

Coos County Urban Renewal Agency
Board Meeting

Thursday, June 16, 2022, 7:30am

125 Central Ave, Coos Bay, OR 97420
2nd Floor Conference Room

**COOS COUNTY URBAN RENEWAL AGENCY
NORTH BAY DISTRICT**

P.O. Box 1215 • Coos Bay, Oregon 97420 • 541-267-7678

M E M O R A N D U M

TO: Coos County Urban Renewal Agency Board
and all Interested Parties

FROM: John Burns, Agency Administrator

DATE: June 9, 2022

SUBJECT: CCURA Board Meeting Notice

NOTICE OF REGULAR CCURA BOARD MEETING

The Board of Directors of the Coos County Urban Renewal Agency Board – North Bay District, Coos County, State of Oregon, will hold a regular Board Meeting and Budget Hearing on **Thursday, June 16, 2022 at 7:30 a.m.** in the Port of Coos Bay’s Commission Chambers located at 125 West Central Avenue, Suite 230, Coos Bay, OR 97420.

The purpose of the hearing is to discuss with interested persons the FY 2022/23 budget as approved by the Coos County Urban Renewal Agency’s Budget Committee. Copies of the budget document may be inspected or obtained at www.portofcoosbay.com/ccura or by calling the Port’s Administrative office at 541-267-7678.

Members of the public are invited to view the meeting live on the Port of Coos Bay’s YouTube Channel at the following link: www.youtube.com/portcoos.

Members of the public may provide public comment in person, via Zoom, or in writing. If members of the public would like to provide public comment during the meeting via Zoom, please call the Port’s Administrative office at 541-267-7678 by 4:00 p.m. on Wednesday, June 15, 2022. Written comment will be accepted until 4:00 p.m. on Wednesday, June 15, 2022 by sending an email to portcoos@portofcoosbay.com with the subject line ‘Public Comment’.

JB/kk

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING
7:30 a.m. Thursday, June 16, 2022**

Port of Coos Bay Commission Chambers, 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420
Watch Live on YouTube: www.youtube.com/portcoos

TENTATIVE AGENDA

1. **CALL MEETING TO ORDER**

2. **INTRODUCTION OF GUESTS**

3. **CONSENT ITEMS**
 - A. Approval of June 10, 2021 Board Meeting Minutes 5
 - B. Approval of May 2, 2022 Budget Committee Meeting Minutes 7

4. **OPEN BUDGET HEARING – FY 2022/23 BUDGET**

5. **BUDGET HEARING – FY 2022/23 BUDGET**
 - A. Public Hearing
 - B. Review of Budget Document

6. **CLOSE BUDGET HEARING – FY 2022/23 BUDGET**

7. **OPEN BOARD MEETING**

8. **ACTION ITEMS**
 - A. 2022Res01 Adoption of Budget for Fiscal Year 2022/23 Megan Richardson, 10

9. **INFORMATION ITEMS**
 - A. Project Update: Transpacific Parkway Drainage Project Mike Dunning
 - B. Agency Financial Statements 13
 - C. Independent Accountants’ Report FY 2020/21 16

10. **PUBLIC COMMENT**

11. **SCHEDULE NEXT MEETING DATE**

12. **OTHER/ADJOURN**

Consent Items

COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING
7:30 a.m. Thursday, June 10, 2021
Zoom Meeting

DRAFT MINUTES

ATTENDANCE

Agency Board Members:

Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; Kyle Stevens, Port Commissioner; Pat Goll, City of North Bend; Lucinda DiNovo, City of Coos Bay; Joe Benetti, City of Coos Bay; John Sweet, Coos County; and Melissa Cribbins, Coos County. Bill Richardson, City of North Bend was absent.

Guests:

John Burns, Port Staff; Lanelle Comstock, Port Staff; Megan Richardson, Port Staff; Mike Dunning, Port Staff; Krystal Moffett, Port Staff; and Nathan McClintock, Legal Counsel.

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:37 a.m.

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

A. Approval of April 15, 2021 Board Meeting Minutes

B. Approval of May 11, 2021 Budget Committee Meeting Minutes

Upon a motion by John Sweet (Second by Lucinda DiNovo), the Agency Board Members voted to approve the April 15, 2021 Board Meeting Minutes and the May 11, 2021 Budget Committee Meeting Minutes. **Motion Passed.**

4. BUDGET HEARING – FY 2021/22 BUDGET

Chair Goergen opened the public hearing for the fiscal year 2021/22 budget at 7:38 a.m.

Megan Richardson reviewed the budget document. Available cash on hand is \$1,479,000. Resources include previously levied taxes estimated to be received of \$8,000, interest of \$12,000, and tax increment revenues of \$150,000, bringing the total resources to \$1,649,000. Expenses for materials and services include insurance of \$2,000, publications and advertising at \$1,000, legal counsel at \$6,000, management fee of \$12,000, audit at \$7,500 and professional services for project support at \$270,000. Debt service totals \$6,271 bringing total expenditures to \$304,871 with an unappropriated ending fund balance of \$1,344,129 dollars for a total budget of \$1,649,000.

Chair Goergen asked for any public comment on the proposed budget for fiscal year 2021/22, and any questions from Agency Board members.

John Sweet asked for clarification on the budgeted amount for audit, stating the budget is simple and the amount seems high. Ms. Richardson stated it is an estimate based on the amount of spending. Typically, just a review is needed but with the increased spending planned for this year, the audit will cost more. In prior years, the review cost just over \$1,000.

Chair Goergen stated the tax increment revenues are up from prior years; improvements have been made on the North Spit leading to the increased revenue. This estimate comes from the County Assessor's office.

Chair Goergen asked for any additional comments on the proposed budget. There being none, Chair Goergen closed the public hearing at 7:42 a.m. and opened the Regular Board Meeting.

5. ACTION ITEMS

A. 2021Res02 Adoption of Budget for Fiscal Year 2021/22

Upon a motion by John Sweet (Second by Pat Goll), the Agency Board Members voted to approve the resolution as presented. **Motion Passed.**

B. North Spit Drainage Project Final Engineering and Design

Background information for this action request was provided in packet.

Pat Goll asked about plans to run a drain line through the Southport property, stating they are doing more paving this summer, and it is in everyone's best interest to stay up to date on where that line will go and coordinate with Southport. Mike Dunning stated the Port has spoken with Southport and will continue to work with them as final engineering and design and permitting are put together.

Upon a motion by Eric Farm (Second by Lucinda DiNovo), the Agency Board Members voted to authorize the Port of Coos Bay to enter into a contract with SHN Consulting Engineers and Geologists, Inc., on behalf of CCURA, for the North Spit Drainage Project Phase 2 & 3 Scope of Work in the amount of \$63,960 and solicit RFQ's for construction based on final engineering and design. **Motion Passed.**

6. PUBLIC COMMENT

There was no public comment.

7. SCHEDULE NEXT MEETING DATE

To Be Determined.

8. OTHER/ADJOURN

Chair Goergen adjourned the meeting at 7:47 a.m.

**COOS COUNTY URBAN RENEWAL AGENCY
BUDGET COMMITTEE MEETING
7:30 a.m. Monday, May 2, 2022**

Port of Coos Bay Commission Chambers, 125 W. Central Ave, Suite 230, Coos Bay, OR 97420

ATTENDANCE

Agency Board Members:

Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; Pat Goll, City of North Bend; Joe Benetti, City of Coos Bay; Lucinda DiNovo, City of Coos Bay; John Sweet, Coos County; and Melissa Cribbins, Coos County. Kyle Stevens, Port of Coos Bay and Bill Richardson, City of North Bend were absent.

Budget Committee Members:

Jayson Wartnik; Maeora Mosieur; George Wales; Elise Hamner; and Timm Slater. Ed Ellingsen, Bob Main, and Jeff Bunnell were absent.

Guests:

John Burns, Port Staff; Lanelle Comstock, Port Staff; Mike Dunning, Port Staff; Mary Green, Port Staff; and Krystal Karcher, Port Staff.

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:34 a.m.

2. INTRODUCTION OF GUESTS

3. SELECTION OF BUDGET COMMITTEE CHAIR

Upon a motion by Joe Benetti (Second by George Wales), the Budget Committee Members voted to appoint Todd Goergen as the Budget Committee Chair. **Motion Passed.**

4. REVIEW FY 2022/23 BUDGET DOCUMENT

Chair Goergen stated the resources for available cash on hand is \$1.5 million; previous levied taxes yet to be received are \$8,000; interest earned is \$12,000; and tax increment revenues projected are \$192,325. Expenditures include insurance for \$4,000; publications and advertisement for \$1,000; legal counsel \$6,000; management fee to the Port of \$12,000; audit and accounting services for \$7,500; and \$100 for professional services. Project support is budgeted at \$218,313. Debt service is maintained at \$6,060. Total expenditures are \$254,973 leaving an unappropriated ending fund balance of \$1,457,352. Chair Goergen asked if there were any questions.

Mike Dunning provided an update for the Transpacific Parkway Drainage Improvement Project. The ITB (Invitation to Bid) will be released May 2, 2022. The northern area repair is estimated at about \$145,000 and the southern area is about \$62,000. The bids are due June 8, 2022 and they will be

evaluated, then Port staff will come back to the Board for approval. Elise Hamner asked for more information about the project and where it is located. Mr. Dunning stated there are two areas on the North Spit, the first being across from DB Western and the other area, which is usually worse, is across from Southport. These areas of the roadway flood consistently. The timeline is planned to complete the work in the summer dry season. The area by Southport is more expensive because this work will include installation of a snorkel in the pond and working with the Agencies to maintain the pond level where it does not inundate the road. There will also be a culvert under the roadway to address flooding on the other side. Water will discharge into the bay near the Southport barge slip. The southern area has an existing drain system, but a line ditch will be added with riprap from the low point to the existing drain. Those drains have been inspected and cleaned so they are in good condition. Chair Goergen asked if there were any permitting issues. Mr. Dunning stated there are no issues because the pond will be maintained at its current level, except in a flood event.

Jayson Wartnik asked about the budget expenditures being nearly identical to prior years, and whether cost increases have been taken into account. Chair Goergen stated in the past budgeted amounts and actuals have been very close. Lucinda DiNovo asked what professional services were being provided for \$100. Mary Green stated it is an annual fee for State Government Ethics Commission.

Pat Goll asked about the permitting for the Transpacific Parkway Project, and if a 1200-Z stormwater discharge permit would be needed. Mr. Dunning stated it will be required of the contractor to obtain 1200-C permit during construction, but the 1200-Z will not be required.

Chair Goergen asked if there were any additional questions.

5. **PUBLIC COMMENT**

6. **COMMITTEE COMMENT**

7. **PRESENT THE MOTION TO RECOMMEND THE BUDGET, OR SCHEDULE A FOLLOW UP MEETING**

Upon a motion by Maeora Mosieur (Second by George Wales), the Budget Committee Members voted to approve the proposed budget for the Fiscal Year 2022/23 and forward to the Coos County Urban Renewal Agency Board of Directors for adoption. **Motion Passed.**

Upon a motion by Timm Slater (Second by Maeora Mosieur), the Budget Committee Members voted to approve the certification to the County Assessor of a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution. **Motion Passed.**

8. **OTHER/ADJOURN**

Chair Todd Goergen adjourned the meeting at 7:48 a.m.

Action Items

**COOS COUNTY URBAN RENEWAL AGENCY
NORTH BAY DISTRICT**

ACTION/DECISION REQUEST

DATE: June 9, 2022

PROJECT TITLE: Resolution 2022Res01: Adoption of Budget, Making Appropriations, Imposing and Categorizing Taxes – Combined for the 2022/23 Fiscal Year

ACTION REQUESTED: Approval of Resolution 2022Res01: Adoption of Budget, Making Appropriations, Imposing and Categorizing Taxes – Combined for the 2022/23 Fiscal Year

BACKGROUND:

The Coos County Urban Renewal Agency’s Budget Committee approved the proposed 2022/23 Fiscal Year Budget after its first budget committee meeting May 2, 2022. Each year, following the Budget Committee’s approval of the budget, the Board of Directors is required to hold a public hearing. The objective of the public hearing is to receive testimony from any person present. The public hearing is scheduled for 7:30 a.m., June 16, 2022, prior to the regular Board meeting.

RECOMMENDATION MOTIONS:

- a. Approve the certification to the County Assessor for the North Bay District a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution.
- b. Adopt the budget approved by the budget committee for the Fiscal Year 2022/23 in the sum of \$1,712,325.00 now on file at the Agency Office.

**COOS COUNTY URBAN RENEWAL AGENCY
NORTH BAY DISTRICT
RESOLUTION 2022Res01**

BE IT RESOLVED that the Board of Directors of the Coos County Urban Renewal Agency (North Bay District) hereby adopts the budget approved by the budget committee for fiscal year 2022/2023 in the sum of \$ 1,712,325.00 now on file at the Agency Office.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2022 and for the purposes shown below are appropriated as follows:

<u>GENERAL FUND</u>		
Materials & Services	\$	248,913.00
Debt Service	\$	6,059.51
Total Transfers to Other Funds	\$	-
Operating Contingency	\$	-
Total General Fund		<u>\$ 254,972.51</u>
 <u>UNAPPROPRIATED ENDING FUND BALANCE</u>		
General Fund	\$	1,457,352.49
Special Revenue Fund	\$	-
Special Reserve Fund	\$	-
Capital Fund	\$	-
Total Unappropriated Ending Fund Balance		<u>\$ 1,457,352.49</u>
 <u>TOTAL BUDGET</u>		 <u>\$ 1,712,325.00</u>

BE IT FURTHER RESOLVED that the Agency Board of the Coos County Urban Renewal Agency hereby resolves to certify to the County Assessor for the North Bay District a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution.

The foregoing resolution was approved and duly adopted this 16th day of June 2022 by the Agency Board of the Coos County Urban Renewal Agency, North Bay District.

Todd Goergen, Chairman
Coos County Urban Renewal Agency

Eric Farm, Vice Chair
Coos County Urban Renewal Agency

Information Items

Coos County Urban Renewal Agency
Profit & Loss
June 2021 through May 2022

	<u>Jun '21 - May 22</u>
Ordinary Income/Expense	
Income	
Cash Carry Over	1,479,357.70
Interest	8,197.65
Miscellaneous	0.00
Taxes - Current Year	173,148.16
Taxes - Previously Levied	7,397.47
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Total Income	1,668,100.98
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Gross Profit	1,668,100.98
Expense	
DEBT SERVICE	
Interest-Debt Service	1,272.00
Principal (Umpqua payoff 7/20)	5,000.00
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Total DEBT SERVICE	6,272.00
MATERIALS AND SERVICES	
Audit	1,520.00
Insurance	2,000.04
Legal Counsel	294.00
Management	12,000.00
Professional Services	43.91
Professional Svcs (Project)	57,184.30
Publications and Advertising	520.39
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Total MATERIALS AND SERVICES	73,562.64
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Total Expense	79,834.64
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Net Ordinary Income	1,588,266.34
Other Income/Expense	
Other Expense	
Banking Fees	35.00
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Total Other Expense	35.00
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Net Other Income	-35.00
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Net Income	1,588,231.34
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**Coos County Urban Renewal Agency
Profit & Loss Budget vs. Actual
July 2021 through May 2022**

	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Cash Carry Over	1,479,357.70	1,479,000.00	357.70	100.0%
Interest	7,475.36	12,000.00	-4,524.64	62.3%
Miscellaneous	0.00			
Taxes - Current Year	171,224.92	150,000.00	21,224.92	114.1%
Taxes - Previously Levied	6,802.48	8,000.00	-1,197.52	85.0%
Total Income	<u>1,664,860.46</u>	<u>1,649,000.00</u>	<u>15,860.46</u>	<u>101.0%</u>
Gross Profit	1,664,860.46	1,649,000.00	15,860.46	101.0%
Expense				
DEBT SERVICE				
Interest-Debt Service	1,272.00	1,271.00	1.00	100.1%
Principal (Umpqua payoff 7/20)	5,000.00	5,000.00	0.00	100.0%
Total DEBT SERVICE	<u>6,272.00</u>	<u>6,271.00</u>	<u>1.00</u>	<u>100.0%</u>
MATERIALS AND SERVICES				
Audit	1,520.00	7,500.00	-5,980.00	20.3%
Insurance	706.00	2,000.00	-1,294.00	35.3%
Legal Counsel	101.50	6,000.00	-5,898.50	1.7%
Management	10,000.00	12,000.00	-2,000.00	83.3%
Professional Services	43.91	100.00	-56.09	43.9%
Professional Svcs (Project)	57,184.30	270,000.00	-212,815.70	21.2%
Publications and Advertising	424.06	1,000.00	-575.94	42.4%
Total MATERIALS AND SERVIC...	<u>69,979.77</u>	<u>298,600.00</u>	<u>-228,620.23</u>	<u>23.4%</u>
Total Expense	<u>76,251.77</u>	<u>304,871.00</u>	<u>-228,619.23</u>	<u>25.0%</u>
Net Ordinary Income	1,588,608.69	1,344,129.00	244,479.69	118.2%
Other Income/Expense				
Other Expense				
Banking Fees	35.00			
Total Other Expense	<u>35.00</u>			
Net Other Income	<u>-35.00</u>			
Net Income	<u><u>1,588,573.69</u></u>	<u><u>1,344,129.00</u></u>	<u><u>244,444.69</u></u>	<u><u>118.2%</u></u>

Coos County Urban Renewal Agency
Balance Sheet
As of May 31, 2022

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
State Treasurer LGIP	1,576,801.18
Umpqua Bank	11,772.51
Total Checking/Savings	<u>1,588,573.69</u>
Total Current Assets	<u>1,588,573.69</u>
TOTAL ASSETS	<u>1,588,573.69</u>
LIABILITIES & EQUITY	
Equity	
Net Income	1,588,573.69
Total Equity	<u>1,588,573.69</u>
TOTAL LIABILITIES & EQUITY	<u>1,588,573.69</u>



INDEPENDENT ACCOUNTANTS' REPORT

October 8, 2021

Megan Richardson
Oregon International Port of Coos Bay
P. O. Box 1215
Coos Bay, OR 97420

We have performed the procedures enumerated below on the accounting records of Coos County Urban Renewal Agency as of June 30, 2021 and the year then ended. The Oregon International Port of Coos Bay's management is responsible for the accounting records.

The Oregon International Port of Coos Bay has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose, which is to compare the requirements of Oregon Budget Law and generally accepted accounting principles to the Coos County Urban Renewal Agency's 2021-22 budget and 2020-21 financial statements and inform management of any significant variances. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1. Regarding Oregon Budget Law:
 - A. Examine the 2021-22 budget for timely publication and obvious errors.
Finding: Published timely, no errors noted.
 - B. Examine the 2020-21 financial records for obvious budget violations.
Finding: No errors noted.
 - C. Scan transactions in the various funds for consistency with the 2020-21 adopted budget.
Finding: No errors noted.
 - D. Read minutes of the budget 2021-22 committee meeting(s) and hearing for required components.
Finding: No errors noted.
2. Regarding the 2020-21 In-Lieu of Audit form for:
 - A. Timely submission to the Secretary of State
Finding: Report was filed timely.
 - B. Relationship to the QuickBooks data
Finding: No errors noted.
3. Scan the 2020-21 QuickBooks financials and check register for obvious errors or unusual transactions.

Finding: No errors noted.

4. Determine if the Coos County assessments receipted into the Local Government Investment Pool during 2020-21 are reasonably consistent with the amounts recorded in QuickBooks for the same time period.

Finding: No errors noted.

We were engaged by the Oregon International Port of Coos Bay to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Oregon International Port of Coos Bay and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of management of the Oregon International Port of Coos Bay and is not intended to be and should not be used by anyone other than those specified parties.

HMW CPAs & Associates, LLC

HMW CPAs & Associates, LLC