

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

7:30 A.M. Wednesday, April 11, 2018

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

ATTENDANCE

Agency Board Members: Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; Howard Graham, City of North Bend; Mike Erbele, City of North Bend; Jennifer Groth, City of Coos Bay; Joe Benetti, City of Coos Bay; and Nathan McClintock, Legal Counsel.

Guests: John Burns, Port Staff; Fred Jacquot, Port Staff; Amrha Wimer, Port Staff; Timm Slater, Bay Area Chamber of Commerce; and Maeora Mosieur, Budget Committee.

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:29 a.m.

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

A. Approval of February 13, 2018, Board Meeting Minutes

Upon a motion by Eric Farm (Second by Howard Graham), the Agency Board Members voted to approve the February 13, 2018, Board Meeting Minutes. **Motion Passed.**

4. ACTION ITEMS

A. 2018Res01 Amend 2017/2018 Budget – Presented by Megan Richardson

At the close of fiscal year 2016/17 the Coos County Urban Renewal Agency elected to collapse the Special Revenue Fund, Capital Projects Fund, and Debt Service Fund to the General Fund due to the low activity level of the agency.

The cash from the closed funds should have been budgeted as the cash carry forward. Instead, the cash from the closed funds were budgeted as transfers in from other funds. It is recommended that the cash carry forward be increased by \$973,000 for a total cash carry forward of \$998,000 and that the transfers from other funds be decreased by \$973,000.

Upon a motion by Eric Farm (Second by Jennifer Groth), the Agency Board Members voted to approve 2018Res01 correcting 2017/18 budget to accurately reflect cash carry forward from 2016/17. **Motion Passed.**

5. PUBLIC COMMENT

There was no public comment.

6. SCHEDULE NEXT MEETING DATE

Budget Meeting: Wednesday, April 25 at 7:30 am

Budget Hearing: Wednesday, May 30 at 7:30 am

7. OTHER/ADJOURN

A. Plan Amendment Update – Presented by Fred Jacquot

Mr. Jacquot provided an overview of the plan amendment. He stated the process started with a solicitation in late 2016 and authorized a contract with Howard Consulting in January of 2017 to provide technical services to guide the Agency through the plan amendment process and adoption. The updated plan amendment was approved by the City of Coos Bay on February 6, 2018 and by the City of North Bend on February 15, 2018. The plan was adopted by county ordinance March 27, 2018. According to the adopting ordinance, the amended plan will become effective June 25, 2018.

The project originally intended to review the previous plan and amendments, review and report on the project status from the 2006 plan and add additional recommended projects which resulted in the Coos County Urban Renewal Agency Urban Renewal Projects Report by BergerABAM. The project was also to develop the statutory required plan amendment document, plan report and other required documents for the adoption process including notices and filings. The consultant also intended to present the plan amendment at a public open house, county planning commission and to the county board of commissioners. Additional scope was added during the plan process. The legal description of the plan did not include GIS shape files and while working with the county assessor's office it was determined there were some discrepancies in boundaries of some tax lots. The consultant was authorized to generate a GIS shape file for the boundary and provided it to the assessor office which was an additional \$600.00 to the project. The Agency also had additional scope due to revisions driven by the county during the approval process which resulted in an additional public open house, revisions and additional presentation materials.

The changes to the plan made after it was presented were the reinstatement of a sunset date to the end of fiscal year 2038, addition of an under levy, and removal of the special levy provision. The changes resulted in an adjusted maximum indebtedness from \$60 million to \$37 million.

Mr. Jacquot stated at this point all scope items have been completed and the plan amendment has been adopted by county ordinance and the consultant has delivered all requirements. The original completion date was July 31, 2017 which anticipated a single public hearing and second reading

by the county to adopt but during the project execution it was determined that both the City of Coos Bay and the City of North Bend had to have formal approvals on the plan amendment which added additional time and extended the project to October 2017 and the county hearing process extended the process further to December 13, 2017. The overall schedule went from January 2017 to end of March 2018.

Mr. Jacquot stated in relation to the budget, the Agency originally authorized Howard Consulting for \$114,774, the additional scope added \$10,000 making the final amount of \$124,874. The Agency authorized project support cost at \$10,000 for project management and legal services. In September 2017 there was a request for an additional \$5,000 making the total final project support cost \$12,843. There was also an unexpected cost for the project through the county planning office for filings and notices associated with the public hearing process of \$8,840. Total project completion cost was \$146,557. When the solicitation was first authorized in the 2016/17 fiscal year, the project budget was \$150,000. In the 2017/18 Agency budget for professional services it was listed at \$164,000.

At this time, the project is considered complete and the only outstanding issue is if the plan should be recorded at the county clerk office and how to publish the plan amendment.

Mrs. Groth asked why there is an option to record or not record the plan. Mr. Jacquot stated previous plans had not been recorded. Because this amendment was not a substantial amendment that required a vote it does not have to be recorded. The county ordinance was recorded.

It was decided to provide one copy to the assessor office and the county planning office along with the commissioners. It was also decided to provide one copy to each jurisdiction and to the local county libraries along with the Port website.

B. Financial Review - Megan Richardson

Megan Richardson provided the Profit & Loss Budget vs Actual, Profit & Loss and the Balance Sheet to the Board. She stated interest is doing better than expected because the pool rate for the state is up. Materials and services is below budget and the project spending is completed so the Agency should end the year within budget. The Balance Sheet shows the cash balance is \$1.1 million.

Todd Goergen adjourned the meeting at 7:50 a.m.