

Coos County Urban Renewal Agency
Board Meeting

Tuesday, September 29, 2020, 7:30am

**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: September 22, 2020

SUBJECT: CCURA Meeting Notice

NOTICE OF REGULAR CCURA MEETING

A public meeting of the Coos County Urban Renewal Agency Board – North Bay District, Coos County, State of Oregon, will be held on **Tuesday, September 29, 2020 at 7:30 a.m.** via Zoom Webinar.

The public is invited to view the meeting at the following link: [CCURA Board Meeting](#). If you are unable to join via computer, or do not have speakers or a microphone on your computer, you may dial in for audio: (669) 900-6833 or (253) 215-8782. Enter Webinar 953-0648-9907 and Password 640173.

If you would like to provide public comment during the meeting, please call the Administrative office at 541-267-7678 by 4 p.m. on Monday, September 28, 2020. Written comment will be accepted until 4 p.m. on Monday, September 28, 2020 by sending an email to portcoos@portofcoosbay.com with the subject line ‘Public Comment’.

JB:km

COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING
7:30 a.m. Tuesday, September 29, 2020
Port of Coos Bay, 125 Central Avenue, Coos Bay, Oregon 97420
[Zoom Webinar](#)

TENTATIVE AGENDA

1. **CALL MEETING TO ORDER**

2. **INTRODUCTION OF GUESTS**

3. **CONSENT ITEMS**
 - A. Approval of June 23, 2020 Regular Board Meeting and Budget Hearing Minutes

4. **ACTION ITEMS**
 - A. **Transpacific Parkway Drainage Project** – Presented by Mike Dunning
 - B. **Certified Shovel Ready Sites Program** – Presented by Margaret Barber

5. **DISCUSSION ITEMS**
 - A. Board Vacancies & Term Renewals

6. **PUBLIC COMMENT**

7. **SCHEDULE NEXT MEETING DATE**

8. **OTHER/ADJOURN**

Consent Items

**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**

DRAFT MINUTES

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.

Action Items

**COOS COUNTY URBAN RENEWAL AGENCY
ACTION/DECISION REQUEST**

DATE: September 22, 2020

PROJECT TITLE: North Spit Drainage Project (Transpacific Parkway)

ACTION REQUESTED: 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 1 Scope of Work (Surveys, Alternatives and Budget Development), in the amount of \$20,300.00

BACKGROUND:

The Port of Coos Bay approached the Coos County Urban Renewal Agency (CCURA) to address drainage issues at the south end of Transpacific Parkway at two specific areas (see attached). During periods of high rainfall, the road is overtopped with water and may reach levels in excess of 8” at the crown of the road. Depending on rainfall accumulation and frequency, this water can remain over the road for an extended period of time. This creates hazardous driving conditions and undermines the integrity of the existing road structure.

The Coos County Road Department conducted limited surveys of the southern area where flooding occurs. It is their belief that the area around the roadway historically drained to the south and into the bay, and overtime, natural drainage was affected by the infill and use of the existing sand pits on Port property. This does not necessarily explain the area of flooding immediately to the north.

This is a multi-phased project and each phase will only move forward upon written authorization from the Port. There are multiple wetlands in vicinity of the road, and any drainage improvements will likely require permitting activities. The goal of this project is to keep standing water off the roadway.

Project Scope:

Survey Transpacific Parkway from approximately station 2+50 to 54+50 (Coos County Survey) to establish elevations sufficient to determine alternatives to drain standing water from the roadway and adjacent area (not existing wetlands). The Port believes the drainage issues at area 1 and 2 are due to improper functioning of the existing culvert at STA. 2+50. Area 3 appears to hold water due to lower elevations between STA. 30+00 and STA. 54+00. This project consists of 3 phases listed below.

Phase 1: Surveys and Alternatives

1. Conduct necessary surveys to develop drainage alternatives.
2. Propose feasible alternatives to drain water away from the road.
3. Develop budget estimates for each proposal:

- a. 30% design
- b. 100% design/construction documents
- c. Construction estimates
- d. QC/engineering support

Phase 2: 30% Design and Permitting

1. Develop 30% design and engineering for the selected alternative.
2. Provide an estimate for permitting activities.

Phase 3: 100% Design and Engineering/Construction Documents

1. Develop construction documents
2. Develop bid docs
3. Obtain required permits
4. Provide QC/engineering support

The Port provided a Request for Quotes (RFQ) to three engineering firms in Coos Bay/North Bend. Two declined to quote and SHN provided a quote for Phase 1. Once Phase 1 is complete, the Port will evaluate design and budget proposals and reengage CCURA with a proposal to move forward to Phase 2 and 3.

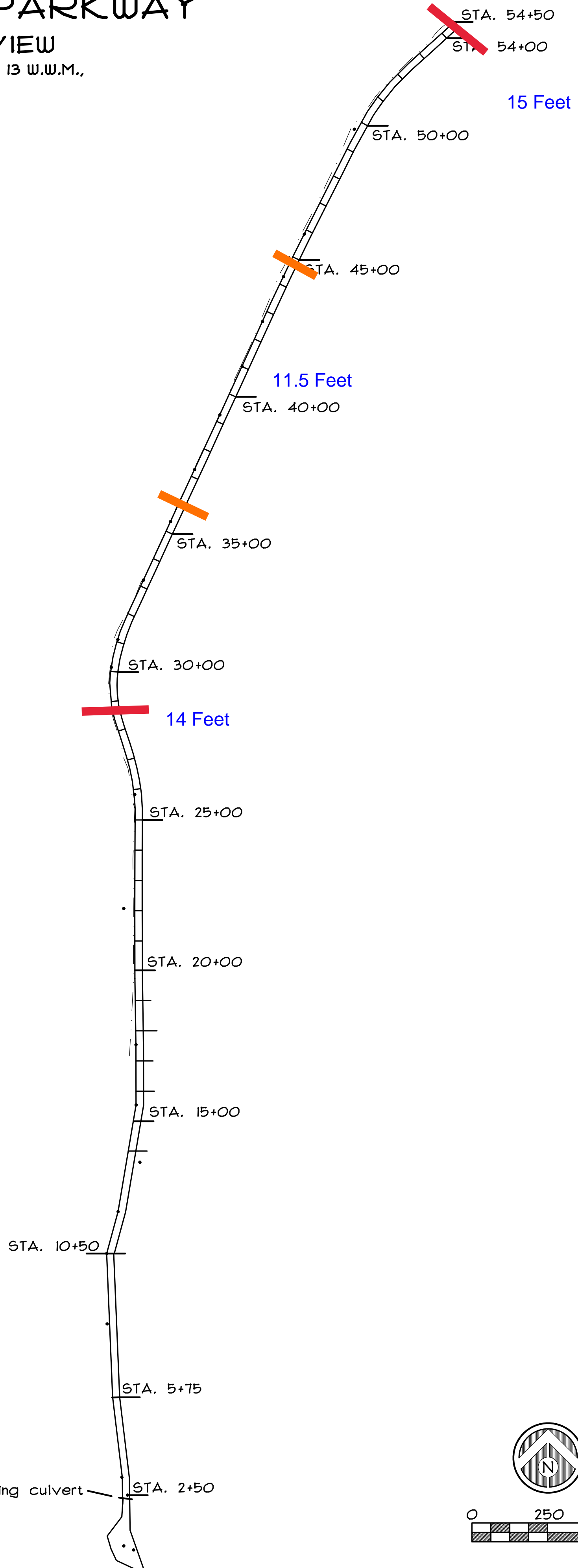
RECOMMENDED MOTION:

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 1 Scope of Work (Surveys, Alternatives and Budget Development), in the amount of \$20,300.00.

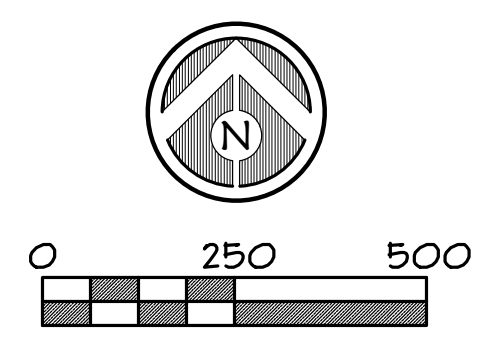
TRANS-PACIFIC PARKWAY

FLOOD STUDY - PLAN VIEW

SECTION 18, TOWNSHIP 25 SOUTH, RANGE 13 W.W.M.,
COOS COUNTY, OREGON



COOS COUNTY SURVEYOR
COOS COUNTY COURTHOUSE
250 N. BAXTER
COQUILLE, OR 97423
phone: (541) 396-7585
e-mail: coosurvey@co.coos.or.us



U:\Civil 3D Projects\COOS COUNTY TRANS PACIFIC ADJUSTED TOPO\DWG\2019-06-11 TOPO adjusted 1.dwg Sep 16, 2019-2:56pm

TRANS-PACIFIC PARKWAY FLOOD STUDY PROFILE

Sta. 0+00 to Sta. 36+00

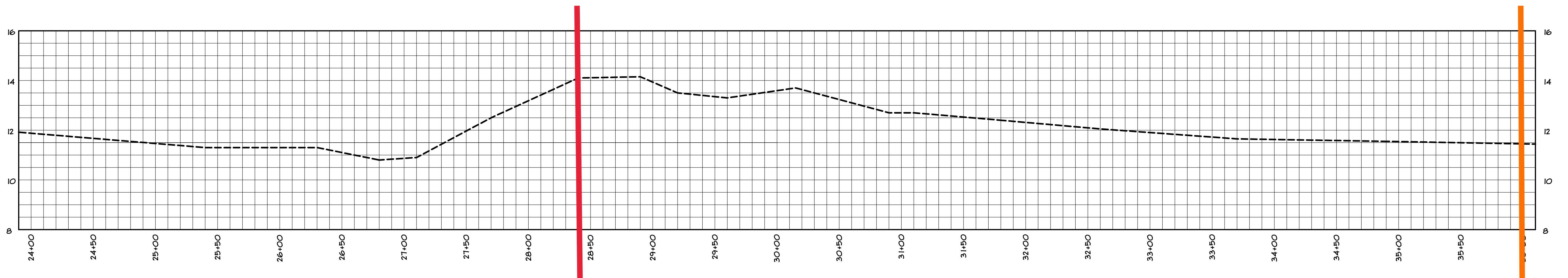
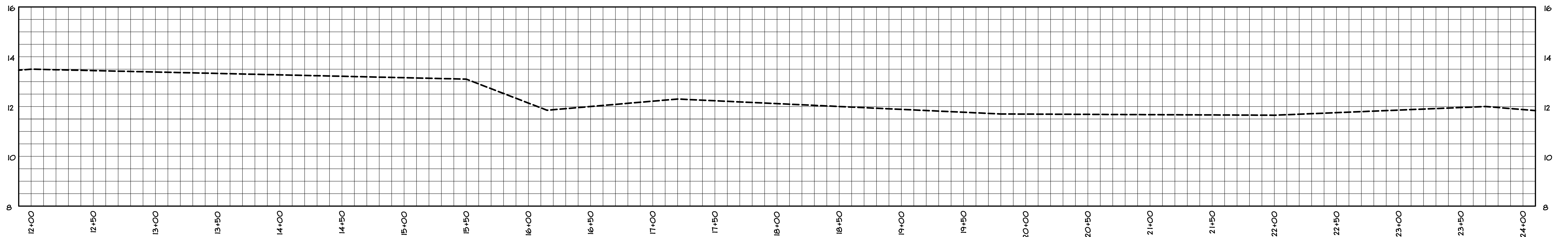
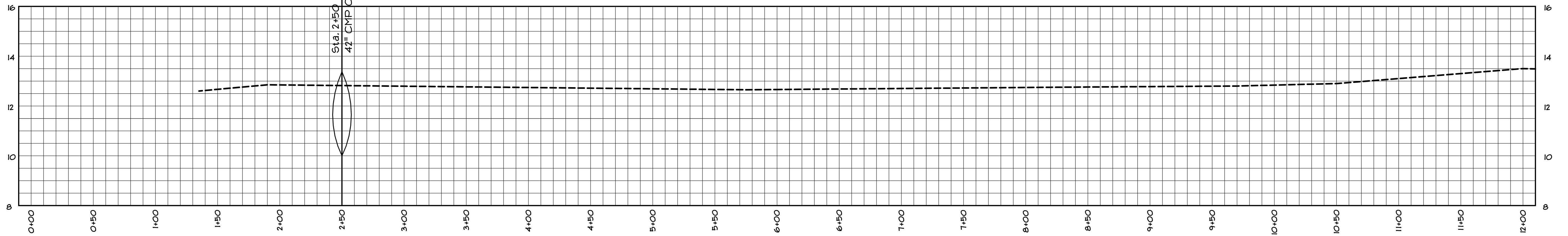
SECTIONS 7 and 18, TOWNSHIP 25 SOUTH, RANGE 13 W.W.M., COOS COUNTY, OREGON

SCALE: 40' Hor.
2' Vert.

INSTRUMENTS USED
NIKON DTM-322+ TOTAL STATION
HP 48GX w/ TD5 SOFTWARE
AUTOCAD CIVIL 3D 2018

INDIVIDUALS PRESENT
KYLE SEALS
JARED WALDIEN
MATTHEW MARTIN
MICHAEL L. DADO

Sta. 2+50 fl. elev. 10.00
42" CMP Culvert



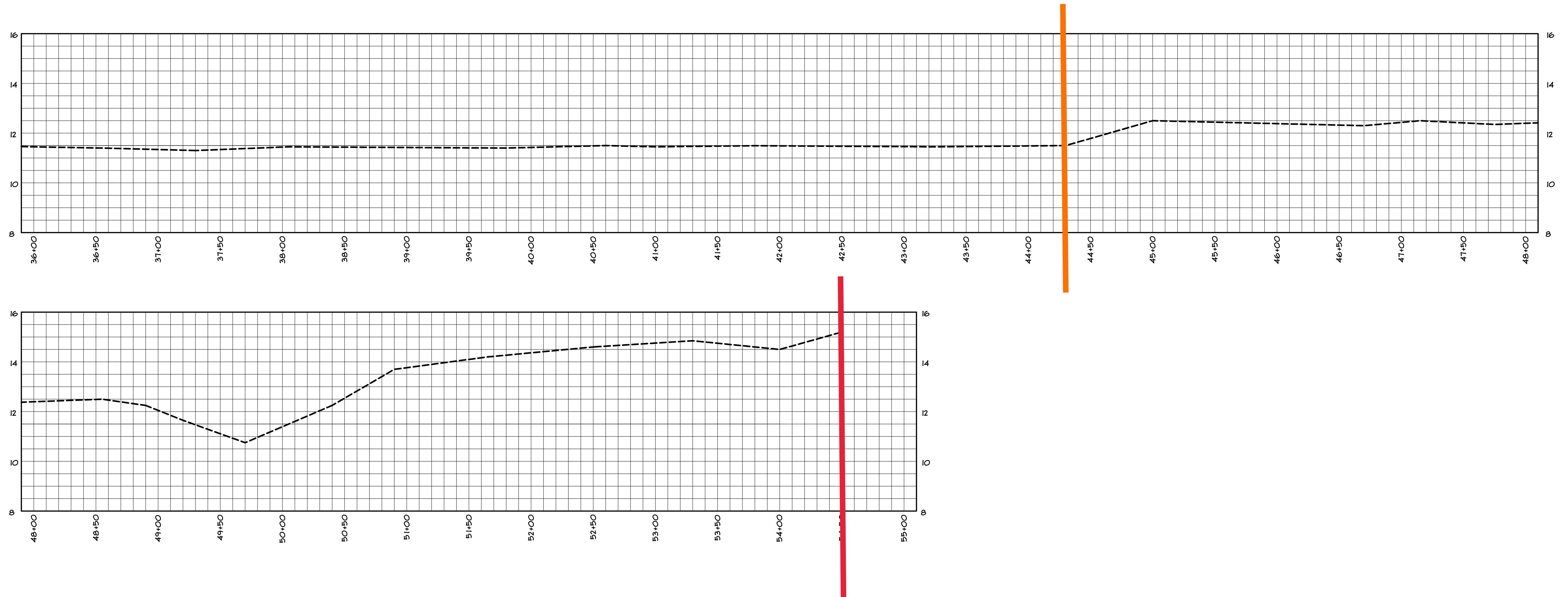
TRANS-PACIFIC PARKWAY FLOOD STUDY PROFILE

Sta. 36+00 to Sta. 54+50
SECTIONS 7 and 18, TOWNSHIP 25 SOUTH, RANGE 13 W.W.M., COOS COUNTY, OREGON

SCALE: 40' Hor.
2' Vert.

INSTRUMENTS USED
NIKON DTM-322+ TOTAL STATION
HP 48GX w/ TD6 SOFTWARE
AUTOCAD CIVIL 3D 2018

INDIVIDUALS PRESENT
KYLE SEALS
JARED WALDIEN
MATTHEW MARTIN
MICHAEL L. DADO



**COOS COUNTY URBAN RENEWAL AGENCY
ACTION/DECISION REQUEST**

DATE: September 22, 2020

PROJECT TITLE: Oregon Certified Shovel Ready Program/North Bay Industrial Marine Park

ACTION REQUESTED: Coos County Urban Renewal Agency support to certify the North Bay Industrial Marine Park as a Shovel Ready Site.

BACKGROUND:

The Port is actively marketing the North Bay Industrial Marine Park for new development opportunities. The Certified Shovel Ready Program through Business Oregon provides an opportunity to increase visibility of the site and assure potential developers of its suitability for future development within a 180-day period. Business Oregon prioritizes marketing of Certified Shovel Ready Sites through its Oregon Prospector site. The process to become Certified Shovel Ready includes submission of a letter of commitment to Business Oregon, as well as supporting documents. Supporting documents include a Phase I Environmental Site Assessment, an Archaeological Predetermination letter from SHPO, a Title Report, and a DSL approved Wetland Determination report. Business Oregon offers funding through the Special Public Works Fund to support development of the application materials up to \$60,000, or 85% of the total project cost. The Port has already completed a DSL approved wetland delineation on portions of the site, which would likely reduce the total project cost. The Port is seeking matching funds from the Coos County Urban Renewal Agency to support certification of the North Bay Industrial Marine Park as shovel ready. The Port will apply for a \$60,000 grant through the State's Special Public Works Fund and is requesting matching dollars from the CCURA of \$9,000.

RECOMMENDED MOTION:

Approval of \$9,000 in CCURA funds to be used as match in certifying the North Bay Industrial Marine Park as an Oregon Certified Shovel Ready Site.

Other Items

Coos County Urban Renewal Agency

Balance Sheet

09/09/20

As of August 31, 2020

Cash Basis

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
State Treasurer LGIP	1,349,485.08
Umpqua Bank	12,090.99
Total Checking/Savings	<u>1,361,576.07</u>
Total Current Assets	<u>1,361,576.07</u>
TOTAL ASSETS	<u>1,361,576.07</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	1,365,026.23
Net Income	-3,450.16
Total Equity	<u>1,361,576.07</u>
TOTAL LIABILITIES & EQUITY	<u>1,361,576.07</u>

Coos County Urban Renewal Agency

Profit & Loss

August 2020

	<u>Aug 20</u>
Ordinary Income/Expense	
Income	
Interest	1,141.68
Taxes - Current Year	332.46
Taxes - Previously Levied	466.34
Total Income	<u>1,940.48</u>
Gross Profit	1,940.48
Expense	
MATERIALS AND SERVICES	
Insurance	500.00
Management	1,000.00
Total MATERIALS AND SERVICES	<u>1,500.00</u>
Total Expense	<u>1,500.00</u>
Net Ordinary Income	<u>440.48</u>
Net Income	<u><u>440.48</u></u>

**Coos County Urban Renewal Agency
Profit & Loss Budget vs. Actual
August 2020**

	Aug 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Cash Carry Over	0.00	0.00	0.00	0.0%
Interest	1,141.68	0.00	1,141.68	100.0%
Taxes - Current Year	332.46	0.00	332.46	100.0%
Taxes - Previously Levied	466.34	0.00	466.34	100.0%
Total Income	<u>1,940.48</u>	<u>0.00</u>	<u>1,940.48</u>	<u>100.0%</u>
Gross Profit	1,940.48	0.00	1,940.48	100.0%
Expense				
MATERIALS AND SERVICES				
Audit	0.00	0.00	0.00	0.0%
Insurance	500.00	0.00	500.00	100.0%
Legal Counsel	0.00	0.00	0.00	0.0%
Management	1,000.00	0.00	1,000.00	100.0%
Professional Svcs (Project)	0.00	0.00	0.00	0.0%
Publications and Advertising	0.00	0.00	0.00	0.0%
Total MATERIALS AND SERVICES	<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>100.0%</u>
Total Expense	<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>100.0%</u>
Net Ordinary Income	<u>440.48</u>	<u>0.00</u>	<u>440.48</u>	<u>100.0%</u>
Net Income	<u><u>440.48</u></u>	<u><u>0.00</u></u>	<u><u>440.48</u></u>	<u><u>100.0%</u></u>