

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

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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: February 9, 2017

SUBJECT: CCURA Meeting Notice

NOTICE OF CCURA WORK SESSION

A public meeting of the Coos County Urban Renewal Agency Board – North Bay District, Coos County, State of Oregon, will be held in the Port of Coos Bay Second Floor Conference Room, located at 125 Central Avenue, Suite 230, Coos Bay, Oregon, 97420. The meeting will take place on **Monday, February 27, 2017, 4:30PM.**

JB:mg

**COOS COUNTY URBAN RENEWAL AGENCY
WORK SESSION**

Monday, February 27, 2017, 4:30 PM

Port of Coos Bay Conference Room, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

DRAFT AGENDA

1. **CALL MEETING TO ORDER**

2. **INTRODUCTIONS**

3. **TOPICS TO BE DISCUSSED**
 - A. **General Background for Plan Amendment Fred Jacquot**
 - B. **Plan Amendment: Timeframe for Completion Elaine Howard**
 - C. **Background on Urban Renewal Elaine Howard & Scott Vanden Bos**

4. **PUBLIC COMMENT**

5. **SCHEDULE NEXT MEETING DATE**
Wednesday, April 12, 2017, 4:30PM

6. **OTHER/ADJOURN**

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING**

4:30 P.M Thursday, January 19, 2017

Port of Coos Bay Conference Room, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

DRAFT MINUTES

ATTENDANCE

Agency Board Members: Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; Brianna Hanson, Port Commissioner; Jennifer Groth, City of Coos Bay; Howard Graham, City of North Bend; John Sweet, Coos County; Melissa Cribbins, Coos County; Joe Benetti, Coos Bay; Nathan McClintock, Legal Counsel

Guests: Hans Gundersen, Port Staff; John Burns, Port Staff; Fred Jacquot, Port Staff; Amrha Wimer, Port Staff; Margaret Barber, Port Staff; Wendy Abel, Abel Insurance; Chris McKlosky, Boy Scouts of America; Jerry McKlosky, Boy Scouts of America

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 4:30pm

2. INTRODUCTION OF GUEST

3. CONSENT ITEMS

A. Approval of September 27, 2016, Board Meeting Minutes

Upon a motion by Jennifer Groth (Second by John Sweet), the Agency Board Members voted to approve the September 27, 2016, Board Meeting Minutes.

Motion Passed

B. Audit Financial Report Fiscal Year 2014-2015

The report was generated by Laura Fisher, a partner at Hough, MacAdam, Wartnik, Fisher & Gorman, LLC. Initially, the impression was that there was not enough activity to warrant a full financial review but upon further evaluation and understanding that debt transactions qualify for the minimum threshold for a report. The report did identify a few errors made by the Port staff. None of the errors were shown to have impact on the position of the agency. They were errors in how funds were transferred between the different funds in the agency. The financial results are 1.58 million cash in the bank. There was very little operating activity of the agency.

Chairman Todd Goergen asked that the Agency enter executive session at the end of the regular session to discuss the management of the CCURA.

Upon a motion by Melissa Cribbins (Second by John Sweet), the Agency Board Members voted to add an executive session to the agenda. **Motion Passed.**

C. Informal Audit Report for Fiscal Year 2015-2016

Financial activity for this fiscal year falls below the required qualifications for a full review of the financials. The Port insisted that a 3rd party review the financials because they believe it is valuable to see how the Agency is performing. There were a few errors identified regarding posting funds incorrectly and not reconciling the funds. There is some discrepancy between the funds but the total amount of expenditures and the financial position is accurately reflected. The financial position of the Agency was virtually unchanged as the operating expenditures fell below the tax receipts for the year. The amount on the books for the Agency is just over 1 million.

John Sweet asked if he could have additional time to review the audit. It was agreed that it will be discussed more at the next meeting after everyone had additional time to review the document.

Brianna Hanson asked if any errors were also checked on the Ports accounts as well. Hans Gundersen stated that the Port has a different software system that it uses for its financials.

D. CCURA Board Membership Renewals/Replacements - As Approved by Coos County

Melissa Cribbins stated that the Adam Foxworthy was appointed at the last meeting.

4. ACTION ITEMS

A. Authorization to Execute with Howard Consulting – Presented by Fred Jacquot

At the direction of the Coos County Urban Renewal Agency Board of Directors, Port of Coos Bay staff worked with Agency and Port Counsels and the Agency Board President to negotiate with Howard Consulting Services, LLC, the contract scope of work, terms, and conditions for consulting services to amend the Agency's Urban Renewal Plan. The currently presented contract has passed legal and insurance review by Agency and Port Counsel and agents, and identifies the tasks and services desired by the Agency.

The proposed contract will be between Howard Consulting, LLC and the Coos County Urban Renewal Agency. Howard Consulting, LLC will manage the project, perform the base plan amendment, and coordinate the necessary public outreach and agency approval activities. Howard will subcontract with Tiberius Solutions and ECONorthwest for public finance and economic feasibility analysis of the base plan amendment, and BergerABAM and BST Associates for engineering and economic analysis of current and planned projects.

The Contract scope of work includes the base plan amendment work proposed in the Howard Consulting quote for the not to exceed fee of \$51,700, and the proposed options B and C to update and identify projects in the urban renewal district for the not to exceed fee of \$63,074. During negotiations with Howard Consulting it was determined that initiating the base work independent of the optional scope would result in a longer project schedule, redundant project activities, and additional project cost. The entire identified project scope is expected to take six months, and will be completed for the total not to exceed fee of \$114,774. Fees for this project will be paid for with the Professional Services budget in the Agency's Special Fund.

Additionally, as Howard Consulting is a sole-proprietor LLC, the standard Port contract insurance language was adjusted to better suit the planned contract activities and Howard Consulting's insurance portfolio. The language changes included modifications to the Employers' Liability limits, the General, Automotive, and Professional Liability requirements, and the deletion of the excess/umbrella coverage requirement.

Under the procurement rules governing this process, the Agency Board of Directors has the option to reject the contract out of convenience; to postpone execution of the contract pending additional negotiation and review; to authorization execution of the contract as submitted; or to authorization execution of the contract with Board approved revisions. Rejection or postponement of contract execution will result in additional time necessary to complete the project, and may result in additional cost.

Port staff requests the Agency Board of Director's authorize Agency Board President Todd Goergen to execute the proposed contract with Howard Consulting, LLC to perform the base and optional scope of work identified in the contract body and exhibits for the specified not to exceed fee.

Upon a motion by Eric Farm (Second by Melissa Cribbins), the Agency Board Members voted to authorize Agency Board President Todd Goergen to execute the contract with Howard Consulting, LLC to perform the base and optional scope of work identified in the contract for the not to exceed fee of \$114,774.

Motion Passed

B. Update on Fundraising for Health & Science Tech Building – Presented by SWOCC Foundation

Umpqua Bank provided bridge funding. **This Action Item was removed from discussion.**

C. Presentation from Boys Scouts of America – Presented by Chris McKlosky and Jerry McKlosky

Chris McKlosky is a Boy Scout with troop 761 who is working on his Eagle Scout project and is proposing to clean up the North Spit Overlook property. Mr. McKlosky stated that there is overgrowth on trails, rail damage, broken picnic tables, asphalt erosion, missing parking lines, damaged signs, trash piles and additional improvements that are needed on the property. To paint the parking lot, clear out brush, fix railing and trash pickup it should be around \$1200.00.

Brianna Hanson asked where the maintenance funds would come from? It was stated that it would be the property owner's responsibility to maintain.

John Sweet asked if there are any insurance issues. It was stated that Boy Scouts are fully insured.

Todd Goergen will look at cost on what it would take to make the improvements outside of the Boy Scout project scope.

Wendy Abel stated that if a "security camera in use" sign is posted without a security camera it could open up for a negligent claim against the Port.

Upon a motion by John Sweet, (second by Howard Graham) the CCURA authorized up to \$2,000.00, for construction of fencing and other facilities at the Overlook with provision that the Chair work with Boy Scout Chris McKlosky.

Motion Passed

5. **PUBLIC COMMENT**

There was no public comment.

6. **SCHEDULE NEXT MEETING DATE**

4:30 pm, Wednesday, April 12, 2017

7. **OTHER/ADJOURN**

Regular Session was adjourned and a recess to Executive Session was called at 4:57pm