



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, June 5, 2018
8:00am

MCEDD Office
515 East Second Street, The Dalles, OR

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions, Conflict of Interest Disclosures		
May 15, 2018 Minutes	5 minutes	Approval
Loan Reports	5 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <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, May 15, 2018

8:00 am

MCEDD OFFICE, 515 East 2nd Street, The Dalles, OR

ATTENDANCE:

BOARD: Gary Thompson, Scott Clements, Bob Hamlin, Rex Johnston

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

GUESTS: Jenessa VanDeHey (Feast Market), Shawn Simmons (Feast Market), Rick Leibowitz (CGCC SBDC), Bobbi Chamberlain (T&B Transportation), Ken Bailey (MCEDD Board)

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 declaration of any conflicts of interest. None were noted.

LOAN ADMINISTRATION BOARD MINUTES

Rex Johnston moved to approve the minutes from May 1, 2018. Bob Hamlin seconded the motion. Motion passed unanimously.

LOAN REQUEST: FEAST MARKET, LLC

Eric Nerdin presented a loan request for Feast Market, LLC for \$50,000 to move their market business to a new location.

LOAN REQUEST: T&B TRANSPORTATION SERVICES, LLC

Eric Nerdin presented a loan request for T&B Transportation Services, LLC for \$25,000 to start up a freight transportation business.

LOAN MODIFICATION REQUEST: ABUNDANCE MARKETING AND DESIGN, LLC

Eric Nerdin presented a loan modification request for Abundance Marketing and Design, LLC to release collateral.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:02 a.m.

Regular session was reconvened at 8:31 a.m.

LOAN MODIFICATION DECISION: ABUNDANCE MARKETING AND DESIGN, LLC

Bob Hamlin moved to approve release of MCEDD's trust deed lien on real estate and house located at in Cave Junction, OR. Gary Thompson seconded. Motion passed unanimously.

LOAN DECISION: FEAST MARKET, LLC

Rex Johnston moved to approve the loan to Feast Market as recommended by staff. Bob Hamlin seconded. Motion passed unanimously.

- Loan amount: \$50,000.00
- Interest Rate: 8.75%
- Loan Term: 88 months
- Loan Payment, fees, conditions and collateral as listed in the staff report.

LOAN DECISION: T&B TRANSPORTATION SERVICES, LLC

Rex Johnston moved to approve the loan to T&B Transportation Services, LLC as recommended by staff. Gary Thompson seconded. Motion passed unanimously.

- Loan amount: \$25,000.00
- Interest Rate: 10.75%
- Loan Term: 55 months
- Loan Payment, fees, conditions and collateral as listed in the staff report.

OTHER NEW BUSINESS

The monthly loan activity report and delinquency report were provided. No other new business was presented.

ADJOURNMENT: The meeting was adjourned at 8:35 am

Respectfully submitted by Amanda Hoey, Executive Director.