

Steve Keck

From: Alie Causey
Sent: Wednesday, March 18, 2020 3:59 PM
To: Katrina Hulsey
Cc: Steve Keck
Subject: Re: DDJ account

I have emailed Kelly and Kenzie informing them of our decision of \$4 million into the DDJ account.

Thanks,
Alie

Sent from my iPhone

On Mar 17, 2020, at 4:56 PM, Katrina Hulsey <khulsey@licoa.com> wrote:

Ok, so I just need to initiate the wire after Alie emails Kelly and Kenzie?

From: Steve Keck <skeck@licoa.com>
Sent: Tuesday, March 17, 2020 2:48 PM
To: Alie Causey <alie@licoa.com>; Katrina Hulsey <khulsey@licoa.com>
Subject: FW: DDJ account

As you can see, we have gotten the new DDJ capital management account established, that was decided upon through the EBAA work. According to Kelly, we currently have \$5.84mm in cash in the US Bank custody account and available to make the targeted \$5.75mm investment in the DDJ fund.

This would almost completely wipe out the cash in the fixed income portfolio. I think the investment policy established a lower limit of 1% in the cash equivalent account, which is at least \$1 million, for short term cash needs. As such it would seem to me that we might want to only put about \$4 million in at the moment and then move towards the \$5.75 million in the DDJ account as cash flow allows and while maintaining the appropriate amount in the cash or cash equivalent account.

If it is okay with you, Alie, then I would think that you should send an email to Kelly and Kenzie indicating that it is okay for Katrina to wire the funds and then Katrina can wire the amount of funds that you agree upon. Katrina, she indicated that you just need to process the wire just like normal when contributing or wiring cash from the portfolio. That is, direct the wire to withdraw the amount from the custody account, [REDACTED] and contribute it into the DDJ account below.

Steve

From: Wedge, Kenzie <KWedge@ddjcap.com>
Sent: Tuesday, March 17, 2020 12:21 PM
To: Steve Keck <skeck@licoa.com>

Cc: Kelly Sullivan <Kelly.Sullivan@neamgroup.com>

Subject: [EXTERNAL] RE: DDJ account

Steve – thank you for providing everything. The account has been successfully established so what you provided was sufficient. The new account number is [REDACTED]. I have provided the wire instructions below. If you could please let me know your thoughts on timing so that I can notify the administrator and our trading team, we would appreciate this. Please let me know if you have any questions. Thank you, Kenzie

Bank Name: BOK Financial, NA
Account Name: DDJ Capital
ABA: [REDACTED]
DDA (DDJ Bank Acct #): [REDACTED]
FFC (LICOA Acct #): [REDACTED] DDJIX

Kenzie Wedge

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