



**MCEDD Loan Administration Board Meeting**  
**Tuesday, November 7, 2023**  
**8:00am**

Via Zoom: <https://us06web.zoom.us/j/83375361099>  
Or call 669-900-6833, Meeting ID: 833 7536 1099

**AGENDA**

<b>Topic</b>	<b>Estimated Time</b>	<b>Item</b>
Call to Order, Introductions		
Loan Administration Board Minutes <i>October 10, 2023</i>	5 minutes	Approval
Loan Modification Requests <i>The Bliss Café LLC</i> <i>Gorges Brewing LLC</i>	20 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> Regular Session Reconvened		
Loan Actions	5 minutes	Approval
Funded Loan Update <i>Maupin Outdoor Store</i>	5 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> Regular Session Reconvened		
Staff and Board Updates	5 minutes	Information
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.

## **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.
6. 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, October 10, 2023, at 8:00am

Virtual Only

**ATTENDANCE**

*BOARD:* Scott Clements, Les Perkins, Steve Kramer, AJ Tarnasky, Tom Lannen, Matt Stoneberg

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

*GUESTS:* Travis Preece (Gorges Brewing)

**CALL TO ORDER/ INTRODUCTIONS**

Scott Clements called the meeting to order at 8:00 a.m. A quorum was present. A round of introductions took place.

**MINUTES**

Scott asked for any questions or comments on the minutes. *There were none.*

**Steve Kramer motioned to approve** the minutes from the September 12, 2023, meeting as presented. Les Perkins seconded the motion. All voted in favor, and the motion passed.

**NEW LOAN REQUEST: Gorges Brewing, LLC**

Jessica requested we enter Executive Session to review the confidential materials about a new loan request from Gorges Brewing and the chance to ask Travis Preece any questions.

**EXECUTIVE SESSION:**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:04 am.

*Steve Kramer left the meeting at 8:32am.*

*Tom Lannen left the meeting at 8:45am and the quorum for a vote was lost.*

*Regular session resumed at 8:47am.*

**LOAN ACTIONS:**

Ami explained that the quorum was lost before the vote could be taken. Ami then summarized the Board's discussion and conclusions, which were to deny the request at this time and would reach out to discuss it further.

Travis thanked the Board for their time and consideration. Travis left the meeting at 8:56 am.

*Steve Kramer returned to the meeting at 8:55am.*

**FUNDED LOAN UPDATES: Mid-Columbia Backflow, LLC and Forget Me Not Ventures, LLC**

Jessica and Ami asked to enter Executive Session to present a confidential update on the two existing clients.

**EXECUTIVE SESSION:**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 9:00 am.

*Regular session resumed at 9:04 am.*

No action was taken.

**OTHER NEW BUSINESS/ GOOD OF THE ORDER**

There was none.

**ADJOURN**

Scott Clements adjourned the meeting at 9:05 a.m.

*Respectfully submitted by Jill Brandt, Administrative Assistant*