



Mid-Columbia Economic Development District

**MCEDD Loan Administration Board Meeting**  
**Tuesday, July 7, 2018**  
**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		
June 5, 2018 Minutes	5 minutes	Approval
Loan Request <i>On-Site Supply House, LLC</i>	5 minutes	Information
Loan Modification Request: <i>Oregon Brineworks, LLC</i> <i>Steelhead Enterprises</i>	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
Loan Reports <i>Funded and Delinquent Loan Updates</i>	10 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> <i>Regular Session Reconvened</i>		
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

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.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
LOAN ADMINISTRATION BOARD MEETING MINUTES**

Tuesday, June 5, 2018

8:00 am

MCEDD OFFICE, 515 East 2<sup>nd</sup> Street, The Dalles, OR

**ATTENDANCE:**

BOARD: Gary Thompson, Scott Clements, Rod Runyon, Bob Hamlin, AJ Tarnasky, Dillon Borton, Rex Johnston, Bob Benton

STAFF: Amanda Hoey (Executive Director), Eric Nerdin (Loan Fund Manager)

GUESTS: Randy Seufert, Seufert Enterprises, LLC

**CALL TO ORDER:**

Scott Clements called the meeting to order at 8:02 a.m. A quorum was present. A round of introductions took place. Scott requested declaration of any conflicts of interest. None were noted.

**LOAN ADMINISTRATION BOARD MINUTES**

Rex Johnston moved to approve the minutes from May 15, 2018. Bob Hamlin seconded the motion. Motion passed with seven in favor and one abstention (Runyon).

**LOAN REPORT:**

Staff presented the delinquent loan report, highlighting the Seufert Enterprises defaulted loan for further discussion and potential action.

**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 8:46 a.m.

**LOAN ACTIONS**

AJ Tarnasky moved to authorize staff to proceed with development of a formal written plan with relevant benchmarks for the defaulted Seufert Enterprises loan. Rex Johnston seconded the motion. Motion passed unanimously.

*Discussion: Scott Clements requested clarification as to if the MCEDD Loan Administration Board felt confident in the direction provided to staff and if the board would like to see a copy of the final plan. AJ Tarnasky replied that he would like to see the final formal plan. Amanda Hoey stated that the plan will be provided to the board members via confidential email. If the plan meets the intent of the board as discussed in this meeting, it will proceed. Within two days following receipt, any loan board member may request a meeting to review the plan if they feel further discussion is necessary.*

**OTHER NEW BUSINESS**

No other new business was presented.

**ADJOURNMENT:** The meeting was adjourned at 8:50 am

*Respectfully submitted by Amanda Hoey, Executive Director.*