

**Tillamook Urban Renewal Agency
Workshop Minutes
August 30, 2017**

CALL TO ORDER

Chair Adam Schwend called the Tillamook Urban Renewal Agency workshop to order at 5:30 p.m. D. Reeves called the roll.

ROLL CALL

Present: Vice Chair Tom Connaughton
Board Member Doug Henson
Chair Adam Schwend
Board Member Carolyn Decker
Board Member Cheryl Davy
Board Member Ruth LaFrance
Board Member Suzanne Weber

Staff Present: Paul Wyntergreen, TURA Administrator
Debbi Reeves, Executive Assistant

Attendees: Sierra Lauder

BUSINESS:

Chair Schwend explained the roll of the Ad Hoc Committee that has been working on revisions to the guidelines and application forms for the agency. He explained that the agency bylaws and a new fiscal policies and procedure document have also been a part of what the committee has been working on. He commented on the many different meetings the committee and the board have had in regards to these items. He noted this workshop was to put the finishing touches on the documents to get them approved at the next board meeting.

Each of the documents were reviewed and discussed one by one. R. LaFrance submitted typographical corrections and grammar errors she had found.

There were minor changes made to the Public Project Assistance Guidelines. There was considerable discussion of the Private Project Guidelines. The role of the Proposal and Justification Committee, pertaining to the pre-application was discussed and revised. The role of the Contract Committee was also discussed and revised. There were several

other minor changes made.

The agency bylaws pertaining to At-Large Board members was revised to limit only those who live within the boundary of School District #9 to be on the agency Board of Directors. Other items revised were the addition of succession planning for officers, order of business, standing committee duties, and the addition of a Fiscal Policies and Procedures document. There were several other minor changes.

The Fiscal Policies and Procedures document was reviewed and only minor changes were made to the draft.

The changes discussed and made to each of the documents will be incorporated and reviewed at the September 13, 2017 regular board meeting.

Chair Schwend noted the board should review and discuss board priorities each year in order to focus on those priorities during the fiscal year.

CONCERNS OF THE BOARD – None

ADJOURNMENT

With no further business, Chair Schwend thanked the board for their time adjourned the workshop at 7:50 P.M.

Chair Adam Schwend

Respectfully Submitted By:

Debbi Reeves - Executive Assistant