

~ **MINUTES** ~
 Beartooth RC&D Area, Inc. Board of Director's Meeting
 Thursday, July 16, 2015 – Joliet, Montana

<p>Board Members Present Chuck Egan, Chairman, Town of Columbus Marvin Carter, Vice Chairman, City of Laurel John Pulasky, Yellowstone Conservation District Steve Arveschoug, Big Sky EDA Jeffrey McDowell, Two Rivers Authority Clayton Greer, Hardin City Council Bob Faw, Sweet Grass County Commission Dan Lowe, Big Horn Conservation District Dick Rath, Sweetgrass Co. Conservation District Gerald Dell, Stillwater County Bill Foisy, City of Red Lodge Al Swanson, Billings City Council Doug Tucker, Carbon County Bob Van Oosten, Stillwater Conservation District</p> <p>Members at Large Present Ryan VanBallegooyen, Billings Job Service Marissa Hauge, Stillwater County Ec. Development Holly Higgins, First Interstate Bank, Hardin John Beaudry, Stillwater Mining Corp Bob Carr, Elation, Inc. Ken Gomer</p>	<p>Board Members Not Present Page Dringman, City of Big Timber Jim Reno, Yellowstone County Sidney (Chip) Fitzpatrick, Big Horn Co. Commissioners Clinton Giesick, Town of Bridger Mike Creeden, Carbon Co. Conservation District Lisa Skriner, MSU-Billings, MSUB City College Yolanda GoodVoice, Crow Nation</p> <p>Members at Large Not Present Royce Njos, Red Lodge Chamber</p>										
<p>Guests Nancy Swanson John Klamann Deanna Johnson Liz Ching</p>	<p>Staff</p> <table style="width: 100%;"> <tr> <td>Sue Taylor</td> <td style="text-align: right;">(present)</td> </tr> <tr> <td>Joel Bertolino</td> <td style="text-align: right;">(present)</td> </tr> <tr> <td>Jilann Knutson</td> <td style="text-align: right;">(present)</td> </tr> <tr> <td>Dick Rath</td> <td style="text-align: right;">(not present)</td> </tr> <tr> <td>Earl Atwood</td> <td style="text-align: right;">(present)</td> </tr> </table>	Sue Taylor	(present)	Joel Bertolino	(present)	Jilann Knutson	(present)	Dick Rath	(not present)	Earl Atwood	(present)
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Dick Rath	(not present)										
Earl Atwood	(present)										

Meeting **Called to Order** at 6:15 p.m. by Chairman Egan.

Minutes from the May, 2015 meeting were reviewed. **Holly Higgins moved for approval of the minutes, seconded by Jeff McDowell. APPROVED**

Regional Roundtable

Members present reported on activities and issues from their area of the Beartooth Region. Audio recording of the reports is available on request from Beartooth RC&D – contact Earl Atwood.

Financial Reports:

Jillann Knutson presented reports from the accounting system for Beartooth RC&D and for the Revolving Loan Fund accounts (as shown on the next page). Robert VanOosten moved, seconded by Steve Arveschoug that the financial reports be accepted and placed on file for auditor review at a later time. **APPROVED.**

Beartooth Books- Reporting Ending June 30, 2015

YTD Net Income	2015 Budgeted Net Income	% Difference
\$2,731.37	\$15,091	18%
YTD Income	2015 Budgeted Income	% Difference
\$313,739.63	\$484,839	65%
YTD Expenses	2015 Budgeted Expenses	% Difference
\$311,199.71	\$469,748	66%

Bank Balances as of June 30, 2015

Bank of Joliet-Savings	\$67,161.96
Bank of Joliet- Checking	\$108,053.77

Revolving Loan Fund Books- Reporting Ending June 30, 2015

Loan Client Review

<u>County</u>	<u># of loans</u>	<u>\$ Loaned out</u>
Big Horn	2	\$53,988.48
Stillwater	4	\$605,519.18
Yellowstone	3	\$388,634.99
Carbon	3	\$138,939.58
Sweet Grass	<u>5</u>	<u>\$293,056.43</u>
Total loans	17	\$1,480,138.66

Updates

- One new loan recently closed in Big Timber for \$40,400.
- 4 partial loan applications are on my desk, waiting for more information and then will be submitted to committee for review.
- One loan was approved by the committee and then the deal fell through, so that funding has become available again.

Bank Balances as of June 30, 2015 Total available for lending

Bank of Joliet- EDA	\$34,003.78	34,033.78
Bank of Joliet-CDBG	\$417,831.37	417,831.37
Bank of Joliet- IRP	\$287,646.16	206,413.72
Bank of Joliet-Fromberg	\$27,737.50	<u>27,734.50</u>
		686,016.37

Membership – At Large Appointments to Beartooth RC&D Board

In addition to designated members in the Beartooth by-laws representing County Commissions, City or Town Councils, and Conservations Districts, there is a provision for “special appointments” AKA “At Large” members.

The purpose of these appointments is to “improve representation from principal economic interests, including: business, industry, finance, transportation, utilities, the professions, labor, agriculture, education and affordable housing. Special appointments and selections may be made to obtain adequate representation by minority groups, the unemployed and underemployed, and low income communities. Tenure of these appointments will be for one year and may be renewed.”

Following is a list of At-Large representatives and ex-officio attendees that have been serving our Board:

Steve Arveschoug – Big Sky Economic Development (Billings)* (*party to Yellowstone Co. MOU*)

Jeff McDowell – Two Rivers Authority (Hardin)* (*as party to Big Horn County MOU*)

Holly Higgins – Branch President (Hardin) – First Interstate Bank

Royce Njos – Red Lodge Chamber of Commerce

Lisa Skriner – City College – MSU Billings

Ryan Van Ballegooyen – Job Service

Marissa Hauge – Stillwater County Economic Development

John Beaudry – Stillwater Mining Company

Ken Gomer – Laurel resident (recently retired from Stillwater Mining Co.)

Kendall Hartman – former Job Services Director and Park City resident **

At present, we also have a private sector professional, Bob Carr with Elation, Inc., who has been interested in joining the RC&D Board of Directors for over a year. Bob would be a desirable addition to the Board.

In the past, while the majority of our At-Large members do not participate in financial match to the annual EDA planning grant for the Beartooth District, within context of our Board activities we have treated them as voting members whenever a decision was on the table (to do otherwise would require roll call votes, which we have never done). If this is a controversial point, then the roles and responsibilities of designated members versus members at large can be clarified through an update to our by-laws as a part of our organizational review project.

We do have other interested parties who regularly attend our meetings for informational purposes, including Congressional staff, representative of the Governor’s office and certain State Agencies, and Federal Agencies such as the Small Business Administration). These attendees are not regarded as voting members and attend in an advisory and information capacity only. However their interest and support is highly valued by the Board.

The above roster and discussion is being offered as a clarification of who our At-Large members are, with the suggestion that the Board take action to add Mr. Bob Carr, from Elation, Inc. as an At-Large member.

* Participates in financial match assessment for EDA Planning Grant

** Kendall has recently advised us he is withdrawing from Beartooth Board to address other personal pursuits

Board of Directors – Strategic Review Update

The Executive Committee reported on its plan for conducting a board-level strategic organization review to update Beartooth RC&D mission, objectives, and operational structure. Bill Foisy explained that options for moving forward include external resources such as a paid facilitator or consultant, but those options would be dependent on lining up funding, at least partially through grants, and consequently would be time-consuming.

He said a better option might be to move ahead with the review using internal resources (Beartooth staff coordinating with a sub-committee of the Board). Sue Taylor indicated she would be willing to take a lead role in implementing surveys to gather information from Board members and Beartooth constituents.

By consensus, members present agreed to have the Executive Committee continue working with staff on a more detailed plan that would be implemented internally, and bring a proposal to the next Board meeting for approval.

Request for Assistance

A request for assistance was presented by Earl Atwood in support of the Coal Country Coalition (EDA POWER Grant). The project involves the preparation of a Big Sky Trust Fund grant application, to be used in combination with two other grants (EDA and Coal Board) to fund an economic impact assessment focused on the coal industry in Montana.

Steve Arveschoug, Big Sky EDA, further explained the activity would be conducted as a partnership effort with Montana Chamber of Commerce, Snowy Mountain Development Corp., Southeastern Montana Development Corp., Governor's Office of Economic Development, Count on Coal, Big Sky EDA and Beartooth. Big Sky EDA has offered to lead the effort and coordinate the project.

Partners in the effort have contributed cash to fund the development of the EDA POWER Grant. Beartooth's contribution is \$500, in addition to the completion of the BSTF grant application.

Jeff McDowell moved, seconded by Bob Carr to approve the staff time and cash contribution, and to authorize staff to coordinate with the Coal Country Coalition partners on the project. APPROVED

Beartooth RC&D Staff Project Update *July 2015*

FOOD AND AG CENTER MANAGER PROJECTS

Rural BEAR Program: We had the last Rural BEAR in Joliet at Beartooth RC&D Offices June, 1st 2015 and reviewed one business and gave updates on trainings.

Rocky Fork Food Hub: We received all of the final deliverables and submitted to USDA the final payment on the project with reimbursement documents.

Becky's Berries: . The final deliverables for both components of this project are near completion we will however need to request a 6 month extension for this project.

Warren Wind /Mud Springs Everpower Project: The excavation and road building phase they are working on is on-going with the hopes being they will begin erecting the towers this next year.

Growth Through Agriculture Projects

Powder River Meat Company- This small family owned meat processing plant in Terry, MT first received a GTA grant last year to purchase a retail meat case and other equipment to expand the business. The business is now expanding again and we assisted them in developing another successful Growth Through Ag grant for \$50,000.00 to become a state inspected plant and develop a mobile slaughter facility that will begin the processing near one of the families feedlots and finishing processing at the plant in Terry.

Yellowstone River Farms- This is also a family owned business in Terry, MT in a start-up stage, they have begun producing and selling non GMO corn in bulk and the GTA grant they received will allow them to begin bagging and delivering their products to a larger market.

Story Mill- Dan Story in Laurel, MT works for safflower technologies buying and sourcing specialty crops and oilseeds from producers in Montana. He and his wife have decided to start their own business milling some specialty grains and pressing oil seeds and for sale locally. We assisted them in preparing a GTA grant for \$11,500.00 to help them make changes to their processing space and storage to become licensed with the State. The grant would cover some additional equipment needs as well. The business was awarded \$8,500.00 from GTA

C&K Meats – This is a family owned and operated state inspected meat processing facility in Forsythe, MT. We have met with them and continue to assist this business in developing a Growth Through Ag grant for a business expansion. The business is looking for \$30,000.00 - \$40,000.00 in equipment to assist their business growth.

North 40 Ag- This business is located in Huntley, MT and is part of a family agricultural operation. Kate Vogel is a former NRCS employee with an agronomy degree that has begun using cover crops on their farm operation and now has begun a business selling cover crop seed mixes that are specifically tailored to each producers' needs. In order to determine their needs she spends much time with each client to find out what their needs are and conducts a soil tests before researching and proposing a cover crop that would suit a clients needs. We are assisting her in developing a Growth Through Ag grant to expand her business so she can begin mixing seed locally instead of having to order mixes from Nebraska.

Dave Dougherty/ Miller Coors

I have been working with Dave from MillerCoors, Seanna Torske representing NRCS in Yellowstone, Big Horn and Carbon Counties Laverne Ivie representing Conservation Districts in the three counties on a NRCS Regional Conservation Partnership Program grant to develop conservation best management practices on irrigated malt barley farms in the three counties. The grant funding would also pay for implementation and monitoring the farms in all three counties to assess which practices conserve energy, soil and or water and therefore promote Regional Agricultural Sustainability.

New Business Clients

Alisha Moe /Cream of the West- Interested in USDA RBDG grant for marketing
Dave Henigman Bridger - Henigman Greenhouse Bridger- MT
Lee and Roxanne Dunn – White Deer Ranch Fishtail- MT
Marguerite Jodry – Wholesome Foods Farm- Bridger, MT
Frank Chounet - Timber Bar Big- Timber, MT
Tim Brubaker – Yellowstone Valley Farm- Laurel, MT
Donna Godwin- Red Rooster Kitchen- Laurel, MT
Levi Bequette - High Plains Brewery- Laurel, MT
Mary Anna Espeland –REAP Grant –Absarokee, MT

Healthy List

Project	Client	Status	Notes
Trailhead Commerce Park Economic Impact Study	Weave Management Group	Project deliverables are complete. Final claim submitted to BSTF. Awaiting for funds to be delivered to Beartooth, and then mailed to University of Montana.	Final documentation needed is a Closeout Certification, which Luke will complete.
Convention Center Feasibility Study	Billings Chamber of Commerce	Complete. Closeout approval letter received from DOC	\$787.50 to revert back into Big Sky Trust Fund
BillingsWorks Workforce Council Master Plan	BSEDA/BillingsWorks Workforce Council	Complete. Closeout approval letter received from DOC	\$3,714.50 to revert back into BSTF
Roosevelt School Feasibility Study	Red Lodge Area Community Foundation	Steering Committee met 7-15 and outlined next steps to produce an economic impact statement. The group decided on two potential options for potential building reuse	CTA has been contracted by the primary to produce the impact statement. They are likely to need a business plan as well, which is not currently in the scope of work.
Rest Area Project	Crow Tribe	No new updates to this project	
Manual and Protocol Development	GTUIT	A rough draft of the Standard Procedures Operation and Maintenance Manual was completed by Resource Strategies and delivered to GTUIT for review on June 27, 2015. GTUIT engineers are in the process of a technical review of the draft. Service manuals will be prepared from the Standard Procedures Operation and Maintenance Manual.	The project requires extensive review/editing and preparation of illustrations and photographs. GTUIT estimates the project is at 40% of completion.
Montana Meat Processing Facility Business Prospectus	One Montana	Grant successful. Sue will be meeting with them in the near future to start working on the project	Awaiting contract from DOC
Comprehensive Development Plan Lockwood TEDD	Big Sky EDA	Grant awarded in the amount of \$25,250 and Big Sky has issued an RFP for the work. Steering Committee met last week and voted to approve an addenda to the RFP to allow for a larger budget and an extension for proposals to be received after hearing back from two of their primary consultants that the scope of work was not in line with the budget	Award of contract will be contingent upon BSEDA receiving CDBG funding to increase the project budget.

Developing List

Project	Client	Status	Notes
Crow Tribal Bottled Water Project Feasibility Study	Crow Tribal Council – Crow Tribal Economic Development	We are in receipt of preliminary information regarding this project	No timeline has been established, but we may be looking at an August 19 th submission to BSTF
Rural Workforce Development	Beartooth RC&D	Still in the early planning stages. Sue will be contacting the list of people provided by Luke to build further interest	This project would connect nicely with the Carbon County Job Fair listed below
Carbon County Job Fair	Red Lodge Area Community Foundation	RLACF has a Vista working on this project. He has provided us with their goals and objectives. The Beartooth team has had a brief conversation about this project and potential, which we will be exploring in more depth.	It might be possible for us to replicate this in Big Horn, Sweet Grass, and Stillwater Counties
Startup Weekend Indian Country	Beartooth RC&D	Preliminary conversation with Luke about this potential project.	
Hardin Housing Study	Cal Cumin, City of Hardin Planner	Pending CDBG application	
Broadband Research	Beartooth RC&D	Nothing new to report	
Many Arrows CDC Master Plan	Many Arrows CDC	Nothing new to report since the last meeting	

Watch List

Project	Client	Status	Notes
Sweet Grass County Resource Team Assessment	Sweet Grass County, City of Big Timber	Considering a downtown revitalization plan	Possible BSTF application for downtown plan
Red Lodge Branding Project	Red Lodge Brand Leadership Team	Firm has been selected by leadership team	We may want to reach out to Chamber for future BSTF consideration
Crow Tribal Timber Use Feasibility Study	Crow Tribal Council, Crow Tribal Economic Development	Sue will need to follow up on this project and establish a relationship with Tribal leadership	

Inactive List

Project	Client	Status	Notes
Content Creation and Presentation Planning	Elation, Inc.	BSTF grant was not awarded	
Hardin Redevelopment Project	City of Hardin	CDBG grant awarded for preliminary architectural report to assess redevelopment of an existing downtown building for use as a laundromat.	Grant will need to be cancelled because the building was sold and is now a tire store



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

2015

January 15 — Billings

March 19 — Hardin

May 21 — Columbus

July 16 — Joliet

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**