



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, July 19, 2022
8:00am

Remote only

<https://us06web.zoom.us/j/82585621821>

Or call 669-900-6833, Meeting ID: 825 8562 1821

AGENDA

| <u>Topic</u> | <u>Estimated Time</u> | <u>Item</u> |
|--|------------------------------|--------------------|
| Call to Order, Introductions | | |
| Loan Administration Board Minutes <i>June 21, 2022</i> | 5 minutes | Approval |
| New Loan Request <i>Gorges Brewing, LLC</i> | 20 minutes | Information |
| <i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i> | | |
| Loan Actions | 5 minutes | Approval |
| Approved Loan Modification Request <i>Red Letters Enterprises</i> | 10 minutes | Information |
| <i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i> | | |
| Loan Actions | 5 minutes | Approval |
| 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.

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**

Tuesday, June 21, 2022

Virtual Only

ATTENDANCE

BOARD: Scott Clements, Bob Hamlin, Dave Sauter, Steve Kramer, AJ Tarnasky, Dillon Borton, Joe Dabulskis

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

GUESTS: Mike Richards (Red Letters Enterprises)

CALL TO ORDER

Scott Clements called the meeting to order at 8:00 a.m. A quorum was present.

MINUTES

Errors were noted on the attendance for the June 10th meeting: Bob Hamlin's name needs to be removed and Joe Dabulskis added.

Bob Hamlin motioned to approve the minutes from May 17, June 7 and June 10, 2022, with the corrections noted. Dave Sauter seconded the motion. All voted in favor, and the motion passed unanimously.

LOAN REQUEST: RED LETTERS ENTERPRISES

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:03 a.m. to discuss the new loan request from Red Letters Enterprises, as summarized in a confidential staff report. Mike Richards attended for part of the session to answer questions. The Board asked clarifying questions of staff.

Regular session resumed at 8:24 am.

LOAN ACTION:

Dillon Borton motioned to approve the loan request to Red Letters Enterprises as recommended by staff. Steve Kramer seconded the motion. All voted in favor, and the motion passed.

Terms:

- Loan amount: \$132,000
- Interest Rate: 7.5%
- Loan Term: 120 months of principal and interest payments and the balance due the 120th month)
- Loan Payment: \$1,566.86

- Loan Fee: \$1,980

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:25 a.m.

Dillon Borton left the meeting.

LOAN REQUEST: GORGE WINE LIBRARY

In Executive Session, the Board considered the new microloan request for Gorge Wine Library, as summarized in a confidential staff report. Microloans can be approved by the Executive Director. The Board asked clarifying questions of staff.

APPROVED LOAN UPDATE: DEWARWRIGHT

In Executive Session, Ami provided a staff update on the DewarWright loan that was approved a couple of weeks ago.

LOAN MODIFICATION REQUEST: A HOME SWEET HOME ELDER CARE, LLC.

In Executive Session, the Board considered a loan modification request for A Home Sweet Home Elder Care, as presented in a confidential staff report. The Board asked clarifying questions.

Regular session resumed at 8:38 am.

LOAN ACTIONS

The Board supported Executive Director approval of the **Gorge Wine Library** loan with the following terms and conditions:

Terms:

- Loan amount: \$30,000.00
- Interest Rate: 7.50%
- Loan Term: 60 months (6 months of interest only payments followed by monthly payments of principal and interest with the payment balance due on the 60th month)
- Loan Payment: \$656.29
- Loan Fee: \$450.00

For A Home Sweet Home, Steve Kramer motioned to approve the modification for six months of interest only payments, with the caveat that the borrower is clearly informed that this was a one-time approval. Bob Hamlin seconded the motion. All voted in favor.

APPROVED LOAN UPDATE: DATA SCHUSS

Ami updated the board on this application. The cabin as collateral for the loan did not work out. The appraisal on the client's other property will move forward. Ami requested to update the commitment

letter to extend the initial offer through August 30th to give time for the appraisal to come through. The Board provided general consensus. AJ Tarnasky suggested that the rate be reviewed and updated to reflect the changes in prime. Scott asked if the Board can make this adjustment at this point, since the offer has already been extended. Jessica felt that it was appropriate to use consensus to adjust rates to reflect changes in the WS Prime.

IRP UPDATE

Jessica gave the Board an update on MCEDD's situation with the IRP payments. The support from Senator Merkley's office on this issue with the USDA has not provided relief. The USDA will not consider MCEDD to be past due for another 60 days. USDA has suggested to reamortize. She is continuing to consider options.

ADJOURN

Scott Clements adjourned the meeting at 8:48 a.m.

Respectfully submitted by Jill Brandt, Administrative Assistant