



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, May 7, 2019
8:00am

MCEDD Office, 515 East Second Street, The Dalles

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions, Conflict of Interest Disclosures		
Loan Administration Board Minutes <i>April 16, 2019</i>	5 minutes	Approval
Loan Proposal <i>5 Mile Fitness, LLC</i>	5 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Loan Actions	10 minutes	Decision
Funded Loan Reports and Updates <i>LDB Beverage Company</i> <i>Seufert Enterprises, LLC</i> <i>Veronica's Salsa, LLC</i>	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <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

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

Tuesday, April 16, 2019

8:00 am

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

ATTENDANCE:

BOARD: Dillon Borton, AJ Tarnasky, Bob Hamlin, Steve Kramer, Rex Johnston, Bob Benton

GUESTS: Scott Ziegenhagen (Ziegenhagen Enterprises, LLC), Ken Bailey (MCEDD Board Chair), David Ryan (LDB Beverage Company), Bruce Nissen (LDB Beverage Company)

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

CALL TO ORDER:

Bob Hamlin called the meeting to order at 8:00 am. A quorum was present. A round of introductions took place.

LOAN ADMINISTRATION BOARD MINUTES

Bob Benton moved to approve the minutes from April 2, 2019. Rex Johnston seconded the motion. Motion passed unanimously.

LOAN REQUEST: ZIEGENHAGEN ENTERPRISES, LLC

Eric Nerdin presented a loan request from Ziegenhagen Enterprises, LLC.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:03 a.m.

Regular session was reconvened at 8:12 a.m.

LOAN ACTIONS: ZIEGENHAGEN ENTERPRISES, LLC

Dillon Borton moved to approve a \$14,500 loan to Ziegenhagen Enterprises, LLC as recommended by staff with the terms and conditions as listed. Rex Johnston seconded the motion. Motion passed unanimously.

- Loan Amount \$14,500
- Interest Rate: 8.75%
- Loan Term: 37 months
- Collateral and conditions: As listed in the staff report with the addition of a condition requiring ACH payment collections on monthly payments

LOAN UPDATES

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

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:14 a.m.

Rex Johnston departed at 8:29 am

Regular session was reconvened at 8:45 a.m.

LOAN ACTIONS

Bob Benton moved to approve the staff recommendation for a conditional loan restructure for LDB Beverage Company, with the inclusion of two additional conditions requiring 1) MCEDD to approve any further indebtedness prior to the company incurring additional debt and 2) to require agreement from LDB that there will be no dividend distributions until the company is current in all contractual respects and can project no less than a 1:1 debt service coverage ration for the next quarter. Steve Kramer seconded the motion. Motion passed with four in favor and one abstention (Tarnasky).

OTHER NEW BUSINESS

No additional new business was presented.

ADJOURNMENT: The meeting was adjourned at 8:50 a.m.

Respectfully submitted by Amanda Hoey, Executive Director