

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

**\*\*\*\*\*Tuesday, September 8, 2020\*\*\*\*\***

**\*\*\*\* 10:00 A.M. \*\*\*\***

Remote Only

Call 541-296-2266 or email [ami@mcedd.org](mailto:ami@mcedd.org) for remote access

<b><u>Topic</u></b>	<b><u>Time</u></b>	<b><u>Item</u></b>
Call to Order, Conflict of Interest Disclosures, Introductions	5 minutes	Information
Minutes <i>July 14, 2020</i>	5 minutes	Approval
Financial Report	5 minutes	Acceptance
Allowance For Doubtful Accounts Balance	10 minutes	Decision
Staff Updates	15 minutes	Information
Funded Loans Report and Updates	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
Other New Business, Good of the Order		
Adjournment		

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

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## **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**

Tuesday, July 14, 2020  
Remote Only – Zoom Meeting

**ATTENDANCE**

*OIB Members:* Jorge Barragan, Doug Roof, John Kasberger, Craig Bowder, Jill Amery, Tammy Miller  
*Staff:* Jessica Metta (Executive Director), Israel Ayala Guevara (Loan Fund Manager), Ami Beaver (Administrative Assistant)

**CALL TO ORDER**

John Kasberger called the meeting to order at 10:01 a.m. A quorum was present.

**CONFLICT OF INTEREST POLICY AND INTRODUCTIONS**

John Kasberger requested any board member disclose any conflict of interest for any of the topics to be reviewed. None were noted.

**JUNE 2020 MINUTES**

**Jill Amery motioned to** approve the minutes from June 9, 2020, as presented. Jorge Barragan seconded the motion. Motion carried unanimously.

**OFFICER ELECTIONS**

Jessica Metta noted conversation would focus on the election of officers for the coming term. She said elections last took place in November due to timing of some appointments but the typical cycle is a July election. Jessica reviewed that officers could rotate up into next level position. John recapped that the job at hand is to nominate officers for roles. He noted that based on his term being up in a year and for continuity purposes, it may be helpful to have a former chair support a new chair in role. Jill noted she would be happy to step into the chair role. She suggested it might be good to have Tammy move into a leadership position. Jorge indicated has interested in remaining in his current role as secretary/treasurer, but was not interested in stepping in to the vice chair role. Jill suggested she rotate up to chair, Tammy step into vice chair, and Jorge remain in secretary/treasurer position.

**Jill Amery motioned to** approve the slate of officers as Jill Amery, Chair; Tammy Miller, Vice Chair; and Jorge Barragan as Secretary/Treasurer. Jorge Barragan seconded the motion. The motion passed unanimously.

**FINANCIAL REPORT**

Jessica Metta shared the good news that we have a new Finance and Operations Manager, Dana Woods, who provided reporting with support from Summer Sears. Jessica circled back to the Pilot Loan balance having been reduced by \$20,000. She noted this was due to the Monk's Table loan. In May we funded Romul's and Lucy's Informal Flowers and the balance in that account is now accurate. Doug noted that we are looking at financials from a month and a half ago, would like to know if it is possible to have financials at the meeting for the prior month. John noted typically it is too much of a pinch to have financials turned around that quickly. He noted he and Jessica had briefly talked about June and there are not financial anomalies at the close of the fiscal year. Jessica said it might be possible to move to reporting through the end of the prior month once Dana is settled in her position. Jessica noted she would mark it as a preference to change once Dana is settled, if possible. Doug noted he was satisfied

with that response. Jill asked if we had the same auditor as last year. Jessica said that we did go out to bid on auditors and received several proposals but that Yvonne Roberts would be doing so again.

**Craig Bowder motioned** to accept the May financials as presented. Tammy Miller seconded the motion. Motion carried unanimously.

**MARKETING DISCUSSION**

Jessica Metta noted discussion would focus on an OIB video as well as other opportunities for marketing the loan program. She noted that in addition to the video conversation, she would like to discuss how we can better utilize the board members to market the OIB to the community. Doug asked if there was the ability to procure more funds and checked in on what that conversation had looked like back in March. Jessica said we could send out an RFP with the amount of funds we have available and then bring those to the board to review. Jill Amery noted that a video for marketing is even more important in the current environment. She said she would like us to do more. Jill noted that she would like to have some sort of talking points for the board to have in conversations in their communities to be able to talk about the funds that are available. John asked what action we can take at this point. He recapped that Doug reminded the group of the \$5,000 budget and that Jill mentioned the timeliness. Jessica said we can put together an elevator pitch. Jessica said we could put together and get out an RFP and then bring that back to the board. Tammy asked if OIB has a social media presence and felt that talking points could be shared well that way. Jessica said she felt it would be a great thing to share through the MCEDD social media. Jill asked if we are linked on the pages of our community partners. John noted that partnering with Business Oregon, SBA, Farm Services on marketing would give us a lot of synergy.

**LOAN MODIFICATION REQUEST: 15 MILE VENTURES, LLC**

Israel Ayala Guevara noted discussion would focus on a request from 15 Mile Ventures to restructure their Pilot Loan in response to changes to their business during mandated closures from COVID-19.

**EXECUTIVE SESSION:**

Per ORS 192.660 (f) (Exempt Documents), the Oregon Investment Board moved into Executive Session at 10:31 a.m.

Regular session reconvened at 11:05 a.m.

**LOAN ACTION**

John noted that Board recommends to OIB staff to offer an up to three year extension to 15 Mile Ventures, LLC with future pilot loan program extension requests to be reviewed by the board on a case by case basis. Staff will bring back a proposal before the loan expires.

**EXECUTIVE SESSION:**

Per ORS 192.660 (f) (Exempt Documents), the Oregon Investment Board moved into Executive Session at 11:06 a.m. to hear updates on other funded loans.

Regular session reconvened at 11:08 a.m.

**GOOD OF THE ORDER**

Jessica reminded the board about the Business Oregon grant funds that she emailed the board about. She noted that the grants were open for applications on July 7<sup>th</sup> and that there are still funds available.

**ADJOURNMENT:** The meeting was adjourned at 11:09 a.m.

*Respectfully submitted by Ami Beaver, Administrative Assistant*

**Mid-Columbia Economic Development District  
Balance Sheet - OIB**

July 31, 2020

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 - Bank Demand Deposits

1070 - National Scenic Fund

1,389,138.90

**Total 1000 - Bank Demand Deposits**

1,389,138.90

**Total Checking/Savings**

1,389,138.90

**Other Current Assets**

1200 - Receivables & Accruals

1202 - Accounts Receivable

1,710.23

1222 - Year or Grnt End Receivables

1260 - Accrued Loan Interest

10,000.69

**Total 1200 - Receivables & Accruals**

11,710.92

1300 - Loans Receivable

1370 - OIB Loans Receivable

1,528,774.00

**Total 1300 - Loans Receivable**

1,528,774.00

1475 - OIB Holding

1500 - Allowance for Doubtful Loans

1575 - OIB Allowance

20,582.00

**Total 1500 - Allowance for Doubtful Loans**

20,582.00

**Total Other Current Assets**

1,561,066.92

**Total Current Assets**

2,950,205.82

**TOTAL ASSETS**

2,950,205.82

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2010 - A/P General

9,316.43

**Total Accounts Payable**

9,316.43

**Total Current Liabilities**

9,316.43

**Total Liabilities**

9,316.43

**Equity**

3100 - Fund Balances

2,667,559.39

Pilot Program Fund Balance

280,000.00

Net Income

-6,670.00

**Total Equity**

2,940,889.39

**TOTAL LIABILITIES & EQUITY**

2,950,205.82

## OIB FINANCIAL SUMMARY

REPORT PERIOD: July 2020

	TOTAL YEAR TO DATE	PREVIOUS REPORT	CURRENT ACTIVITY
<b>CASH BALANCE AS OF 06/30/20</b>	1,357,731		-
Less Payables	(1,314)		-
Plus Accounts Receivable	14,499		-
Plus Interest Receivable (Less Unrecorded Accr'd Int)			-
<b>ADJUSTED CASH BALANCE 06/30/20</b>	<b>1,370,916</b>	-	-
<b>INCOME</b>			
Interest	1,258	-	1,258
Loan Processing & Fees	15	-	15
Loan Late Fees	-	-	-
Other Revenue	-	-	-
Invested Interest	60	-	60
<b>TOTAL INCOME</b>	<b>1,332</b>	-	<b>1,332</b>
<b>PRINCIPAL REPAYMENTS</b>	<b>25,578</b>		<b>25,578</b>
<b>REVENUE BEFORE DISBURSEMENTS</b>	<b>26,910</b>	-	<b>26,910</b>
<b>EXPENSES AND PAYMENTS</b>			
Grants Disbursed FY20	-	-	-
Loans Disbursed	-	-	-
Converted to Principal	-	-	-
Bank Service Charges	8	-	8
Professional Services	7,994	-	7,994
<b>TOTAL EXPENSES AND PAYMENTS</b>	<b>8,003</b>	-	<b>8,003</b>
<b>ADJUSTED CASH BALANCE</b>	<b>1,389,823</b>	-	<b>18,907</b>
<b>LESS:</b>			
Approved Grants not Disbursed	-		
Encumbered Pilot Program Funds	(280,000)		
Approved Loans not yet Disbursed	-		
Interest Receivable at Period End	10,001		*
<b>AVAILABLE TO GRANT/LOAN</b>	<b>1,119,824</b>		
<b>LOANS RECEIVABLE BALANCE</b>	<b>1,528,774</b>		^
<b>PROOF:</b>			
Cash Balance After Reconciliations - July 31, 2020	1,389,139		^
Less Payables	(9,316)		
Plus Interest Receivable	10,001		
<b>ADJUSTED CASH BALANCE</b>	<b>1,389,823</b>		

## Mid-Columbia Economic Development District

## Profit &amp; Loss OIB

July 2020

	<u>Jul 20</u>
Ordinary Income/Expense	
Income	
4600 · Loan Interest	1,257.53
4700 · Loan Processing Fees	15.00
4710 · Loan Late Fee	0.00
4750 · Investment Interest	59.83
	<u>1,332.36</u>
Total Income	1,332.36
Gross Profit	1,332.36
Expense	
66900 · Reconciliation Discrepancies	0.06
6400 · Professional Services	
6450 · Contractual	7,994.17
	<u>7,994.17</u>
Total 6400 · Professional Services	7,994.17
6900 · Other Materials & Supplies	
6931 · ACH Collection Fees	8.06
	<u>8.06</u>
Total 6900 · Other Materials & Supplies	8.06
Total Expense	<u>8,002.29</u>
Net Ordinary Income	-6,669.93
Net Income	<u><u>-6,669.93</u></u>

OREGON INVESTMENT BOARD  
DISTRIBUTIONS OF GRANTS & LOANS APPROVED

Report Period: July 31, 2020

Grants	Date Approved	Expiration Date	Grant	Previous Distribution	Current Distribution	Expired/Not Utilized	Amount Remaining
CGCC - Kitchen Incubator	5/19/2019	6/30/2021	10,000.00				10,000.00
<b>Total</b>			<b>10,000.00</b>	-	-	-	<b>10,000.00</b>

Loans Approved/Funded	Date Approved	Expiration Date	Original Loan	Previous Distribution	Current Distribution	Expired/Not Utilized	Amount Remaining
							-
							-
							-
<b>Total</b>			-	-	-	-	-

\*Have contacted recipient regarding documentation.

**Memorandum**

**Date:** September 2, 2020  
**To:** Oregon Investment Board  
**From:** Jessica Metta and Dana Woods, OIB Staff  
**Re:** Allowance For Doubtful Accounts Balance

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**Request:** Provide direction as to determining the Allowance for Doubtful Account balance.

**Background**

The Allowance for Doubtful accounts represents a percentage of the loan balances that may become uncollectable. In reviewing the OIB’s Allowance to ensure coverage of the recent write-off as well as protection from future issues, we were unable to identify if OIB has a policy related to the Allowance rate or how the balance is set. Some of MCEDD’s loan funds require a specific allowance rate of 6% of loan outstanding balances as the allowance rate for the Fiscal Year. That rate has been suggested below as a starting point. A higher rate may be desired if it is determined that there is higher risk due to current loan clients with challenges, higher delinquencies, or greater overall risk due to COVID-19.

The OIB could also determine another route for setting the allowance rather than a percentage. Staff would suggest something simple and repeatable.

July 31 Accounts Receivable	Allowance Rate	Allowance Balance	July 1 Allowance Balance	Change to Allowance
\$1,528,774.00	6%	\$91,726.44	(\$20,581.70)	\$112,308.14

## Memorandum

**Date:** September 2, 2020  
**To:** Oregon Investment Board  
**From:** Jessica Metta, OIB Staff  
**Re:** Staff Updates

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This memo summarizes several areas of discussion with the OIB.

### **Videography Project**

We received three responses to the videography RFP and have contracted with Immense Imagery, located in The Dalles. In late August, we held a kick-off meeting with Robbie Denning of Immense Imagery to discuss ideas for the project. The goal is to have final products by the end of December. We have provided Robbie with a list of possible clients to highlight, selecting a diversity of business type/ size/ location and owner demographics, as well as a mix of current and past clients.

### **Multnomah County Seat**

The Multnomah County seat continues to be open. Staff requests Board discussion on possible people or organizations to target for outreach.

### **Annual Report**

We are delayed in getting this to you, but the annual report for the OIB will be ready possibly for the meeting on Tuesday if not later in the week.

### **Annual Columbia River Gorge Bi-State Advisory Council Meeting**

In looking through past history, it appears an annual meeting of the Columbia River Gorge Bi-State Advisory Council occurs in the fall and replaces one of the regular OIB monthly meetings. I would like Board feedback on preferred timing for this meeting (October or November) and desired agenda topics or speakers.