items**

Brandon presented the four SBA 504 Loan Requests to the Board. Due to no quorum the approval of the Loan Requests will be moved to the next Board meeting or to an electronic vote.

**1. Caslen Living Centers, Inc. / SHLW Investments LLC** – Purpose of this request is for the refinance of existing real estate and equipment debt associated with SHLW Investments LLC. The debt to be refinanced includes a note with Stockman Bank and a seller note. This is a straight debt refinance with no cash out. Project property is an assisted living facility located in Helena, MT.

The total SBA debenture is estimated to be \$950,000 on a 25-year note. Big Sky EDC and the SBA will be in a 2<sup>nd</sup> lien position on the real property behind Stockman Bank of Montana. The project meets a Public Policy goal for Rural Development.

The approval of the Caslen Living Centers, Inc. / SHLW Investments LLC Loan Request was deferred to the next Board meeting.

**2. Caslen Living Centers, Inc. / NHLT Investments LLC** – Purpose of this request is for the refinance of existing real estate and equipment debt associated with NHLT Investments LLC. The debt to be refinanced includes a seller note. Big Sky EDC will be participating with Stockman Bank on the refinance. This is a straight debt refinance with no cash out. Project property is an assisted living facility located in Lewistown, MT.

The total SBA debenture is estimated to be \$816,000 on a 25-year note. Big Sky EDC and the SBA will be in a 2<sup>nd</sup> lien position on the real property behind Stockman Bank of Montana. The project meets a Public Policy goal for Rural Development.

The approval of the Caslen Living Centers, Inc. / NHLT Investments LLC Loan Request was deferred to the next Board meeting.

**3. Caslen Living Centers, Inc. / NHA Investments LLC** – Purpose of this request is for the refinance of existing real estate and equipment debt associated with NHA Investments LLC. The debt to be refinanced includes two seller notes. Big Sky EDC will be participating with Stockman Bank on the refinance. This is a straight debt refinance with no cash out. Project property is an assisted living facility located in Anaconda, MT. The total SBA debenture is estimated to be \$961,000 on a 25-year note. Big Sky EDC and the SBA will be in a 2<sup>nd</sup> lien position on the real property behind Stockman Bank of Montana. The project meets a Public Policy goal for Rural Development.

The approval of the Caslen Living Centers, Inc/ NHA Investments LLC Loan Request was deferred to the next Board meeting.

**4. Wallis Corporation dba Glacier Precast Concrete** – Purpose of this request is for the purchase of existing land and building associated with Glacier Precast Concrete located in Kalispell, MT. Glacier Precast is owned 100% by Erik Powell. Erik purchased the business in 2020 and has been leasing the property from the previous owner. Glacier Precast has been in operation in the Flathead Valley for over 20 years. Erik has vast experience in the manufacturing industry. The total SBA debenture is estimated to be \$1,172,000 on a 25-year note. Big Sky EDC and the SBA will be in a 2<sup>nd</sup> lien position on the real property behind Valley Bank of Kalispell. The project meets a Public Policy goal for Rural Development and assisting a small manufacturer.

The approval of the Wallis Corporation dba Glacier Precast Concrete Loan Request was deferred to the next Board meeting.

### **Executive Director Report – Steve**

#### Review AEDO Recommendations

Steve shared the details of the Valuation of the Recommendations from the AEDO reaccreditation site visit. Steve shared the details of three recommendation areas from the Report: (1) Asset Development (2) Organizational Structure (3) Workforce and Talent Development.

#### Staffing Plan—First Steps

Steve updated the Board with the Staffing plan- First Steps Summary. Steve shared the opportunities, the vulnerabilities, and the current staffing strategy steps with the Board. Discussion was held among the Board.

#### Downtown Housing Working Group Update

Steve updated the Board on the Downtown Housing project. Steve shared with the Board that there are multiple Developers coming to town and are interested in various Downtown areas. There will be ongoing meetings and communications to establish a good working relation.

#### August—No Board Meeting/Ex Committee - Hot Topics Breakfast

Steve shared that there is no Board meeting in August. Steve will host the “Hot Topics Breakfast” Executive Committee Meeting in August. He shared the details of the meeting with the Board.

#### September Board Meeting—8<sup>th</sup> or reschedule?

Steve proposed to move the September Board meeting to September 15<sup>th</sup> due to a scheduling conflict. The BSED Annual Meeting is scheduled for September 8<sup>th</sup>.

### **Program Reports**

#### Recruitment Update/Select USA Recap—Allison

Allison shared the details of the Select USA conference with the Board. The conference was very productive, and Allison will follow up with the potential leads. Allison updated the Board on Recruitment program. There were 14 recruitment requests throughout the state last fiscal year. We couldn't accommodate all the requests due to different variables. Allison will update the Board with specific numbers later.

Rock31/BSED Building Project Update—Becky

Becky updated the Board on the construction project. Becky gave a quick update on a continuing conversation with Cushion Terrel and shared with the Board that we secured the Sign and the Lighting Grand for total of \$12,000. Becky also updated the Board on the Façade grant progress. We qualify for \$50,000. Becky shared the updated numbers for the Capital Campaign. Becky commended Patrick for his hard work and thanked Katy and Mehmet from the DBA for all their help and for a great partnership. Becky shared that BSED was looking into the Montana Historic Preservation Grant. Unfortunately, due the timing we are not able to proceed further. The fire alarm system is moving forward. All parts are on hand, and we are hopeful that we will be able to occupy on August 15<sup>th</sup>. Becky also shared with the Board that we hired a new Community manager, Ryan Walla. Ryan and Kevin have been working hard and were able to secure eight additional memberships.

BSED Marketing—Website Redevelopment—Marcell

Marcell shared the new updated website with the Board. Marcell shared the homepage highlights and showed how to navigate through the website.

MI Program Update—Game Plan to Hit 160—Patrick

Patrick updated the Board on Member Investor (MI) Program. He shared with the Board that eleven MI members increased their contribution level. Patrick thanked the Board Member for hosting upcoming MI lunch. Patrick introduced the two new Member Investors to the Board. Patrick asked the Board Members for their help to achieve the goal of 160 Member Investor members.

**Public Comment**

None

**Adjourn**

Ann Kosempa adjourned the meeting at 9:01 am

Next Meeting – Thursday, September 15, 2022

Respectfully submitted,

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Riley Bennett, EDA Secretary/Treasurer

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Andy Gott, EDC Secretary/Treasurer

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# ATTACHMENT B



EDA · EDC CREATING MONTANA BUSINESS OPPORTUNITIES

**EDC Board – Electronic Vote Meeting  
Wednesday, August 18<sup>th</sup>, 2022  
Nominating Committee Recommendations - EDC Board Positions  
SBA 504 Loan EDC Action Items from the July 14<sup>th</sup> Board Meeting**

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**Request:** As noticed to the Board, an electronic meeting was held on Wednesday, August 18th to consider the following: The Nominating Committee Recommendations - EDC Board Positions and the approval of four SBA 504 Loans EDC as listed below.

1. Vote to approve the Nominating Committee recommendations for EDC Board positions as presented in attached document.

**Electronic Vote Results:**

EDC Votes in Favor	EDC Votes Against
Andy Gott Ann Kosempa Craig Bartholomew D.J. Clark Dave Ballard Jen Kobza Jennifer Kondracki Justin Martin Kim Jakub Michael Marsh Mike Nelson Mike Phillips Nicole Bengé Nick Pancheau	None

**Abstentions:** none



POWERED BY



## Nominating Committee Recommendations - EDC Board Positions

The Nominating Committee met August 10<sup>th</sup> and considered all the EDC Board positions up for re-election. The Committee voted and offers the following recommendation to the EDC Board of Directors, and asks the Board to authorize the annual election process be held by our EDC Member Investors concerning this proposed slate of EDC Board candidates:

**Kim Jakub**—completing a partial term, eligible to serve a full 5-year term—confirmed will serve again

**Andy Gott**—completing first term, eligible to serve a second term (3 years)—confirmed will serve again

**Nick Pancheau**—completing a partial term, eligible to serve a full 5-year term—confirmed will serve again

**Bob Wilmouth**—completing first term, eligible to serve a second term (3 years)—confirmed will serve again

**Tyler Wiltgen**—filling the vacant EDC Board position; Tyler Wiltgen is the Executive Director, St Vs Foundation, and comes highly recommended by Jen Alderfer, St Vincent/IMH Montana/Wyoming, CEO (see Tyler’s bio below)



### [Tyler Wiltgen, Executive Director](#)

Tyler Wiltgen started his role as Executive Director of the St. Vincent Healthcare Foundation in July 2021 and serves as a member of the St. Vincent Healthcare Senior Leadership Team. Before joining the St. Vincent Healthcare Foundation, Tyler served as Vice President of Advancement for Rocky Mountain College. His prior experience includes development positions in the College of Agriculture, Athletics and Gift Planning at the Montana State University Alumni Foundation in Bozeman. Tyler was also the radio voice of Montana State University Bobcat Football and Men’s Basketball. A native of Wilsall, Montana, Tyler graduated from Montana State University-Bozeman, where he received both his undergraduate and master’s degrees. He and his wife, Malaree, live in Billings with their three children.

2. Vote to approve the SBA 504 Loan Request for Wallis Corporation dba Glacier Precast Concrete in the amount of \$1,172,000. The partner lender is Valley Bank of Kalispell.

**Electronic Vote Results:**

EDC Votes in Favor	EDC Votes Against
Andy Gott Ann Kosempa Craig Bartholomew D.J. Clark Dave Ballard Jen Kobza Jennifer Kondracki Justin Martin Kim Jakub Michael Marsh Mike Nelson Mike Phillips Nicole Bengé Nick Pancheau	None

**Abstentions:** none

3. Vote to approve the SBA 504 Loan Request for Caslen Living Centers, Inc. / SHLW Investments LLC in the amount of \$950,000. The partner lender is Stockman Bank of Montana in the amount of \$950,000. The partner lender is Stockman Bank of Montana.

**Electronic Vote Results:**

EDC Votes in Favor	EDC Votes Against
Andy Gott Ann Kosempa Craig Bartholomew D.J. Clark Dave Ballard Jen Kobza Jennifer Kondracki Justin Martin Kim Jakub Michael Marsh Mike Nelson Mike Phillips Nicole Bengé Nick Pancheau	None

**Abstentions:** Spencer Frederick

4. Vote to approve the SBA 504 Loan Request for Caslen Living Centers, Inc. / NHLT Investments LLC in the amount of \$816,000. The partner lender is Stockman Bank of Montana.

**Electronic Vote Results:**

EDC Votes in Favor	EDC Votes Against
Andy Gott Ann Kosempa Craig Bartholomew D.J. Clark Dave Ballard Jen Kobza Jennifer Kondracki Justin Martin Kim Jakub Michael Marsh Mike Nelson Mike Phillips Nicole Bengé Nick Pancheau	None

**Abstentions:** Spencer Frederick

5. Vote to approve the SBA 504 Loan Request for Caslen Living Centers, Inc. / NHA Investments LLC in the amount of \$961,000. The partner lender is Stockman Bank of Montana.

**Electronic Vote Results:**

EDC Votes in Favor	EDC Votes Against
Andy Gott Ann Kosempa Craig Bartholomew D.J. Clark Dave Ballard Jen Kobza Jennifer Kondracki Justin Martin Kim Jakub Michael Marsh Mike Nelson Mike Phillips Nicole Bengé Nick Pancheau	None

**Abstentions:** Spencer Frederick





BIG SKY  
ECONOMIC DEVELOPMENT

EDA • EDC    CREATING MONTANA BUSINESS OPPORTUNITIES

# ATTACHMENT C

**Big Sky Economic Development Authority**  
**Financial Report for Board of Directors**  
**June 29, 2022**

Included with this report is the balance sheet reflecting the assets, liabilities, and net assets of Big Sky EDA as of May 31, 2022. Also included is the statement of revenue and expenses through eleven months of FY22 as compared to budget.

**Balance Sheet**

Current assets increased to about \$4,633,000 at the end of May from \$4,421,000 at the end of April. Accounts receivable decreased slightly from \$486,000 in April to \$484,000. The receivable consists of U.S. EDA (\$194,000), VBOC (\$149,000), PTAC (\$105,000), and SBDC (\$36,000).

Due To/Due From EDC totaled approximately \$59,400 at the end of May and consists of the May amount due from EDC. Tax levy receivable decreased from \$521,000 in April to \$59,600 in May. Protested tax receivable totaled \$20,675 and an allowance totaling \$20,675, or 100% of protested tax levy receivable is reflected to allow for potentially uncollectible protested tax levy. In April, the final payment for the TEDD receivable was received. Fixed assets continue to increase with the building project and totaled \$5,227,000 at the end of May.

Accounts payable totaled \$161,500 at the end of May. Accrued expenses total approximately \$104,000 and consist largely of salary/benefits accruals (\$77,000) and Space2Place Grant accruals. Space2Place grant awards for FY22 totaled \$21,000. These grant accruals were recorded in April and will be paid out as projects are completed. Deferred revenue totals \$50,000 and consists of \$50,000 conditional grant award amount from Beartooth RC&D.

**Statement of Revenue and Expenses**

Revenue is about \$105,000 under budget through eleven months of the fiscal year. Department of Defense (PTAC) is about \$156,000 under budget and VBOC revenue is about \$27,000 under budget based on actual expenses incurred through May. EDC reimbursement is about \$67,000 under budget due to vacancy savings and therefore less reimbursement from the EDC to EDA. EPA-Brownfields revenue is about \$66,000 over budget based on timing of expenses associated with this grant.

Most expenses remain under budget through May. Salaries/wages and employer contributions are under budget by about \$128,000 due to vacancy savings. Travel/training is under budget by about \$58,000 through May. Marketing expenses remain over budget due to website updates. Professional fees total \$193,000 and are over budget by about \$70,000 largely based on expenses related to Brownfields. Brownfields expenses totaled about \$113,000 through May. These expenses are 100% reimbursable. In April, a check was cut for the \$250,000 Opportunity Fund commitment to Coca Cola. This amount is being tracked under contribution expense in the non-operating income/expense portion of the statement.

Through eleven months of FY22, Big Sky EDA recognized net operating revenue of \$1,373,500 compared to budget of \$1,450,500. When excluding non-operating revenues/expenses (interest income, U.S. EDA reimbursement, professional fees related to the Big Sky to Sky Point project, and depreciation expense), Big Sky EDA recognized net operating revenues of \$246,000 compared to budget of \$64,000.

**Big Sky EDA**  
**Comparative Balance Sheet**  
**As of May 31, 2022 and 2021**

	5/31/2022	5/31/2021	+/-	6/30/2021	+/-
<b>Assets</b>					
First Interstate Bank	\$232,335	\$206,855	\$25,479	\$229,874	\$2,460
FIB-Recovered Property Taxes	150,626	177,795	(27,169)	177,795	(27,169)
FIB-Operating Reserve	251,068	301,041	(49,973)	301,044	(49,976)
Opportunity Fund-FIB	101,906	319,788	(217,882)	940,395	(838,489)
Opportunity Fund-Stockman	85,493	64,994	20,499	64,997	20,497
Opportunity Fund-Opportunity Bank	628,111	624,698	3,413	625,004	3,107
Stockman GE Maintenance	15,128	15,128	-	15,128	-
Rocky Mountain Bank Money Market	43,303	493,246	(449,943)	493,262	(449,959)
Valley Federal- Savings	25	-	25	-	25
Valley Federal- Money Market	300,660	-	300,660	-	300,660
Opportunity Fund - CDs (current)	2,225,441	2,404,860	(179,419)	3,309,497	(1,084,056)
Altana Savings	25	25	-	25	-
Yellowstone County Funds	599,069	573,254	25,815	570,859	28,210
<b>Total Current Assets</b>	<b>4,633,189</b>	<b>5,181,683</b>	<b>(548,494)</b>	<b>6,727,879</b>	<b>(2,094,690)</b>
<b>Other Assets</b>					
Accounts Receivable	483,964	285,168	198,796	141,814	342,150
Grants Receivable	50,000	100,000	(50,000)	100,000	(50,000)
American Revenue Guarantee	6,887	6,887	-	6,887	-
Due To/Due From EDC	59,402	53,416	5,986	62,431	(3,029)
Tax Levy Receivable	59,633	63,355	(3,722)	17,649	41,984
Tax Levy Receivable - Protested	20,675	6,585	14,090	665	20,010
Allowance for Doubtful Accounts	(20,675)	(6,585)	(14,090)	(665)	(20,010)
Prepaid Expenses	14,803	20,207	(5,404)	30,393	(15,589)
Deposit	5,181	-	5,181	-	5,181
<b>Total Other Assets</b>	<b>679,871</b>	<b>529,034</b>	<b>150,837</b>	<b>359,174</b>	<b>320,697</b>
<b>Non-Current Assets</b>					
Opportunity Fund - CDs (non-current)	150,952	1,654,256	(1,503,304)	150,388	564
TEDD Receivable	-	13,650	(13,650)	13,650	(13,650)
Cabela's Conduit	4,984	4,984	0	4,984	0
Deferred Outflow of Resources	249,285	146,350	102,935	249,285	-
<b>Total Non-Current Assets</b>	<b>405,221</b>	<b>1,819,239</b>	<b>(1,414,018)</b>	<b>418,307</b>	<b>(13,085)</b>
<b>Fixed Assets</b>					
Construction in Progress	3,499,091	267,458	3,231,633	275,627	-
Bank Building - Land	301,750	301,750	-	301,750	-
Bank Building - Building	1,473,250	1,473,250	-	1,473,250	-
Accumulated Depreciation	(47,220)	(42,564)	(4,656)	(47,220)	-
<b>Total Fixed Assets</b>	<b>5,226,871</b>	<b>1,999,893</b>	<b>3,226,977</b>	<b>2,003,407</b>	<b>-</b>
<b>Total Assets</b>	<b>10,945,152</b>	<b>9,529,850</b>	<b>1,415,302</b>	<b>9,508,766</b>	<b>1,436,386</b>
<b>Liabilities &amp; Equity</b>					
<b>Current Liabilities</b>					
Accounts Payable	161,578	73,801	87,777	80,102	81,476
Accrued Expenses	103,929	98,431	5,498	99,860	4,069
Deferred Revenue	50,000	53,333	(3,333)	51,667	-
Payroll Liabilities	969	(443)	1,412	(590)	1,559
Compensated Absences	161,464	149,403	12,061	184,483	(23,019)
<b>Total Current Liabilities</b>	<b>477,940</b>	<b>374,526</b>	<b>103,414</b>	<b>415,522</b>	<b>62,418</b>
<b>Long Term Liabilities</b>					
Deferred Inflow of Resources	32,238	68,045	(35,807)	32,238	-
Pension Liability	1,127,529	825,316	302,213	1,127,529	-
<b>Total Long Term Liabilities</b>	<b>1,159,767</b>	<b>893,361</b>	<b>266,406</b>	<b>1,159,767</b>	<b>-</b>
Current Year Excess of Revenue over Expenses	1,373,589	641,404	732,185	312,919	1,060,670
Balance at Beginning of Year	7,933,856	7,620,559	313,297	7,620,559	313,297
<b>Net Assets</b>	<b>9,307,445</b>	<b>8,261,963</b>	<b>1,045,482</b>	<b>7,933,478</b>	<b>1,373,967</b>
<b>Total Liabilities &amp; Equity</b>	<b>10,945,152</b>	<b>9,529,850</b>	<b>1,415,302</b>	<b>9,508,766</b>	<b>1,436,386</b>

**Big Sky EDA**  
**Statements of Operations**  
**For the Periods Ending May 31, 2022**

	Month			YTD			Fiscal Year Projection		
	Actual	Budget	Variance	Actual	Budget	Variance	Year-end Projection	Budget	Variance
<b>Operating Revenue</b>									
County Taxes (Mill Levy Revenue)	20,481	-	20,481	1,321,627	1,291,820	29,807	1,321,627	1,291,820	29,807
Entitlement	-	-	-	182,909	183,000	(91)	243,878	244,000	(122)
Health Insurance Mill Levy	7,950	9,010	(1,060)	94,870	98,050	(3,180)	102,290	107,060	(4,770)
Recovery of Protested Taxes	-	-	-	5,719	-	5,719	5,719	-	5,719
Billings/Works	1,525	-	1,525	1,525	-	1,525	1,525	-	1,525
Department of Defense	45,000	63,373	(18,373)	540,998	697,100	(156,102)	585,998	760,473	(174,475)
EDC Reimbursement	58,958	60,542	(1,583)	566,894	633,840	(66,946)	624,894	694,595	(69,701)
EPA-Brownfields	288	-	288	113,680	47,500	66,180	114,525	47,500	67,025
SBA/MT Dept of Commerce	19,754	14,750	5,004	196,187	189,400	6,787	209,729	204,150	5,579
SBDC Program Income	-	-	-	3,350	-	3,350	3,350	-	3,350
VBOC	25,608	25,000	608	247,747	275,000	(27,253)	270,747	300,000	(29,253)
Rents/Leases	-	-	-	-	-	-	-	-	-
Grant Administration	-	-	-	15,794	-	15,794	15,794	-	15,794
Beartooth RC&D CARES Act	-	-	-	-	-	-	50,000	50,000	-
Other Intergovernmental Revenue	-	-	-	6,667	-	6,667	6,667	-	6,667
Miscellaneous Revenue	700	-	700	12,222	-	12,222	12,222	-	12,222
<b>Total Revenue</b>	<b>180,264</b>	<b>172,675</b>	<b>7,590</b>	<b>3,310,189</b>	<b>3,415,710</b>	<b>(105,521)</b>	<b>3,568,966</b>	<b>3,699,598</b>	<b>(130,632)</b>
<b>Operating Expenses</b>									
Salaries/Wages	134,991	147,402	(12,412)	1,496,304	1,590,216	(93,911)	1,661,430	1,737,800	(76,370)
Employer Contributions	43,148	47,021	(3,873)	474,800	508,880	(34,080)	551,425	554,949	(3,524)
BID Assessment	-	-	-	-	1,398	(1,398)	-	1,398	(1,398)
Contingency	-	3,087	(3,087)	-	33,954	(33,954)	-	36,969	(36,969)
Community Development Projects	18	5,000	(4,982)	21,711	10,000	11,711	36,711	45,000	(8,289)
Dues and Subscriptions	13,001	4,277	8,723	81,711	69,404	12,307	84,711	71,301	13,410
Event Expense	801	-	801	2,739	-	2,739	2,739	-	2,739
Insurance	2,439	2,006	433	27,235	24,670	2,566	29,995	26,676	3,319
Marketing - Departmental	3,857	2,227	1,630	27,790	24,493	3,297	31,290	26,720	4,570
Marketing - Organizational	13,850	3,789	10,061	66,913	41,681	25,232	71,913	48,211	23,702
Office Equipment	3,572	-	3,572	18,324	6,500	11,824	27,429	6,500	20,929
Office Expense	1,404	1,750	(346)	16,968	20,610	(3,642)	18,903	22,360	(3,457)
Professional Fees	6,879	1,121	5,758	193,233	122,021	71,212	197,248	131,748	65,500
Property Tax Protests	612	-	612	25,729	38,755	(13,026)	25,729	38,755	(13,026)
Property Taxes	1,621	-	1,621	2,809	-	2,809	2,809	-	2,809
PTAC Subcenter	30,372	40,704	(10,332)	333,497	443,643	(110,147)	367,497	484,347	(116,851)
Rent	12,107	12,374	(267)	138,060	137,659	401	150,115	150,434	(319)
Repairs	1,450	-	1,450	1,450	-	1,450	1,450	-	1,450
Sponsorships	600	417	183	3,380	4,583	(1,203)	3,380	5,000	(1,620)
Strategic Priorities	-	2,500	(2,500)	841	27,500	(26,659)	841	30,000	(29,159)
TEDD	-	-	-	312	1,500	(1,188)	1,000	2,000	(1,000)
Telecommunications	3,440	5,004	(1,564)	36,828	54,711	(17,883)	40,047	59,715	(19,668)
Travel/Training	7,743	7,709	34	54,081	111,664	(57,583)	59,081	123,050	(63,969)
Utilities	829	3,257	(2,428)	11,810	37,232	(25,423)	13,310	40,489	(27,180)
Workforce Development	-	-	-	1,300	-	1,300	1,300	-	1,300
Miscellaneous	3,256	3,461	(204)	26,537	40,920	(14,382)	28,037	43,964	(15,926)
<b>Total Operating Expenses</b>	<b>285,989</b>	<b>293,107</b>	<b>(7,118)</b>	<b>3,064,363</b>	<b>3,351,995</b>	<b>(287,631)</b>	<b>3,408,390</b>	<b>3,687,386</b>	<b>(280,295)</b>
<b>Net Operating Revenue</b>	<b>(105,724)</b>	<b>(120,432)</b>	<b>14,708</b>	<b>245,826</b>	<b>63,716</b>	<b>182,110</b>	<b>160,575</b>	<b>12,212</b>	<b>149,663</b>
<b>Non-Operating Income/Expense</b>									
Interest Income	487	1,349	(862)	21,421	14,844	6,578	31,421	16,193	15,228
US EDA Reimbursement	192,661	-	192,661	1,199,338	1,388,020	(188,682)	1,499,338	1,388,020	111,318
DEQ Asbestos Abatement Grant	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000
Grant Revenue (GASB 68)	-	-	-	-	-	-	-	-	-
Contribution Revenue	25,100	-	25,100	121,554	-	121,554	537,514	-	537,514
Capital Campaign	1,450	-	1,450	5,450	-	5,450	5,450	-	5,450
Contribution Expense	-	-	-	250,000	-	250,000	250,000	-	250,000
Relocation	-	-	-	-	16,000	-	16,000	16,000	-
<b>Total Non-operating Income/Expense</b>	<b>249,698</b>	<b>1,349</b>	<b>218,349</b>	<b>1,127,763</b>	<b>1,386,864</b>	<b>(305,101)</b>	<b>1,807,723</b>	<b>1,388,213</b>	<b>419,510</b>
<b>Net Revenue Over (Under) Expense</b>	<b>143,974</b>	<b>(119,083)</b>	<b>233,056</b>	<b>1,373,589</b>	<b>1,450,579</b>	<b>(122,991)</b>	<b>1,968,298</b>	<b>1,400,425</b>	<b>569,173</b>

**Big Sky Economic Development Corporation**  
**Financial Report for the Board of Directors**  
**June 29, 2022**

Included with this report is the balance sheet reflecting the assets, liabilities, and net assets of Big Sky EDC as of May 31, 2022. Also included is the statement of revenue and expenses through eleven months of FY22 as compared to budget.

**Balance Sheet**

Current assets totaled approximately \$2,635,000 at the end of May. Accounts receivable increased to \$438,000 from \$231,000 in April. Accounts receivable consist of Member Investor pledges for FY21 (\$3,500), Member Investor pledges for FY22 (\$88,500), Capital Campaign pledges for the new building (\$89,000), and the amount due from the Federal EDA for loans funded in May through the RLF grant (\$257,000). The RLF portfolio totaled \$305,000, the SSBCI portfolio totaled \$841,000, the Stabilization Loan portfolio totaled \$56,000, and the Federal EDA RLF portfolio totaled \$198,000.

Accounts payable totaled \$15,000 at the end of May. Deferred 504 Revenue remained stable at \$28,000 in May. Due to/Due from EDA totaled approximately \$59,000 and represents the amount owed to EDA from EDC for May reimbursement.

**Statement of Revenue and Expenses**

Loan origination revenue totaled \$81,000 through May and remains below budget by about \$43,000. The 504 loan servicing revenue remains slightly below budget and totaled \$363,000 through May. Member investor revenue totaled \$259,000 through May. Member investor revenue remains below budget based on the timing of invoicing. An additional \$14,000 in member investor invoices were sent out in June, increasing total member investor revenue to \$269,000. Grant administration revenue is roughly \$43,000 below budget. Grant administration revenue will be derived from the administration of the Federal EDA RLF grant.

The Federal EDA RLF loans that funded in May resulted in \$257,000 in income related to the grant for the loan funds received. The grant funds received related to the EDA RLF loan are being tracked under the non-operating income/expense section of the income statement. We received an additional \$2,800 in pledges for the Big Sky to Sky Point Project in May. Donation income/pledges for the Big Sky to Sky Point Project total approximately \$176,000 through April.

Most expenses remain under budget. EDA Reimbursement is under budget by about \$67,000 due to vacancy savings. Travel/training expense are under budget by about \$12,000. Event expense totaled \$26,000 and is slightly over budget based on timing of budgeted expenses.

Through eleven months of FY22, Big Sky EDC recognized net operating revenue of \$485,000 compared to budget of (\$56,000). When excluding non-operating revenues/expenses (Big Sky to Sky Point Pledges, Coulson Park donations, Federal EDA RLF Grant, and bad debt expense), Big Sky EDC recognized net operating revenues of (\$16,000) compared to budget of (\$56,000).

**Big Sky EDC**  
**Comparative Balance Sheet**  
**As of May 31, 2022 and 2021**

	5/31/2022	5/31/2021	+/-	6/30/2021	+/-
<b>Assets</b>					
First Interstate Bank	\$392,095	\$342,352	\$49,743	\$353,963	\$38,132
FIB/Stockman SSBCI Principal	766,141	1,113,638	(347,497)	1,124,775	(358,634)
FIB-Long Term Reserve	250,000	250,000	-	250,000	-
FIB-Opportunity Fund	60,896	22,200	38,696	22,200	38,696
FIB-RLF	190,200	104,494	85,706	116,034	74,166
Accounts Receivable	437,762	126,250	311,512	66,092	371,670
Contributions Receivable	-	-	-	-	-
Miscellaneous Receivable	-	-	-	60	(60)
Prepaid Expenses	2,545	7,471	(4,926)	2,471	74
Undeposited Funds	-	-	-	-	-
Federal EDA RLF Portfolio-Current	197,549	-	197,549	-	197,549
RLF Portfolio-Current	80,966	7,751	73,215	58,761	22,205
Stabilization Portfolio - Current	3,669	25,988	(22,318)	43,631	(39,962)
SSBCI Portfolio-Current	253,436	18,752	234,684	31,058	222,378
<b>Total Current Assets</b>	<b>2,635,259</b>	<b>2,018,895</b>	<b>616,364</b>	<b>2,069,045</b>	<b>566,214</b>
<b>Other Assets</b>					
RLF Portfolio-Non Current	224,484	363,655	(139,171)	307,760	(83,276)
SSCBI Portfolio-Non Current	588,055	601,210	(13,155)	588,055	0
Stabilization Portfolio-Non Current	52,018	73,258	(21,240)	52,018	-
Allowance for Loan Losses	(21,626)	(21,934)	309	(21,626)	-
Total Other Assets	842,931	1,016,189	(173,258)	926,207	(83,276)
<b>Total Assets</b>	<b>3,478,190</b>	<b>3,035,084</b>	<b>443,106</b>	<b>2,995,252</b>	<b>482,938</b>
<b>Liabilities &amp; Equity</b>					
<b>Current Liabilities</b>					
Accounts Payable	15,171	6,145	9,025	23,118	(7,947)
Property Tax Payable	-	-	-	-	-
Accrued Expenses	20,044	2,500	17,544	-	20,044
Deferred 504 Revenue	28,194	34,112	(5,919)	39,674	(11,480)
Deferred Revenue	-	-	-	-	-
Due to/Due from EDA	59,342	53,416	5,926	62,431	(3,089)
<b>Total Liabilities</b>	<b>122,750</b>	<b>96,174</b>	<b>26,576</b>	<b>125,222</b>	<b>(2,472)</b>
Current Year Excess of Revenue over Expenses	485,410	199,343	286,068	130,462	354,948
Balance at Beginning of Year	2,870,030	2,739,567	130,462	2,739,567	130,462
<b>Net Assets</b>	<b>3,355,440</b>	<b>2,938,910</b>	<b>416,530</b>	<b>2,870,030</b>	<b>485,410</b>
<b>Total Liabilities &amp; Equity</b>	<b>3,478,190</b>	<b>3,035,084</b>	<b>443,106</b>	<b>2,995,252</b>	<b>482,938</b>

**Big Sky EDC**  
**Statements of Operations**  
**For the Periods Ending May 31, 2022**

	Month			YTD			Fiscal Year Projection		
	Actual	Budget	Variance	Actual	Budget	Variance	Year-end Projection	Budget	Variance
<b>Operating Revenue</b>									
504 Loan Origination	18,100	11,250	6,850	80,932	123,750	(42,818)	111,111	135,000	(23,889)
504 Loan Servicing	31,463	36,000	(4,537)	363,384	396,000	(32,616)	395,123	432,000	(36,877)
Float Income	17,606	5,000	12,606	31,630	10,000	21,630	31,630	10,000	21,630
Member Investment	78,285	-	78,285	258,828	265,000	(6,172)	272,828	285,000	(12,172)
RLF Business Loan Interest	1,429	1,750	(321)	15,579	19,250	(3,671)	16,979	21,000	(4,021)
RLF Origination Fees	-	-	-	1,000	-	1,000	1,000	-	1,000
Stabilization Loan Interest	99	25	74	1,422	615	807	1,512	634	878
SSBCI Revenue	5,588	1,500	4,088	21,351	16,500	4,851	22,931	18,000	4,931
Grant Administration	1,320	5,000	(3,680)	11,849	55,000	(43,151)	11,849	60,000	(48,151)
Interest Income	270	1,500	(1,231)	1,367	16,500	(15,133)	1,890	18,000	(16,110)
Donation Income	-	-	-	-	-	-	-	-	-
Miscellaneous Revenue	-	2,843	(2,843)	42,478	31,270	11,208	56,304	34,112	22,192
<b>Total Revenue</b>	<b>154,160</b>	<b>64,868</b>	<b>89,292</b>	<b>829,819</b>	<b>933,885</b>	<b>(104,066)</b>	<b>923,157</b>	<b>1,013,746</b>	<b>(90,590)</b>
<b>Operating Expenses</b>									
Business Incubation	-	125	(125)	-	1,375	(1,375)	-	1,500	(1,500)
Business Recruitment	188	1,250	(1,062)	346	13,750	(13,404)	596	15,000	(14,404)
Contingency	-	833	(833)	-	9,167	(9,167)	-	10,000	(10,000)
Contract Support	-	-	-	19,000	12,000	7,000	19,000	12,000	7,000
Dues and Subscriptions	3,274	379	2,895	21,067	22,418	(1,351)	21,667	22,797	(1,130)
EDA Reimbursement	58,958	60,542	(1,583)	566,894	633,840	(66,946)	624,894	694,595	(69,701)
Event Expense	656	1,000	(344)	25,871	27,000	(1,129)	25,871	27,000	(1,129)
Insurance	881	921	(40)	11,321	11,329	(8)	12,207	12,250	(43)
Investment in Economic Activity	-	-	-	-	-	-	-	5,000	(5,000)
Marketing - Departmental	4,673	2,458	2,215	19,343	28,120	(8,776)	26,578	30,578	(4,000)
Marketing - Organizational	333	2,774	(2,441)	16,231	31,226	(14,995)	20,231	34,000	(13,769)
Marketing- Trade	-	-	-	1,000	-	1,000	1,000	-	1,000
Membership Development	-	700	(700)	3,135	7,700	(4,565)	5,400	8,400	(3,000)
Office Supplies	47	200	(153)	986	7,650	(6,664)	2,986	7,850	(4,864)
Professional Fees	5,940	2,458	3,482	54,793	58,942	(4,149)	72,401	81,400	(9,000)
Postage and Printing	31	70	(39)	984	770	214	1,084	840	244
R31 Outreach	22	117	(95)	126	2,185	(2,059)	151	2,300	(2,149)
Rent	3,314	2,301	1,013	28,363	25,087	3,276	31,207	27,388	3,819
Sponsorships	-	-	-	6,670	5,000	1,670	7,170	7,000	170
Telecommunications	536	605	(69)	4,998	6,652	(1,653)	5,783	7,256	(1,473)
Travel/Training	5,769	2,150	3,619	28,080	39,753	(11,673)	36,980	42,296	(5,316)
Miscellaneous	5,392	2,903	2,489	36,386	45,886	(9,500)	39,386	48,789	(9,403)
<b>Total Operating Expenses</b>	<b>90,014</b>	<b>81,786</b>	<b>8,227</b>	<b>845,594</b>	<b>989,849</b>	<b>(144,255)</b>	<b>954,590</b>	<b>1,098,239</b>	<b>(143,648)</b>
<b>Net Revenue Over (Under) Expense</b>	<b>64,146</b>	<b>(16,919)</b>	<b>81,065</b>	<b>(15,775)</b>	<b>(55,964)</b>	<b>40,189</b>	<b>(31,434)</b>	<b>(84,493)</b>	<b>53,059</b>
<b>Non-Operating Income/Expense</b>									
Non-Operating Income/Expense									
Coulson Park	-	-	-	25,000	-	25,000	25,000	-	25,000
BSTSP	2,800	-	2,800	176,414	-	176,414	177,514	-	177,514
Federal EDA RLF	257,242	-	257,242	437,325	-	437,325	437,325	-	437,325
Contribution Expense	25,100	-	25,100	121,554	-	121,554	537,514	-	537,514
Bad Debt Expense	-	-	-	16,000	-	16,000	17,000	-	17,000
<b>Total Non-operating Income/Expense</b>	<b>234,942</b>	<b>-</b>	<b>260,042</b>	<b>501,185</b>	<b>-</b>	<b>622,740</b>	<b>85,325</b>	<b>-</b>	<b>85,325</b>
<b>Net Revenue Over (Under) Expense</b>	<b>299,088</b>	<b>(16,919)</b>	<b>341,106</b>	<b>485,410</b>	<b>(55,964)</b>	<b>541,374</b>	<b>53,891</b>	<b>(84,493)</b>	<b>138,384</b>



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# ATTACHMENT D



**Program Operating Revenue and Expense Comparison FY22 to FY23**

	EDA		EDC		Total	
	FY22 Budget	FY23 Budget	FY22 Budget	FY23 Budget	FY22 Budget	FY23 Budget
<b>Operating Revenue</b>						
Admin/Central Services	1,693,238	1,724,781			1,693,238	1,724,781
BSTSP					-	-
Communications	149,094	98,250			149,094	98,250
Community Development	66,580	179,387			66,580	179,387
Finance	484,723	506,588	728,746	762,467	1,213,469	1,269,055
Member Investor		53,381	285,000	282,000	285,000	335,381
PTAC	773,193	664,999			773,193	
Recruitment	9,540	6,360		15,000	9,540	21,360
Rock31		73,290			-	73,290
SBDC	223,230	187,870			223,230	187,870
VBOC	300,000	300,000			300,000	300,000
Workforce					-	-
Total Operating Revenue	<b>3,699,598</b>	<b>3,794,906</b>	<b>1,013,746</b>	<b>1,059,467</b>	<b>4,713,344</b>	<b>4,854,373</b>
<b>Operating Expenses</b>						
Admin/Central Services	1,018,828	982,165	129,808	131,765	1,148,636	1,113,930
BSTSP	6,398				6,398	-
Communications	258,336	245,579	188,991	157,744	447,327	403,323
Community Development	396,942	429,986			396,942	429,986
Finance	458,513	515,248	612,624	629,658	1,071,138	1,144,906
Member Investor		49,700	97,318	67,289	97,318	116,989
PTAC	772,260	674,402			772,260	
Recruitment	163,221	103,718	59,349	57,656	222,571	161,374
Rock31		240,185	8,147	10,000	8,147	250,185
SBDC	362,044	259,135			362,044	259,135
VBOC	228,842	234,176			228,842	234,176
Workforce	22,001	55,600	2,000	2,000	24,001	57,600
Total Operating Expenses	<b>3,687,385</b>	<b>3,789,893</b>	<b>1,098,239</b>	<b>1,056,113</b>	<b>4,785,624</b>	<b>4,846,006</b>
<b>Net Revenue Over (Under) Expense</b>	<b>12,212</b>	<b>5,013</b>	<b>(84,493)</b>	<b>3,354</b>	<b>(72,280)</b>	<b>8,367</b>

**Sources of Cash:**

<b>BSF Position Funded by Operating Reserve</b>		69,984		69,984
<b>Opportunity Fund Allocation for Recruitment</b>		15,000	15,000	15,000
<b>Subtotal</b>		491	18,354	12,704

<b>Non-Operating Revenue/Expense</b>						
Admin/Central Services	16,193	(16,612)			16,193	(16,612)
BSTSP	1,372,020				1,372,020	-
Communications		(10,601)			-	(10,601)
Community Development		(10,512)			-	(10,512)
Finance		(26,436)			-	(26,436)
Member Investor		(2,801)			-	(2,801)
PTAC		(11,204)				(11,204)
Recruitment		(5,237)			-	(5,237)
Rock31		(60,473)			-	(60,473)
SBDC		(12,163)			-	(12,163)
VBOC		(10,512)			-	(10,512)
Workforce					-	-
<b>Net Revenue Over (Under) Expense</b>	<b>1,400,425</b>	<b>(161,538)</b>	<b>(84,493)</b>	<b>3,354</b>	<b>1,315,933</b>	<b>(158,184)</b>
<b>Net Revenue Over (Under) Expense</b>	<b>1,400,425</b>	<b>(161,538)</b>	<b>(84,493)</b>	<b>3,354</b>	<b>1,315,933</b>	<b>(158,184)</b>



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# ATTACHMENT E

**SBA 504 Loan Requests**

I. Big Sky EDC is requesting approval to submit to the US Small Business Administration the following SBA 504 loan request. The Big Sky EDC Loan Committee has reviewed the request and recommends approval to the full EDC Board for submission to the SBA for final approval. The request meets all the underwriting and eligibility requirements of the EDC.

1. **OBW 1 LLC / 313 N Broadway LLC** – Purpose of this request is for the purchase of an existing commercial real estate property, renovations, and equipment for OBW 1 LLC, dba Spitz. The project property is located at 313 N. Broadway in downtown Billings. Spitz will be a new fast-casual restaurant specializing in Mediterranean street food. This is a franchise restaurant and will be the first in Montana. The restaurant will be open seven days a week serving lunch and dinner. Jenna and Peter O’Brien and Lonny White will be the owners of both entities. Jenna and her spouse, Peter, will be the primary operators in charge of all day-to-day functions. Lonnie will provide additional management experience but will not be as involved in the daily operations.

The total SBA debenture will be \$461,000 on a 25-year note. Big Sky EDC and the SBA will be in a 2<sup>nd</sup> lien position on the real and personal property behind Stockman Bank of Montana. The project meets a Community Development goal for new income to the community. There are projected to be ten new jobs created because of this project.



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# ATTACHMENT F

September 15, 2022 – Big Sky EDC Board Meeting

**Big Sky EDA-RLF Loan Request**

I. Big Sky EDC Finance Department is requesting approval for the following EDA-RLF request. The Big Sky EDA-RLF Loan Committee has reviewed the request and recommends approval to the full EDC Board. The request meets all the underwriting and eligibility requirements of the program.

1. **Bulldog Towing, LLC** – Request is for \$180,000 for the purchase of a used heavy-haul tow truck and working capital for Bulldog Towing, LLC. Bulldog Towing is a new business being started by Owen Wood. Owen and his spouse will be 100% owners of this operating entity. Owen is a U.S. Marine Veteran with extensive experience in trucking as well as diesel and heavy equipment mechanics and maintenance. Owen has previously worked for other tow truck companies in Billings.

This financing will provide Owen and Bulldog Towing to purchase a used 1987 Peterbilt heavy-haul tow truck. Owen sees there as being a need for this service in the area. The company will provide 24/7 emergency response.

Financing will utilize the EDA-RLF funds in the amount of \$180,000. Owen will be contributing 10% personal equity into the project. Terms will be 7 years at 4.75% as permitted by the program. The EDA-RLF is being utilized as credit is not available elsewhere for this use of funds. Loan Committee has reviewed and approved the request.



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# ATTACHMENT G

## MEMORANDUM OF UNDERSTANDING

between

**Yellowstone County Commissioners, Big Sky Economic Development Authority,  
City of Billings, City of Laurel,**

and

**Beartooth Resource Conservation & Development Area, Inc.**

**THIS MEMORANDUM OF UNDERSTANDING** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 202\_, by and between **Beartooth Resource Conservation & Development Area, Inc.**, whose principal business address is P.O. Box 180, Joliet, Montana 59041, hereinafter referred to as “Beartooth RC&D” and **Yellowstone County Commissioners (in cooperation with the City of Billings, City of Laurel, and Big Sky EDA)**, and hereinafter referred to as “**the Entity.**”

**WHEREAS**, The Beartooth RC&D has been formally recognized by the U.S. Department of Commerce, Economic Development Administration (EDA) as a designated Economic Development District (EDD), and as a District, the Beartooth RC&D has been awarded funding to carry out its Comprehensive Economic Development Strategy (CEDs). This funding will provide a staff person, administrative support, and operating costs. This is a continual grant, renewable based on successful program operation and availability of federal funds. Local match is required.

**WHEREAS**, Each entity participating in the District will designate a representative and an alternate to the regional Beartooth RC&D Board. This individual will convey the needs and economic development goals of the community to the Beartooth RC&D board meetings. Regular board meetings will be held every two months to assess project status and evaluate regional economic development needs.

**NOW THEREFORE IT IS UNDERSTOOD AS FOLLOWS:**

### **ARTICLE 1: SCOPE OF WORK:**

Beartooth RC&D employs an Economic Development Director to assist in the completion of the Comprehensive Economic Development Strategy for the five-county region. The Director’s time will be allocated consistent with the goals in the CEDs by the Beartooth RC&D board of directors. The board is composed of one representative and an alternate from business partners, county and local elected officials, and local economic development partners from our five-county region. Input from this board is essential for meeting the needs of the communities in our region.

Priority will be assigned projects of regional scope or projects with strong local leadership. Grant funding for this position is from EDA; therefore, emphasis will be on regional economic development planning and projects which have a correlation to job creation, economic diversification, and increased tax base. Matching funds are from participating entities, and emphasis will be placed on their specified projects.

## **Annual Evaluation:**

The performance of the Economic Development District will be evaluated annually by local entities participating on the regional Beartooth RC&D Board. Progress and/or accomplishments on each program/project will be reported and evaluated to ensure resources are being utilized in the most effective and efficient manner possible. Annual Comprehensive Economic Development Strategy updates and an annual plan of work will be developed with input from the Beartooth RC&D staff and board. Annual reports on projects and economic development activities will be provided to the board and participating entities along with the renewal of the Memorandum of Understanding.

## **ARTICLE 2: PERIOD OF PERFORMANCE**

The term of this Memorandum of Understanding shall be from the date it is signed through **June 30, 2023**, unless extended by mutual agreement by both parties. Such extension must be in writing, signed by authorized representatives of both parties, and made a part of the original Memorandum of Understanding by modification reference. This Memorandum of Understanding supersedes the prior Memorandum for participation in the Economic Development District.

## **ARTICLE 3: PAYMENT**

The Entity's annual contribution will be **\$4,500.00** as a "Membership" fee plus a per capita assessment of **.19** cents per person. These funds will provide the necessary match to obtain the \$70,000.00 in federal funds. Entities who do not participate financially in the match requirement will not receive services from the Economic Development Director. The calculated fee for **Yellowstone County** is **\$35,798.98**. This figure is a total of the **\$4,500.00** county fee plus **\$31,298.89** per capita formula using a population of **161,300 x (.19)** as per the 2020 Census data. Yellowstone County's full payment will be separated into a four-way payment system. Each entity within the county will pay a percentage (%) similar to the previous year. Big Sky EDA- 34% or **\$12,171.62**, City of Billings- 36% or **\$12,887.60**, City of Laurel- 6% or **\$2,147.93** and Yellowstone County- 24% or **\$8,591.73**.

Annually, the Beartooth RC&D/EDD staff will provide a comprehensive report of the past year's activity. A new Memorandum of Understanding will be prepared and a request for the following year's match submitted. Entities will be billed for match funds after January 1, 2022, for the current year's assessment.

Payment as provided in this section shall be full compensation for work performed, services rendered, and for all materials, supplies, equipment, and incidentals necessary to complete the work.

## **ARTICLE 4: EXAMINATION OF BEARTOOTH RC&D RECORDS**

The County or its representatives shall have the right to examine any books, records, or other documents of the Beartooth RC&D directly relating to costs when such costs are the basis of compensation hereunder.



## **ARTICLE 5: OWNERSHIP AND USE OF DOCUMENTS**

Reproducible copies of all documents and other materials produced by the Beartooth RC&D in connection with the services rendered under this memorandum of understanding shall be provided to the County for the County's use whether the project for which they are made is executed or not. Beartooth RC&D shall be permitted to retain originals, including reproducible originals, of drawings and specifications for information, reference and use in connection with Beartooth RC&D's endeavors.

## **ARTICLE 6: WARRANTY**

Beartooth RC&D warrants that all services performed herein shall be performed using that degree of skill and care ordinarily exercised in and consistent with generally accepted practices for the nature of the services and shall conform to all requirements of this Memorandum of Understanding.

## **ARTICLE 7: SAFETY**

Beartooth RC&D agrees to fully comply with the Occupational Safety and Health Act of 1970, all regulations issued thereunder, and all state laws and regulations enacted and adopted pursuant thereto. The Beartooth RC&D shall take all necessary precautions in performing the services hereunder to prevent injury to persons or damage to property.

## **ARTICLE 8: CONFIDENTIALITY AND CONFLICTS OF INTEREST**

Beartooth RC&D agrees to hold in strict confidence any proprietary or other data, findings, results, or recommendations deemed to be confidential by the County and obtained or developed by Beartooth RC&D in connection with the work under this memorandum of understanding. Beartooth RC&D warrants and agrees they do not and will not have any conflicts of interest regarding the performance of services hereunder.

## **ARTICLE 9: APPLICABLE LAW**

This Memorandum of Understanding shall be governed in all respects by the laws of the State of Montana. No changes, amendments or modifications of any of the terms and conditions hereof shall be valid unless agreed to in writing. Venue of any proceeding arising hereunder shall be the Twenty-second Judicial District.

## **ARTICLE 10: COMPLIANCE WITH LAWS**

Beartooth RC&D shall in performing the services contemplated by this Memorandum of Understanding, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Memorandum of Understanding.

## **ARTICLE 11: CHANGES**

The parties, by mutual agreement, may at any time during the term of this Memorandum of Understanding and without invalidating the Memorandum of Understanding, make changes within the general scope of the Memorandum of Understanding. The Beartooth RC&D agrees to perform such changed services.

## **ARTICLE 12: TERMINATION**

This Memorandum of Understanding may be terminated in whole or in part, in writing, by either party in the event of substantial failure by the other party to fulfill its obligations under this Memorandum of Understanding through no fault of the terminating party, provided that no termination may be effected unless the other party is given: (1) not less than ten (10) days written notice (delivered by certified mail, return receipt requested) of intent to terminate; and (2) an opportunity for consultation with the terminating party prior to termination.

Upon such termination the County shall pay the Beartooth RC&D amounts due and unpaid for services rendered as of the effective date of termination, and the Beartooth RC&D shall provide to the County all materials, surveys, reports, data, and other information performed or prepared as of such date.

## **ARTICLE 13: INDEMNIFICATION**

Beartooth RC&D agrees to and does hereby indemnify and save the County, its officers, officials and employees, harmless against and from:

1. Any and all claims and liabilities, including but not limited to costs, expenses, and attorney fees arising from injury to, or death of, persons (including claims and liabilities for care or loss of services in connection with any bodily injury or death) and including injuries, sickness, disease, or death to Beartooth RC&D employees occasioned by a negligent act, omission, or failure of the Beartooth RC&D;
2. Any and all claims and liabilities, including costs and expenses, for loss or destruction of or damage to any property belonging to the Beartooth RC&D or the County caused by a negligent act, omission, or failure of the Beartooth RC&D; and
3. Any fines, penalties, or other amounts assessed against the County by reason of the Beartooth RC&D's failure to comply with all health, safety, and environmental laws and regulations applicable to the services, resulting directly or indirectly from, or occurring in the course of, the Beartooth RC&D's performance of the services. However, this indemnity shall not extend to claims and liabilities for (i) injury or death to persons or (ii) loss of or damage to property to the extent that these claims and liabilities result directly from the County's negligence or willful misconduct.

## **ARTICLE 14: INSURANCE**

Beartooth RC&D shall maintain and demonstrate the following types of insurance:

1. Beartooth RC&D agrees that its employees and particularly the employees designated to work on this memorandum of understanding are covered by applicable Worker's Compensation provisions. The Beartooth RC&D further agrees that if the County should legally incur any costs whatsoever under the Worker's Compensation laws by reason of the Beartooth RC&D employees' injury or death while engaged in the contract work, the Beartooth RC&D will indemnify and hold harmless the County for such costs which the County may be legally be required to pay to employees of the Beartooth RC&D.

2. Comprehensive general liability insurance for bodily injury, death, or loss of or damage to property of third persons or other liability due to the negligent acts of the Beartooth RC&D in the minimum amounts of \$500,000 per occurrence and \$1,000,000 aggregate for personal injury; and \$500,000 per occurrence/aggregate for property damage. Proof of coverage as required by this section shall be delivered to the County within fifteen (15) days of execution of this Agreement.

3. Professional liability errors and omissions insurance in a minimum amount of \$100,000.00.

## **ARTICLE 15: NONDISCRIMINATION**

Beartooth RC&D will not discriminate against any employee or applicant for employment relating to this project on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin. All hiring associated with any project shall be on the basis of merit and qualifications related to the requirements of the particular position being filled.

## **ARTICLE 16: INDEPENDENT CONTRACTOR**

Beartooth RC&D and the County agree that the Beartooth RC&D is an independent contractor with respect to the services provided pursuant to this Memorandum of Understanding. Nothing in this Memorandum of Understanding shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Beartooth RC&D nor any employee of the Beartooth RC&D shall be entitled to any benefits accorded County employees by virtue of the services provided under this Memorandum of Understanding. The County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state Worker's Compensation program, nor shall the County be deemed in any way to assume the duties of an employer with respect to the Beartooth RC&D or any employee of the Beartooth RC&D.

## **ARTICLE 17: ASSIGNMENT**

Beartooth RC&D shall not sublet or assign any of the services covered by this Memorandum of Understanding without the express written consent of the County.

**ARTICLE 18: NON-WAIVER**

Waiver by the County of any provision of this memorandum of understanding or any time limitation provided for in this memorandum of understanding shall not constitute a waiver of any other provision.

**ARTICLE 19: NOTICES**

Any Notice to be served hereunder may be served upon the parties personally or served by certified mail, return receipt. Notice served by mail shall be deemed complete upon deposit of said notice in any United States Post Office, postage prepaid, directed to the party to be served, at the following addresses:

**COUNTY:** Big Sky EDA  
222 N 32<sup>nd</sup> St. Ste 200  
Billings, MT 59101

**RC&D:** Beartooth RC&D  
P.O. Box 180  
Joliet, MT 59041

**ARTICLE 20: INTEGRATED AGREEMENT**

This Memorandum of Understanding together with attachments or addenda represents the entire and integrated Agreement between the Entity and the Beartooth RC&D and supersedes all prior negotiations, representations, or agreements, written or oral. This Memorandum of Understanding may be amended only by written instrument signed by both the Entity and the Beartooth RC&D.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals to this Memorandum of Understanding the day and year in this instrument first above written.

**Big Sky EDA**

**BEARTOOTH RC&D/EDD**

\_\_\_\_\_  
Steve Arveschoug, Executive Director

\_\_\_\_\_  
Ryan VanBallegooyen, Chairman

ATTEST: \_\_\_\_\_

Date: \_\_\_\_\_



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# ATTACHMENT H

Steve,

This email is to confirm we have completed an election process to our Member Investors approving or denying the five candidates selected from the nominating committee to serve their eligible term on Big Sky Economic Development Corporation's Board beginning January 1, 2023.

We have received over a majority vote of 70 individual Member Investor approval votes. The five approved Board Members are:

Kim Jakub – General Manager, Exxon Mobil Billings Refinery (5-year term)  
Andy Gott - VP Commercial Group Manager, First Interstate Bank (3-year term)  
Nick Pancheau - President, Collaborative Design Architects (5-year term)  
Bob Wilmouth - President, Rocky Mountain College (3-year term)  
Tyler Wiltgren - Executive Director, St. V's Healthcare Foundation (5-year term)

Please do respond if you need anything separate or additional information.

Patrick

---

BIGSKYECONOMICDEVELOPMENT.ORG



**Patrick Klugman**  
DIRECTOR OF Development  
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