



Mid-Columbia Economic Development District

**MCEDD Loan Administration Board Meeting**  
**Tuesday, September 17, 2019**  
**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>September 3, 2019</i>	5 minutes	Approval
Loan Modification Request <i>Mid-Columbia Backflow, LLC</i> <i>Oregon Brineworks, LLC</i>	5 minutes	Information
Loan Updates	5 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, September 3, 2019  
MCEDD OFFICE, 515 East 2<sup>nd</sup> Street, The Dalles, OR and conference call

**ATTENDANCE:**

LOAN BOARD: Scott Clements, Bob Hamlin, Rex Johnston, Joe Dabulskis, AJ Tarnasky, Les Perkins

STAFF: Amanda Hoey (Executive Director), Israel Ayala Guevara (Loan Fund Manager), Ami Trosley (Administrative Assistant)

**CALL TO ORDER:**

Scott Clements called the meeting to order at 8:01 am. A quorum was present. A round of introductions took place. Scott Clements requested declaration of any conflicts of interest. None were noted.

**LOAN ADMINISTRATION BOARD MINUTES**

AJ Tarnasky moved to approve the minutes from August 6, 2019. Les Perkins seconded the motion. Motion passed unanimously.

**LOAN MODIFICATION REQUEST: STEELHEAD ENTERPRISES LLC**

Israel Ayala Guevara presented a loan modification for Steelhead Enterprises LLC.

**LOAN UPDATES**

Amanda Hoey noted that staff would discuss the delinquent loan report with the board.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:05 a.m.

Bob Hamlin joined by phone at 8:09 a.m

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

**LOAN ACTION: STEELHEAD ENTERPRISES LLC**

Bob Hamlin moved to approve a loan modification to Steelhead Enterprises LLC as recommended by staff with the terms and conditions as listed. Rex Johnston seconded the motion. Motion passed unanimously.

**ALLOWANCE FOR DOUBTFUL ACCOUNTS**

Amanda Hoey asked the Board to provide direction regarding the determination of Allowance for Doubtful Account balance for FY20. She presented the staff recommendation to establish the FY20 allowance rate at 6% of the outstanding loan balances across all funds, noting that the rate can be adjusted through the year if conditions change. She noted that 6% is the required minimum for IRP funds and reviewed historical allowances, including the higher percentage allocation in FY19 for two loan fund accounts due to challenged loans in those funds at the time.

*Discussion: AJ Tarnasky asked how the current data compares to historical losses. Amanda Hoey noted she would need to pull additional data for the historical loss rate, but reviewed the length of term since a loss. AJ noted further research was not necessary at this time.*

Joe Dabulskis moved to adopt the staff recommendation to establish the FY20 allowance for doubtful accounts at 6% of outstanding loan balances across all loan funds. Les Perkins seconded the motion. Motion passed unanimously.

**OTHER NEW BUSINESS**

No other new business.

**ADJOURNMENT:** The meeting was adjourned at 8:20 a.m.

*Respectfully submitted by Ami Trosley, Administrative Assistant*