



RESORT TAX
— BUILDING BIG SKY SINCE 1992 —

**FINAL MINUTES OF THE BIG SKY RESORT AREA DISTRICT
OPEN BOARD MEETING**

November 30, 2018

Present: Kevin Germain, Chair
Steve Johnson, Vice Chair
Sarah Blechta, Treasurer

Mike Scholz, Director
Buz Davis, Secretary
Whitney Brunner, Operations Officer

Chair Kevin Germain called the open meeting to order at 1:30 p.m.

The meeting was broadcast on Facebook Live by Explore Big Sky.

I. Open Meeting

A. **Public comment:** None.

B. **Regular Agenda**

- a. **Big Sky Community Housing Trust:** Laura Seyfang, Program Director Big Sky Community Housing Trust (BSCHT) stated BSCHT and HRDC are requesting the Board release the 1.75 million in funds allocated for Land Banking, to facilitate the first part of a two-part closing. She stated the first part of the closing to secure the land for Meadowview will take place in Mid-December. Mr. Scholz stated he and Mr. Johnson reviewed the contract and agreed the request is in line with the contract for Land Banking. Mr. Scholz stated Ms. Seyfang should review the contract to ensure all the requested documentation is provided with the funding request. Mr. Germain verified no motion is necessary because the request is within the scope of the BSCHT contract.
- b. **Staffing Structure:** Ms. Brunner outlined the proposal move to a traditional Board-Staff model; add an executive position, District Manager, and restructure the existing staff to include and Assistant Manager (Ms. Brunner), Tax Revenue Manager (Ms. Drain), a part time Administrative Assistant and outsourced bookkeeper. She requested the Board amend the budget, appoint a hiring subcommittee, and approve the recruitment plan. Ms. Brunner outlined the salary ranges for each position, which, for the new positions, would be determined by individual based on experience, etc. She stated the proposed budget uses mid-range salary numbers, which would increase the staffing budget by 34%.

Motion by Mr. Davis to accept the restructuring proposal to add a District Manager, restructure the existing staff to Assistant Manager and Tax Revenue Manager, hire a part time Administrative Assistant

and an outsourced bookkeeper, amend the budget for the salary increase and recruitment costs and appoint a hiring subcommittee. Second by Ms. Blechta.

Discussion: Mr. Scholz stated the Board may consider hiring the District Manager initially and let them determine if more staff is needed. Mr. Germain asked Mrs. Brunner her thoughts. Ms. Brunner stated Mr. Scholz's statement would apply if the office was functioning well today. She stated she would be surprised if the District Manager determines less staff is needed; however, the Board should be prepared to go through this process again one year from the District Manager's hire to evaluate the function and operational standard of the office.

Public Comment: Candace Carr Strauss, CEO of Big Sky Chamber and Visit Big Sky: Ms. Strauss stated as a recently hired leader of two organizations, staff transition is a part of the process, but it's better to have staff in place at first so the new leader isn't overwhelmed while trying to just learn the job.

All in favor. Motion passed.

Motion by Ms. Blechta to appoint herself and Mr. Germain as the Hiring Subcommittee. Second by Mr. Johnson. All in favor. Motion passed.

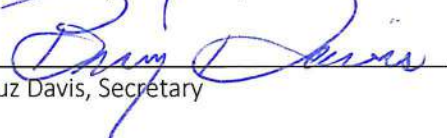
Motion by Mr. Germain to approve the recruitment plan. Second by Mr. Davis. All in favor. Motion passed.

C. Public comment: None.

Motion by Mr. Scholz to adjourn the open meeting. Second by Mr. Davis. All in favor. Motion passed.

Chair Kevin Germain adjourned the open meeting at 2:00 p.m.

Respectfully Submitted,



Buz Davis, Secretary