

**Big Sky EDA/EDC  
Executive Committee Agenda  
October 5, 2022  
7:00 AM to 9:00 AM  
Zoot Training and Conference Space (2<sup>nd</sup> Floor BSED Building)**

**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 –Ann Kosempa, Kim Jakub, Andy Gott, Nick Pancheau, Jen Kobza  
EDA –Ken Lutton, Judi Powers, Riley Bennett, Paul Neutgens, Debbie Desjarlais

**7:00 A.M.— Call to Order** – Ann Kosempa, EDC Chair

**Public Comments/Board Member and Staff Announcements**

**Agenda Changes**

**REGULAR AGENDA**

- A. Approval of EDA/EDC Minutes**  
- September 7, 2022 Ex. Committee Meeting (Attachment A) (Action)
- B. Approval of EDA/EDC Financials—Steve**  
- August 2022 EDA and EDC Financials (preliminary) (Attachment B) (Action)  
- Status of Controller Search (Info)  
- Building Project Preliminary-Final Budget Presentation (Handout) (Action)
- C. Executive Director Report--Steve**  
- Staffing/Reorganization Update (Info)  
- Strategic Priorities Update (Info)
- D. Program Action Items/Reports**  
1. Preliminary Legislative Priorities—Allison (Handout) (Action)  
2. Brownfields RLF Program—Dianne (Handout) (Action)  
3. Member Investor Program Update—Patrick (Info)

**Consideration of Executive Session** (as needed)

**Public Comment**

**Adjourn**

**Next Executive Committee Meeting – November 2 (7:00 A.M. to 9:00 A.M.) Location-Zoot Training and Conference Space, BSED Building). *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.***



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# ATTACHMENT A



## **Executive Director Dialogue**

### EDC Board Election Results

Steve shared with the Committee the EDC Board Election Results. Steve announced that the nominated Board members were approved to serve another term.

### Beartooth RC&D MOU

Steve shared with the Committee the Memorandum of Understanding (MOU) for Beartooth RC&D which will be presented to the joint board.

### Approval of Beartooth RC&D MOU

Motion: Paul Neutgens to approve the Beartooth RC&D MOU, as presented to the Executive Committee.

Second: Nick Pancheau

Discussion: None

Motion: Carried

### Staffing/Reorganization Update

Steve shared with the Committee staffing updates. Steve shared one of the biggest challenges is retaining the team and would like to pull a couple of members of the Executive Committee together to discuss restructure opportunities. A discussion was held among the Committee.

Steve shared the reorganization goals: (1) Sustaining thriving working environment (2) Reasonable reporting structure (3) Empower leaders (4) Growth opportunities within the organization. Steve has been working closely with Karen Grosz and the Leadership Team on structure scenarios. Steve answered the Board Members' questions.

## **Program Action Items/Reports**

### Annual Meeting/Grand Opening—Marcell

Marcell shared the itinerary details for the BSED Annual Meeting/Grand Opening.

### Operations—Becky

Becky shared the latest updates on the building project. TW Clark will have the last portions of the project completed by early next week. Becky commended Marcel for her hard work on final touches decorating the building. Becky updated the Committee on the plan to retain a barista to serve the first floor and public. Becky is expecting to be able to do closeout on the budget by end of the month. Becky gave an update on the Federal Grant reimbursement and the final closeout plan. Becky anticipates the Grant closeout to occur in the middle of October.

### Rock31 Update—Kevin/Ryan

Kevin introduced Ryan Walla, the Community Manager, to the Committee. Kevin announced the Rock31 Members that are renting the spaces in the building and shared the details about the Rock31 program. Kevin also shared with the Board that high school and college entrepreneurs will be able to feature their products in the barista space and receive feedback from the member entrepreneurs. Ryan shared the plan to secure memberships at the Grand Opening.

### Member Investor Program Update—Patrick

Patrick gave a Member Investor update to the Committee. We added two new Member Investors last month. Total Member Investors are at 140 currently. Patrick updated the Committee on the Bus tour plan anticipated to occur on October 20<sup>th</sup>. Patrick highlights the donor wall that recognizes donors all donors.

## **Consideration of Executive Session**

None

## **Public Comment:**

None

## **Adjourn:**

Ken Lutton adjourned the meeting at 8:15am.

Next Meeting – October 5, 2022



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# ATTACHMENT B

**Big Sky EDA**  
**Balance Sheet**  
**As of August 31, 2022**

7:23 AM  
09/30/2022  
Accrual Basis  
Aug 31, 22

**ASSETS**

**Current Assets**

**Checking/Savings**

Valley Federal Credit Union Sav	25.00
Valley Federal Credit Union Mon	300,809.76
Altana - Savings	25.00
Rocky Mountain Money Market	43,289.09
First Interstate Bank x1210	293,520.54
FIB x0436-Recovered Prop Taxes	626.05
FIB-Operating Reserve x6437	251,242.76
FIB x2005-SBDC Program Income	9,932.60
FIB x8987-BSTSP	172,980.58
Stockman x2136-Opportunity Fund	85,514.82
Opp Bank x5375-Opportunity Fund	628,390.07
Stockman x3935-GE MX	15,127.87
Yellowstone County Funds	325,335.76

**Total Checking/Savings** 2,126,819.90

**Accounts Receivable**

A/R	379,141.53
A/R - PTAC	142,285.00
A/R-SBDC	10,620.81
AR -VBOC	101,421.10

**Total Accounts Receivable** 633,468.44

**Other Current Assets**

Grants Receivable	50,000.00
Opp Fund CDs (current)	1,734,415.52
American Revenue Guarantee	6,887.28
Due To/Due From EDC	122,625.01
Tax Levy Receivable	4,427.39
Tax Levy Receivable - Protested	57.02
Allowance for Doubtful Accts	-57.02
Prepaid Expenses	9,948.11

**Total Other Current Assets** 1,928,303.31

**Total Current Assets** 4,688,591.65

**Fixed Assets**

Construction in Progress	4,354,178.09
Bank Building - Land	301,750.00
Bank Building - Building	1,473,250.00
Accumulated Depreciation	-57,257.12

**Total Fixed Assets** 6,071,920.97

**Other Assets**

Right of Use Asset	7,781.28
Barista Equipment	12,000.00
Deposit	5,181.09
Opp Fund - CDs (non current)	642,380.35
Cabelas Conduit x0603	319.17
Deferred Outflow of Resources	129,336.30

**Total Other Assets** 796,998.19

**TOTAL ASSETS** 11,557,510.81

**Aug 31, 22**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

Accounts Payable 520,422.24

**Total Accounts Payable** 520,422.24

**Credit Cards** 15,168.17

**Other Current Liabilities**

Accrued Expenses 100,018.93

Payroll Liabilities -270.48

Compensated Absences 171,176.93

Deferred Revenues 36,000.00

**Total Other Current Liabilities** 306,925.38

**Total Current Liabilities** 842,515.79

**Long Term Liabilities**

Lease Liability 7,781.28

Deferred Inflow of Resources 386,724.00

Pension Liability 563,223.00

**Total Long Term Liabilities** 957,728.28

**Total Liabilities** 1,800,244.07

**Equity**

Net Assets 7,239,523.47

Contributed Capital 3,193,580.22

Prior Period Adjustment -482,469.85

Net Income -193,367.10

**Total Equity** 9,757,266.74

**TOTAL LIABILITIES & EQUITY** 11,557,510.81

Big Sky EDA  
**Profit & Loss Budget vs. Actual**  
 July through August 2022

7:15 AM  
 09/30/2022  
 Accrual Basis

	TOTAL					
	Jul 22	Budget	Aug 22	Budget	Jul - Aug 22	Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Department of Defense	73,285.00	54,400.75	45,000.00	54,400.75	118,285.00	108,801.50
EDC Reimbursement	63,206.38	60,077.00	60,391.94	60,077.00	123,598.32	120,154.00
EPA - Brownfields	400.00	13,888.89	0.00	13,888.89	400.00	27,777.78
Grant Administration	0.00	416.67	1,845.00	416.67	1,845.00	833.34
Health Levy Revenue	7,420.00	8,965.83	7,950.00	8,965.83	15,370.00	17,931.66
Mill Levy Revenue	771.05	0.00	124.36	0.00	895.41	0.00
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Recovery of Protested Taxes	1,223.08	0.00	0.00	0.00	1,223.08	0.00
Rock31 Barista Rent Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Rock31 Membership Revenue	0.00	0.00	0.00	0.00	0.00	0.00
SBA/MT Dept of Commerce	15,582.41	13,541.67	10,572.81	13,541.67	26,155.22	27,083.34
Uncategorized Income	0.00	0.00	2,000.00	0.00	2,000.00	0.00
VBOC	25,179.36	25,000.00	25,048.93	25,000.00	50,228.29	50,000.00
<b>Total Income</b>	<b>187,067.28</b>	<b>176,290.81</b>	<b>152,933.04</b>	<b>176,290.81</b>	<b>340,000.32</b>	<b>352,581.62</b>
<b>Gross Profit</b>	<b>187,067.28</b>	<b>176,290.81</b>	<b>152,933.04</b>	<b>176,290.81</b>	<b>340,000.32</b>	<b>352,581.62</b>
<b>Expense</b>						
BID Assessment	0.00	0.00	0.00	0.00	0.00	0.00
Strategic Priorities	0.00	1,250.00	0.00	1,250.00	0.00	2,500.00
Advertising	244.49	79.00	0.00	19.00	244.49	98.00
Amortization Expense	104.57	0.00	105.47	0.00	210.04	0.00
Property Tax Protests	0.00	0.00	0.00	0.00	0.00	0.00
Community Development Projects	0.00	0.00	200.00	0.00	200.00	0.00
Contingency	0.00	5,000.00	0.00	5,000.00	0.00	10,000.00
Dues and Subscriptions	8,769.69	8,687.46	5,575.75	23,293.70	14,345.44	31,981.16
Employer Contributions	44,319.20	47,384.90	44,385.56	47,384.90	88,704.76	94,769.80
Event Expense	0.00	833.33	0.00	833.33	0.00	1,666.66
Insurance	6,200.07	6,245.93	2,812.78	2,672.12	9,012.85	8,918.05
Interest Expense	68.66	0.00	67.76	0.00	136.42	0.00
Marketing	15,504.75	7,520.41	1,153.16	7,520.41	16,657.91	15,040.82
Miscellaneous	2,797.03	2,553.32	967.16	2,403.32	3,764.19	4,956.64
Office Equipment	95.99	4,500.00	799.98	0.00	895.97	4,500.00
Office Expense	9,472.39	2,242.67	2,934.79	2,041.67	12,407.18	4,284.34
Building Operations/Maintenance	560.43	9,490.44	1,929.04	9,490.44	2,489.47	18,980.88
Professional Fees	785.92	20,420.71	814.93	37,320.71	1,600.85	57,741.42
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
PTAC Subcenter	34,769.69	37,233.00	32,000.00	37,233.00	66,769.69	74,466.00
Rent	11,855.21	500.00	6,127.61	0.00	17,982.82	500.00
Repairs	0.00	833.33	0.00	833.33	0.00	1,666.66
Salaries/Wages	146,664.35	148,898.14	135,653.44	148,898.14	282,317.79	297,796.28
Sponsorships	0.00	416.67	0.00	416.67	0.00	833.34
TEDD	0.00	0.00	0.00	0.00	0.00	0.00
Telecommunications	3,510.86	3,858.40	1,971.70	3,858.40	5,482.56	7,716.80
Travel/Training	5,043.28	13,236.74	3,316.04	11,247.74	8,359.32	24,484.48
<b>Total Expense</b>	<b>290,766.58</b>	<b>321,184.45</b>	<b>240,815.17</b>	<b>341,716.88</b>	<b>531,581.75</b>	<b>662,901.33</b>
<b>Net Ordinary Income</b>	<b>-103,699.30</b>	<b>-144,893.64</b>	<b>-87,882.13</b>	<b>-165,426.07</b>	<b>-191,581.43</b>	<b>-310,319.71</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
Contribution Revenue	15,800.00	0.00	0.00	0.00	15,800.00	0.00
US EDA Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	195.24	1,022.40	731.45	1,022.40	926.69	2,044.80
<b>Total Other Income</b>	<b>15,995.24</b>	<b>1,022.40</b>	<b>731.45</b>	<b>1,022.40</b>	<b>16,726.69</b>	<b>2,044.80</b>
<b>Other Expense</b>						
Relocation/BSTSP Transformation	4,599.49	11,855.21	3,875.75	11,855.22	8,475.24	23,710.43
Depreciation Expense	0.00	18,819.58	10,037.12	18,819.58	10,037.12	37,639.16
<b>Total Other Expense</b>	<b>4,599.49</b>	<b>30,674.79</b>	<b>13,912.87</b>	<b>30,674.80</b>	<b>18,512.36</b>	<b>61,349.59</b>
<b>Net Other Income</b>	<b>11,395.75</b>	<b>-29,652.39</b>	<b>-13,181.42</b>	<b>-29,652.40</b>	<b>-1,785.67</b>	<b>-59,304.79</b>
<b>Net Income</b>	<b>-92,303.55</b>	<b>-174,546.03</b>	<b>-101,063.55</b>	<b>-195,078.47</b>	<b>-193,367.10</b>	<b>-369,624.50</b>



**Big Sky Economic Development Corporation**  
**Balance Sheet**  
As of August 31, 2022

6:34 PM

09/29/2022

Accrual Basis

Aug 31, 22

**ASSETS**

**Current Assets**

**Checking/Savings**

Charles Schwab Investment Accou	0.01
First Interstate Bank x7262	118,676.45
FIB x3762-Long Term Reserve	250,000.00
FIB x2242-Federal EDA RLF	458,887.17
Stockman x2114-SSBCI Clearing	236,692.12
FIB x3754-SSBCI Principal	189,839.85
FIB x0594-Coulson Park	76,530.43
FIB x0222-OF/406 Impact	60,897.61
FIB x3924-RLF	262,421.45

**Total Checking/Savings** 1,653,945.09

**Accounts Receivable**

Pledges Receivable	65,600.00
Accounts Receivable	43,000.00

**Total Accounts Receivable** 108,600.00

**Other Current Assets**

Fed EDA RLF Portfolio - Current	19,164.76
Stabilization Loans - Current	37,155.05
Prepaid Expenses	2,545.13
RLF Portfolio-Current	26,885.10
SSBCI Portfolio-Current	36,444.53

**Total Other Current Assets** 122,194.57

**Total Current Assets** 1,884,739.66

**Other Assets**

Fed EDA RLF - Non-Current	208,799.35
Stabilization Loans-Noncurrent	7,505.57
Allowance for Loan Losses	-23,855.70
RLF Portfolio-Non Current	200,948.84
SSBCI Portfolio-Non Current	795,368.25

**Total Other Assets** 1,188,766.31

**TOTAL ASSETS** 3,073,505.97

**Aug 31, 22**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

Accounts Payable 4,948.95

**Total Accounts Payable** 4,948.95

**Credit Cards** 5,475.18

**Other Current Liabilities**

Deferred 504 Revenue 13,285.92

Accrued Expenses 43.92

Due to/Due From EDA 122,625.01

**Total Other Current Liabilities** 135,954.85

**Total Current Liabilities** 146,378.98

**Total Liabilities** 146,378.98

**Equity**

Retained Earnings 2,939,820.28

Net Income -12,693.29

**Total Equity** 2,927,126.99

**TOTAL LIABILITIES & EQUITY** **3,073,505.97**

**Big Sky Economic Development Corporation**  
**Profit & Loss Budget vs. Actual**  
 July through August 2022

6:25 PM

09/29/2022

Accrual Basis

	TOTAL					
	Jul 22	Budget	Aug 22	Budget	Jul - Aug 22	Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Federal EDA RLF	738.97	0.00	711.37	0.00	1,450.34	0.00
Grant Administration	0.00	4,166.67	0.00	4,166.67	0.00	8,333.34
BSTSP	1,000.00	0.00	2,500.00	0.00	3,500.00	0.00
Stabilization Loan Interest	86.68	86.68	80.60	80.59	167.28	167.27
Interest Income	29.11	1,500.00	169.48	1,500.00	198.59	3,000.00
Float Income	0.00	0.00	0.00	0.00	0.00	0.00
504 Loan Origination	5,088.16	19,166.67	41,770.64	19,166.67	46,858.80	38,333.34
504 Loan Servicing	32,297.99	33,050.45	31,882.07	33,050.45	64,180.06	66,100.90
Member Investment	28,000.00	70,500.00	0.00	0.00	28,000.00	70,500.00
Member Investment - Trades	447.02	0.00	0.00	0.00	447.02	0.00
Miscellaneous Income	120.42	1,968.99	66.40	1,968.99	186.82	3,937.98
RLF Business Loan Interest	1,653.65	1,300.00	1,093.84	1,300.00	2,747.49	2,600.00
SSBCI Revenue	2,347.20	1,500.00	2,439.88	1,500.00	4,787.08	3,000.00
<b>Total Income</b>	<b>71,809.20</b>	<b>133,239.46</b>	<b>80,714.28</b>	<b>62,733.37</b>	<b>152,523.48</b>	<b>195,972.83</b>
<b>Gross Profit</b>	<b>71,809.20</b>	<b>133,239.46</b>	<b>80,714.28</b>	<b>62,733.37</b>	<b>152,523.48</b>	<b>195,972.83</b>
<b>Expense</b>						
Business Accelerator	0.00	833.33	0.00	833.33	0.00	1,666.66
Contract Support	0.00	0.00	0.00	0.00	0.00	0.00
Legal Fees	0.00	4,333.34	0.00	4,333.34	0.00	8,666.68
R31 Outreach	0.00	0.00	0.00	0.00	0.00	0.00
Investment in Economic Activity	0.00	0.00	0.00	0.00	0.00	0.00
Contribution Expense	15,800.00	0.00	0.00	0.00	15,800.00	0.00
Business Incubation	0.00	0.00	0.00	0.00	0.00	0.00
Postage	402.44	70.00	164.83	70.00	567.27	140.00
Bank Fees	40.00	40.50	31.75	40.50	71.75	81.00
Business Recruitment	0.00	1,250.00	0.00	1,250.00	0.00	2,500.00
Contingency	0.00	833.33	0.00	833.33	0.00	1,666.66
Dues and Subscriptions	1,546.37	2,014.70	420.53	469.70	1,966.90	2,484.40
EDA Reimbursement	63,206.38	60,077.00	60,391.94	60,077.00	123,598.32	120,154.00
Event Expense	411.31	0.00	1,100.77	7,000.00	1,512.08	7,000.00
Insurance	881.00	2,321.00	881.00	881.00	1,762.00	3,202.00
Marketing	1,476.88	3,025.00	522.13	2,625.00	1,999.01	5,650.00
Membership Development	227.38	1,100.00	18.25	1,100.00	245.63	2,200.00
Miscellaneous	2,991.02	4,175.00	5,619.17	2,100.00	8,610.19	6,275.00
Office Supplies	789.22	200.00	17.97	200.00	807.19	400.00
Professional Fees	531.32	6,200.00	20.25	14,000.00	551.57	20,200.00
Rent	335.58	2,884.82	335.58	339.66	671.16	3,224.48
Sponsorships	1,500.00	0.00	550.00	0.00	2,050.00	0.00
Telephone	395.00	644.69	395.00	694.69	790.00	1,339.38
Travel & Training	4,281.99	6,930.00	-68.29	4,750.00	4,213.70	11,680.00
<b>Total Expense</b>	<b>94,815.89</b>	<b>96,932.71</b>	<b>70,400.88</b>	<b>101,597.55</b>	<b>165,216.77</b>	<b>198,530.26</b>
<b>Net Ordinary Income</b>	<b>-23,006.69</b>	<b>36,306.75</b>	<b>10,313.40</b>	<b>-38,864.18</b>	<b>-12,693.29</b>	<b>-2,557.43</b>
<b>Net Income</b>	<b>-23,006.69</b>	<b>36,306.75</b>	<b>10,313.40</b>	<b>-38,864.18</b>	<b>-12,693.29</b>	<b>-2,557.43</b>