



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, February 1, 2022
8:00am

Remote only

<https://zoom.us/j/96813684043?pwd=SzZwbWRoZUIyc2hhdGdjeiZxWWZJQT09>

Or call 669-900-6833, Meeting ID: 968 1368 4043 Passcode: 813870

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Loan Administration Board Minutes <i>December 21, 2021</i>	5 minutes	Approval
Loan Modification Request <i>Full Circle, LLC</i>	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Approval
Funded Loan Updates	5 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
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 into 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 requests 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.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT LOAN ADMINISTRATION BOARD MEETING MINUTES

Tuesday, December 21, 2021

Virtual Only

ATTENDANCE

BOARD: Scott Clements, Bob Hamlin, AJ Tarnasky, Dave Sauter, Les Perkins, Dillon Borton

STAFF: Jessica Metta (Executive Director), Ami Beaver (Loan Fund Manager), Lauren Hernandez (Office Administrator)

CALL TO ORDER INTRODUCTIONS

Scott Clements called the meeting to order at 8:06 a.m. A quorum was present.

MINUTES

AJ Tarnasky motioned to approve the minutes from December 7, 2021, meeting. Dave Sauter seconded the motion. All voted in favor, and the motion passed unanimously.

LOAN REQUEST: PHARAOH'S FAMILY FARM

Ami Beaver explained current loan client Pharaoh's Family Farm operates an organic washed and composted dairy manure product and is looking for additional funds for a new product.

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 resumed at 8:13 am.

LOAN ACTIONS

Terms:

- Loan amount: \$10,000
- Interest Rate: 8.75%
- Loan Term: 60 months (6 monthly payments of interest only at intro rate of 4.25% followed by 54 monthly payments of interest at 8.75% and principal balance due on the 60th month)
- Loan Payment: \$200.00
- Loan Fee: \$150.00

Dillon Borton motioned to approve the loan request to Pharaoh's Family Farm as recommended by staff. Les Perkins seconded the motion. All voted in favor, and the motion carried.

FUNDED LOANS UPDATES

No updates were given.

STAFF UPDATES

No updates were given.

ADJOURN

Scott Clements adjourned the meeting at 8:14 a.m.

Respectfully submitted by Lauren Hernandez, Office Administrator