



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, September 18, 2018
8:00am

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		
July 17, 2018 Minutes	5 minutes	Approval
Loan Requests <i>Amity Labs, LLC</i>	5 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Loan Actions	10 minutes	Decision
Loan Modifications <i>LDB Beverage, LLC</i> <i>Riverhood Rentals, LLC</i>	5 minutes	Information
Loan Reports <i>Funded and Delinquent Loan Updates</i>	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <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, August 21, 2018
8:00 am
MCEDD OFFICE, 515 East 2nd Street, The Dalles, OR

ATTENDANCE:

BOARD: AJ Tarnasky, Rod Runyon, Scott Clements, Gary Thompson, Dillon Borton, Bob Hamlin, Bob Benton, Rex Johnston

STAFF: Amanda Hoey (Executive Director), Eric Nerdin (Loan Fund Manager)

GUESTS: Travis Dillard (The Honald Building, LLC), Ken Bailey (MCEDD Board)

CALL TO ORDER:

Scott Clements called the meeting to order at 8:00 a.m. A quorum was present. A round of introductions took place. Scott requested declaration of any conflicts of interest. None were noted.

LOAN ADMINISTRATION BOARD MINUTES

Bob Hamlin moved to approve the minutes from July 17, 2018. Rex Johnston seconded the motion. Motion passed with six in favor and two abstentions (Runyon and Tarnasky).

LOAN MODIFICATION REQUEST: THE HONALD BUILDING, LLC

Eric Nerdin presented a loan modification request for The Honald Building, LLC to release MCEDD's position on a duplex in Lyle as collateral for their loan.

LOAN REQUEST: ERIK STENBERG DBA THE LITTLE HUCKLEBERRY FOOD TRUCK

Eric Nerdin presented an overview of the loan request from Erik Stenberg.

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 8:19 a.m.

LOAN ACTION: THE HONALD BUILDING, LLC

AJ Tarnasky moved to approve release of the Lyle duplex as collateral for the MCEDD loan without requiring replacement collateral. Rod Runyon seconded the motion. Motion passed unanimously.

Discussion: AJ Tarnasky noted that the bank has a business relationship for the Honald Building project, but it is not in his department. There was no conflict of interest present but the board acknowledged the statement.

Rex Johnston departs at 8:26 a.m.

LOAN ACTION: ERIK STENBERG DBA THE LITTLE HUCKLEBERRY FOOD TRUCK

Rod Runyon moved to pre-approve up to a \$5,000 loan to Erik Stenberg dba The Little Huckleberry Food Truck and allow staff to work with the client to determine all loan terms in accordance with the MCEDD Revolving Loan Fund plan. Gary Thompson seconded the motion. Motion passed unanimously.

LOAN REPORTS

Eric Nerdin provided the loan delinquency report, highlighting the Seufert Enterprises defaulted loan.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:27 a.m.

Regular session was reconvened at 8:37 a.m.

OTHER NEW BUSINESS

No other new business was presented.

ADJOURNMENT: The meeting was adjourned at 8:38 a.m.

Respectfully submitted by Amanda Hoey, Executive Director.