



Mid-Columbia Economic Development District

**MCEDD Loan Administration Board Meeting**  
**Thursday, March 26, 2020**  
**8:00am**

Remote only

Please call (541) 296-2266 or email [ami@mcedd.org](mailto:ami@mcedd.org) for Zoom Meeting details

**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>March 17, 2020</i>	5 minutes	Approval
COVID-19 Disaster Relief	20 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> <i>Regular Session Reconvened</i>		
Loan Actions	5 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, March 17, 2020

MCEDD OFFICE, 802 Chenoweth Loop Road, The Dalles, OR and conference call

**ATTENDANCE:**

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

STAFF: Jessica Metta (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**

Steve Kramer moved to approve the minutes from February 4, 2020. Joe Dabulskis seconded the motion. Motion passed unanimously.

AJ Tarnasky joined the meeting at 8:02 am.

**LOAN UPDATES:**

Israel Ayala Guevara noted he would review loan updates with conversation to focus on Full Circle, LLC.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:03 a.m.

Regular session was reconvened at 8:06 a.m.

**LOAN MODIFICATION REQUEST: TOSS PRODUCTS, LLC**

Israel Ayala Guevara presented a loan modification request for Toss Products, LLC.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:08 a.m.

Regular session was reconvened at 8:14 a.m.

**LOAN ACTION: TOSS PRODUCTS, LLC**

Bob Hamlin moved to approve the loan modification request for Toss Products, LLC as recommended by staff with the terms and conditions as listed. He added the caveat that, in light of current events, we may revisit this in the not-too-distant future. Steve Kramer seconded the motion. Motion passed unanimously.

**OTHER NEW BUSINESS**

Israel Ayala Guevara noted that he would present a confidential memo regarding 15 Mile Ventures, LLC.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:16 a.m.

Regular session reconvened at 8:18 a.m.

**OTHER NEW BUSINESS**

Jessica Metta said that some partner entities are thinking about whether or not they would like to provide a two month payment holiday for their loan clients. She indicated MCEDD had received some information from the EDA that they are expediting approvals for grantees that impacts how loans are processed and providing generally more flexibility in how those loans are managed.

*Discussion: Scott Clements said he believed the Oregon Investment Board had some active discussion on this. Jessica Metta noted that the OIB conversation had largely been around the budget and the amount of funding in the pilot loan program, as the conversation last week was very different than this week. She said the Mt Hood Economic Alliance had some conversation around payment holiday. Scott Clement said he would like to ask staff to explore options as they relate to feasibility and sustainability of our program. He indicated that some research into relevant by-laws and options might give the board enough perspective to make the right decision. He indicated he felt more information might make the board better prepared. Bob Hamlin asked if staff had many calls from clients yet. Israel Ayala Guevara noted he had started receiving calls and could go into the details of some of those calls with the board in executive session if desired.*

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:24 a.m.

Regular session reconvened at 8:43 a.m.

**OTHER NEW BUSINESS**

Jessica Metta said the LAB will meet at 8:00 a.m. on Thursday March 26<sup>th</sup> to discuss plans based on staff research and recommendations on these issues.

**ADJOURNMENT:** The meeting was adjourned at 8:44 a.m.

*Respectfully submitted by Ami Trosley, Administrative Assistant*