



Mid-Columbia Economic Development District

**MCEDD Loan Administration Board Meeting**  
**Tuesday, February 7, 2017**  
**8:00am**

MCEDD Office, 515 East Second Street, The Dalles

**AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions Conflict of Interest Disclosures		
Loan Administration Board Minutes <i>January 17, 2017</i>	5 minutes	Approval
Loan Request: <b>NuCulture Food, LLC</b>	10 minutes	Information
Loan Approval Modification Request <b>Heidi Hall dba Sweet Lila's Coffee Cup</b>	10 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> <i>Regular Session Reconvened</i>		
Loan Actions	10 minutes	Decision
Other New Business		
Adjourn		

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact us at (541) 296-2266; TTY 711 at least 48 hours before the meeting. MCEDD is an equal opportunity employer, lender and provider.

## **Executive Session Protocol MCEDD Loan Administration Board**

After discussion agenda items are presented in open session by MCEDD staff, the LAB Chair will state the following: "Pursuant to ORS 192.660(f), Exempt Documents, I call the Executive session of the MCEDD Loan Administration Board to order".

LAB Chair asks all non-staff and non LAB members to leave the meeting. Staff will explain to visitors where they can wait and that they will be invited into Executive Session when their agenda item will be discussed.

For each discussion item on the agenda for Executive Session, the LAB Chair will follow the following procedural steps:

1. Invite the loan applicant (or their representative) into the Executive Session for the presentation of their loan request. LAB Chair requests a brief presentation from MCEDD staff on a summary of the loan proposal or other discussion item.
2. After presentation of information by staff, the LAB Chair asks if there are any questions for the loan applicant or MCEDD staff.
3. Following questions and discussion by the LAB, the loan applicant (and/or their representative) is asked to leave Executive Session with instruction that they will be invited into the Open session when Executive Session is adjourned.
4. LAB Chair asks LAB members if there is any discussion related to loan request that needs to take place before inviting the next loan applicant or other persons in to Executive Session for the next discussion item.
5. Additional discussion between the LAB members takes place then Steps 1-5 are repeated for each following discussion item for Executive Session.

At the end of discussion, the LAB chair will close the Executive Session. The LAB moves back to open session. At this point, the LAB Chair asks for a motion on the decision items in open session. Following a proper motion (motion and a second), the LAB chair requests discussion on the motion. Following any discussion, the LAB chair request a vote ("all those in favor, signify by saying aye" "all opposed signify by saying nay" "any abstentions?"). Staff may ask for a roll-call vote, if the responses are unclear

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**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
LOAN ADMINISTRATION BOARD MEETING MINUTES**

Tuesday, January 17, 2017  
8:00 AM  
MCEDD OFFICE, 515 East 2<sup>nd</sup> Street, The Dalles

**ATTENDANCE:**

BOARD: Rex Johnston (teleconference), Bob Hamlin (teleconference), Scott Clements (teleconference), Dillon Borton (teleconference), Bob Benton (teleconference), and Rod Runyon

STAFF: Eric Nerdin, Sherry Bohn and Amanda Hoey (teleconference)

GUESTS: Gary Thompson (teleconference), Les Ruark (teleconference), Vincente and Alejandro Rodriguez (Steelhead Enterprises, LLC)

**CALL TO ORDER:**

Scott Clements called the meeting to order at 8:02 a.m. A quorum was present. A round of introductions took place. Scott requested that any Board member disclose any conflict of interests for any of the topics to be reviewed today. None were noted.

**LOAN ADMINISTRATION BOARD MINUTES**

Bob Hamlin moved to approve the minutes from December 20, 2016. Rex Johnston seconded the motion. Motion passed unanimously.

**LOAN REQUEST: STEELHEAD ENTERPRISES, LLC:**

Eric Nerdin presented a loan request from Steelhead Enterprises, LLC for \$150,000 to add a second 20 person hand crew for wild land firefighting.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:04 a.m.

Regular session was reconvened at 8:15 a.m.

**LOAN REQUEST DECISION: STEELHEAD ENTERPRISES, LLC:**

Rod Runyon moved to approve the loan request from Steelhead Enterprises, LLC as recommended by staff. Rex Johnston seconded the motion. Motion passed unanimously.

**Terms:**

- Loan amount: \$150,000.00
- Interest Rate: 7.75% (Fixed interest rate)
- Loan Term: 126 months
- Loan Payment: First six (6) months of accrued interest only monthly payments followed by approximately one hundred twenty (120) principal and accrued interest monthly payments made according to the following schedule: \$1,000 in December, January, February and March of each and \$2,200 in April through November of each. This is a fully amortized loan. Note: The loan term may vary slightly to implement this seasonal payment plan.

- Loan Fee: \$2,250.00
- Collateral and Conditions: As presented in the staff report

**LOAN REQUEST: AUSTEN MARTIN:**

Eric Nerdin presented a loan request from Austen Martin to construct two duplex rental units on two residential lots in Moro, Oregon. Staff recommendation for a loan includes a \$111,000 Attainable Housing Development Loan and a recommendation for a \$117,000 Sherman County Housing Loan.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:18 a.m.

Rex Johnston left the meeting at 8:29 a.m.

Regular session was reconvened at 8:34 a.m.

**LOAN REQUEST DECISION: AUSTEN MARTIN:**

Bob Hamlin moved to approve the loan request from Austen Martin as recommended by staff. Bob Benton seconded the motion. Motion passed unanimously.

**Terms:**

- Loan amount: \$228,000.00 maximum (Actual loan amount will equal amount of disbursements.)
  - Approval for \$111,000 through the Attainable Housing Development RLF
  - Recommendation to Sherman County for up to a \$117,000 loan
- Interest Rate: 5.25% Fixed interest rate
- Loan Term: 72 months
- Loan Payment: Accrued interest only for twelve (12) month construction drawdown period for both the Attainable Housing loan and the Sherman County Housing loan, then \$750 monthly principal and interest payments for the Attainable Housing loan and \$690 to \$795 principal and interest payments, depending on the final loan amount, for the Sherman County Housing loan for sixty (60) months with a balloon payment on the 15th of the 73rd month. (These are NOT fully amortized loans. A 240 month (20 year) amortization was used to calculate the monthly principal and interest payments.)
- Loan Fees: 1%; Attainable Housing Development Loan (\$1,110)  
1%; Sherman County Loan (\$1,020 to \$1,170)
- Collateral and Conditions: As presented in the staff report

**LOAN UPDATE:**

Eric Nerdin presented the monthly loan activity and delinquent loans reports.

**ADJOURNMENT:** Having no other new business, the meeting was adjourned at 8:37 a.m.

*Respectfully submitted by Sherry Bohn, MCEDD Office Administrator*