



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, June 6, 2017
8:00 am

MCEDD Office, 515 East Second Street, The Dalles

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions Conflict of Interest Disclosures		
Loan Administration Board Minutes <i>May 24, 2017</i>	5 minutes	Approval
Loan Application Request Discover Development, LLC	5 minutes	Information
Loan Action Request: Happy Endings, LLC dba Dirty Fingers Bicycle Repair	5 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Decision
Loan Activity and Updates Bent River, Inc	10 minutes	Information
Other New Business: EDA Letter	5 minutes	Approval
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, May 24, 2017
9:30 AM
MCEDD OFFICE, 515 East 2nd Street, The Dalles

ATTENDANCE:

BOARD: Scott Clements (teleconference), AJ Tarnasky (teleconference), Bob Benton (teleconference), and Bob Hamlin (teleconference)

STAFF: Eric Nerdin and Amanda Hoey

CALL TO ORDER:

Scott Clements called the meeting to order at 9:31 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 May 16, 2017. Bob Benton seconded the motion. Motion passed unanimously.

LOAN MODIFICATION REQUEST: VERONICA'S SALSA, LLC

Eric Nerdin presented a loan modification request for Veronica's Salsa, LLC to release collateral.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 9:35 a.m.

Regular session was reconvened at 9:53 a.m.

AJ Tarnasky disclosed a potential perception of a conflict of interest due to the involvement of Columbia State Bank relationship which was identified during discussion. AJ noted that it is a different department and there is no personal gain. The board had no issue with the relationship and did not perceive a real conflict of interest.

LOAN MODIFICATION REQUEST DECISION: VERONICA'S SALSA, LLC

AJ Tarnasky moved to deny the loan modification request. Bob Benton seconded the motion.

Discussion: AJ Tarnasky stated that there was information he needed and he wanted to see the client demonstrate profitability while making payments moving forward. Bob Benton noted additional information needed to analyze the request from the client. Bob Hamlin asked about the consequences if tax issues remained unresolved. Eric highlighted the payment deadline, but did not indicate any alternative payment plans.

Motion fails with two in favor (Tarnasky, Benton) and two opposed (Hamlin, Clements).

Bob Hamlin moved to take no action at this time and request further information from the client. AJ Tarnasky seconded the motion. Motion passed unanimously.

Discussion: The Board highlighted the information needed from the client to analyze a request at a future meeting, including options with the IRS, further history on the circumstances which led to the need and, specifically, if the payroll tax issue was due to a failure to pay or error in the rate. Attendance by the client is encouraged if the request reappears at a future meeting.

ADJOURNMENT: Having no other new business, the meeting was adjourned at 10:15 a.m.

Respectfully submitted by Amanda Hoey, Executive Director