



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting

Tuesday, April 2, 2004

8:00am

Via Zoom: <https://us06web.zoom.us/j/81534122826>

Or call 669-900-6833, Meeting ID: 898 9976 5592

AGENDA

| Topic | Estimated Time | Item |
|--|-----------------------|-------------|
| Call to Order, Introductions | | |
| Loan Administration Board Minutes <i>February 9, 2024</i> | 5 minutes | Approval |
| New Loan Request <i>Hood View Services, LLC</i> | 20 minutes | Information |
| <i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> Regular Session Reconvened | | |
| Loan Action | 5 minutes | Approval |
| Funded Loan Updates <i>Forget Me Not Ventures, LLC</i> | 5 minutes | Information |
| <i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> Regular Session Reconvened | | |
| 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 into 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.
6. 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 requests 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.

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

Friday, February 9, 2024, at 8:00am

Virtual Only

ATTENDANCE

BOARD: Scott Clements, Matt Stoneberg, Steve Kramer, Tom Lannen, AJ Tarnasky, Joe Dabulskis

STAFF: Jessica Metta (Executive Director), Ami Beaver (Loan Fund Manager), Jill Brandt (Administrative Assistant)

CALL TO ORDER/ INTRODUCTIONS

Scott Clements called the meeting to order at 8:03 a.m. A quorum was present.

MINUTES

Scott asked for any questions or comments on the minutes. *There were none.*

Tom Lannen motioned to approve the minutes from the January 31, 2023, meeting as presented. Steve Kramer seconded the motion. All voted in favor, and the motion passed.

Matt Stoneberg joined the meeting at 8:05am.

NEW LOAN REQUEST: C&E, LLC

Jessica asked to enter Executive Session to consider the confidential materials for a new Attainable Housing loan to C&E LLC.

Joe Dabulskis declared a conflict of interest because he knows the client personally. He will abstain from the discussion and the vote.

EXECUTIVE SESSION:

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

Regular session resumed at 8:15 am.

LOAN ACTION: C&E, LLC.

AJ Tarnasky motioned to approve the loan request as recommended by staff. Steve Kramer seconded the motion. Joe Dabulskis abstained. All others voted in favor, and the motion passed.

Terms:

- Loan amount: \$ 255,000
- Interest Rate: 5.5% Fixed Interest Rate.
- Loan Term: 60-month term.
- Loan Payment: Interest-only for twelve (12) months, then \$1,447.86 per month followed by a balloon payment due on the 15th of the 60th month.
- Loan Fee: \$2,550

FUNDED LOAN UPDATES: Forget Me Not Ventures

Jessica asked to enter Executive Session to discuss a confidential update on existing loan client Forget Me Not Ventures.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:16 am.

Regular session resumed at 8:20 am.

No action was taken.

ADJOURN

Scott Clements adjourned the meeting at 8:20 a.m.

Respectfully submitted by Jill Brandt, Administrative Assistant