



Mid-Columbia Economic Development District

**MCEDD Loan Administration Board Meeting**  
**Tuesday, February 19, 2019**  
**8:00am**

MCEDD Office  
515 East Second Street, The Dalles, OR

**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 5, 2019</i>	5 minutes	Approval
Loan Request <i>Toss Products, LLC</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
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 5, 2019  
8:00 am  
MCEDD OFFICE, 515 East 2<sup>nd</sup> Street, The Dalles, OR

**ATTENDANCE:**

BOARD: Scott Clements, Bob Hamlin, Rex Johnston, Dillon Borton, Steve Kramer

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

**CALL TO ORDER:**

Scott Clements called the meeting to order at 8:01 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**

Bob Hamlin moved to approve the minutes from January 15, 2019. Dillon Borton seconded the motion. Motion passed unanimously.

**LOAN MODIFICATION REQUEST: LDB BEVERAGE, LLC**

Eric Nerdin presented a loan modification request for LDB Beverage, LLC.

**LOAN MODIFICATION REQUEST: VERONICA'S SALSA, LLC**

Eric Nerdin presented a loan modification request for Veronica's Salsa, LLC.

**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 8:29 a.m.

**LOAN ACTION: LDB BEVERAGE, LLC**

Bob Hamlin moved to approve the staff recommendation for a loan restructure to LDB Beverage, LLC for a 37 month repayment period beginning February 15, 2019 with payment terms and conditions as listed. The board included the addition of the excess cash flow definition and revision in the LIFO language to address cumulative payments of \$250,000 or the amount actually invested, whichever is less. Steve Kramer seconded the motion. Motion passed unanimously.

**LOAN ACTION: VERONICA'S SALSA, LLC**

Dillon Borton moved to approve the staff recommendation for allowing Veronica's Salsa, LLC a four month interest only repayment period beginning February 15, 2019 and allow waiving monthly late fees if these payments are made as agreed, with conditions as listed. Rex Johnston seconded the motion. Motion passed unanimously.

*Discussion: Bob Hamlin noted the possibility that we may see this loan client on the agenda again at the end of the four month interest only repayment period. Amanda Hoey noted that it is certainly possible and staff would provide a recommendation on how to proceed, if so.*

## **LOAN REPORTS**

Eric Nerdin presented updates on funded loans.

*Discussion: Scott Clements asked about the manner for allocation of funds between funding sources- particularly OIB and MCEDD. Amanda Hoey noted the restrictions around OIB funds for eligible businesses. She stated that, for businesses eligible to seek loans through both funds, staff seeks to balance risk and available fund balances.*

## **OTHER NEW BUSINESS**

No other new business was presented.

**ADJOURNMENT:** The meeting was adjourned at 8:38 a.m.

*Respectfully submitted by Amanda Hoey, Executive Director*