



Mid-Columbia Economic Development District

**MCEDD Loan Administration Board Meeting**  
**Tuesday, December 4, 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		
Loan Administration Board Minutes <i>November 6, 2018</i>	5 minutes	Approval
Loan Updates <i>Seufert Enterprises, LLC</i> <i>LDB Beverage, LLC</i>	15 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, November 6, 2018

8:00 am

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

**ATTENDANCE:**

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

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

GUESTS: Matt Garrett, Shannon Garrett, Rick Leibowitz, Trina McAlexander, Ken Bailey (MCEDD Board), Steve Kramer

**CALL TO ORDER:**

Scott Clements called the meeting to order at 8:00 am. 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 October 16, 2018. Dillon Borton seconded the motion. Motion passed unanimously.

*Discussion: Rod Runyon noted minor corrections to typographical errors in the minutes which staff has since updated. He noted that they were non-substantive changes.*

**LOAN REQUEST: THE GRATEFUL FARMER, INC**

Eric Nerdin presented an overview of the loan request from The Grateful Farmer, Inc.

**LOAN REQUEST: HAGE ELECTRIC AND CONSTRUCTION SERVICES**

Eric Nerdin presented an overview of the loan request from Hage Electric and Construction Services.

**LOAN MODIFICATION REQUEST: THE RIV, LLC**

Eric Nerdin presented an overview of the loan modification request from The Riv, LLC to release a vehicle as collateral.

**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 8:47 a.m.

**LOAN ACTION: THE GRATEFUL FARMER, INC**

Rod Runyon moved to approve a loan to The Grateful Farmer, Inc. as recommended by staff. Bob Benton seconded the motion. Motion passed unanimously

- Loan Amount: \$450,000
- Term: 7.75% fixed interest rate, 66 month term
- Loan Payment, Fees, Collateral and Conditions: As listed in the loan proposal.

#### **LOAN ACTION: HAGE ELECTRIC AND CONSTRUCTION SERVICES**

AJ Tarnasky moved to approve a loan to Hage Electric and Construction Services as recommended by staff with the inclusion of a condition related to curtailment on the seller note if the business does not meet its debt coverage level. Rod Runyon seconded the motion. Motion passed unanimously

- Loan Amount: \$300,000
- Term: 8.50% fixed interest rate, 61 month term
- Loan Payment, Fees, Collateral and Conditions: As listed in the loan proposal. With the additional condition #24 related to the curtailment on the seller note.

#### **LOAN ACTION: THE RIV, LLC**

Bob Hamlin moved to approve a loan modification for the Riv, LLC to release a vehicle as collateral for the loan as recommended by staff and with the conditions listed. AJ Tarnasky seconded the motion. Motion passed unanimously

#### **LOAN UPDATES**

Eric Nerdin presented updates on the loans with Seufert Enterprises and LDB Beverage Company.

#### **EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:52 a.m.

Regular session was reconvened at 9:01 a.m.

#### **LOAN ACTION**

The MCEDD Loan Administration Board noted consensus to proceed with Seufert Enterprises per the typical MCEDD requirements, allowing release of collateral once all proceeds of the sale are paid against their MCEDD loans and conditions are met.

#### **LOAN REPORTS**

Eric Nerdin presented the loan activity report.

#### **OTHER NEW BUSINESS**

No other new business was presented.

**ADJOURNMENT:** The meeting was adjourned at 9:03 a.m.

*Respectfully submitted by Amanda Hoey, Executive Director*