



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, December 3, 2019
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 Administration Board Minutes <i>November 19, 2019</i>	5 minutes	Approval
Overview of Attainable Housing RLF	5 minutes	Information
Loan Requests <i>C&E, LLC</i>	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 Reports/Updates	5 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, November 19, 2019
8:00 am
MCEDD OFFICE, 515 East 2nd Street, The Dalles, OR

ATTENDANCE:

BOARD: Scott Clements, AJ Tarnasky, Steve Kramer, Bob Hamlin, Dillon Borton, Joe Dabulskis

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 8:00 am. A quorum was present. A round of introductions took place. Scott Clements requested declaration of any conflicts of interest. AJ Tarnasky declared a potential conflict of interest with the Perry Management, LLC loan and indicated he would be abstaining from the vote.

LOAN ADMINISTRATION BOARD MINUTES

Steve Kramer moved to approve the minutes from November 5, 2019. Bob Hamlin seconded the motion. Motion passed unanimously.

LOAN REQUESTS

Israel Ayala Guevara presented loan a request for Perry Management, LLC

EXECUTIVE SESSION

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

Regular session was reconvened at 8:30 a.m.

LOAN ACTION: Perry Management, LLC

Bob Hamlin moved to approve the application from Perry Management, LLC as recommended by staff pending two board amendments. Steve Kramer seconded the motion. Motion passed with five in favor and one abstention (Tarnasky).

Discussion: Steve Kramer stated the business serves the south end of Wasco County well and noted his appreciation to the Chair for helping to move the proposal forward.

LOAN REPORTS/UPDATES

Amanda Hoey noted the loan board would discuss the delinquency report and review status from the bankruptcy completion of a MCEDD loan client. She indicated judgment had been obtained on one of the clients in question and indicated plans to move forward with collections.

OTHER NEW BUSINESS

No other new business was noted.

ADJOURNMENT: The meeting was adjourned at 8:33 a.m.

Respectfully submitted by Ami Trosley, Administrative Assistant