

**COLUMBIA RIVER GORGE NATIONAL SCENIC AREA
OREGON INVESTMENT BOARD**

*******Wednesday, February 15, 2017*****
**** 10:00 A.M. ******

Hood River County Library Meeting Room
502 State Street
Hood River, Oregon

<u>Topic</u>	<u>Time</u>	<u>Item</u>
Call to Order, Conflict of Interest Disclosures		
Introductions	10 minutes	Information
January 18, 2017 Minutes	5 minutes	Approval
Financial Report	5 minutes	Acceptance
Loan Modification Requests: Van Kessel, Inc	5 minutes	Discussion
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Loan Actions	10 minutes	Decision
Funded Loans Report and Updates Sage Creek	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Other New Business, Good of the Order		
Adjournment		

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance please contact Sherry Bohn at (541) 296-2266 at least 48 hours before the meeting so arrangements for appropriate accommodations can be made.

Executive Session Protocol Oregon Investment Board

After discussion agenda items are presented in open session by OIB staff, the OIB Chair will state the following: "Pursuant to ORS 192.660(f), Exempt Documents, I call the Executive session of the Oregon Investment Board to order"

OIB Chair asks all non-staff and non OIB 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 OIB 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. OIB Chair requests a brief presentation from OIB staff on a summary of the loan proposal or other discussion item.
2. After presentation of information by staff, the OIB Chair asks if there are any questions for the loan applicant or OIB staff.
3. Following questions and discussion by the OIB, 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. OIB Chair asks OIB 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 OIB members takes place then Steps 1-5 are repeated for each following discussion item for Executive Session.

At the end of discussion, the OIB chair will close the Executive Session. The OIB moves back to open session. At this point, the OIB Chair can ask for a motion of the decision items in open session. Open session is when the OIB can make decisions on agenda items.

**COLUMBIA RIVER GORGE NATIONAL SCENIC AREA
OREGON INVESTMENT BOARD**

Wednesday, January 18, 2017
MCEDD Office, 515 East 2nd Street, The Dalles, OR
10:00 a.m.

ATTENDANCE:

OIB Members: Jack Miller (Teleconference), Rick Leibowitz (Teleconference), John Kasberger (Teleconference), Jill Amery (Teleconference) and Tammy Miller (Teleconference).

Absent (excused): John Southgate and Kristine Mier

Staff: Amanda Hoey (Teleconference), Sherry Wickert, Sherry Bohn (Teleconference), and Eric Nerdin.

Guest: Carolyn Meece (Teleconference)

CALL TO ORDER:

Rick Leibowitz called the meeting to order at 10:07 a.m. A quorum was present.

CONFLICT OF INTEREST POLICY AND INTRODUCTIONS:

Rick Leibowitz requested that any Board member disclose any conflict of interests for any of the topics to be reviewed today. Rick noted that he had a Small Business Development client and that his daughter interested in leasing space in a building (Sproat Building) owned by Tom Woods. Rick welcomed new board member Jill Amery. Jill introduced herself and provided a brief background. Round table introductions took place.

DECEMBER 2, 2016 MINUTES:

Jack Miller moved to approve the minutes from December 2, 2016. John Kasberger seconded the motion. Motion passed with two abstentions (Jill Amery and Tammy Miller).

FINANCIAL REPORT:

Sherry Wickert presented the financial report for the period ending December 2016. Sherry reported Principal Repayments of \$7,615.98. She reported that Professional Services expenses was \$8,351.08 and that included payments for MCEDD's contract, legal fees and a credit report fee to One Credit Source. Sherry reported that the Loans Receivable Balance was \$1,550,928.45 and that it did not include Tomas Lowell's recent payment, which will be reflected in January. She also reported that the Available to Grant/Loan Balance was \$1,238,259.62.

Discussion: Rick Leibowitz asked if the presented attorney fees included fees associated with Hood River Learning. Sherry Wickert stated that the OIB attorney billed for service performed monthly and these fees were through November.

Jack Miller moved to accept the financials as presented. John Kasberger seconded the motion. Motion passed unanimously.

LOAN MODIFICATION REQUEST: FULL CIRCLE, LLC:

Eric Nerdin presented a loan modification request from Full Circle, LLC to modify OIB loans #94-04-03 and #94-04-04 to lower monthly payments.

EXECUTIVE SESSION:

Per ORS 192.660 (f) (Exempt Documents), the Oregon Investment Board moved into Executive Session at 10:19 a.m.

Regular session was reconvened at 10:44 a.m.

LOAN ACTION

Jack Miller moved to approve the loan modification request from Full Circle, LLC as recommended by staff. Rick Leibowitz seconded the motion. Motion passed unanimously.

Discussion: John Kasberger asked if the motion included all of the conditions presented in the staff report. Rick verbally reviewed the conditions presented in the staff report and staff affirmed that those were conditions of the approval.

FUNDED LOAN REPORT and UPDATES: SAGE CREEK:

Amanda Hoey and Eric Nerdin reported that the Oregon Investment Board has one remaining loan with Sage Creek, Inc. dba Muirhead Canning. The loan is past due and will need to be addressed by the board.

EXECUTIVE SESSION:

Per ORS 192.660 (f) (Exempt Documents), the Oregon Investment Board moved into Executive Session at 10:47 a.m.

Regular session was reconvened at 11:15 a.m.

ADJOURNMENT: The meeting was adjourned at 11:15 a.m.

Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2017

	Dec 31, 2016	Jan 31, 2017
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1070 · National Scenic Fund	1,314,053.31	1,345,551.43
Total 1000 · Bank Demand Deposits	1,314,053.31	1,345,551.43
Total Checking/Savings	1,314,053.31	1,345,551.43
Other Current Assets		
1200 · Receivables & Accruals		
1222 · Year or Grnt End Receivable		
1227 · Accrued Loan Interest	5,947.29	6,831.80
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	-1,756.08	-1,927.51
1229 · Structured Accts Accr'd Int - Other	8,366.18	4,944.60
Total 1229 · Structured Accts Accr'd Int	6,610.10	3,017.09
Total 1200 · Receivables & Accruals	12,557.39	9,848.89
1300 · Loans Receivable		
1370 · OIB Loans Receivable	1,550,928.45	1,527,346.88
Total 1300 · Loans Receivable	1,550,928.45	1,527,346.88
1500 · Allowance for Doubtful Loans		
1575 · OIB Allowance	-45,000.00	-45,000.00
Total 1500 · Allowance for Doubtful Loans	-45,000.00	-45,000.00
Total Other Current Assets	1,518,485.84	1,492,195.77
Total Current Assets	2,832,539.15	2,837,747.20
TOTAL ASSETS	2,832,539.15	2,837,747.20
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	8,351.08	8,156.25
Total Accounts Payable	8,351.08	8,156.25
Total Current Liabilities	8,351.08	8,156.25
Total Liabilities	8,351.08	8,156.25
Equity		
3100 · Fund Balances	2,820,760.93	2,820,760.93
Net Income	3,427.14	8,830.02
Total Equity	2,824,188.07	2,829,590.95
TOTAL LIABILITIES & EQUITY	2,832,539.15	2,837,747.20

Mid-Columbia Economic Development District
Profit & Loss by Class
July 2016 through January 2017

	<u>E975 NSA</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Income		
4600 · Loan Interest	68,913.78	68,913.78
4700 · Loan Processing Fees	5,245.45	5,245.45
4710 · Loan Late Fee	2,265.04	2,265.04
4750 · Investment Interest	357.25	357.25
Total Income	<u>76,781.52</u>	<u>76,781.52</u>
Gross Profit	76,781.52	76,781.52
Expense		
6400 · Professional Services	57,951.50	57,951.50
6950 · Grants Disbursed	10,000.00	10,000.00
Total Expense	<u>67,951.50</u>	<u>67,951.50</u>
Net Ordinary Income	<u>8,830.02</u>	<u>8,830.02</u>
Net Income	<u><u>8,830.02</u></u>	<u><u>8,830.02</u></u>

OIB FINANCIAL SUMMARY
REPORT PERIOD: JANUARY 2017

	TOTAL YEAR TO DATE	PREVIOUS REPORT	CURRENT ACTIVITY
CASH BALANCE AS OF 06/30/16	1,075,074.41		-
Less Payables	(8,736.69)		-
Plus Accounts Receivable	518.13		-
Plus Interest Receivable (Less Unrecorded Accr'd Int)	10,632.22		-
ADJUSTED CASH BALANCE 06/30/16	1,077,488.07	-	-
INCOME			
Interest	68,913.78	59,615.02	9,298.76
Loan Processing & Fees	5,245.45	1,341.26	3,904.19
Loan Late Fees	2,265.04	1,965.31	299.73
Misc Income			-
Invested Interest	357.25	300.80	56.45
TOTAL INCOME	76,781.52	63,222.39	13,559.13
PRINCIPAL REPAYMENTS	260,925.98	237,344.41	23,581.57
REVENUE BEFORE DISBURSEMENTS	337,707.50	300,566.80	37,140.70
EXPENSES AND PAYMENTS			
Grants Disbursed FY17	10,000.00	10,000.00	-
Loans Disbursed			-
Miscellaneous Expenses			-
Professional Services	57,951.50	49,795.25	8,156.25
TOTAL EXPENSES AND PAYMENTS	67,951.50	59,795.25	8,156.25
ADJUSTED CASH BALANCE	1,347,244.07	240,771.55	28,984.45
LESS:			
Approved Grants not Disbursed			
Approved Loans not yet Disbursed	(80,000.00)		
Interest Receivable at Period End	(9,848.89)		
AVAILABLE TO GRANT/LOAN	1,257,395.18		
STRUCTURED ACCRUED LOAN INTEREST			
Current Period	1,927.51		
Prior Year Balance	3,017.09		
TOTAL STRUCTURED ACCRUED LOAN INTEREST	4,944.60		
LOANS RECEIVABLE BALANCE	1,527,346.88		
PROOF:			
Cash Balance After Reconciliations	1,345,551.43		
Less Payables	(8,156.25)		
Plus Interest Receivable (Includes Structured Accr'd Int)	9,848.89		
ADJUSTED CASH BALANCE	1,347,244.07		

REPORT GENERATED BY: Sherry Wickert

OREGON INVESTMENT BOARD
DISTRIBUTIONS OF GRANTS & LOANS APPROVED

Report Period: JAN 2017

Grants	Date Approved	Expiration Date	Grant	Previous Distribution	Current Distribution	Expired/Not Utilized	Amount Remaining
Total			-	-		-	-

Loans Approved/Funded	Date Approved	Expiration	Original Loan	Previous Distribution	Current Distribution	Expired/Not Utilized	Amount Remaining
Big Jim's Drive-In	11/16/2016		80,000.00				80,000.00
Total			80,000.00	-		-	80,000.00