



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, August 2, 2022
8:00am

Remote only

<https://us06web.zoom.us/j/81455681205>

Or call 669-900-6833, Meeting ID: 814 5568 1205

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Loan Administration Board Minutes <i>July 19, 2022</i>	5 minutes	Approval
Loan Modification Request <i>Oregon Brineworks, LLC</i>	15 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Approval
Funded Loans Updates	5 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, July 19, 2022

Virtual Only

ATTENDANCE

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

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

GUESTS: Travis Preece (Gorges Brewing)

CALL TO ORDER

Scott Clements called the meeting to order at 8:01 a.m. A quorum was present.

MINUTES

Steve Kramer motioned to approve the minutes from June 21, 2022, as presented. Dave Sauter seconded the motion. All voted in favor, and the motion passed unanimously.

LOAN REQUEST: GORGES BREWING, LLC

Ami introduced Travis Preece with Gorges Brewing LLC and requested entering Executive Session to discuss the proposal.

EXECUTIVE SESSION:

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:03 a.m. to discuss the confidential proposal prepared by staff. The Board asked questions of Ami and Travis. Travis was put in the waiting room for additional discussion.

Regular session resumed at 8:34 am. Travis was brought back from the waiting room

LOAN ACTION:

AJ motioned to approve the loan request to Gorges Brewing as recommended, with a caveat that Business Oregon provides MCEDD/OIB senior debt position on collateral items 2 and 3. Les Perkins seconded the motion. All voted in favor, and the motion passed.

Terms:

- Loan amount: \$300,000.00
- Interest Rate: 7.5%
- Loan Term: 120 months (119 monthly payments and the balance due 120th month)
- Loan Payment: 6 monthly payments of interest only followed by 113 monthly payments of \$2,500 with a balloon payment of approximately \$188k due the 120th month.
- Loan Fee: \$4,500

LOAN MODIFICATION REQUEST: RED LETTERS ENTERPRISES

Ami asked the Board to return to Executive Session to discuss a loan terms modification requested by Red Letters Enterprises.

EXECUTIVE SESSION:

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:36 a.m. The Board discussed the confidential memo and asked questions of Ami.

Regular session resumed at 8:44 am.

LOAN ACTION:

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

Modifications: Removal of conditions for assignment of life insurance, provision of an equipment list of all business assets, and requirement for quarterly business counseling.

ADJOURN

Scott Clements adjourned the meeting at 8:45 a.m.

Respectfully submitted by Jill Brandt, Administrative Assistant