



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, November 5, 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>October 15, 2019</i>	5 minutes	Approval
Loan Requests <i>Hooligans Family Fun Center</i> <i>The Lyle Hotel, Inc.</i>	5 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Decision
Loan Reports/Updates	5 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
New RLF Consideration	5 minutes	Discussion
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, October 15, 2019

MCEDD OFFICE, 515 East 2nd Street, The Dalles, OR and conference call

ATTENDANCE:

LOAN BOARD: Scott Clements, Les Perkins, Joe Dabulskis, Dillon Borton, Steve Kramer, Rex Johnston, AJ Tarnasky

STAFF: Jessica Metta (Deputy Director), Israel Ayala Guevara (Loan Fund Manager), Ami Trosley (Administrative Assistant)

GUESTS: Alejandro Rodriguez, Steelhead Enterprises, LLC and Maui Meyer, Argonaut Investments, LLC

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 Clements requested declaration of any conflicts of interest. None were noted.

LOAN ADMINISTRATION BOARD MINUTES

Steve Kramer moved to approve the minutes from September 17, 2019. Rex Johnston seconded the motion. Motion passed unanimously.

LOAN MODIFICATION REQUEST: STEELHEAD ENTERPRISES, LLC

Israel Ayala Guevara presented a loan modification request for Steelhead Enterprises, LLC for partial collateral release.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:05 a.m.

AJ Tarnasky joined at 8:11 a.m.

Regular session was reconvened at 8:21 a.m.

LOAN ACTION: STEELHEAD ENTERPRISES, LLC

Steve Kramer moved to approve the loan modification request for Steelhead Enterprises, LLC as recommended by staff with the terms and conditions as listed. Les Perkins seconded the motion. Motion passed unanimously.

Discussion: Steve Kramer noted the difficulty of separating business from family.

LOAN MODIFICATION REQUEST: ARGONAUT INVESTMENTS, LLC

Israel Ayala Guevara presented a loan modification request for Argonaut Investments, LLC for request for subordination on collateral.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:25 a.m.

Regular session was reconvened at 8:33 a.m.

LOAN ACTION: ARGONAUT INVESTMENTS, LLC

Steve Kramer moved to approve the loan modification request for Argonaut Investments, LLC as recommended by staff with the terms and conditions as listed. Rex Johnston seconded the motion. The motion passed with six in favor and one abstention (Tarnasky). AJ Tarnasky noted abstaining for reasons of conflict of interest.

Rex Johnston left the call at 8:36 a.m.

LOAN UPDATES

Israel Ayala Guevara reviewed the delinquent loan report. Scott Clements asked that staff provide board with a memo detailing result of actions detailed in report.

OTHER NEW BUSINESS

Israel Ayala Guevara noted that MCEDD was approached about additional revolving loan funds that are potentially available. He indicated this was informational at this time and that staff would present more detailed information for consideration.

ADJOURNMENT: The meeting was adjourned at 8:41 a.m.
Respectfully submitted by Ami Trosley, Administrative Assistant