



**Big Sky EDA/EDC Joint Executive Committee Meeting Minutes**  
**Wednesday, January 3, 2018 – 7:30 AM – 9:00 AM**  
**Rosebud Room, 2<sup>nd</sup> Floor – Granite Tower**

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

**Committee Members Present:** EDA – Jennifer Smith, Cory Moore, Robin Rude, Sheri Nicholson, Paul Neutgens  
EDC – Eric Simonsen, Mike Nelson, Mike Seppala, David Trost, Steve Loveless

**Staff and others Present:** Steve Arveschoug, Becky Rogers, Jim Tevlin, Austin Trunkle, Melanie Schwarz,  
Brandon Berger, Dianne Lehm, Allison Corbin, Evelyn Pyburn

**Call to Order:**

Eric Simonsen, EDC Chair, called the meeting to order at 7:30 am

Being the first Executive Committee Meeting of 2018, our new committee members, Paul Neutgens and Mike Seppala were introduced.

**Agenda Changes for Today's Meeting:**

Adjustments to the agenda include a modification to the disclosure form regarding loan approvals and there will be no Coulson Park Agreement.

**Public Comments:** None

**Agenda:**

Approval of EDA/EDC Executive Committee Minutes of December 6, 2017

Motion: Sheri Nicholson, to approve and forward to the Board of Directors, the December 2017 Executive Committee Minutes as presented to the Executive Committee.

Second: Robin Rude

Discussion: It was noted that there are a few spelling errors which will be corrected.

Motion carried

Approval of November 2017 EDA/EDC Financials – Jim

Jim gave a Finance update to the Committee. Regarding EDC, revenues from Member Investors seem down but many came in during the month of December and that will be reflected next month. Steve commented that over the last 9 years, we've budgeted \$25,000 on the EDA as an incentive for GE and as we no longer hold that obligation, it may be a good habit to continue putting money aside for incentives. A suggestion was to perhaps add that money to an operating reserve or opportunity fund.

Motion: Sheri Nicholson, to approve and forward to the Board of Directors, the November 2017 EDA and EDC Financials as presented to the Executive Committee.

Second: Steve Loveless

Discussion: None

Motion carried

### Audit Response Letter

Jim reviewed the Audit Response Letter. The letter is management's response to the three findings from the PTAC audit. This included a salary overcharge, a small billing mistake, and an overcharge to a PTAC subcenter in Missoula. All have been corrected and no further action is needed. Going forward, Jim has steps in place to help ensure the mistakes won't be repeated.

### **Executive Director's Report – Steve**

#### Update: Matching-Challenge MSU Billings and RMC Science Building Projects

Steve deferred to Melanie to update the Committee about the MSUB Matching Challenge. Melanie was pleased to announce that we exceeded our goal last month. Steve also informed the Committee that GE is willing to donate \$2,500 to the Science Building if we match their donation. This will require additional approval but is not seen as a significant hurdle. In total, BSED has been directly involved in donating or raising roughly \$500,000 for both RMC and MSUB Science Buildings.

#### Update: VBOC Program Renewal Status

The VBOC renewal process is underway and finalization will happen in the next day or two. The whole BSED team has rallied around this effort and it will be submitted before the January 8, 2018 deadline. This application will be for a modified region of Montana, Wyoming and Utah. Discussion was held about staffing challenges surrounding the Program Trainer being located in Colorado. The Program Trainer is still committed and able to service the new program area from his residence in Colorado.

#### Update: Professional Development/Acting Director

Steve's Professional Development is scheduled for the week of February 5<sup>th</sup>. He is on schedule for a month-long sabbatical from February 5 – March 5, 2018. There will be a training held throughout January for the Acting Director who Steve will select from a pool of internal candidates.

### **Program/Org. Director's Updates**

#### Operations: Future Facilities Taskforce Update - Becky

Becky gave a quick Future Facilities update. Becky will be conducting further surveys of the staff to better understand the staff's needs. Additionally, there will be focus groups to determine external expectations of the new space. The goal is to bring a facility to the Board in May.

#### Business Recruitment/Outreach: One Big Sky Center Partnership Approach – Allison

Allison gave an update on the One Big Sky Center Partnership Approach. The project has shifted from a TIF project to more of an economic development strategy. The Term Sheet Allison provided is a draft of who the community partners are projected to be and what sort of facilities The Hammes Group envisions. Over the next year, The Hammes Group will do an analysis on how feasible this project is and what work they can see being done in our community. The group intends to invest roughly \$1.1M in the analysis phase of this project and is asking the community to raise \$675K. In the draft, BSED has been identified to support market research, facilitate access between the developer and the State, potentially act as a Trade-port Authority in the capacity of supporting the acquisition of sites, and secure a 3<sup>rd</sup> party economic impact analysis. There was discussion regarding how The Hammes Group was received by Allentown, PA and Rochester, MN. Allison and Steve spoke with an individual from both communities and the group seemed to be well received. It was asked if we had an idea what our financial commitment would be going forward. It is difficult to determine at this time, but staff will bring an amount to the February Board Meeting for the Board to consider. The suggestion was made that the Opportunity Fund Committee sets a firm ceiling on what our financial contribution could amount to. The Executive Committee confirmed their general sentiment going forward is to pursue an active role in this process.

#### Community Development: Coulson Park Master Plan Agreement – Dianne

Dianne updated the Committee about the applications still outstanding for Coulson Park. Several entities are meeting this month and we will learn where we stand in regard to those applications by the end of January.

**Other Program Reports**

Brandon provided the Committee with a handout that outlines the Loan Services Fee and Deposit Agreement that borrowers sign. Brandon is making a change to the wording within the Information Release section that informs the borrower up front that some information regarding their transaction will possibly be made public. Discussion was had about how the SBA 504 Loan Approval process works and the safeguards in place with the underwriting process.

**Meeting adjourned at 8:41 am**

**Motion: Sheri Nicholson, to adjourn the EDA/EDC Joint Executive Committee Meeting.**

**Second: David Trost**

**Discussion: None**

**Motion carried**

**Next Executive Committee Meeting – February 7, 2018**

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