



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, May 21, 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>May 7, 2019</i>	5 minutes	Approval
Loan Modification Requests/Updates <i>Van Kessel, Inc</i> <i>LDB Beverage Company</i> <i>Montira's Thai Imports, LLC</i> <i>Veronica's Salsa, 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
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, May 7, 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, Scott Clements, Judge Joe Dabulskis

GUESTS: Scott Ziegenhagen (Ziegenhagen Enterprises, LLC), Sarah Ziegenhagen (5 Mile Fitness, LLC)

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

CALL TO ORDER:

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

LOAN ADMINISTRATION BOARD MINUTES

Rex Johnston moved to approve the minutes from April 16, 2019. Joe Dabulskis seconded the motion. Motion passed unanimously.

LOAN REQUEST: 5 MILE FITNESS, LLC

Eric Nerdin presented a loan request from 5 Mile Fitness, LLC.

EXECUTIVE SESSION

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

Bob Benton joined at 8:04 a.m.

Regular session was reconvened at 8:14 a.m.

LOAN ACTIONS: 5 MILE FITNESS, LLC

Steve Kramer moved to approve a \$25,000 loan to 5 Mile Fitness, LLC as recommended by staff with the terms and conditions as listed. Bob Hamlin seconded the motion. Motion passed unanimously.

- Loan Amount \$25,000.00
- Interest Rate: 10.75%
- Loan Term: 37 months
- Collateral and conditions: As listed in the staff report.

FUNDED LOAN REPORTS AND LOAN UPDATES

Eric Nerdin presented updates on funded loans and updates on loans with LDB Beverage Company; Seufert Enterprises, LLC and Veronica's Salsa, LLC.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:18 a.m.

Regular session was reconvened at 8:27 a.m.

OTHER NEW BUSINESS

Scott Clements provided congratulations to Eric on his upcoming new job at USDA. Amanda Hoey noted the celebration open house on May 21, 2019 from 4 to 6 pm at the MCEDD Transit Center office.

ADJOURNMENT: The meeting was adjourned at 8:29 a.m.

Respectfully submitted by Amanda Hoey, Executive Director