



Mid-Columbia Economic Development District

**MCEDD Loan Administration Board Meeting**  
**Tuesday, March 7, 2017**  
**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>February 21, 2017</i>	5 minutes	Approval
Loan Modification Request <b>NuCulture, LLC dba NuCulture Foods</b>	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, February 21, 2017  
8:00 AM  
MCEDD OFFICE, 515 East 2<sup>nd</sup> Street, The Dalles

**ATTENDANCE:**

**BOARD:** Bob Hamlin (teleconference), Dillion Borton (teleconference), Rex Johnston (teleconference), Bob Benton (teleconference) and Rod Runyon

**STAFF:** Eric Nerdin, Sherry Bohn and Amanda Hoey (teleconference)

**GUESTS:** Justin and Jocelyn Leigh (Dwinell County Ales)

**CALL TO ORDER:**

Bob Hamlin called the meeting to order at 8:00 a.m. A quorum was present. A round of introductions took place. Bob Hamlin requested that any Board member disclose any conflict of interests for any of the topics to be reviewed today.

**LOAN ADMINISTRATION BOARD MINUTES**

Bob Benton moved to approve the minutes from February 7, 2017. Rex Johnston seconded the motion. Motion passed unanimously

**LOAN REQUEST: DWINELL, LLC dba DWINELL COUNTRY ALES:**

Eric Nerdin presented a loan request from Dwinell, LLC dba Dwinell Country Ales \$25,000 for a startup brewery and tasting room business in Goldendale, WA.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:04 a.m.

Regular session was reconvened at 8:13 a.m.

**LOAN REQUEST DECISION: DWINELL, LLC dba DWINELL COUNTRY ALES:**

Rex Johnston moved to approve the loan request from Dwinell, LLC dba Dwinell Country Ales as recommended by staff. Rod Runyon seconded the motion. Motion passed unanimously.

**LOAN MODIFICATION REQUESTS:**

**VAN KESSELL, INC dba CROWN PRINTS**

Eric Nerdin presented a loan modification request from Van Kessell, Inc. dba Crown Prints to subordinate MCEDD loan #87-02-01 collateral.

**SPRING CREEK ORCHARDS, INC**

Eric Nerdin presented a loan modification request from Spring Creek Orchards, Inc. to subordinate MCEDD loan #34-01-01 collateral.

**HAPPY ENDINGS, LLC dba DIRTY FINGERS BICYLES REPAIRS**

Eric Nerdin presented a loan modification request from Happy Endings, LLC dba Dirty Fingers Bicycle Repairs to allow the client to make larger than required monthly loan payments

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:15 a.m.

Rex Johnson left the meeting at 8:28

Regular session was reconvened at 8:29 a.m.

**LOAN MODIFICATION REQUEST DECISION: VAN KESSELL, INC dba CROWN PRINTS:**

Dillon Borton moved to approve the loan approval modification request from Van Kessell, Inc. dba Crown Prints as recommended by staff. Bob Benton seconded the motion. Motion passed unanimously.

**LOAN MODIFICATION REQUEST DECISION: SPRING CREEK ORCHARDS, INC:**

Bob Benton moved to approve the loan approval modification request from Spring Creek Orchards, Inc. as recommended by staff. Dillon Borton seconded the motion. Motion passed unanimously.

**LOAN MODIFICATION REQUEST DECISION: HAPPY ENDINGS, LLC dba DIRTY FINGERS BICYLES REPAIR:**

Dillon Borton moved to approve the loan approval modification request from Happy Endings, LLC dba Dirty Fingers Bicycles Repair as recommended by staff. Rod Runyon seconded the motion. Motion passed unanimously.

**ADJOURNMENT:** Having no other new business, the meeting was adjourned at 8:42a.m.

*Respectfully submitted by Sherry Bohn, MCEDD Office Administrator*