



**MCEDD Loan Administration Board Meeting
Tuesday, October 10, 2023
8:00am**

Via Zoom: <https://us06web.zoom.us/j/83908278589>
Or call 669-900-6833, Meeting ID: 839 0827 8589

AGENDA

Topic	Estimated Time	Item
Call to Order, Introductions		
Loan Administration Board Minutes <i>September 12, 2023</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> Regular Session Reconvened		
Loan Action	5 minutes	Approval
Funded Loan Update <i>Mid-Columbia Backflow, LLC</i> <i>Forget Me Not Ventures, LLC</i>	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> Regular Session Reconvened		
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.
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, September 12, 2023 at 8:00am

Virtual Only

ATTENDANCE

BOARD: Scott Clements, Les Perkins, Steve Kramer, Tom Lannen, Dillon Borton

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

GUESTS: Jason Johnston (Mountain Valley Butcher Block)

CALL TO ORDER

Scott Clements called the meeting to order at 8:10 a.m. A quorum was present. A round of introductions took place.

MINUTES

Steve Kramer motioned to approve the minutes from the June 20, 2023, meeting as presented. Les Perkins seconded the motion. All voted in favor, and the motion passed.

NEW LOAN REQUEST: MOUNTAIN VALLEY BUTCHER BLOCK, LLC

Jessica asked to go into Executive Session to review the confidential materials related to this new loan request from Mountain Valley Butcher Block with owner Jason Johnston available for questions.

EXECUTIVE SESSION:

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:12 am.

Regular session resumed at 8:21 am.

LOAN ACTION: MOUNTAIN VALLEY BUTCHER BLOCK, LLC.

Dillon Borton motioned to approve the loan request as presented by staff. Les Perkins seconded the motion. All voted in favor, and the motion passed.

Terms:

- Loan amount: \$299,000
- Interest Rate: 8%
- Loan Term: 180 months
- Loan Payment: \$2,307 (6 monthly payments of interest only, followed by 173 monthly payments of \$2,307 and an approximate balloon payment of \$198,206.74 due the 180th month.)
- Loan Fee: \$4,485

The Board members congratulated Jason and expressed their appreciation for his shop opening. Jason left the meeting at 8:23 am.

NEW LOAN REQUEST: ANICHE CELLARS WASHINGTON, LLC

Jessica asked to go into Executive Session to review the confidential materials related to this new loan request from Aniche Cellars.

EXECUTIVE SESSION:

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:23 am.

Regular session resumed at 8:34 am.

LOAN ACTION: ANICHE CELLARS WASHINGTON, LLC

Dillon Borton motioned to approve the loan request as presented by staff, with the additional real estate collateral listed as an option and the seasonal fluctuation in payments. Steve Kramer seconded the motion. All voted in favor, and the motion passed.

Terms:

- Loan amount: \$175,000
- Interest Rate: 8.25%
- Loan Term: 84 months
- Loan Payment: \$2000 to \$2800 (six monthly payments of interest only, followed by payments of \$2,000 Dec – May and \$2,800 Jun – Nov, and a balloon payment due the 84th month.)
- Loan Fee: \$2,625

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

Jessica asked to go into Executive Session to review the confidential materials related to this loan modification request.

EXECUTIVE SESSION:

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:36am.

Regular session resumed at 8:41am.

LOAN ACTION: A HOME SWEET HOME ELDER CARE, LLC

Steve Kramer motioned to approve the loan modification request to return to its regular payment schedule either November 1st OR one month after the lease goes into effect. Les Perkins seconded the motion. All voted in favor, and the motion passed.

Terms:

- Interest Rate: 6.25%
- Loan Payment: Return to original loan schedule of monthly principal and interest payments of \$1,060.00 for loan # 149-01-03 and \$548.75 for loan number #149-02-01.

ATTAINABLE HOUSING REVOLVING LOAN FUND MODIFICATIONS

Jessica apologized for the lengthy time between the original discussion and the follow-up action. Modifications were requested last November, and the LAB supported the changes at their December meeting. Today's packet included the strike and underline for the changes in policy that will allow MCEDD staff to move projects forward without asking Regional Solutions' Attainable Loan Fund Housing subcommittee, the ability to be flexible with the interest rate, and to open the availability of funding to projects that will provide housing for 0% to 120% of the Area Median Range.

The December meeting comments were reviewed. As part of this process, Jessica shared these changes with Business Oregon and received their approval.

Discussion: Scott asked for an explanation of the modification from 120% AMI to 0% AMI and how we would make a loan to a family with no income. Jessica explained that if the Housing Authority applied, they could get vouchers to cover the gap in rent. Jessica assured the group that Ami would still go through the underwriting process to ensure that payment can be made by the client. Scott thanked Jessica for the explanation, as he had not considered the possibility of lending to an institution or organization.

Scott's second question asked about the highlight in Section 5.1. Jessica explained that this wording adds the option of allowing the disbursement to be made directly to the commercial lender also involved with the project or directly to the applicant. This is a recommendation for guidance. There was consensus for this change.

Jessica noted there was consensus from the LAB for all the changes noted and would move forward with implementing them to see if we could generate more interest in the program.

OTHER BUSINESS/ GOOD OF THE ORDER

Jessica thanked Ami for attending this meeting while away on her vacation, and thanked Dillon for his service at this, his last meeting. She noted his insight has been so very helpful over the years. The Board members present all expressed their appreciation for Dillon's expertise and involvement.

ADJOURN

Scott Clements adjourned the meeting at 8:51 a.m.

Respectfully submitted by Jill Brandt, Administrative Assistant