



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, May 5, 2020
8:00am

Remote only

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

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 21, 2020</i>	5 minutes	Approval
Loan Request <i>Riverhood Rentals, LLC</i>	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Decision
Loan Updates <i>LDB Beverage Company</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 21, 2020
Virtual Only

ATTENDANCE:

LOAN BOARD: Scott Clements, Bob Hamlin, Les Perkins, Dillon Borton, Steve Kramer, Joe Dabulskis

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

GUEST: Jason Taylor, Lost Lake Resort

CALL TO ORDER:

Scott Clements called the meeting to order at 8:00 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

Bob Hamlin moved to approve the minutes from April 7, 2020. Steve Kramer seconded the motion. Motion passed unanimously.

LOAN REQUEST: LOST LAKE RESORT, INC.

Israel introduced the new loan request from Lost Lake Resort, Inc. in the amount of \$75,000. Israel introduced Jason Taylor of Lost Lake, present on the call.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:02 a.m.

Regular session was reconvened at 8:30 a.m.

LOAN ACTION

Steve Kramer motioned to approve the loan request for Lost Lake Resort, Inc. as recommended by staff. Les Perkins seconded the motion. Motion passed unanimously.

LOAN MODIFICATION REQUEST: C&E LLC

Israel Ayala Guevara noted conversation would focus on a loan modification request from C&E, LLC. Joe Dabulskis noted he would be abstaining from discussion on C&E, LLC.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:32 a.m.

Regular session was reconvened at 8:38 a.m.

LOAN ACTION

Bob Hamlin motioned to approve the loan modification request for C&E, LLC as recommended by staff. Steve Kramer seconded the motion. Motion passed with Joe Dabulskis abstaining from the vote.

LOAN UPDATES

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:39 a.m.

Regular session was reconvened at 8:42 a.m.

OTHER NEW BUSINESS

Jessica noted application had been submitted for the Oregon Community Foundation Business Stabilization fund. She said she hoped to hear about the status of the application in a week. Scott Clements asked if this funding was in the form of grants and had we looked at our ability to provide grants. Jessica said if we got these funds they would allow us to extend the deferral period for loan clients. She also noted that MCEDD is able to provide grants to businesses. Jessica said she is talking to a business who is interested in providing funds to grant. She also noted that the micro loan portion of the community block grant program has been modified and can be used to provide grants to businesses. She noted the amount could be up to \$150,000 per qualified entity.

ADJOURNMENT: The meeting was adjourned at 8:45 a.m.

Respectfully submitted by Ami Trosley, Administrative Assistant