

**COOS COUNTY URBAN RENEWAL AGENCY
& BUDGET COMMITTEE MEETING
Tuesday, June 9, 2015, 7:30 a.m.
Port of Coos Bay, 2nd Floor Conference Room**

DRAFT MINUTES

ATTENDANCE

Agency Board Members: Chairman Todd Goergen, At Large; Brianna Hanson, Port Commissioner; Eric Farm, Port Commissioner; John Sweet, Coos County Commissioner; Joe Benetti, At Large; Melissa Cribbins, Coos County Commissioner; Howard Graham, City of North Bend, Jennifer Groth, City of Coos Bay.

Budget Committee Members: Pam Plummer, Umpqua Bank; Connie Stopher, South Coast Development Council; George Wales, Coos Bay Pilots; Bryan Knutson, Knutson Towboat.

Guests: Fred Jacquot, David Koch, Mary Green, Brooke Walton, Martin Callery, Hans Gundersen, and Lanelle Comstock, Port Staff.

1. **CALL TO ORDER CCURA BOARD MEETING**

Chairman Goergen called the CCURA Board Meeting to order at 7:31 a.m.

2. **INTRODUCTIONS**

3. **APPOINTMENT OF BOARD MEMBER CHAIR**

Upon a motion by Commissioner Sweet (second by Commissioner Cribbins), the CCURA Board voted to approve Todd Goergen as Chairman of the Board. Motion Passed.

4. **APPROVAL OF MINUTES:**

A. **November 5, 2014 Agency Meeting Minutes**

Upon a motion by Commissioner Hanson (second by Commissioner Sweet), the CCURA Board voted to approve the November 5, 2014, agency meeting minutes. Motion passed.

5. **ACTION ITEMS:**

A. **Appointment of Budget Officer**

Upon a motion by Commissioner Cribbins (second by Commissioner Sweet), the CCURA Board voted to approve the appointment of Fred Jacquot as Budget Officer. Motion passed.

B. **Appointment of Budget Committee Members**

Upon a motion by Councilor Graham (second by Mr. Benetti), the CCURA Board voted to approve the appointment of the following Budget Committee Members; Connie Stopher, George Wales, Bryan Knutson, and Pam Plummer. Motion passed.

C. Approval of Signatory Authority for Government Pool Transactions

Commissioner Sweet asked if there should be a concern about having the signatory authority given to people all from the same agency. Mr. Koch explained that Chairman Goergen has signatory authority because he is the Chairman, and Commissioner Farm has signatory authority as the Vice Chairman. Mr. Koch and Mr. Gundersen, both from the Port, have signatory authority as the representatives of the Port who administers the urban renewal agency. Commissioner Cribbins asked if there were draw backs to having more CCURA representatives given signatory authority. Mr. Koch explained why this authority is limited to two members of the administration organization and two members (chair and vice-chair) of the CCURA but offered further discussion to changing this process. There was no further discussion.

Upon a motion by Commissioner Sweet (second by Commissioner Cribbins), the CCURA Board voted to approve the Signatory Authority of Government Pool Transactions. Motion Passed.

6. OTHER – BOARD COMMENTS

7. ADJOURN

Chairman Goergen adjourned the CCURA Board Meeting at 7:41 a.m.

CCURA BUDGET COMMITTEE MEETING

1. CALL TO ORDER CCURA BUDGET COMMITTEE MEETING

Chairman Goergen called the CCURA Budget Committee Meeting to order at 7:42 a.m.

2. SELECTION OF BUDGET COMMITTEE CHAIR

Upon a motion by Commissioner Sweet (second by Ms. Stopher), the CCURA Budget Committee voted to approve Fred Jacquot as Budget Committee Chairman. Motion Passed.

3. RECEIVE FY 2015/2016 BUDGET MESSAGE

Mr. Jacquot presented the budget message.

4. REVIEW FY 2015/2016 BUDGET DOCUMENT

The budget was reviewed in detail and the following changes were suggested:

- Increase General Fund Transfer from \$30,000 to \$32,500 in the Special Revenue Fund,
- Decrease Debt Service Interest from \$18,000 to \$15,500 in the Special Revenue Fund,
- Decrease Professional Services from \$350,000 to \$150,000 in the Capital Projects Fund,

- Increase Infrastructure Development from \$579,160 to \$779,345 in the Capital Projects Fund, and
- Increase Transfers from Other Funds from \$76,411 to \$76,596 in the Capital Projects Fund.

5. **PUBLIC COMMENTS**

6. **CONFIRM NEXT MEETING OR APPROVE BUDGET**

Upon a motion by Commissioner Sweet (second by Ms. Stopher), the CCURA Budget Committee voted to approve the FY 2015/2016 budget for the Coos County Urban Renewal Agency as presented with the suggested changes. Motion Passed.

7. **OTHER/ADJOURN**

The next CCURA Board Meeting is Tuesday, June 23 at 7:30 a.m.

Chairman Goergen adjourned the meeting at 8:16 a.m.