



Mid-Columbia Economic Development District

**MCEDD Loan Administration Board Meeting**  
**Tuesday, February 2, 2021**  
**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		
Loan Administration Board Minutes <i>January 5, 2021</i>	5 minutes	Approval
Loan Request • <i>Wind Valley Lodges, LLC</i> <i>(Tenzen Hot Springs Overnight Cabins)</i>	15 minutes	Approval
Updates and Funded Loans Report	15 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> <b><i>Regular Session Reconvened</i></b>		
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, January 5, 2021 Virtual Only

**ATTENDANCE**

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

STAFF: Jessica Metta (Executive Director), Israel Ayala Guevara (Loan Fund Manager), Ami Beaver (Assistant Project Manager)

GUEST: Cheramy Rovianek, F&B LLC

**CALL TO ORDER**

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

**MINUTES**

AJ motioned to approve the minutes from December 1, 2020. Joe Dabulskis seconded the motion.

**LOAN MODIFICATION REQUEST: F&B LLC DBA PITA PIT**

Israel Ayala Guevara noted Cheramy Rovianek was on the line and that discussion would focus on a loan modification request from Pita Pit. He suggested excusing Cheramy to the waiting room so the board could enter executive session.

**EXECUTIVE SESSION**

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

Les Perkins joined the meeting at 8:08 a.m.

Regular session reconvened at 8:24 a.m.

**LOAN ACTION: F&B LLC DBA PITA PIT**

Dillon Borton motioned to keep the current collateral in place, extend the loan by 36 months with a \$1,600 monthly payment with a balloon payment due at the end, reduce the interest rate by 1% and charge a loan modification fee of \$1000. Les Perkins seconded the motion. Motion passed unanimously.

**UPDATES AND FUNDED LOANS REPORT**

Israel noted updates would be provided on Veronica's Salsa and Seuffert Enterprises.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into

Executive Session at 8:26 a.m.

Steve Kramer left the meeting at 8:30 a.m.

Regular session reconvened at 8:32 a.m.

**LOAN ACTION**

No loan actions were taken.

**ADJOURN**

Meeting adjourned 8:33 am

*Respectfully submitted by Ami Beaver, Assistant Project Manager*