



**Beartooth RC&D Area, Inc. Board of Director's Meeting Agenda**  
**12:00 P.M. - Thursday, January 15, 2015**  
**Billings Food Bank - 2112 4th Avenue North, Billings, MT 59101**  
**Lunch - \$10 (paid to Billings Food Bank)**

12:00 pm	<p><b><u>Meeting at Billings Food Bank, Billings, MT</u></b></p> <p align="center">~ Networking and Lunch ~          And Tour of Food Bank Facility</p>		
1:00 P.M.	<p><b>Call to Order and Introductions</b></p> <p><b><u>Approve Minutes</u></b> – November, 2014 meeting minutes <b>pg. 2-10</b></p> <p><b><u>Region Roundtable</u></b>          Updates from Board members concerning economic, community and conservation happenings in their area, including:  <b>Special Guest Presentation by Tina Volek,</b>          Billings City Administrator</p> <p><b><u>Beartooth Budget for 2015</u></b> <b>pg. 11</b></p> <p><b><u>Financial Reports</u></b></p> <p>1. RLF Financials <b>pg. 12</b>          2. RC&amp;D Financials <b>pg. 12</b></p> <p><b><u>Program and Project Updates</u></b> <b>pg. 13</b>          Staff reports/updates on program activities</p> <p><b>Update on Joliet Office Lease</b></p> <p><b><u>Next Beartooth RC&amp;D Area, Inc. Board of Directors Meeting</u></b>          March 19, 2015 - Hardin, MT - Location TBA</p>	<p>Carter</p> <p>All</p> <p>Knutson</p> <p>Knutson Knutson</p> <p>Walawander Knutson Bertolino Rath</p> <p>Atwood</p>	<p>Decision</p> <p>Information</p> <p>Decision</p> <p>Decision</p> <p>Information</p> <p>Information</p>
3:30 pm.	<p><b><u>Adjournment</u></b></p>	Carter	

## MINUTES

Beartooth RC&D Area, Inc. Board of Director's Meeting  
Thursday, January 15, 2015 – Billings, Montana

<p><b>Board Members Present</b> Marvin Carter, Vice Chairman, City of Laurel Jim Reno, Yellowstone County Higgins, First Interstate Bank, Hardin John Pulasky, Yellowstone Conservation District Jeffrey McDowell, Two Rivers Authority Clayton Greer, Hardin City Council Clinton Giesick, Town of Bridger Bob Van Oosten, Stillwater Conservation District Dan Lowe, Big Horn Conservation District Steve Arveschoug, Big Sky EDA Bob Faw, Sweet Grass County Commission Dick Rath, Sweetgrass Co. Conservation District John Beaudry, Stillwater Mining Corp Yolanda GoodVoice, Crow Nation Royce Njos, City of Red Lodge Al Swanson, Billings City Council Gerald Dell, Stillwater County</p> <p><b>Members at Large Present</b> Ryan VanBallegooyen, Billings Job Service</p>	<p><b>Board Members Not Present</b> Chuck Egan, Chairman, Town of Columbus Doug Tucker, Carbon County Bill Foisy, Red Lodge City Council Page Dringman, City of Big Timber Sidney (Chip) Fitzpatrick, Big Horn Co. Commissioners Mike Creeden, Carbon Co. Conservation District John Holly Lisa Skriner, MSU-Billings, MSUB City College</p> <p><b>Members at Large Not Present</b> Kendall Hartmann Marissa Hauge, Stillwater County Ec. Development</p>
<p><b>Guests</b> Treston Vermandel, Mt. Dept of Agriculture Sheryle Shandy, CEO, Billings Food Bank Tina Volek, Billings City Administrator</p>	<p><b>Staff</b> Luke Walawander (present) Joel Bertolino (present) Jilann Knutson (present) Dick Rath (present) Earl Atwood (present)</p>

**Networking, Lunch (Catered by Billings Food Bank) and Food Bank Tour ~ prior to the meeting. CEO Sheryle Shandy conducted a tour of the facilities and explained the current operations model of the enterprise. At the conclusion of the tour she answered a variety of questions and gave a very interesting a colorful history of the development of the current food bank. Everyone in attendance enjoyed this very much.**

Meeting **Called to Order** at 1:00 p.m. by Vice Chairman Carter.

**Minutes** from the November, 2014 meeting were reviewed. **Bob VanOosten moved for approval of the minutes, seconded by Ryan VanBollegoyen. APPROVED.**

### **Guest Presentation – Tina Volek,**

Billings City Administrator Tina Volek started off the Regional Round Table with a very informative presentation on the City of Billings Strategic plan. The presentation covered the development of the current city plan along with and explanation of key strategies and priorities for the administration. Audience questions at the end of the presentation were wide-ranging, as were the thoughtful answers given by Ms. Volek.

## **Regional Rountable**

Updates were given from Board members concerning economic, community and conservation happenings in their area.

**John Pulasky** reported on the recent Yellowstone Conservation District Meeting, gave a recap of highlights from the recent Grazing Conference held in Billings, and indicated they are looking forward to the normal volume of 310 permit application and projects come Springtime.

**Al Swanson**, Billings City Council, deferred after the comprehensive report given by Tina Volek, but mentioned they continue to work on the city's largest problem – public safety funding.

**John Beaudry**, Stillwater Mining Co., circulated mine calendars for 2015 and gave the following economic number for the mine: 1,600 employees on payroll in 5 counties, they are currently doing their annual census on where employees live, and where their children attend school.

**Jerry Dell**, Stillwater County Commission, reported they re-organized at the beginning of the year. There is a group petitioning the County to create an Oil and Gas Exploration Zone.

**Steve Arveschoug**, Big Sky EDA reported on the Targeted Economic District in Lockwood, indicating that the proposal would be decided in the next 3 – 6 months by the Yellowstone County Commission. February 19th there will be an energy panel in Billings including Economic Development Directors from Williston plus industry representatives.

**Bob Van Oosten**, Stillwater Conservation District reported "business as usual". They have serious bank degradations along several miles of the north side of Yellowstone River between Park City and Peter Yegen Hill – very large issue that will require significant planning and resources to address.

**Holly Higgins**, First Interstate Bank of Hardin discussed the wild horse population problem in Big Horn County. The Bet Barn in Hardin has agreed to help with vaccines. They have opened the new airport in Harding for fixed wing aircraft to help with rapid access to the hospital.

**Clayton Greer**, Hardin City Council identified the local Housing Feasibility Study as a priority for Hardin City Administration.

**Dan Lowe**, Big Horn County Conservation District said it is exciting to see 5 representatives from Big Horn County on the Board. Dialog with the Railroad on stream bank management has evolved to the good recently.

**Jeff McDowell**, Two Rivers Authority, reported that Hardin has approved the Shopko Subdivision. Homeword presentations for First Time Homebuyers went well. They are working on subdividing a parcel in the Industrial Park.

**Treston Vermandel**, Montana Dept. of Agriculture is the new Business Development Officer for Eastern Montana, under the Growth Through Agriculture program. They are working with oilseed and p&l crop businesses (peas and lintels). This year there were over 700,000 acres planted in P&L.

**Royce Njos**, Bank of Red Lodge and R.L. Chamber, wanted everyone to know there is a new Director at the Chamber, Tim and Sherry Weamer, co-directors.

**Ryan Van Bollegoyen**, Job Service, reminded everyone they will be having the Jobs Jamboree in Billings in 2 months!

**Bob Faw**, Sweet Grass County Commission, said his community is very quiet right now. The recent community assessment was very successful. As always, they are grateful to have the Stillwater Mine active in their county.

**Beartooth Budget for 2015** Jillann Knutson presented the preliminary budget for 2015. The amounts shown will be updated based on the account balances at closing for the 2014 year. Final budget will be presented at the January meeting.

**2015 Beartooth Resource Conservation and Development Area, Inc. Budget  
Income**

ITEM	AG	BOARD	RLF	CRDC	FUELS	EDA	NW	MISC CONTRACT	TOTAL
AG-FOOD AND AG CENTER	65,000								65,000
AG-MCDC	3,300								3,300
BOARD - EDA SPONSOR DUES		39,000							39,000
BOARD-INTEREST INCOME		400							400
BOARD-FOUNDATION MONEY		2,700							2,700
RLF-STAFF REIMBURSE			18,000						18,000
RLF-ORIG FEES			5,000						5,000
CRDC				43,000					43,000
CRDC-ADMIN FROM GRANTS				7,439					7,439
FUELS-TOTAL					220,000				220,000
EDA - GRANT						62,000			62,000
NHS - HOMEBUYER ED							12,000		12,000
CONTRACTUAL-LBH REST AREA								3,000	3,000
<b>TOTAL INCOME</b>	<b>68,300</b>	<b>42,100</b>	<b>23,000</b>	<b>50,439</b>	<b>220,000</b>	<b>62,000</b>	<b>12,000</b>	<b>3,000</b>	<b>480,839</b>

**Expense**

TOTAL STAFF EXPENSE	240,548
COMMUNICATIONS	3,000
EQUIPMENT & VEHICLE	7,000
CONTRACTUAL	177,000
SUPPLIES	7,000
TRAVEL	24,000
OTHER	14,400
<b>EXPENSE TOTAL</b>	<b>472,948</b>

(FUELS AND  
AUDIT)

## **Beartooth Books- Reporting Ending December 31, 2014**

<b>YTD Net Income</b>	<b>2014 Budgeted Net Income</b>	<b>% Difference</b>
\$8,477	\$10,410	82%
<b>YTD Income</b>	<b>2014 Budgeted Income</b>	<b>% Difference</b>
\$674,876	\$445,782	151%
<b>YTD Expenses</b>	<b>2014 Budgeted Expenses</b>	<b>% Difference</b>
\$666,847	\$435,375	153%

### **Financial Updates**

- We ended the year with a positive balance!!

### **Bank Balances as of December 31, 2014**

Bank of Joliet-Savings	\$66,962.49
Bank of Joliet- Checking	\$145,254.66

## **Revolving Loan Fund Books Ending December 31, 2014**

### **Loan Client Review**

<u>County</u>	<u># of loans</u>	<u>\$ Loaned out</u>
Big Horn	1	\$40,144.43
Stillwater	4	\$621,587.83
Yellowstone	3	\$394,978.04
Carbon	3	\$139,679.75
Sweet Grass	4	\$239,026.11

### **2014 In review:**

8 loans were paid in full  
3 loan were written off, in the amount of \$88,688.66  
4 new loans were funded in the amount of \$287,985

Jillann consulted with 42 businesses about potential funding from the RLF, 10 applications were completed enough to present to committee, 5 were approved and only 4 were funded.

Jillann made 12 presentations to organizations about the RLF and did 26 visits to both new bankers and bankers that have utilized our program in the past.

We are still looking to connect with new bankers and organizations in 2015, please keep me in mind on the boards/organizations you serve on!!

### **Bank Balances as of December 31,2014** **Total available for lending**

Bank of Joliet- EDA	\$ 27,526.40	\$27,526.40
Bank of Joliet-CDBG	\$ 455,808.58	\$455,808.58
Bank of Joliet- IRP	\$ 256,363.34	\$202,148.12
Bank of Joliet-Fromberg	\$ 30,061.23	\$ 30,061.23

# Beartooth RC&D Staff Project Update

January 2015

**Yellowstone Industrial Park Feasibility:** In 2013, Beartooth staff assisted Big Sky EDA in successfully applying for \$20,000 in planning grant funds to conduct an assessment of potential sites for an industrial park to house numerous new businesses that are considering Billings for a staging area to service the Eastern Montana oil and natural gas industries. Recently, Big Sky EDA staff, key partners, and project consultants from KLJ met with a team of experts to brainstorm implementation tools and strategies that will be included in the final feasibility study. The final study is expected to be completed at the end of August 2014.

**Crow Agency Rest Area:** Beartooth RC&D is acting as project lead for this collaborative development process including the Crow Tribe, MT Dept. of Transportation, and National Park Service. Participating parties are interested in co-locating a Crow tribal museum, State of MT Rest Area, and Little Big Horn Battlefield Visitor's Center. The project MOU was scheduled for the 7/14/14 Crow Legislative agenda, and was approved unanimously. 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.

**Trailhead Commerce Park:** Weave Management Group has requested a third Big Sky Trust Fund planning grant application, which will examine the economic impacts that the completed park could bring to Billings and Yellowstone County. An application will be submitted on 8/4/14.

**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:** The Yellowstone County Museum Board of Directors requested assistance in applying to the Big Sky Trust Fund for a planning grant. The Museum would like to conduct a feasibility study in order to determine the viability of creating and transitioning into a new museum to be named, "Museum of the Yellowstone". This transition would increase the museum's scope beyond Yellowstone County and comprise the Yellowstone River basin area. A Big Sky Trust Fund planning grant application is expected to be submitted by 8/4/14. Letters of support are currently being collected and a draft scope of work has been completed.

**Laurel TIF District Master Plan:** *We assisted the City of Laurel in successfully applying for a Big Sky Trust Fund planning grant application in December 2013. The award is being used to develop an actionable plan and implementation strategy for the redevelopment of the Laurel Urban Renewal Agency's Tax Increment Finance District within the time limitations set forth in the State of Montana's urban renewal statutes and codes. 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.

**MEDA Web Portal:** The MEDA Board recently approved the web portal feasibility study conducted by Golden Shovel, the consultant. 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:** Spearheaded by the Montana Wilderness Association—in cooperation with regional economic development groups—a steering committee of local residents, business owners, tourism representatives, and land managers has begun developing a visitor map-guide for southeast Montana. Recently, we assisted the group in applying for an AmeriCorps VISTA volunteer. We introduced project leadership to the AmeriCorps program staff members and helped write the application. The application was approved and the group is currently recruiting candidates to fill the VISTA position.

**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, LLC:** 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:** This project will bring in Montana Economic Developers Association (MEDA) members for a one to two day event that results in an analysis of the Sweet Grass County, Big Timber community. 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.

**Rural BEAR Program:** We had the last Rural BEAR in Joliet at Beartooth RC&D's Offices December, 5 2014 and reviewed one business from Stillwater County.

**Tumblewood Teas:** They have completed their marketing plan and updates to their website allowing them to sell their line of teas more efficiently via the internet. The business has completed their marketing plan and the deliverables for the project have been submitted to USDA for final payments and project closeout.

**Rocky Fork Food Hub:** The business completed their half day marketing strategy meeting in November which set the cornerstone for their marketing project. We have met with the business owners and the consultant twice more in person since then to go over the first draft of the marketing plan and the initial logo proofs for the business. Revisions have been made to both the logos and the first draft of the marketing plan, we will now submit the deliverables to USDA for the initial payment on the project.

**Stillwater Packing Co:** The business has completed their marketing plan and advertising materials which will now be Emmett's Meats after a re-branding. Their final deliverable was their website which was launched in mid November and looks great and gives consumers the ability to order their products online. The final deliverables of this project have been submitted to USDA and the final payments and closeout documents are now complete.

**Becky's Berries:** After meeting several times and remaining in close contact with the consultant on the project we now have a draft marketing plan completed with new label proofs and other marketing material designs such as a food show tent and brochure.

**Fishtail General Store:** We are waiting for the business to find a suitable new location that would work for building a new processing facility, the initial location.

**Colt James Signature Beef:** Colter DeVries is working on developing comprehensive business plan for his business. He has now processed his first animal and I have sampled the hamburger, he will now utilize the samples to do some product taste tests and sampling.

**Warren Wind Everpower Project:** John Husar the project manager stopped by the office to give me an update on the project and to show me the phase they are working on including pictures of the roads being built as well as the pads for the towers being excavated. This will be for the first of the first of three phases of the 120 2MW tower project. The sage grouse mitigation will be completed this spring he believes and has purchased property to set aside for sage grouse habitat.

**Big Horn Wind Project:** The company is NS2 Energy North America and they are planning a 42MW wind project along with a 22.5MW natural gas electric plant. We are still in contact with the business but are waiting on project updates.



Administrative report:

Earl Atwood, Office Manager gave an update on the work to renew the lease agreement for our current office location in Joliet.

In addition, he asked the Board for guidance concerning the possibility of revising the stated structure of representation in the By-Laws concerning appointed directors, to permit additional At-Large appointments. We have additional private sector representatives interested in serving on the Board, and would benefit by being able to bring on one or more additional appointees. Consensus in the room was favorable to that direction, and asked that a specific recommendation be brought to the next meeting for discussion and possible action.

Members were reminded that 2015 EDA match assessments would be due soon, and the staff would be setting up visitation with County Commissions, City Councils and Conservation Districts to provide a report on activities and an invoice for the current year.

A report on the Custer Gallatin Working Group project was given. Good progress has been made with organization and member appointment, and at this stage there is some funding in place (donated by Stillwater Mining Co.) to support the activities of the group, with additional funding anticipated through grant proposals in early 2015.

Meeting Adjourned at 3:45 PM.



**Beartooth RC&D  
Board Of Directors  
Meeting Schedule**

**2015**

**January 15 – Billings**

**March 19– Hardin**

**May 21 – Columbus**

**July 16 – TBA**

**September 17 – Red Lodge**

**November 12 - Big Timber**

**Winter Meetings (Nov-Mar) held 1:00 PM  
Summer Meetings (May-Sep) held 5:30 PM**

**Meeting agendas are available upon request.  
Please call 962-3914**