



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, April 17, 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		
Loan Request: <i>Gehrig's Chevron</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 Reports	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
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, March 20, 2018
8:00 am
MCEDD OFFICE, 515 East 2nd Street, The Dalles, OR

ATTENDANCE:

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

STAFF: Amanda Hoey, Eric Nerdin

GUESTS: Ken Bailey, MCEDD Board Chair

CALL TO ORDER:

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

LOAN ADMINISTRATION BOARD MINUTES

Scott Clements joined the meeting at 8:01 a.m.

Rex Johnston moved to approve the minutes from March 6, 2018. AJ Tarnasky seconded the motion. Motion passed unanimously.

LOAN MODIFICATION REQUEST: VERONICA'S SALSA

Eric Nerdin presented a loan modification request for Veronica's Salsa

LOAN MODIFICATION REQUEST: SEUFERT ENTERPRISES, LLC

Eric Nerdin presented a loan modification request for Seufert Enterprises, LLC.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:02 a.m.

Gary Thompson joined the meeting at 8:03 a.m.

Regular session was reconvened at 8:13 a.m.

LOAN MODIFICATION DECISION: VERONICA'S SALSA

Bob Hamlin moved to approve the staff recommendation for the loan modification to Veronica's Salsa. Rex Johnston seconded the motion. Motion passed unanimously.

LOAN MODIFICATION DECISION: SEUFERT ENTERPRISES, LLC

Rod Runyon moved to approve the staff recommendation for the loan modification to Seufert Enterprises, LLC. Bob Benton seconded the motion.

Discussion: AJ Tarnasky inquired if this loan modification was presented by management or requested by the client. Amanda Hoey clarified that it was identified as an issue by MCEDD staff and presented by staff. Rod Runyon asked if there was clarification on the relationship with the car dealer recently relocated at the site for CARS. Eric Nerdin noted that it has been presented to staff by the client as a temporary arrangement as the other business seeks another location. Eric is uncertain of any financial relationship between the two parties.

Motion passed unanimously.

LOAN REPORTS

Eric Nerdin provided an update on current loans.

EXECUTIVE SESSION

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

Regular session was reconvened at 8:23 a.m.

LOAN IMPACT STUDY

Amanda Hoey presented the summary from the Oregon Consulting Group for the business loan impact study.

Discussion: Ken Bailey noted that the study reinforced the reason for these revolving loan fund programs to be operated by both MCEDD and the Oregon Investment Board. The overall process and willingness to take additional risk with these clients is paying off in economic growth for the region. Ken noted that it was worthwhile for the efforts put in by MCEDD staff, board and volunteers.

OTHER NEW BUSINESS

No other new business was presented.

ADJOURNMENT: The meeting was adjourned at 8:27 a.m.

Respectfully submitted by Amanda Hoey, Executive Director.