



Oregon Cascades West Council of Governments

## **Loan Program Advisory Committee Meeting Packet**

**April 25, 2019  
10:15 – 10:45 am**

Cascades West Center  
1400 Queen Avenue, SE  
2nd Floor, Large Conference Room  
Albany, OR 97322

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*Meeting locations are wheelchair accessible. If you need special assistance, please contact Oregon Cascades West Council of Governments at 541-967-8720, forty-eight (48) hours prior to the meeting.*



1400 Queen Ave SE • Suite 205 • Albany, OR 97322  
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**Loan Program Advisory Committee  
AGENDA  
Thursday, April 25, 2019**

1. **Approval of Previous Meeting Minutes** (*Attachment A*)  
Minutes of the October 25, 2018 Loan Program Advisory Committee (LPAC) meeting will be reviewed for approval.  
**ACTION: Motion to approve the October 25, 2018 meeting minutes.**
  
2. **Loan Program Advisory Committee (LPAC) Members** (*Attachment B*)  
Staff will provide updated 2019 membership roster for LPAC.  
**ACTION: Discussion to introduce new Member Alysia Rodgers.**
  
3. **Loan Review Subcommittee Members (LRS)** (*Attachment C*)  
Staff will provide updated 2019 membership roster for LRS.  
**ACTION: Motion to appoint Chairperson and other members of LRS.**
  
4. **EDA Revolving Loan Fund Plan Resolution** (*Attachment D*)  
**ACTION: Motion to recommend approval of the EDA Revolving Loan Fund Resolution to the OCWCOG Board of Directors.**
  
5. **Loan Activity Report** (*Attachment E*)  
Lending activity report provided by staff.  
**ACTION: Information only, no action needed.**

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**MEMBER GOVERNMENTS — COUNTIES:** Benton, Lincoln, and Linn **CITIES:** Adair Village, Albany, Brownsville, Corvallis, Depoe Bay, Halsey, Harrisburg, Lebanon, Lincoln City, Lyons, Millersburg, Monroe, Newport, Philomath, Scio, Siletz, Sweet Home, Tangent, Toledo, Waldport, Yachats **OTHER:** Confederated Tribes of Siletz Indians, and Port of Newport

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
LOAN PROGRAM ADVISORY COMMITTEE MEETING  
DRAFT MINUTES**

Monday, October 25, 2018  
Meeting

**Attendees:** Commissioner Anne Schuster, Councilor Bob Elliott, Mayor Biff Traber, Councilor Dann Cutter, and Community and Economic Development Director of Sweet Home Jerry Sorte.

**Staff:** Executive Director Fred Abousleman, Deputy Executive Director Rachael Maddox-Hughes, Senior Loan Officer Sandra Easdale, and Executive Administrative Assistant Emma Chavez.

1. **Approval of August 6, 2018 LPAC Meeting Minutes**

Mayor Traber noted that Councilor Dann Cutter's last name needed to be included in the Respondents list.

Motion to approve the August 6, 2018 Loan Program Advisory Committee (LPAC) electronic meeting minutes with correction made by Councilor Bob Elliott. Seconded by Councilor Cutter. Minutes approved by Consensus.

2. **Loan Review Subcommittee Roster Update**

Senior Loan Officer Sandra Easdale reviewed with the members an updated Loan Review Subcommittee Roster that was in their agenda packets. Per the August electronic meeting, new members approved are as follows:

Linn County: Jennifer Meltzer, Key Bank, Branch Manager

Lincoln County: Jake Postlewait, Oregon Coast Bank, Chief Lending Officer

Benton County: Kate Porsche, Corvallis/Benton County, Economic Development Manager

3. **Loan Activity Report**

Senior Loan Officer Easdale noted that there has been a lot of activity and inquiries in the last year. She went on to review the loan activity report with members.

There have been ten loans funded since July 2017 to October 2018; two from each of the following programs: SBA504, RDF1-3, RLF, RMAP, and LCLF. Of those; two were in Benton County, three in Linn County, and four in Lincoln County. Also, there was one SBA504 loan in Marion County.

Prospects are on the rise. There are currently the following prospects:

- Gym, Harrisburg
- Shuttle Property, Albany
- Dance Study, Toledo
- Restaurant/Bar, Tangent
- Cleaning Company, Albany
- Cab Company, Depoe Bay

Community and Economic Development Director of Sweet Home Jerry Sorte questioned if more micro loans are going to conventional loans. Senior Loan Officer Easdale advised that, it varies. She also noted that she is doing outreach on the RMAP which is aimed for microloans, and that the LCLF was also initially set-up for start-ups in need of smaller amounts.

When questioned how often the program loans out of the Region, Senior Loan Officer Easdale noted that it varies upon requests. She stated that the SBA504 loans are Statewide.

4. Other Business

Staff attended the Governor's Marketplace. This was an event for business owners who may have interest in public contracts.

A *Meet the Lenders* Event was put on by City of Albany and Linn-Benton Community College's Small Business Development Center (SBDC). Senior Loan Officer Easdale presented at the event.

OCWCOG Executive Director Fred Abousleman noted that Senior Loan Officer Easdale has been doing a great job. He advised that SBA504 loans is where the money resides. He also stated that all seven counties are currently doing well with lending and requested for members to advise of any prospects.

5. Adjournment

The meeting adjourned at 10:47 am.

*Meeting minutes taken by Emma Chavez.*

# LOAN PROGRAM ADVISORY COMMITTEE - 2019

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**Dann Cutter**  
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**Vacant**  
[CED Committee Chair](#)

**Staff:**

Phil Warnock	924-8458	Ext 225 CED Director
Sandra Easdale	924-8460	Ext 210 Senior Loan Officer
Emma Chavez	967-8551	Ext 202 Executive Administrative Assistant

# Loan Review Subcommittee Members

The Loan Review Subcommittee bylaws state that a minimum of seven members of the Subcommittee shall be appointed by LPAC and shall include:

Linn County Commercial Lender  
Benton County Commercial Lender  
Lincoln County Commercial Lender

Elected Official Loan Program Advisory Committee Member

Linn County Business/Industry Representative  
Benton County Business/Industry Representative  
Lincoln County Business/Industry Representative

## Roster - 2019

Linn County – Jennifer Meltzer – Key Bank  
[jennifer\\_meltzer@keybank.com](mailto:jennifer_meltzer@keybank.com)

Benton County – Darrin McLemore – Citizens Bank  
[dmclemore@citizensbank.com](mailto:dmclemore@citizensbank.com)

Lincoln County – Jake Postlewait – Oregon Coast Bank  
[jake@oregoncoastbank.com](mailto:jake@oregoncoastbank.com)

Elected Official – LPAC Member:  
LPAC **(CHAIR)** – Mayor Biff Traber, City of Corvallis  
[biff.traber@corvallisoregon.gov](mailto:biff.traber@corvallisoregon.gov)  
(Calls the meeting to order)

Linn County – John Pascone, President of  
Albany-Millersburg Economic Development Corporation (AMDEC)  
[pasconj@peak.org](mailto:pasconj@peak.org)

Benton County – Kate Porsche,  
Economic Development Manager, City of Corvallis  
[kate.prosche@corvallisoregon.gov](mailto:kate.prosche@corvallisoregon.gov)

Lincoln County – Caroline Bauman,  
Executive Director of Economic Development Alliance  
[ecdev@orcoast.com](mailto:ecdev@orcoast.com)



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**MEMORANDUM**

**DATE:** April 25, 2019  
**TO:** OCWCOG Loan Program Advisory Committee  
**FROM:** Sandra Easdale, Senior Loan Officer  
**RE:** **Revolving Loan Fund Annual Work Plan Certification**

Recommendation: Action to recommend Oregon Cascades West Council of Governments (OCWCOG) Board resolution as stated below.

Background: U.S. Department of Commerce’s Economic Development Administration (EDA) requires an annual work plan review and certification by the OCWCOG Board of Directors. The resolution below satisfies EDA’s requirements documenting the Loan Program Advisory Committee (LPAC) review and make recommendation to the OCWCOG Board for adoption. The work plan has not been amended since its last review on September 19, 2013.

*Certifying the OCWCOG EDA Revolving Loan Fund (RLF) Plan as consistent with the area’s economic adjustment strategy, and consistent with operating policies and procedures.*

**WHEREAS**, on the \_\_\_\_ day of \_\_\_\_\_ the Board of OCWCOG was convened upon notice properly given and a quorum was duly noted;

**WHEREAS**, OCWCOG is the overseeing entity for the area’s Revolving Loan Fund programs;

**WHEREAS**, the OCWCOG Loan Program Advisory Committee has reviewed and has recommended OCWCOG Board approval of the Administrative Plan prepared for the OCWCOG EDA RLF;

**WHEREAS**, the Board of OCWCOG has reviewed and approved the Loan Program Advisory Committee recommendation;

**NOW THEREFORE**, the Board of OCWCOG does certify the RLF Administrative Plan is consistent with and supportive of OCWCOG’s service area’s current economic adjustment strategy, as stated in their current Administrative Plan, and that the RLF is being operated in accordance with the policies and procedures contained in the RLF Plan, and the loan portfolio standards contained therein.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Executive Director

**FUNDED ACTIVITY REPORT BY COUNTY - JULY 1, 2018 to APRIL 25, 2019**

TYPE OF BUSINESS	CITY	LOAN TYPE	DATE FUNDED	LOAN AMOUNT	TOTAL PROJECT	JOB CREATED / RETAINED	PARTNER	PURPOSE OF FUNDS
<b>LINN COUNTY</b>								
Insurance Agency	Albany	RLF	10/19/2018	120,000.00	300,000.00	4	OSCU	Purchase of RE for store operations
Professional Serv.-Telecom	Lebanon	RDF1-3	3/25/2019	224,000.00	571,500.00	12	OSCU	Refinance and Construction of Building
<b>Total Loans For Linn County</b>	<b>2</b>			<b>344,000.00</b>	<b>871,500.00</b>	<b>16</b>		
<b>LANE COUNTY</b>								
Professional Serv. - Computers	Eugene	RLF	3/15/2019	240,000.00	800,000.00	4	Banner Bank	Purchase of RE for business operations
<b>Total Loans For Lincoln County</b>	<b>1</b>			<b>240,000.00</b>	<b>800,000.00</b>	<b>4</b>		
<b>TOTALS FOR ALL COUNTIES</b>	<b>3</b>			<b>\$584,000.00</b>	<b>\$1,671,500.00</b>	<b>20</b>		

**Prospects**

- Physical Therapy Clinic
- Medical Transport Business
- Hawaiian BBQ
- Auto Detail