



## Board Meeting Agenda

February 27th, 2023 | 9:00am

**Big Sky Resort Area District**

11 Lone Peak Drive #204

PO Box 160661

Big Sky, MT 59716

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406.995.3234

The Board will meet virtually on Monday, February 27th at 9:00 am to review LOIs for eligibility as needed.

Attend the meeting through Zoom here: <https://us02web.zoom.us/j/83559925771>

### I. Open Meeting

- |   |   |      |
|---|---|------|
| A. Roll Call                                  | — | 9:00 |
| B. Public Comment                             |   |      |
| C. Regular Agenda                             |   |      |
| 1. Old Business                               |   |      |
| a. <u>Opportunity Fund Procedure</u> : Action | — | 9:05 |
| b. <u>Emergency Fund Procedure</u> : Action   | — | 9:10 |
| 2. New Business                               |   |      |
| a. <u>Project Eligibility</u> : Action        | — | 9:15 |
| D. Public Comment                             |   |      |

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**BSRAD BOARD & STAFF:** Sarah Blechta, Chair | Ciara Wolfe, Vice Chair | Steve Johnson, Secretary & Treasurer | Kevin Germain, Director | Grace Young, Director | Daniel Bierschwale, Executive Director | Kristin Drain, Finance & Compliance Manager | Jenny Muscat, Deputy Director | Tammy Estensen, Communications & Community Engagement Manager | Sara Huger, Office Manager

*\* All Board Meetings are recorded and live streamed. Please visit [ResortTax.org](http://ResortTax.org) for more information.*



## Opportunity Fund Procedure

*Last Updated: 2/9/23*

*Effective Date: 7/1/23*

**Purpose:** Set a process for allocating resources to the Opportunity Fund and how to request and award this fund. The Opportunity Fund is created to ensure that all requests are reviewed equitably and that the applicant and review process is scaled to the size and scope of the request.

**Scope:** BSRAD Board, Staff, and Applicants

### Procedure:

- **Allocating Opportunity Fund**
  - In the annual budget process the District Board formally votes to allocate funds to the Opportunity Fund for the upcoming fiscal year
    - The Board can vote at any time throughout the year to allocate more funds to the Opportunity Fund
  - Opportunity Funds are available until the current fiscal year funds are depleted on a revolving basis
- **Requirements**
  - Requests must be \$25,000 or less
  - Sponsors may only be awarded Opportunity Funding one time per fiscal year
  - Requests to the Opportunity Fund **may not** be for a project previously requested or awarded funding from the District
  - Requests must show an articulate community benefit taking place within the Big Sky Resort Area District Boundary
  - Sponsors must meet all District Legal Requirements (outlined in Non-Profit LOI)
  - Requests **may not** be made for “Administration” projects or expenses
- **Applications**
  - Applications are available year-round
  - The application form will be shortened, and questions will be created by District Staff and may be updated on an annual basis
  - Application review will NOT occur during the regular Annual Allocation Meetings (generally in June)
  - Applications generally will be reviewed at the next regularly scheduled Board Meeting
    - If received less than 7 days prior to the next regularly scheduled meeting it will not be reviewed until the following month/meeting
    - The applicant must be present at the review meeting to answer questions or provide more information requested by the Board

- **Review**
  - A majority vote of the Board is required to award funds
  - The District will attempt to resolve the request in the span of one meeting and will keep the discussion limited
  - Opportunity Fund applications **will not** be scored using District scoring system
- **Disbursement of Funding**
  - Upon Board approval staff/legal will create a contract for the funds
  - Funds can be requested using standard District procedures
  - Funds must be spent and reimbursement must be requested within 90 days of the award



## Emergency Fund Procedure

*Last Updated: 2/9/23*

*Effective Date: 2/27/23*

**Purpose:** Set a process for parameters around emergency funding requests to the District.

**Scope:** BSRAD Board, Staff, and Applicants

**Procedure:**

- **Allocating Emergency Funds**
  - The District Board formally votes to allocate funds to the Emergency Fund during the budgeting process and at their discretion throughout the year
  - Emergency Funds are available on a revolving basis
- **Requirements**
  - Requests must be considered an Emergency
    - Defined as *an urgent, unexpected, and usually dangerous situation that poses an immediate risk to health, life, property, or environment and requires immediate action*
- **Applications**
  - Requests must be submitted to the District in writing outlining the emergency and projected dollar amount needed
- **Review**
  - Emergency requests can be reviewed at the next regularly scheduled Board Meeting, or at a special meeting based on the circumstances
  - A majority vote of the Board is required to award funds
  - The District will attempt to resolve the request in the span of one meeting and will keep the discussion limited
  - Emergency Fund requests will **not** be scored using the District scoring system
- **Disbursement of Funding**
  - Upon Board approval staff/legal will create a contract for the funds
  - Disbursement of funds (either reimbursement or up front) is dependent on the situation and based on the Board's decisions

## ELIGIBILITY REQUIREMENTS

Sponsor must receive a score of 16 or higher.

LOI is deemed complete.

All uploads are included and fully completed.

Submission deadline met.

Responses are complete and accurate.

Sponsor is registered with the District prior to LOI submission.

Project request is larger than \$25,000.

-Smaller requests are eligible with documentation of at least a 1:1 match in funding.

- Requests under \$25,000 without a 1:1 match may be requested at a later date from the "Opportunity Fund" as outlined in District Ordinances and Procedures.

Sponsors with pass-through funding to another sponsor (Resort Tax funded entity) must have a formal agreement in place prior to LOI submission.

Blackmail or bribery of staff or Board Members is strictly prohibited and will result in disqualification.

Sponsoring Organization	Sponsor Score 16 +	LOI Complete	Uploads included & Complete	Submission Deadline Met	Accurate & Complete Responses	Sponsor Registered	\$25,000 or larger	Pass-Through Funding Agreement	No Blackmail or Bribery
Big Sky Local Governance Group	✗ 3 of 30	✓	✓	✓	✓	✗	✓	✓	✓
Big Sky Skijoring Association	✗ 15 of 30	✓	✓	✓	✓	✓	✓	✓	✓
Big Sky SNO	✓ 26 of 30	✓	✓	✓	✓	✓	✗ Project- Recycling/Composting Education & Outreach: Actively seeking 2 other grants	✓	✓
Big Sky Trails Recreation and Parks District	✗ 15 of 30	✓	✓	✓	✓	✓	✓	✓	✓
Gallatin Valley Snowmobile Association	✓ 23 of 30	✓	✓	✓	✗ Auditors Report Response incomplete	✓	✓	✓	✓
Southwest Montana Mountain Bike Association	✗ 10 of 30	✓	✓	✓	✓	✓	✓	✓	✓
Visit Big Sky	✓ 26 of 30	✓	✗ Growth Forecast & Payroll Detail not filled in completely	✓	✓	✓	✓	✓	✓

## Big Sky Local Governance Group | Eligibility Review

### FY24 Project Requests:

- Legal Services: \$50,000
  - Incorporation has been explored before in Big Sky, but it has never reached the point of actually putting the issue on a ballot for a voter decision. The legal services for which this funding is requested will be essential to navigate the legal details with that process in Gallatin County.

SPONSOR SCORE	
<input checked="" type="checkbox"/>	<b>Community Participation</b> Some evidence (3 of 5)
<input checked="" type="checkbox"/>	<b>Program Expense Ratio</b> Below 50% (0 of 5)
<input checked="" type="checkbox"/>	<b>Revenue Reliance</b> 67-100% of Sponsor revenue from RT (0 of 5)
<input type="checkbox"/>	<b>Resort Tax Track Record</b> FY23 project(s) on track (1)
<input type="checkbox"/>	Public funding recognition (1)
<input type="checkbox"/>	Accurate payment requests (1)
<input type="checkbox"/>	Impact Reports completed accurately (2)
<input type="checkbox"/>	FY22 project(s) completed as outlined (5)
<input checked="" type="checkbox"/>	<b>Forecasting Accuracy</b> +/-30% or more variance (0 of 5)
<b>3</b> (of 30)	

## Big Sky Skijoring Association | Eligibility Review

### FY24 Project Requests:

- Best In the West Showdown Annual Skijoring Event: \$40,000
  - The Showdown brings people from all over North America to Big Sky, supporting local businesses. It maintains the culture of a traditional western sport, and brings people of all backgrounds together. Funds would be applied towards production in 2024 with the goal of adding capital assets in FY2025.

SPONSOR SCORE	
<input checked="" type="checkbox"/>	<b>Community Participation</b> Strong evidence (5 of 5)
<input checked="" type="checkbox"/>	<b>Program Expense Ratio</b> Above 70% (5 of 5)
<input checked="" type="checkbox"/>	<b>Revenue Reliance</b> 0-32% of Sponsor revenue from RT (5 of 5)
<input type="checkbox"/>	<b>Resort Tax Track Record</b> FY23 project(s) on track (1)
<input type="checkbox"/>	Public funding recognition (1)
<input type="checkbox"/>	Accurate payment requests (1)
<input type="checkbox"/>	Impact Reports completed accurately (2)
<input type="checkbox"/>	FY22 project(s) completed as outlined (5)
<input checked="" type="checkbox"/>	<b>Forecasting Accuracy</b> +/-30% or more variance (0 of 5)
<b>15</b> (of 30)	

# Big Sky Sustainability Network Organization | Eligibility Review

## FY24 Project Requests:

- Solarize Big Sky: \$480,000
  - This program will support local resident access to solar energy with intentional equity by (1) installing solar on the BSCHT RiverView Apartments. (2) Develop & open an application where homeowners & businesses can receive additional funding (to the federal credit) to incentivize greater buy-in.
- Green Build Toolkit: \$90,000
  - SNO will engage community & regional architectural, engineering, development & contracting experts to compile resources to design an energy-conscious building guideline/checklist website that applies to county and state permitting structures to be used in perpetuity.
- Climate Action Plan (CAP) Implementation: \$60,000
  - Being a sustainable resort community by protecting the environment is imperative. SNO will engage community stakeholders in education & outreach for collective implementation to reduce emissions: reducing transportation & waste while increasing green energy supply & building efficiencies.
- Carpool Incentivization Program: \$50,000
  - Vehicles & commuters from Bozeman to Big Sky continue to rise leading to increased traffic, cost of living, and greenhouse gas emissions. Big Sky SNO & the GoGallatin commuter platform are partnering on a community-based program to incentivize carpooling, bus rides, & other sustainable transport.
- *Recycling/Composting Education & Outreach: \$20,000\**
  - *Education is critical to advance successful recycling & composting in our transient community. To disseminate info broadly, SNO will educate via local non-profits, the school and businesses on best practices, & coordinate with organizers & vendors for zero-waste events to divert from the landfill.*

*\*Indicates project flagged for not meeting eligibility requirement of Project Request larger than \$25,000*

## Response provided on LOI regarding request amount and matching funds:

**Question:** Requests that are \$25,000 or less require a 1:1 match in funding. Please explain how you plan to obtain (or have obtained) matching funds for this request.

**Response:** SNO has submitted an EPA Recycling Education & Outreach Grant on February 15th that will be \$1,335,543.48 over 3 years starting in October; ~\$366,000 of which will be allocated in the BSRAD FY24 if we are awarded the funds. Funds are awarded and distributed in October 2023.

SNO will be submitting a spring 2023 grant to SPCF for \$10,550 for an Artificial Intelligence waste sorting setup to be placed in the SPARK area of BASE to create a centralized, interactive & gamified opportunity to educate many in the community.



## Big Sky Trails Recreation and Parks District | Eligibility Review

### FY24 Project Requests:

- Recreational Asset Maintenance: \$1,123,936
  - Parks, Trails and BASE Community Center are integral part of the Big Sky community. The maintenance and management of these assets are vital to provide a safe place for residents and visitors to recreate responsibly year-round.

SPONSOR SCORE	
<input checked="" type="checkbox"/>	<b>Community Participation</b> Some evidence (3 of 5)
<input checked="" type="checkbox"/>	<b>Program Expense Ratio</b> Above 70% (5 of 5)
<input checked="" type="checkbox"/>	<b>Revenue Reliance</b> 67-100% of Sponsor revenue from RT (0 of 5)
<input checked="" type="checkbox"/>	<b>Resort Tax Track Record</b> FY23 project(s) on track (1) <input type="checkbox"/> Public funding recognition (1) <input checked="" type="checkbox"/> Accurate payment requests (1) <input type="checkbox"/> Impact Reports completed accurately (2) <input type="checkbox"/> FY22 project(s) completed as outlined (5)
<input checked="" type="checkbox"/>	<b>Forecasting Accuracy</b> +/-0-15% variance (5 of 5)
<b>15</b> (of 30)	

## Gallatin Valley Snowmobile Association | Eligibility Review

### FY24 Project Requests:

- Buck Ridge Snowmobile Trail Additional Groomings: \$30,000
  - Buck Ridge trail is one of the most heavily used snowmobile trails in the Bozeman/Big Sky area. This project makes it possible to groom this trail an additional 2 times/week for the snowmobile season (Dec-March), for a total of 3 times/wk providing a smoother trail and better snowmobile experience.

### Response provided on LOI

**Question:** Please upload a copy of your organization's most recently completed Auditor's Report. If you are unable to provide an Auditor's Report, briefly explain why.

**Response:** N/A

## Southwest Montana Mountain Bike Association | Eligibility Review

### FY24 Project Requests:

- Big Sky Community Park Pump Track - Phase 2: \$50,000
  - The Pump Track is located in the Big Sky Community Park. Phase 2 will double the size of the track. Features will be paved and designed for all skill levels. The pump track will serve to build a robust riding community promoting mental and physical health.

SPONSOR SCORE	
<input checked="" type="checkbox"/>	<b>Community Participation</b> Strong evidence (5 of 5)
<input checked="" type="checkbox"/>	<b>Program Expense Ratio</b> Below 50% (0 of 5)
<input checked="" type="checkbox"/>	<b>Revenue Reliance</b> 0-32% of Sponsor revenue from RT (5 of 5)
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<input type="checkbox"/>	Accurate payment requests (1)
<input type="checkbox"/>	Impact Reports completed accurately (2)
<input type="checkbox"/>	FY22 project(s) completed as outlined (5)
<input checked="" type="checkbox"/>	<b>Forecasting Accuracy</b> +/-30% or more variance (0 of 5)
<b>10</b> (of 30)	

## Visit Big Sky | Eligibility Review

### FY24 Project Requests:

- Firepit Park Public Bathrooms: \$370,000
  - This is a continuation of the FY22 bathroom project. The relocation from Firepit Park to Len Hill Park, the hold up in DEQ approval and building costs created delays for this project that have pushed it in to the next fiscal year.
- Visitor Marketing and Events: \$275,000
  - With tourism being our number one economic driver, the continued presence of it is vital to our community's stability and vitality. These funds would go to digital targeted marketing campaigns as well as a large event that would act as a marketing draw for the community in a slow part of the season.
- VBS – Operations: \$240,000
  - Visit Big Sky works to inspire and educate our visitors in an authentic experience that is positive for them and the community. This is done through staff time communicating to visitors and coordinating with partners. These funds would go to salaries, rent and other operational expenses
- Destination Research and Stewardship Plan: \$230,000
  - There are tremendous benefits as a result of our tourism economy but there is also an invisible burden. This funding would be used to help balance tourism with community via visitor impact data, stewardship plan outreach, implementation of that plan and continued campaigns on respectful visitation.
- Wayfinding Signage Project: \$200,000
  - Our community can be confusing to newcomers and clearer signage for both vehicles and pedestrians would help direct the flow of visitation including to areas that would benefit from the increased traffic. This funding would be for all current signage as well as new pedestrian and cycling signage.

GROWTH FORECAST			RESERVES (ON HAND)	
	Previous-FY	Current-FY	Upcoming-FY	
Total # of FTE	See Chamber LOI	See Chamber LOI	See Chamber LOI	Restricted** \$ 701,202
Payroll & Benefits	See Chamber LOI	See Chamber LOI	See Chamber LOI	Unrestricted**
Total Operating Budget (including payroll & benefits)	\$ 937,160	\$ 1,951,048	\$ 1,300,000	Goal
Capital Expenditures			\$ -	
OPERATING BUDGET GROWTH		Previous-Current 108%	Current-Upcoming -33%	
PAYROLL DETAIL				
Level of Position	Salary Range		Benefits Summary	
Tier 1 (Eg Executive)	See Chamber LOI			
Tier 2 (Eg Vice President)	See Chamber LOI			
Tier 3 (Eg Director)	See Chamber LOI			
Tier 4 (Eg Manager)	See Chamber LOI			
Tier 5 (Eg Coordinator/Assistant)	See Chamber LOI			