



**MCEDD Loan Administration Board Meeting**  
**Tuesday, April 21st, 2020**  
**8:00am**

Remote only

Please call (541) 296-2266 or email [ami@mcedd.org](mailto:ami@mcedd.org) for Zoom Meeting details

**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>April 7, 2020</i>	5 minutes	Approval
Loan Request <i>Lost Lake Resort, Inc.</i>	10 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> <i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Decision
Loan Modification Request <i>C&amp;E, LLC</i>	10 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> <i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Decision
Loan Updates	5 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> <i>Regular Session Reconvened</i>		
Loan Actions	5 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, April 7, 2020

Virtual Only

**ATTENDANCE:**

LOAN BOARD: Scott Clements, Bob Hamlin, AJ Tarnasky, Les Perkins, Dillon Borton, Steve Kramer

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

**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.

AJ Tarnasky joined the call at 8:04 a.m.

**LOAN ADMINISTRATION BOARD MINUTES**

Bob Hamlin moved to approve the minutes from March 26, 2020. Steve Kramer seconded the motion. Motion passed unanimously.

**MCEDD Loan Deferral Request**

Jessica reviewed that Scott had made some calls to USDA and that MCEDD has several loans through the USDA. She noted that one of the considerations we have made is if we want to apply for a deferral of our loan payments. She noted SBA loan payments have been automatically deferred for six months. She also noted in the instance of our loans, we just need to provide a request for what we need. She suggested that one option would be deferring June and August payments.

*Discussion:*

*Scott asked for clarification on the amount due for the remainder of the year. Bob asked how these loans would impact our finances if we aren't able to defer them. Jessica noted that right now we can make the payments. She said we have been setting aside the funds to make these payments, but if we defer the payments we can use these funds for other things, such as allowing loan clients to defer for longer terms and using those funds for our overhead.*

**Les Perkins motioned** to request deferral of the June and August payments until October of 2020. Bob Hamlin seconded. The motion passed unanimously. Scott noted this gives us some flexibility.

**LOAN MODIFICATION REQUESTS: LDB BEVERAGE, FULL CIRCLE, LLC AND BRIGHAM FISH PRODUCTS**

Jessica noted that Israel would lead a discussion focused on LDB Beverage, Full Circle, LLC and Brigham Fish Products.

## **EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:11 a.m.

AJ Tarnasky left the call at 8:29 a.m.

AJ Tarnasky joined the call at 8:34 a.m.

Regular session was reconvened at 8:37 a.m.

## **LOAN ACTIONS**

*Discussion:*

*Scott asked if we had discussed to defer to Vic on LDB. AJ noted that he recommended getting their information together first, and if they are not able to get their information current then it would make sense to defer to Vic. Bob asked if it was necessary to let other entities know of pending issues. Jessica noted we have been in some conversation with the Skamania EDC. AJ asked if that is appropriate. Bob noted that the Port has given a holiday on rent. Israel noted it is his practice not to share these details with other entities. AJ noted this is our opportunity to modify their loan documents. Jessica said requirement for RLF plans on maximum interest.*

**AJ Tarnasky motioned** to approve a loan modification for LDB Beverage, subject to forbearance agreement, updated financial information on a monthly or quarterly basis to be determined by staff, and if they do not provide financials, they are declared in default and interest rate to increase to at least double the current interest rate, or maximum of the allowable amount.

Les Perkins seconded. The motion passed unanimously.

**AJ Tarnasky motioned** to approve the loan modification request for Full Circle, LLC with the requirement that past due interest amounts be paid, to then include deferral of two months payments and then six months interest only if the borrower provides monthly or quarterly financials to be determined by staff, and if they do not provide financials, they are declared in default and interest rate to increase to at least double the current interest rate, or maximum of the allowable amount.

Les Perkins seconded. The motion passed unanimously.

**AJ Tarnasky motioned** to approve the loan modification request for Brigham Fish Products, with deferral of March and April payments with the condition that they provide full financial disclosure for the past three years, and if they do not provide financials, they are declared in default and interest rate to increase to at least double the current interest rate, or maximum of the allowable amount.

Les Perkins seconded the motion. Motion passed unanimously.

Steve Kramer noted the unique nature of virtual calls and suggested that in order to meet our requirements, we should note that public has the ability to join and that they are recognized. Jessica said that staff has included invitation to the public for all virtual meetings.

### **EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:51 a.m.

Regular session reconvened at 8:56 a.m.

### **OTHER NEW BUSINESS**

Jessica noted there was a grant opportunity to receive funds through Business Oregon and we submitted a request for \$75,000. Scott asked if we are authorized to make grants. It would help cover our operating expenses so we can extend support to clients. Scott noted he had been in a similar situation with another organization so they organized those loans as 0% interest loans. AJ noted that our first discussion with any borrower in trouble should be whether they have applied for a disaster loan through SBA. Steve Kramer asked how we are working with the public meeting laws to exclude participants from executive session and ensuring we are able to reattach those folks to the meeting. He asked if we have a way to make sure they have left. Bob noted at county meetings they have the ability to mute people and put them on hold. Jessica noted Zoom has this flexibility.

AJ Tarnasky left the call at 9:02 a.m.

Steve noted we really want to work with our loan clients, and that we should be very clear in the message we are sending moving forward.

**ADJOURNMENT:** The meeting was adjourned at 9:06 a.m.

*Respectfully submitted by Ami Trosley, Administrative Assistant*