



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Wednesday, March 22, 2017
8:00am

Bette's Place Meeting Room
416 Oak Street
Hood River, Oregon

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions Conflict of Interest Disclosures	10 minutes	Information
Loan Administration Board Minutes <i>March 7, 2017</i>	5 minutes	Approval
Loan Approval Modification Request Freeborn Designs, LLC	5 minutes	Information
Loan Modification Request Northwest Pediatrics and Adolescent Medicine, LLC	5 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Loan Actions	10 minutes	Decision
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Loan Activity and Updates	10 minutes	Information
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 7, 2017
8:00 AM
MCEDD OFFICE, 515 East 2nd Street, The Dalles

ATTENDANCE:

BOARD: Scott Clements (teleconference), Bob Hamlin (teleconference), AJ Tarnasky (teleconference), Bob Benton (teleconference), Gary Thompson (teleconference), and Rod Runyon

STAFF: Eric Nerdin, Sherry Bohn and Amanda Hoey

CALL TO ORDER:

Scott Clements called the meeting to order at 8:00 a.m. A quorum was present. A round of introductions took place. Scott requested that any Board member disclose any conflict of interests for any of the topics to be reviewed today. None were noted.

LOAN ADMINISTRATION BOARD MINUTES

Bob Hamlin moved to approve the minutes from February 21, 2017. Bob Benton seconded the motion. Motion passed unanimously.

LOAN MODIFICATION REQUEST: NUCULTURE, LLC dba NUCULTURE FOODS:

Eric Nerdin presented a loan modification request from NuCulture, LLC dba NuCulture Foods to lower the monthly payment and extend the loan repayment period of MCEDD loan #155-01-01.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:05 a.m.

Regular session was reconvened at 8:09 a.m.

LOAN MODIFICATION REQUEST DECISION: NUCULTURE, LLC dba NUCULTURE FOODS:

AJ Tarnasky moved to approve the loan modification request from NuCulture, LLC dba NuCulture Foods as recommended by staff. Bob Hamlin seconded the motion. Motion passed unanimously.

OTHER BUSINESS

Eric Nerdin reported that Happy Endings dba Dirty Fingers has not yet provided staff with the documentation requested by the Loan Administration Board. Eric reported that the client had submitted one check and has stated that another check is on the way. Eric reported that he will continue to work with the client to bring the loan current.

Amanda Hoey noted that the date in the footer in approved February 21, 2017 minutes was incorrect and will be corrected. She also noted that the next meeting is the Loan Administration

annual face to face meeting which is scheduled for 8:00 a.m. March 22, 2017 at Bette's Place in Hood River.

ADJOURNMENT: Having no other new business, the meeting was adjourned at 8:13a.m.

Respectfully submitted by Sherry Bohn, MCEDD Office Administrator