

**COOS COUNTY URBAN RENEWAL AGENCY  
REGULAR BOARD MEETING  
7:30 A.M. Tuesday, December 12, 2017**

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

**MINUTES**

**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; John Sweet, Coos County; Melissa Cribbins, Coos County; Adam Foxworthy, At Large; Nathan McClintock, Legal Counsel

**Guests:** Hans Gundersen, Port Staff; John Burns, Port Staff; Fred Jacquot, Port Staff; Amrha Wimer, Port Staff

**1. CALL MEETING TO ORDER**

Chair Todd Goergen called the meeting to order at 7:30am

**2. INTRODUCTION OF GUEST**

**3. CONSENT ITEMS**

**A.** Approval of September 19, 2017 Board Meeting Minutes

**B.** Approval of October 10, 2017 Board Meeting Minutes

Upon a motion by Melissa Cribbins (Second by Mike Erbele), the Agency Board Members voted to approve the September 19, 2017 Board Meeting Minutes and the October 10, 2017 Board Meeting Minutes. **Motion Passed.**

**4. ACTION ITEMS**

**A. Budget Committee – Presented by Hans Gundersen**

There was an ad placed for candidates for the CCURA Budget Committee. There was one response of interest. Mr. Gundersen asked how the board proposes to widen the pool. Commissioner Farm stated each entity could provide recommendations. Mr. Gundersen stated if there is a large number of interested candidates, he can interview the potential candidates along with Mr. Goergen and then bring two or three candidates to the board for selection. It was determined that each entity will provide one or two recommendations to Mr. Goergen by January 15, 2018.

## **B. Request to Authorize Payment to the County Planning Department for Plan Amendment Noticing – Presented by Fred Jacquot**

In July 2017 the Coos County Planning Department provided a memo to Project Manager Fred Jacquot indicating that approval of the proposed Coos County Urban Renewal Agency Plan Amendment would require three public meetings (one Planning Commission meeting, and two County Board of Commissioner meetings), and the publication of a “text amendment” documenting the amended agency plan. A copy of the July 13, 2017 memo was provided at the meeting.

In the memo, Planning Director Jill Rolfe indicated that the “Cost of process, publishing, and presentation” for a normal text amendment was \$3,500, but the cost could be reduced if the publishing was done by the Urban Renewal Agency. Due to staff availability and limited experience with County notifications, Project Manager Jacquot recommended to Board President Todd Goergen that the Agency utilize the County Planning Department services to publish the required “text amendment”.

Additionally, through consultation with Planning Director Rolfe and Board President Goergen, Project Manager Jacquot recommended the County Planning Department manage the required taxing district notifications, which County Planning indicated would be charged to the agency for the direct postage and printing costs. County Planning estimated postage and printing would cost approximately \$4,000 at that time.

The County Planning Commission meeting was held August 3, 2017. Notifications were sent to the required taxing district tax payers August 10, 2017, the first Public Hearing before the County Board of Commissioners was held August 31, 2017. The initial hearing was continued to September 25 and again to October 30, and an additional Public Open House was held October 25. The plan amendment has not yet been adopted by the County Commission, but is planned to be heard again on December 13, 2017.

In November 2017, Port staff received invoice number 18004 PL from the Coos County Planning department for \$8,840.49. The initial invoice listed only two-line items – “Staff Charges” for \$4,353.75, and “Other Charges” for \$4,486.74. Upon request, the County Planning staff provided additional detail for the invoice identifying the various charges comprising the total \$8,840.49 amount. A copy of the invoice and supporting documentation is attached to this action request for reference.

The invoiced amount exceeds the previously anticipated \$7,500 for the authorized services (\$3,500 for publication, and \$4,000 for printing and postage of notices). The detail support provided for the invoice indicates \$4,486.74 for printing and mailing the notification postcards and an additional \$250 for generating the mailing list. The remaining \$4,103.75 is staff time associated with “preparing mailout”, attending meetings, and activities associated with publishing notice for the meetings.

The “text amendment” and notification charges were not addressed in the initial project scope or reimbursement requests brought before the agency, and as such require agency authorization to release payment as part of the plan amendment project costs.

Mr. Goergen stated his concern was the estimate on some entries of staff time was lump sum. Mr. Goergen wanted the board to discuss prior to paying the bill and to ensure no one had reservations. Commissioner Sweet stated Jill keeps tight control over her time and her staff time and allocates it very accurately.

Upon a motion by Eric Farm (Second by Adam Foxworthy), the Agency Board Members voted to authorize payment to the Coos County Planning Department for invoice 18004 PL in the amount of \$8,840.49 for expenses related to noticing and publishing the proposed CCURA plan amendment.  
**Motion Passed.**

**5. PUBLIC COMMENT**

There was no public comment.

**6. SCHEDULE NEXT MEETING DATE**

Tuesday, February 13, 2018 at 7:30am

**7. OTHER/ADJOURN**

**A. 2016/2017 Financial Audit – Hans Gundersen**

Mr. Gundersen reviewed the 2016/17 CCURA Financial Audit that was conducted due to the refinance of the loan, and he discussed concerns that were addressed within the audit.

Mr. Goergen stated the Agency should be provided oversight on a regular basis. Mr. Goergen requested an email monthly of the financials and of any changes.

Mrs. Groth asked if the system used for the Agency is separate from the Port. Mr. Gundersen stated it is different.

Mr. Goergen stated the auditor comments mentions changing entries retroactively that impacted financials already submitted to the state. Mr. Gundersen stated the effort made was that the full picture was not seen so they went back and retroactively tried to fix what they had initially not done correctly. Mr. Gundersen stated it was not appropriate to do.

Mrs. Groth stated last year the auditor was helping staff with Oregon Budget Law and budgeting and is concerned this is still an issue. Mr. Gundersen stated two staff members have attended a state budget law session in Salem. There is typically a budget law training session done locally that Port staff will attend as well.

**B. July – November 2017 Financial Report – Hans Gundersen**

Mr. Gundersen reviewed the Profit & Loss Budget vs. Actual and the Balance Sheet for July through November 2017. He said interest rates are ticking up a little at the state pool and November is a big month for property tax income. The debt service is due on July 20<sup>th</sup> which is an annual payment of the loan to Umpqua Bank. The audit number is higher than planned and Mr. Gundersen provided the board with invoices received from the audit firm that reflects sending the auditor the original numbers asking for help and then finding the error and updating the software.

Mr. Goergen asked what the original estimate was. Mr. Gundersen stated it was \$4,500.

Mr. Gundersen stated the \$2,500 budget was made due to assuming the Agency would be below the threshold of a full review.

Mr. Goergen asked Mr. Gundersen if he feels confident with the staff attending the budget law seminars that the Agency does not need to have the auditor involved mid-year. Mr. Gundersen stated he does not think it would be necessary due to moving to one fund so the budget process and record keeping has been simplified.

Mr. Jacquot stated his expectations is less than \$3,000 in total expenses left for the plan amendment project.

### **C. Reappointment of Officer Positions – Todd Goergen**

Mr. Goergen stated there should be a secretary position but only currently have a Chair and Vice Chair.

Upon a motion by Eric Farm (Second by John Sweet), the Agency Board Members voted to appoint Adam Foxworthy as Secretary of the Coos County Urban Renewal Agency. **Motion Passed.**

### **D. Staggering Individual Terms of Service – Todd Goergen**

According to the law that set up the URA in the county, it was stated terms of service should be staggered. The Agency board terms currently expire at the same time and the Agency wants to ensure the terms are reappointed on a staggered system.

Commissioner Farm stated each entity could have a position A and position B.

Mr. Goergen asked each entity to identify their representatives as position A or position B by January 15, 2018.

Mr. Jacquot asked if it would be appropriate for one position to renew for one year and the other position would be appointed to the regular two-year term. It was agreed that each agency would provide positions for A and B.

### **E. Plan Amendment Update – Fred Jacquot**

Mr. Jacquot stated the last activity on the plan amendment was the county meeting in October and at the time there were draft plan documents that incorporated the recommend changes by the Agency. The recommended changes were: elimination of the special levy, reintroduction of the duration provision and introduction of the under levy. Mr. Jacquot said the changes were received as expected and perceived as good changes to the Agency but still opposition to renew the plan amendment from the same perspective as in previous meetings. Opposition includes: The Agency has not accomplished goal so why should it be renewed; North Spit is not an area of blight; development on North Spit should not be attempted due to the risk of a tsunami and earthquake; and the existence of the Agency is diverting tax money from other districts. At the conclusion of the county meeting, the county director asked the Agency representative to come up with final draft documents that included additional revisions and submit by November 22, 2017, and final written comments from all interested parties by December 1, 2017. Mr. Jacquot stated the documents were submitted to the county planning department on November 22. Mr. Goergen worked with stakeholders in the district to get letters of support submitted to the county by December 1.

Mr. Jacquot stated the Port is near completion of talking points that discusses a lot of the points made by the opposition and why the Agency is appropriate to address the concerns.

Mr. Jacquot stated there will be an ongoing and continuous effort to address tsunami preparedness in the community as a whole. Mr. Jacquot stated it would be appropriate for the Agency to partner with other emergency responders and stakeholders to work on an emergency plan for the North Spit. If this Agency and others are not focusing on development on the North Spit, an emergency plan will never be addressed. All recreation that goes on at the North Spit will be at risk. The Agency helps facilitate the emergency plan for the North Spit.

Mr. Jacquot stated the plan amendment is at the finish line.

Todd Goergen adjourned the meeting at 8:35 a.m.