

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING & BUDGET HEARING
7:30 A.M. Tuesday, June 23, 2020
Port of Coos Bay, 125 Central Avenue, Coos Bay, Oregon 97420
Zoom Webinar**

ATTENDANCE

Agency Board Members:

Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; James Martin, Port Commissioner; Howard Graham, City of North Bend; Mike Erbele, City of North Bend; Joe Benetti, City of Coos Bay; and John Sweet, Coos County.

Guests:

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

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:28 a.m.

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

A. Approval of August 29, 2019 Board Meeting Minutes

B. Approval of June 9, 2020 Budget Committee Meeting Minutes

Upon a motion by John Sweet (Second by Mike Erbele), the Agency Board Members voted to approve the August 29, 2019 Board Meeting Minutes and June 9, 2020 Budget Committee Meeting Minutes.
Motion Passed.

4. BUDGET HEARING – FY 2020/21

A. Public Hearing

Chair Todd Goergen opened the public hearing for the Coos County Urban Renewal Agency's Fiscal Year 2020/21 budget at 7:32 a.m.

B. Review of Budget Document

Megan Richardson, Director of Finance, reviewed the budget document. Urban Renewal has one fund which is the General Fund, with total Materials and Services of \$128,500 and Debt Service of \$6,696 for a total of \$135,196. There is an unappropriated ending fund balance of \$1,286,804 bringing the total budget to \$1,422,000.

Chair Todd Goergen asked for any public comment on the proposed budget; none was made.

Chair Todd Goergen closed the public hearing for the Coos County Urban Renewal Agency's Fiscal Year 2020/21 budget at 7:33 a.m. and opened the regular board meeting.

5. ACTION ITEMS

A. 2020Res01: Adoption of Budget For Fiscal Year 2020/21

Upon a motion by John Sweet (Second by Mike Erbele), the Agency Board Members voted to approve Resolution 2020Res01 adopting the budget for the Fiscal Year 2020/21, and certifying 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. **Motion Passed.**

6. DISCUSSION ITEMS

A. Transpacific Parkway Drainage

Mike Dunning presented an update on the Transpacific Parkway drainage issue and shared an aerial photo showing the flooding across the roadway. Towards the end of the roadway there is a culvert that is damaged and crushed. But the worst of the flooding occurs in an area of lower elevation with wetlands on both sides of the road. Mr. Dunning shared the plan view from the flood study which shows the elevations along this section of Transpacific Parkway at 15 feet, going down the 11.5 feet then back up to 14 feet. Mr. Dunning shared another aerial view of the flooding, where the standing water is near the existing damaged culvert. The wetland area cannot be drained but a culvert could be placed to keep the water at an acceptable level that would not breach the roadway.

John Sweet asked if the damaged culvert could be opened up again. Mr. Dunning stated it would not help the worst area of flooding. Mr. Sweet stated he believes the culvert is clean, rather it is the access of the water into the culvert that is causing the blockage. There is water coming out of the bay end, so some water is moving through it. It appears the biggest obstruction is a pond at the west end of the culvert which is filled with sand, largely due to ATV activity.

Mr. Sweet asked where the survey elevations were taken. Mr. Dunning stated they were taken just off the road into the tree line on the west side. The topo map shows a large ridge through the area. Mr. Sweet asked if ditching the area would help, and Mr. Dunning stated likely it would not. An engineer could provide more information, as it appears to be a good distance of higher elevation blocking the drainage. Another consideration is operations of the Southport facility. Mr. Dunning stated the time needed to trench a culvert would be minimal and would be coordinated to further minimize any impact. The flooding impacts the Southport property as well as the roadway.

Mr. Sweet asked the timeline for obtaining a permit. Mr. Dunning stated that depending on the final proposed plan it could be 4-6 months. The key will be having the engineer develop plans and specify what level the wetland would be maintained at.

Mr. Goergen stated this issue has been discussed for two years and needs to be addressed. John Burns stated that engineering is needed and asked if authorization is needed to continue with the engineering

work previously started. Mr. Dunning stated a Request for Proposals was sent last year and three were received, each approximately \$30,000 for phase one. Mr. Dunning stated he will reevaluate the proposals received and update the RFP.

Mr. Benetti asked if the intent to move forward was to get a bid for engineering with alternatives. Mr. Sweet stated that a motion should include a not to exceed amount. Mr. Dunning stated the initial RFP asked for engineering and design work in a phased approach. The first phase was to survey and evaluate, then provide three alternatives. The second phase was 30% design of the chosen alternative. Mr. Sweet asked if a motion was needed and Mr. Goergen stated it was not.

7. INFORMATION ITEMS

A. FY 2018/19 Independent Accountants' Report

Ms. Richardson discussed the Independent Accountants' Report for Fiscal Year 2018/19. Each year auditors review the records. The procedures followed include examining the 2019/20 budget for timely publications and obvious errors. No errors were found and it was published timely. Auditors examined the 2018/19 financial records for obvious budget violations. None was found. Transactions were reviewed in various funds for consistency with the 2018/19 adopted budget. No errors were noted.

Auditors read the minutes of the budget committee meetings and hearings for required components. Findings were that the minutes were incorrectly transcribed and there was a discrepancy between the recorded minutes and the printed minutes. This error was noted.

The 2018/19 in lieu of audit form was submitted timely and correctly. The relationship to the QuickBooks data was examined and no errors were found. 2018/19 QuickBooks financials and check registers were examined for obvious errors or unusual transactions. For consistency with prior years the remaining \$4,500 in retained earnings should be rolled into the cash carry over from the prior year. This was a transaction that hadn't yet taken place.

Lastly, no errors were noted with the Coos County assessments receipted into the Local Government Investment Pool during 2018/19 and were reasonably consistent with the amounts recorded in QuickBooks for the same time period.

8. PUBLIC COMMENT

9. SCHEDULE NEXT MEETING DATE – To Be Determined.

10. OTHER/ADJOURN

Chair Todd Goergen adjourned the meeting at 8:04 a.m.