

Coos County Urban Renewal Agency
Board Meeting

Thursday, June 10, 2021, 7:30 am

**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: June 3, 2021

SUBJECT: CCURA Meeting Notice

NOTICE OF REGULAR CCURA MEETING & BUDGET HEARING

A public meeting of the Coos County Urban Renewal Agency Board – North Bay District, Coos County, State of Oregon, will be held on **Thursday, June 10, 2021 at 7:30 a.m.** via Zoom.

The purpose of the hearing is to discuss with interested persons the FY 2021/22 Budget as approved by the Coos County Urban Renewal Agency’s Budget Committee. Copies of the budget document may be inspected or obtained at www.portofcoosbay.com/ccura or by calling the Port Administrative Office at 541-267-7678.

The public is invited to view the meeting live on the Port of Coos Bay’s YouTube channel at the following link: www.youtube.com/portcoos.

To provide public comment during the meeting, please call the Port Administrative Office at 541-267-7678 by 4 p.m. on Wednesday, June 9, 2021. Written comment will also be accepted until 4 p.m. on Wednesday, June 9, 2021 by sending an email to portcoos@portofcoosbay.com with the subject line ‘Public Comment’.

JB/km

COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING & BUDGET HEARING
7:30 a.m. Thursday, June 10, 2021
Port of Coos Bay, 125 Central Avenue, Coos Bay, OR 97420
Zoom Meeting

T E N T A T I V E A G E N D A

1. **CALL MEETING TO ORDER**

2. **INTRODUCTION OF GUESTS**

3. **CONSENT ITEMS**
 - A. Approval of April 15, 2021 Board Meeting Minutes
 - B. Approval of May 11, 2021 Budget Committee Meeting Minutes

4. **OPEN BUDGET HEARING – FY 2021/22 BUDGET**

5. **BUDGET HEARING – FY 2021/22 BUDGET**
 - A. Public Hearing
 - B. Review of Budget Document

6. **CLOSE BUDGET HEARING – FY 2021/22 BUDGET**

7. **OPEN BOARD MEETING**

8. **ACTION ITEMS**
 - A. 2021Res02 Adoption of Budget for Fiscal Year 2021/22
 - B. North Spit Drainage Project Final Engineering and Design

9. **INFORMATION ITEMS**
 - A. Agency Financial Statements

10. **PUBLIC COMMENT**

11. **SCHEDULE NEXT MEETING DATE**

12. **OTHER/ADJOURN**

Consent Items

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING
7:30 a.m. Thursday, April 15, 2021
Via Zoom**

DRAFT MINUTES

ATTENDANCE

Agency Board Members:

Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; Pat Goll, City of North Bend; Joe Benetti, City of Coos Bay; and John Sweet, Coos County.

Guests:

John Burns, Port Staff; Lanelle Comstock, Port Staff; Mike Dunning, Port Staff; Krystal Moffett, Port Staff; and Nathan McClintock, Legal Counsel.

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:43 a.m.

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

A. Approval of September 29, 2020 Board Meeting Minutes

Upon a motion by John Sweet (Second by Eric Farm), the Agency Board Members voted to approve the September 29, 2020 Board Meeting Minutes. **Motion Passed.**

4. ACTION ITEMS

A. Transpacific Parkway Drainage Project Alternatives – Presented by Mike Dunning

The analysis from SHN Engineering was included in the meeting packet. Mike Dunning shared the summary of alternatives to address the flooding issues on Transpacific Parkway. For both the northern and southern end, the first alternative is to do nothing. There is also the option to raise the roadway elevation; this is the highest cost option and does not solve the flooding problem.

Other options presented include restoring the flow in the existing culvert; although the condition is unknown and there is uncertainty as to how well it drains currently. Alternative B would be to repair or replace that existing culvert depending on its condition, which could include replacing the discharge piping or constructing a transmission ditch. A ditch would be an ongoing

maintenance issue. Alternative C would be to install an additional culvert and is a good option, scoring the highest according to the matrix.

Mr. Dunning shared photos of the flooding in the northern area. The best alternative here is a siphon drain that would discharge into the bay. This would maintain a certain level in the wetland but drain the excess water. A small culvert would also be needed under the road to direct water into the pond. Mr. Dunning then shared a photo of the southern portion showing the existing culvert with the flooding superimposed. The photo also shows the proposed placement of a transmission ditch, which for about the same cost another culvert could be installed that would not present maintenance issues. Details of the placement can be refined in the 30% design process.

Mr. Dunning discussed price breakdown for the options presented. Total cost for Alternative B, to restore the flow in the existing culvert on the southern end, is \$41,403. The next option is to install a new culvert in place of the existing, for a total of \$155,724. This is not the best option. The next option is to restore the flow of the existing culvert, at a total of \$50,623. The next option to install a new culvert with no repairs to the existing discharge pipe, is estimated to be just over \$61,000. The next option is to install new discharge piping in place of the existing, for an estimated cost of \$180,448. The last option is to install a new culvert instead of a transmission ditch on the west side of the road. This is the recommended alternative for the southern end. Total estimated costs for this option are \$69,062.

For the northern area, Alternative B is to redirect the waterflow to the bay with a siphon and ABS piping. Pat Goll asked about the diameter of the proposed siphon. Mr. Dunning stated details like this can be better refined in the next phase of the project. Eric Farm stated that with forestry roads, the minimum diameter is typically 18" for a cross drain culvert.

Mr. Dunning stated that with Board approval, he will ask SHN to develop a cost breakdown for permitting activities and to develop 30% design for the chosen alternatives, which will then be brought back to the Board for approval before moving forward. To date, there has been \$19,500 spent of the \$20,300 authorized for this phase of the project.

John Sweet asked if repairing the damaged culvert is included in the estimate. Mr. Dunning confirmed the alternatives include inspecting and cleaning out the existing culvert. Mr. Sweet asked if this project could be done incrementally, by first cleaning out the culvert to see if that takes care of the problem. Mr. Dunning stated the water recedes away from the culvert because the low point is behind it. Without something to collect water at the low point, it will not alleviate the problem.

Mr. Dunning stated he is seeking Board approval to move forward with SHN providing a formal estimate for Phase 2 to include 30% design, estimated permitting costs to add a culvert across the road, adding the siphon pipe to the bay, and locating the low area on the southern end to have a culvert installed connecting to the existing culvert.

Mr. Dunning asked whether the County previously maintained a ditch on that road, which has not been done recently. Mr. Sweet stated no, it appears to have been natural drainage. Mr. Dunning asked about maintenance moving forward. Mr. Sweet stated the maintenance would just consist

of blocking off the access so that people cannot get in there. Mr. Dunning stated the Port has done this in the past and people move the blockades.

Mr. Sweet stated he will respectfully disagree but go with the engineers in order to move the project forward. He stated that he hates to see that much money being spent before trying a simple fix. Mr. Farm asked if there were any permitting concerns. Mr. Dunning stated there are not.

Todd Goergen stated this has been an issue for some time and needs to be resolved. The preferred alternatives seem to be the best option, though the engineers could look at Mr. Sweet's concerns. Mr. Goergen then asked if there was any additional discussion. There being none, Mr. Goergen called for a motion. Mr. Sweet stated he is unsure what motion is needed and asked if the intent was to move forward with engineering and 30% design phase. Mr. Goergen confirmed and then asked John Burns to clarify.

Mr. Burns stated the recommended motion is to give authorization for completion of 30% design, as presented for the preferred alternatives. Mr. Dunning stated the preferred alternatives are to add a culvert to the southern end on the west side of the road, to inspect the existing culvert to ensure it is clear and free, and to add a culvert under the road on the northern end and a siphon pipe in the pond near Southport to drain into the bay. Once a cost estimate of permitting and 30% design are obtained, it will be presented to the Board prior to moving forward.

Upon a motion by John Sweet (Second by Pat Goll), the Agency Board Members voted to give authorization for completion of 30% design to include cost estimates for the preferred alternatives as presented today, which are to add a culvert to the southern end on the west side of the road, to inspect the existing culvert to ensure it is clear and free, and to add a culvert under the road on the northern end and a siphon pipe in the pond near Southport to drain into the bay. **Motion Passed.**

B. Update Authorized Bank Account Signatories – Presented by John Burns

The Agency has used Umpqua Bank, Coos Bay Branch for their banking services since 2005. All bank accounts must be authorized and approved by the Agency Board. With the transition of new Board members, there is a need to update the signature authority documents for the bank. The Agency Administrator is not a signatory on the account. One Agency Board member is required to sign checks.

The Agency currently has one money market checking account. The following individuals will be authorized signatories on the Umpqua Bank Money Market checking account:

| | |
|--------------|--|
| Todd Goergen | At Large – Chair |
| Eric Farm | Oregon International Port of Coos Bay, Commissioner – Vice Chair |

A resolution is required to update the signature authority on the checking account at Umpqua Bank.

Upon a motion by John Sweet (Second by Pat Goll), the Agency Board Members voted to approve Resolution 2021Res01 updating signature authority with money market checking account at Umpqua Bank, Coos Bay Branch. **Motion Passed.**

5. **INFORMATION ITEMS**

A. Agency Financial Statements

Mr. Burns reviewed the Agency financial information. The account has more money than anticipated at \$1,494,203.57. The outstanding loan balance is \$30,000. The next payment is due on July 5, 2021. There are 6 payments left, with the final payment due on July 5, 2026.

Upon a motion by John Sweet (Second by Joe Benetti), the Agency Board Members voted to approve the Agency financial statements as presented. **Motion Passed.**

B. Budget Planning Calendar FY 2021/22

The budget planning calendar for the fiscal year 2021/22 was included within the meeting packet. Mr. Goergen stated he reached out the budget committee members whose terms were set to expire, and they have each agreed to continue on. The first budget committee meeting is tentatively scheduled for the week of May 3.

C. Independent Accountants' Report FY 2019/20

The independent accountants' report was included in the meeting packet. Mr. Goergen stated this year's budget committee will be sure to include the proper verbiage for the motion.

6. **PUBLIC COMMENT**

7. **SCHEDULE NEXT MEETING DATE**

To Be Determined.

8. **OTHER/ADJOURN**

Chair Todd Goergen adjourned the meeting at 8:37 a.m.

COOS COUNTY URBAN RENEWAL AGENCY
BUDGET COMMITTEE MEETING
7:30 a.m. Tuesday, May 11, 2021
Zoom Meeting

ATTENDANCE

Agency Board Members:

Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; Bill Richardson, City of North Bend; Pat Goll, City of North Bend; Joe Benetti, City of Coos Bay; and Melissa Cribbins, Coos County.

Budget Committee Members:

Pam Plummer; Bob Main; Ed Ellingsen; Jayson Wartnik; and Maera Mosieur.

Guests:

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

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:36 a.m.

2. INTRODUCTION OF GUESTS

3. SELECTION OF BUDGET COMMITTEE CHAIR

Upon a motion by Eric Farm (Second by Melissa Cribbins), the Budget Committee Members voted to appoint Maera Mosieur as the Budget Committee Chair. **Motion Passed.**

4. REVIEW FY 2020/21 BUDGET DOCUMENT

Megan Richardson, Director of Finance, reviewed the proposed budget for fiscal year 2021/22. Available cash on hand is \$1,479,000. This amount is estimated to be unspent at the end of the current fiscal year. Previous levied taxes estimated to be received is about \$8,000. Interest to be received is about \$12,000. Tax increment revenue is estimated by the County Assessor to be \$150,000. The total resources are \$1,649,000.

Expenditures for Materials and Services include insurance, publications and advertising, legal counsel, management, audit, and professional services for project support estimated at \$270,000. This amount includes the engineering and construction of the proposed project. Debt service brings the total expenditures to \$304,871. There is an unappropriated ending fund balance of \$1,344,129 bringing the budget total to \$1,649,000.

5. **PUBLIC COMMENT**

6. **COMMITTEE COMMENT**

Ed Ellingsen asked what the proposed project is and what the expenditures are for. John Burns stated the project is to address the drainage issue on the North Spit. The estimated \$270,000 is inclusive of four project components. The first is the engineering and permitting. The second is the work to be done on the north end of Transpacific Parkway. The third is the installation of the culvert. The fourth part of the proposal is the inspection and cleanout of the existing culvert.

Budget Chair Maeora Mosieur asked if there were any additional committee or public comments. There were none.

7. **PRESENT THE MOTION TO RECOMMEND THE BUDGET, OR SCHEDULE A FOLLOW UP MEETING**

Upon a motion by Eric Farm (Second by Pat Goll), the Budget Committee Members voted to approve the certification to the County Assessor of 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.**

Upon a motion by Eric Farm (Second by Pat Goll), the Budget Committee Members voted to approve the proposed budget for the Fiscal Year 2021/22 and forward to the Coos County Urban Renewal Agency Board of Directors for adoption. **Motion Passed.**

8. **OTHER/ADJOURN**

Chair Todd Goergen adjourned the meeting at 7:41 a.m.

Action Items

**COOS COUNTY URBAN RENEWAL AGENCY
NORTH BAY DISTRICT
RESOLUTION 2021Res02**

BE IT RESOLVED that the Board of Commissioners of the Coos County Urban Renewal Agency (North Bay District) hereby adopts the budget approved by the budget committee for fiscal year 2021/2022 in the sum of \$ 1,649,000.00 now on file at the Agency Office.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2021 and for the purposes shown below are appropriated as follows:

GENERAL FUND

| | | |
|--------------------------------|---------------|----------------------|
| Materials & Services | \$ 298,600.00 | |
| Debt Service | \$ 6,271.42 | |
| Total Transfers to Other Funds | \$ - | |
| Operating Contingency | \$ - | |
| Total General Fund | | \$ <u>304,871.42</u> |

UNAPPROPRIATED ENDING FUND BALANCE

| | | |
|--|-----------------|------------------------|
| General Fund | \$ 1,344,128.58 | |
| Special Revenue Fund | \$ - | |
| Special Reserve Fund | \$ - | |
| Capital Fund | \$ - | |
| Total Unappropriated Ending Fund Balance | | \$ <u>1,344,128.58</u> |

TOTAL BUDGET

\$ 1,649,000.00

BE IT FURTHER RESOLVED that the Agency Board of the Coos County Urban Renewal Agency hereby resolves to certify 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.

The foregoing resolution was approved and duly adopted this 10th day of June 2021 by the Agency Board of the Coos County Urban Renewal Agency, North Bay District.

Todd Goergen, Chairman
Coos County Urban Renewal Agency

Eric Farm, Vice Chair
Coos County Urban Renewal Agency

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

DATE:

June 3, 2021

PROJECT TITLE:

North Spit Drainage Project Final Engineering and Design, Permitting, and Request for Quotes for Construction

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 2 & 3 Scope of Work (Final engineering and design and permitting) and solicit Request for Quotes (RFQ).

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. 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.

Phase 1 was authorized by the Board on September 29, 2020 and is 100% complete. The work from Phase 1 was presented to the Board on April 15, 2021 and the preferred alternatives were selected for implementation of Phase 2. In an effort to streamline the project, the Port proposes that Phase 2 and 3 be authorized for implementation. Once 100% engineering/design and plans and specifications are complete, the Port will solicit an RFQ for construction. Upon receipt of all quotes, the Port will evaluate each quote and present the recommended quote for construction to the board for approval.

Phase 1: Surveys and Alternatives - 100% Complete

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

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 2 & 3 Scope of Work in the amount of \$63,960.00, and solicit RFQ's for construction based on final engineering and design.

Other Items

Coos County Urban Renewal Agency
Balance Sheet
As of May 31, 2021

| | <u>May 31, 21</u> |
|---------------------------------------|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| State Treasurer LGIP | 1,463,045.40 |
| Umpqua Bank | 16,654.65 |
| Total Checking/Savings | <u>1,479,700.05</u> |
| Total Current Assets | <u>1,479,700.05</u> |
| TOTAL ASSETS | <u>1,479,700.05</u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Net Income | 1,479,700.05 |
| Total Equity | <u>1,479,700.05</u> |
| TOTAL LIABILITIES & EQUITY | <u>1,479,700.05</u> |

Coos County Urban Renewal Agency
Profit & Loss
July 2020 through May 2021

| | <u>Jul '20 - May 21</u> |
|--------------------------------|----------------------------|
| Ordinary Income/Expense | |
| Income | |
| Cash Carry Over | 1,365,026.23 |
| Interest | 10,503.50 |
| Taxes - Current Year | 137,468.95 |
| Taxes - Previously Levied | 5,900.86 |
| | <hr/> |
| Total Income | 1,518,899.54 |
| | <hr/> |
| Gross Profit | 1,518,899.54 |
| Expense | |
| DEBT SERVICE | |
| Interest-Debt Service | 1,487.38 |
| Principal (Umpqua payoff 7/20) | 5,000.00 |
| | <hr/> |
| Total DEBT SERVICE | 6,487.38 |
| | |
| MATERIALS AND SERVICES | |
| Audit | 970.00 |
| Insurance | 1,981.77 |
| Legal Counsel | 137.50 |
| Management | 10,000.00 |
| Professional Services | 87.82 |
| Professional Svcs (Project) | 19,535.02 |
| | <hr/> |
| Total MATERIALS AND SERVICES | 32,712.11 |
| | |
| Total Expense | 39,199.49 |
| | <hr/> |
| Net Ordinary Income | 1,479,700.05 |
| | <hr/> |
| Net Income | <u><u>1,479,700.05</u></u> |

Coos County Urban Renewal Agency
Profit & Loss Budget vs. Actual
July 2020 through May 2021

| | Jul '20 - May 21 | Budget | \$ Over Budget |
|-------------------------------------|---------------------|---------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Cash Carry Over | 1,365,026.23 | 1,191,663.00 | 173,363.23 |
| Interest | 10,503.50 | 11,000.00 | -496.50 |
| Taxes - Current Year | 137,468.95 | 91,663.00 | 45,805.95 |
| Taxes - Previously Levied | 5,900.86 | 9,163.00 | -3,262.14 |
| Total Income | 1,518,899.54 | 1,303,489.00 | 215,410.54 |
| Gross Profit | 1,518,899.54 | 1,303,489.00 | 215,410.54 |
| Expense | | | |
| DEBT SERVICE | | | |
| Interest-Debt Service | 1,487.38 | 1,696.00 | -208.62 |
| Principal (Umpqua payoff 7/20) | 5,000.00 | 5,000.00 | 0.00 |
| Total DEBT SERVICE | 6,487.38 | 6,696.00 | -208.62 |
| MATERIALS AND SERVICES | | | |
| Audit | 970.00 | 7,500.00 | -6,530.00 |
| Insurance | 1,981.77 | 1,837.00 | 144.77 |
| Legal Counsel | 137.50 | 5,500.00 | -5,362.50 |
| Management | 10,000.00 | 11,000.00 | -1,000.00 |
| Professional Services | 87.82 | | |
| Professional Svcs (Project) | 19,535.02 | 91,663.00 | -72,127.98 |
| Publications and Advertising | 0.00 | 913.00 | -913.00 |
| Total MATERIALS AND SERVICES | 32,712.11 | 118,413.00 | -85,700.89 |
| Total Expense | 39,199.49 | 125,109.00 | -85,909.51 |
| Net Ordinary Income | 1,479,700.05 | 1,178,380.00 | 301,320.05 |
| Net Income | 1,479,700.05 | 1,178,380.00 | 301,320.05 |

Coos County Urban Renewal Agency
Profit & Loss Budget vs. Actual
July 2020 through May 2021

| | <u>% of Budget</u> |
|-------------------------------------|----------------------|
| Ordinary Income/Expense | |
| Income | |
| Cash Carry Over | 114.5% |
| Interest | 95.5% |
| Taxes - Current Year | 150.0% |
| Taxes - Previously Levied | 64.4% |
| Total Income | <u>116.5%</u> |
| Gross Profit | 116.5% |
| Expense | |
| DEBT SERVICE | |
| Interest-Debt Service | 87.7% |
| Principal (Umpqua payoff 7/20) | 100.0% |
| Total DEBT SERVICE | 96.9% |
| MATERIALS AND SERVICES | |
| Audit | 12.9% |
| Insurance | 107.9% |
| Legal Counsel | 2.5% |
| Management | 90.9% |
| Professional Services | |
| Professional Svcs (Project) | 21.3% |
| Publications and Advertising | 0.0% |
| Total MATERIALS AND SERVICES | <u>27.6%</u> |
| Total Expense | <u>31.3%</u> |
| Net Ordinary Income | <u>125.6%</u> |
| Net Income | <u><u>125.6%</u></u> |