

MONTANA FACILITY FINANCE AUTHORITY
Board Meeting

Montana Facility Finance Authority Office
1712 9th Ave, Helena

December 13, 2022

“Enhance Montana healthcare and community capabilities through access to cost-effective capital financing and development services.”



MEMORANDUM

Montana Facility Finance Authority

Department of Commerce

1712 9th Avenue

P.O. Box 200506, Helena MT 59620

(406) 444-0259

To: MFFA Board Members
From: MFFA Staff
Date: December 6, 2022
Subject: MFFA Board Meeting Tuesday, December 13, 2022

Enclosed, please find board meeting materials for our upcoming MFFA Board Meeting:

10:00 AM Tuesday, December 13, 2022
Via Zoom

Given we only have reports and the Executive Director Performance Review for this meeting, we will hold it via Zoom. We will be scheduling our February and April 2023 meetings so please have your schedules for 2023 on hand.

As always, please call or write if you have any questions.

ZOOM INSTRUCTIONS

<https://mt-gov.zoom.us/j/4064440259?pwd=Q3hESVo0d0NpTEk1bHA2eXVHdTRsdz09>

Meeting ID: 406 444 0259

Password: 845632

OR

Dial by Telephone: +1 (406) 444-9999

Meeting ID: 406 444 0259

Password: 845632

MONTANA FACILITY FINANCE AUTHORITY

Board Meeting

Via Zoom

December 13, 2022

MEETING AGENDA

- 10:00**
- I. CALL TO ORDER**
 - A. Roll Call
 - B. Approval of Meeting Minutes (10/18)
 - II. PUBLIC COMMENT** on Board Related Items
 - III. GENERAL ADMINISTRATIVE**
 - A. Financials**
 - 1. Budget -v- Actual
 - 2. Reserve Balances
 - 3. Staff Approved Loans & Grants
 - 4. Revenue Chart
 - B. Miscellaneous**
 - 1. Outreach & Marketing Report
 - 2. Anticipated Financings
 - C. Executive Session - Executive Director Development Committee**
 - Joining via Zoom:
Shannin Danko, Human Resources, MT Dept of Commerce
 - V. CALENDAR**
- 11:30** **DISMISS**

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MONTANA FACILITY FINANCE AUTHORITY
Board Meeting
October 18, 2022
10:00 A.M.
Shodair Children's Hospital
2755 Colonial Drive, Helena, MT 59601

MINUTES

**BOARD MEMBERS
PRESENT:**

Vu Pham
Paul Komlosi (via phone)
Matt Thiel
Kim Rickard
Mel Reinhardt (via phone)
John Iverson
Jade Goroski

**BOARD MEMBERS
ABSENT:**

STAFF PRESENT: Adam Gill, Executive Director
Seth Lutter, Associate Director
Monica Birlut, Accountant

GUESTS: Nathan Bilyeu, Authority Counsel – Jackson, Murdo & Grant

BOARD MEETING

CALL TO ORDER

Board Chair Vu Pham called the October 18, 2022, board meeting of the Montana Facility Finance Authority (the “Authority”) to order at 10:00 A.M. The meeting convened with all members of the Board present.

Minutes

An amendment was requested to the August 16, 2022, meeting minutes. Board Member Jade Goroski moved for approval of the amended meeting minutes. Board Member Mel Reinhardt seconded the motion which passed unanimously.

PUBLIC COMMENT

The meeting was opened for public comment. *No comments were received.*

GENERAL ADMINISTRATIVE

Office Updates

Adam Gill, Executive Director discussed hiring a C-PACE Program Manager which will start in November and discussed MFFA moving to a new location.

Financials

Mr. Gill presented the Budget-v-Actual results and the Reserve Balances. Mr. Lutter discussed Staff Approved Loans and Grants and presented the Revenue Graph.

SPECIAL PURPOSE TOPICS

Legislative Update

Mr. Gill provided a legislative update including bond cap, public hearings, and market access plannings.

Executive Director Development

Mr. Gill discussed the executive director development process as assigned by the Montana Department of Commerce Human Resources Division.

Anticipated Financings

Mr. Gill presented the anticipated financings including C-PACE financings and potential C-PACE county districts.

BOARD MEETING CALENDAR

BOARD MEETINGS
December 12-13, 2022

ADJOURN

Chair Pham adjourned the meeting at 10:49 A.M.

APPROVE: _____
Vu Pham, Chair

ATTEST: _____
Adam Gill, Executive Director

APPROVAL DATE: _____

Montana Facility Finance Authority
Budget v. Actual Expenses
11/30/22
42% Expended

Legislative Budget	Year to Date			
	Category	Budget	Actual	\$ Variance % Variance
\$799,694	A) INCOME	\$241,615	305,729	64,114 27%
120,000	Application Fees	50,000	38,294	(11,706) -23%
554,694	Annual Fees	139,531	190,838	51,307 37%
125,000	Investment Income	52,083	76,597	24,513 47%
\$399,024	B) PERSONAL SERVICES EXPENSE	\$166,260	149,920	(16,340) -10%
392,024	Salaries & benefits	163,343	148,570	(14,773)
7,000	Board Per Diem	2,917	1,350	(1,567)
\$376,282	C) OPERATING EXPENSES**	\$115,511	79,306	(36,204) -31%
94,462	Contracted & Other Services	39,359	13,792	(25,567) -65%
	Misc. Other Services		5,066	
	Legal Services		8,063	
	Legislative Audit		42	
	ITSD		622	
15,072	Supplies/Materials/Equipment	6,280	1,630	(4,650) -74%
7,587	Communications	3,161	1,130	(2,031) -64%
24,344	Travel	10,143	11,823	1,680 17%
4,789	Equipment Lease	1,995	3,374	1,379 69%
	Building Lease	12,107	11,662	(445) -4%
156	Repairs & Maintenance	65	98	33 50%
95,816	Miscellaneous	39,923	35,797	(4,127) -10%
	Commerce Department Services		19,468	
	Administration (statewide) Indirect Costs		3,016	
	Education		5,136	
	Other Miscellaneous		8,177	
35,000	BOI Administrative Support**	14,583	0	(14,583) -100%
\$24,388	REVENUES IN EXCESS OF EXPENSES (A-B-C)	-40,156	76,503	116,659 -291%
150,000	Grants-Obligated/Paid	25,000	0	
(\$125,612)	Current Year Increase in Net Assets		76,503	
	INCREASE (DECREASE) IN NET ASSETS		76,503	

* Income presented on CASH basis. GAAP accrual accounting would reflect approximately \$4,634 less income annually, or < 0.8%

RESERVE BALANCES AS OF DECEMBER 1, 2022

A/E 06015	Operating Account Summary	Current Balance	Policy Guideline
	Total Fund Balance Available Net Capital Reserve "B" Balance	4,055,700	
	Less: Working Capital Reserve Requirement	1,710,612	1,710,612 (a)
	Available for Restricted Capital Reserve "A"	2,607,014	11,583,840 (b)
	Transferred to Capital reserve "B" Fund Balance	(800,000)	
	Fund Balance: Sub-Total	3,517,626	13,294,452
A/E 06015	Trust Fund Loan Pool		
	RC 710300, Accounts 521190	25,661	
	Plus: Prior Year End Capital Reserve "B" Fund Balance Sub Total	368,549	
	Transferred from Capital Reserve "A" Fund Balance	800,000	
	Capital Reserve "B" Fund Balance	1,194,210	1,265,668 (d)
A/E 06012	Direct Loan Program		
	Current Program Fund Balance	4,947,807	
	Less: Outstanding Loan Balance	3,303,545	
	Funds Available to Loan from Direct Loan Program	1,644,262	
	Fund Balance: Sub-Total	4,947,807	4,932,112 (c)
	Total Projected Fund Balance	9,659,643	19,492,232

Notes:

Policy Guidelines - Minimum Funding Requirements

(a) Twice the current Fiscal Year annual budget.	855,306
(b) 10% of the outstanding BOI enhanced bond balance as of 7/1/22	115,838,401
(c) \$4,905,556 as of 7/1/22 plus YTD loan payments, account investment earnings.	4,905,556
(d) 10% of the Trust Fund Loan Pool Balance as of 7/1/22	12,656,678

MONTANA FACILITY FINANCE AUTHORITY

Staff Approved Loans

10/1/2022-11/30/2022

Submitted Applications

<u>Borrower</u>	<u>Location</u>	<u>Date Submitted</u>	<u>Term</u>	<u>Interest</u>	<u>Amount</u>	<u>Project</u>
All Nations Health Center	Missoula	11/09/22	5	4.16%	\$ 250,000	Land Purchase
Total Pending Direct Loans:					\$ 250,000	

Approved Applications

<u>Borrower</u>	<u>Location</u>	<u>Date Approved</u>	<u>Term</u>	<u>Interest</u>	<u>Amount</u>	<u>Project</u>
Total Approved Direct Loans:					\$ -	

Funds Available Under

Direct Loan Program:

Loan Fund: (11/30/2022)	4,947,807
Total Outstanding Loans: (11/30/2022)	3,303,545
Approved Applications from above:	-
Total Available to Loan at 11/30/2022	\$ 1,644,262

Funded Applications from 7/1/22:

<u>Borrower</u>	<u>Location</u>	<u>Date Funded</u>	<u>Term</u>	<u>Interest</u>	<u>Amount</u>	<u>Project</u>
Central Montana Medical Center	Lewistown	07/15/22	8	2.15%	\$ 375,000	Refinance TFL & DL
Big Sandy Medical Center	Big Sandy	10/14/22	5	3.35%	\$ 85,000	Physician housing
Central Montana Medical Center	Lewistown	11/29/22	5	2.00%	\$ 375,000	MRI Machine
Total Loans Funded since 7/1/22					\$ 835,000	

MONTANA FACILITY FINANCE AUTHORITY

Staff Approved Grants

10/1/2022-11/30/2022

Commitments Pending

<u>Facility</u>	<u>Location</u>	<u>Date Submitted</u>	<u>Date Approved</u>	<u>Date Paid</u>	<u>Amount</u>	<u>Project</u>	<u>Program</u>
Roosevelt Medical Center	Culbertson	09/02/22	9/2/2022		\$ 25,000	Scope of service review	MCAP
Total Pending Grants:					<u>\$ 25,000</u>		

Grants Paid since 7/1/2022

<u>Grantee</u>	<u>Location</u>	<u>Date</u>	<u>Approved</u>	<u>Paid</u>	<u>Amount</u>	<u>Project</u>	<u>Program</u>
Total Grants:					<u>\$ -</u>		

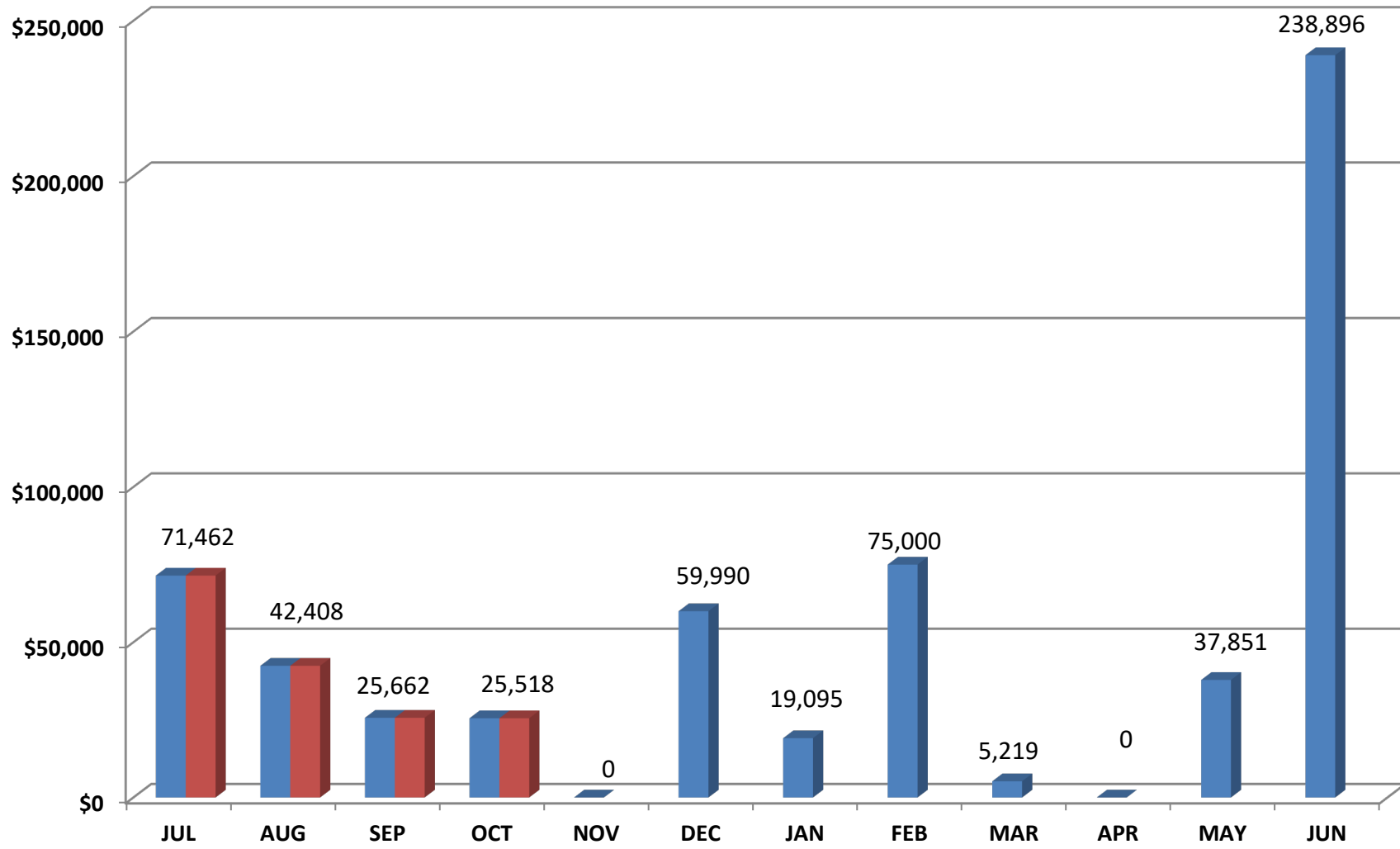
FY 2023 Annual Service Fees

As of December 1, 2022

Annual Projected: \$601,099

YTD Projected: \$165,049

YTD Collected: \$165,049



2023

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	28	28	29

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	20	20	21	22	23
24/31	25	27	27	28	29	30

HOLIDAYS AND OBSERVANCES

1-Jan **New Year's Day**
16-Jan **MLK Day**
20-Feb **Presidents' Day**
29-May **Memorial Day**

4-Jul **Independence Day**
4-Sep **Labor Day**
9-Oct **Columbus Day**
10-Nov **Veterans Day Ob.**

23-Nov **Thanksgiving Day**
25-Dec **Christmas Day**

CONFERENCES

Apr 16-18 **NAHEFFA, Washington DC**
Sep 18-22 **MT Hospital Assoc**

Oct 9-12 **NAHEFFA, Burlington, VT**
Nov 7-10 **CDFA, Philadelphia, PA**