



**Beartooth RC&D Area, Inc. Board of Director's Meeting Agenda**  
**5:30 P.M. - Thursday, July 17, 2014**  
**Beartooth RC&D Headquarters – 128 So Main St - Joliet**

5:30 pm	<p><b><u>Meeting at Beartooth RC&amp;D Headquarters in Joliet, Montana</u></b></p> <p align="center">~ Networking and Dinner ~</p>		
6:xx P.M.	<p><b>Call to Order and Introductions</b></p> <p><b><u>Approve Minutes</u></b> – May, 2014 meeting minutes <b>pg. 3-8</b></p> <p><b><u>Board Appointments</u></b>  <b>New Member – John Beaudry, Stillwater Mining Corp.</b></p> <p><b><u>Executive Committee Report on Housing Program</u></b>          Discussion of the current status of Housing Program and options for future placement of services. <b>pg. 9-11</b></p> <p><b><u>Requests for Assistance:</u></b></p> <p><b>Rocky Fork Food Hub</b> <b>pg. 12</b></p> <p><b>Becky's Berries (Bertolino)</b> <b>pg. 13</b></p> <p><b>Many Arrows CDC (Walawander)</b> <b>pg. 14</b></p> <p><b>Billings Chamber of Commerce (Walawander)</b> <b>pg. 15</b></p> <p><b><u>Financial Reports</u></b></p> <p>1. RLF Financials <b>pg. 16</b></p> <p>2. RC&amp;D Financials <b>pg. 17</b></p> <p><b>Economic Development Program Update</b> <b>pg. 19</b></p> <p><b><u>Next Beartooth RC&amp;D Area, Inc. Board of Directors Meeting</u></b>          September 18, 2014 - Red Lodge, MT (evening)</p>	<p>Egan</p> <p>Egan</p> <p>Egan</p> <p>Executive Committee</p> <p>Bertolino</p> <p>Bertolino</p> <p>Walawander</p> <p>Walawander</p> <p>Knutson</p> <p>Knutson</p> <p>Atwood</p>	<p>Information</p> <p>Decision</p> <p>Information</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Information</p>
7:30 P.M.	<p><b><u>Adjournment</u></b></p>	<p>Egan</p>	

## MINUTES

Beartooth RC&D Area, Inc. Board of Director's Meeting  
Thursday, July, 2014 – Joliet, Montana

DRAFT

<p><b>Board Members Present</b> Chuck Egan, Chairman, Town of Columbus Marvin Carter, Vice Chairman, City of Laurel Dick Rath, Sweetgrass Co. Conservation District Clinton Giesick, Town of Bridger John Pulasky, Yellowstone Conservation District Jeffrey McDowell, Two Rivers Authority Bill Foisy, Red Lodge City Council Lisa Skriner, MSU-Billings, MSUB City College Bob Van Oosten, Stillwater Conservation District Dan Lowe, Big Horn Conservation District Clayton Greer, Hardin City Council Al Swanson, Billings City Council Holly Higgins, First Interstate Bank, Hardin</p> <p><b>Members at Large Present</b> John Klaman, SBA Ryan VanBallegooyen, Billings Job Service</p>	<p><b>Board Members Not Present</b> Bob Faw, Sweet Grass County Commission Gerald Dell, Stillwater County Steve Arveschoug, Big Sky EDA Jim Reno, Yellowstone County Doug Tucker, Carbon County Mike Creeden, Carbon Co. Conservation District Royce Njos, City of Red Lodge Page Dringman, City of Big Timber Kathryn Callahan, Town of Joliet Sidney (Chip) Fitzpatrick, Big Horn Co. Commissioners Yolanda GoodVoice, Crow Nation John Beaudry, Stillwater Mining Corp.</p> <p><b>Members at Large Not Present</b> Kendall Hartmann Marissa Hauge, Stillwater County Ec. Development Ken Gomer</p>
<p><b>Guests</b> Liz Ching, Governor's Office of Econ. Dev. Ben Rose, SBDC/BSEDA Caroline Egan Matt Peterson, Sen. Walsh's Office Jim Corson, Sen. Walsh's Office</p>	<p><b>Staff</b> Luke Walawander (present) Joel Bertolino (present) Jilann Knutson (present) Dick Rath (present) Valentine Smith (present) Earl Atwood (present)</p>

Meeting Called to Order at 5:30 p.m. by Chairman Egan in the Beartooth RC&D Meeting Room in Joliet, Mt.

**Minutes** from the May, 2014 meeting were reviewed. One correction was noted pertaining to the attendance list. **Bob VanOosten moved for approval of the minutes as corrected, seconded by Ryan VanBollegoyen. APPROVED.**

**Board Appointments:** New members to the Board were announced, and welcomed –

**John Beaudry, Stillwater Mining Corp (Mr. Beaudry was out of state and could not attend the meeting.)**

### **Executive Committee Report on Housing Program**

The Executive Committee and Staff presented this information to the Board members to inform Directors of the current program circumstances and of the need to make a policy determination about the direction of the program.

Upcoming staff changes, new HUD compliance and national certifications requirements, and certain limitations in funding available to increase resources supporting Beartooth housing services have led to a review of the program. Four alternative actions have been identified by Staff and presented to the Executive Committee for consideration, ranging from divestiture of the program to significant expansion of services.

The Executive Committee, after discussion with and input from the Board members present, requested delegation of authority to the Executive Committee to 1) complete the analysis of options for the Housing program, 2) to make a final decision about appropriate program direction and 3) to take whatever action is warranted to put the decision into effect.

It was moved by Jeff McDowell, seconded by Clayton Greer to delegate authority to the Executive Committee as requested, and have them report the decision and actions taken to the Board of Directors in a regular meeting at first opportunity. **APPROVED.**

**Requests for Assistance:**

1. **Rocky Fork Food Hub in Red Lodge, MT - assistance with a business Marketing Plan** We will now assist the business in developing a scope of work and advertising for marketing proposals in an attempt to hire a qualified marketing professional. Beartooth will then be processing payments, reporting and completing the project within the grant guidelines. **Moved approval by Jeff McDowell, seconded Holly Higgins. APPROVED**
  
2. **Becky’s Berries of Absarokee, MT - Facility Expansion Plan and a Marketing Plan** The project is to assist the small rural business in Absarokee, MT with hiring a professional to develop a plan to expand her jam and jelly processing facility and a separate marketing consultant to develop a marketing plan and materials for her jellies and her new line of bar b que sauces. **Moved approval by Bob VanOosten, seconded Jeff McDowell. APPROVED**
  
3. **Many Arrows CDC – Pryor, MT - Grant writing and administration; project advisory and participation.** **Moved approval by John Pulasky, seconded Marvin Carter. APPROVED**
  
4. **Billings Chamber of Commerce’s Convention Center Feasibility Study** - Grant writing and administration. The anticipated cost of this feasibility study is \$50,000. The Billings Chamber of Commerce is seeking a \$25,000 Big Sky Trust Fund planning grant, and is committed to providing \$25,000 as match. **Moved approval by Jeff McDowell, seconded Marvin Carter. APPROVED**

**Financial Reports:**

Financial Reports for the Revolving Loan Fund and Beartooth RC&D administration were presented by Jillann Knutson.

**Revolving Loan Fund Books- Reporting Ending June 30, 2014**

**Loan Client Review**

<u>County</u>	<u># of loans</u>	<u>\$ Loaned out</u>
Big Horn	1	\$ 42,513.81
Stillwater	4	\$ 628,672.60
Yellowstone	4	\$ 404,082.03
Carbon	5	\$ 157,408.50
<u>Sweet Grass</u>	<u>5</u>	<u>\$ 206,575.71</u>
<b>Total loans</b>	<b>19</b>	<b>1,439,252.65</b>

**Updates:** Still looking for places to do a presentation on the RLF program. We have lots of money available and wanting to get the word out. I have 3 presentations in August, but still room in my schedule!!

**Bank Balances as of April 30, 2014**

Bank of Joliet- EDA	\$ 24,799.45
Bank of Joliet- CDBG	\$ 519,413.60
Bank of Joliet- IRP	\$ 356,883.86
Bank of Joliet- Fromberg	<u>\$ 21,608.91</u>
	<b>\$ 922,705.82</b>
Funds held in reserve:	<u>245,132.05</u> (approx.)
*Net Available to lend:	<b>\$ 677,573.77</b>

*The amount available to lend is the total of the fund balances, reduced by amounts held in reserve to:*

- *Comply with percentage based reserve required on IRP funds*
- *Cover the amount of our annual payments*

**Beartooth Books- Reporting Ending April 30, 2014**

<b>YTD Net Income</b>	<b>2014 Budgeted Net Income</b>	<b>% Difference</b>
\$-9,412	\$10,410	-91%
<b>YTD Income</b>	<b>2014 Budgeted Income</b>	<b>% Difference</b>
\$173,921	\$445,782	39%
<b>YTD Expenses</b>	<b>2014 Budgeted Expenses</b>	<b>% Difference</b>
\$183,425	\$ 435,372	42%

**Financial Updates**

Just finishing up on the audit. I expect a draft any day.

**Bank Balances as of April 30, 2014**

Bank of Joliet-Savings	\$ 66,761.09	Bank of Joliet- Checking	\$ 81,734.67
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**Economic Development Program Update: (Luke Walawander)**

*BillingsWorks Workforce Council:* Beartooth RC&D received a \$25,000 Big Sky Trust Fund planning grant to support the development of the Workforce Council's Master Plan document. The RFP selection committee will be meeting on 7/18 to review proposals. The BillingsWorks Workforce Council has developed a business plan with strategic goals, and are seeking the assistance of a consultant in order to translate those strategic goals into actionable items. In doing so, the Council will better be able to identify and enhance existing training resources, workforce demands, talent recruitment efforts, gaps in skill development, and the data to support future planning and on-going work of the Council.

*Museum of the Yellowstone:* A Big Sky Trust Fund planning grant application will be submitted by 8/4/14. Letters of support are currently being collected and a draft scope of work has been completed. The Yellowstone County Museum's Board of Directors would like a feasibility study conducted so that they are equipped with enough information on how best to move forward with the museum's proposed expansion.

*Laurel TIF District Master Plan:* The consultant, Sanderson and Stewart, has begun their work on the Laurel Urban Renewal Agency's TIF district master plan.

*Red Lodge's Old Roosevelt School:* Beartooth RC&D received a \$15,750 Big Sky Trust Fund planning grant to conduct a feasibility study for Red Lodge's Old Roosevelt School. An RFP is currently being drafted. The Red Lodge Area Community Foundation requested Beartooth RC&D's assistance in submitting a planning grant application to the Big Sky Trust Fund. Consultant work would include evaluating site development options, costs, and public support.

*CEDS:* A completed 2014 CEDS document was submitted to the EDA on 7/7/14. Because of the volume of CEDS under EDA review, it may take several months before Beartooth RC&D receives comment from the EDA.

*MEDA Web Portal:* The MEDA Board recently approved the web portal feasibility study conducted by Golden Shovel. The Board agreed that a web portal is needed for the economic development community in Montana, however, the costs associated with Golden Shovel constructing the portal received concern. As a result, the Board voted to not pursue with Phase 2 development of the portal, which would have been the actual creation of the website performed by Golden Shovel. Instead, MEDA will test the new MEDA website and determine what its costs and capabilities involve before further consideration of the Montana Gateway Project. The Montana Gateway Project is on hold until the MEDA webpage is fully launched, functioning, and understood. If the MEDA webpage does not have meet the needs of a web portal, than fundraising may be considered to develop a separate website.

*Southeast Montana Geo-Tourism Project:* For most of 2014, Beartooth RC&D has not actively participated on this project. Recently, however, we have assisted the group in applying for an AmeriCorps VISTA volunteer. Luke introduced project leadership to the AmeriCorps program staff members and helped write the application.

The application was approved by AmeriCorps and the project is currently recruiting a VISTA volunteer to fill the position. Luke has also agreed to help recruit Steering Committee members from the Crow and Northern Cheyenne Reservations.

*Crow Rest Area Project:* The project MOU was scheduled for the 7/14/14 Crow Legislative agenda. As of 7/15/14, we have not received an update on the status of the MOU, but expect to hear imminently. Once the MOU is signed, the Montana DOT will be able to move forward with phase 1b, which includes site selection process and moving to the conceptual layout work, permitting and work on the easement with the Tribe and the BIA.

*Home Science Tools:* This Billings business was referral by Chad Moore at Big Sky EDA. They are seeking Beartooth RC&D's assistance in applying for a Big Sky Trust Fund planning grant. Their current facility cannot withstand the company's continued growth, and as a result, are planning for its expansion. The planning grant would help defray costs associated with the design study. HST offers parents, teachers, and kids hands-on home science tools including pre-packaged kits, microscopes, and chemistry supplies. An application will be submitted by 8/4/14.

*Many Arrows CDC:* Aluutaalaahu Community Development Corporation (Many Arrows) is a newly formed tribal non-profit on the Crow Reservation that is dedicated to advancing the quality of life for the people of Arrow Creek District and the Town of Pryor. Many Arrows CDC has requested assistance in applying for a Big Sky Trust Fund planning grant in order to create a Master Planning document for the development of their newly formed organization. An application will be submitted by 8/4/14.

*GTUIT:* This Billings company operates mobile natural gas capture systems in the Baaken region. They have developed a unique technology that can capture gas that is flared in the oil field and convert it to natural gas liquids. GTUIT was recently contacted by the Minister of Oil in Egypt to transfer their technology for use in their oil fields. In order to do so, they need to develop a certified training protocol and maintain that certification over time. In addition, they need to develop export documentation, including owner/service manuals and safety manuals in English and other languages. They estimate the total cost for development of the training/certification protocol to be \$200,000. They have requested assistance applying to the Big Sky Trust Fund for a planning grant to help defray costs. An application will be submitted by 8/4/14.

*Tax Increment Finance District Workshop:* Beartooth RC&D was approached by Community Development Services of Montana and MEDA to host a workshop on Tax Increment Finance Districts. This is an opportunity for Beartooth RC&D to deliver high level education to the region, at no expense to our organization and with little time expended. Project sponsors include the Montana Department of Commerce, Governor's Office of Economic Development, Montana Association of Planners, American Planning Association Western Central Chapter, and MEDA. The workshop will take place on 8/7/14 in Joliet at the Community Center.

*Big Timber Resource Team Assessment:* Nearly the entire \$2,000 budget has been raised. American Federal Savings Bank, American Bank, Citizen's Bank of Big Timber, and Triangle Communications have each contributed to the project. The assessment is scheduled to take place between the end of September and the middle of October.

*Montana Main Street Project:* Beartooth RC&D has participated at the Crow Reservation meeting as well as the Billings Regional meeting. Each meeting has the potential for follow-up work for our organization. The goal of the project was and is to create a dynamic private-public partnership to build and implement a business plan for Montana by Montanans.

**Next Meeting, Sept 18<sup>th</sup>, 5:30 pm in Red Lodge, Montana – Location TBA  
Beartooth RC&D Office, 128 N. Main Street**

**Meeting adjourned at 7:30 pm**

Respectfully submitted, Earl Atwood, Office Manager