

Tillamook Urban Renewal Agency

210 Laurel Avenue

Tillamook, Oregon 97141

Phone 503-842-2472 Direct 503-374-1830 Fax 503-842-3445



June 16, 2020

RE: TURA Committee Participation Request

Dear _____,

The TURA Board of Directors is a board of volunteers, tasked with the job of overseeing an Urban Renewal Agency month after month, year after year. Five of these volunteers are At-Large members and two are City Council members. The City Council members are assigned to the various City committees such as Finances, Public Works, Beautification, and several other committees. TURA has two required committees but can also establish Ad Hoc committees when necessary.

Many of the TURA Board members have jobs, families, and/or are already serving on other community organizational boards. You, being a past recipient of urban renewal funding for a project, should understand the many hours and responsibilities required to be a TURA Board member. This is why TURA is reaching out to you for possible assistance in serving on one or more of the TURA standing committees or volunteering on an Ad Hoc committee should one arise. These are minor committees and rarely have meetings that last an hour, once a month.

The two standing committees are the Proposal and Justification (P&J) Committee and the Contract Committee. Attached to this letter are the descriptions of each committee. Both Committees are set to meet monthly if there are applications to review and recommend, contracts to develop, or project inspection and reimbursements to be. The P&J Committee meets on the 4th Wednesday of each month at 4:30 p.m. at City Hall. The Contract Committee is more flexible and does not have a set time and date.

The TURA Board would like you to consider volunteering for one of the committees to alleviate some of the hourly responsibilities of the Board members, while learning more about what TURA does in the community, project requirements, and Urban Renewal state law requirements. If you would like more information and details please contact me or one of the current board members. A contact list is provided.

We would love to have you join us, whether it be for a short period of time or a longer period of time. We are sure you will find this volunteer commitment a rewarding experience.

Thank you for seriously considering this request.

Sincerely,

A handwritten signature in blue ink that reads "Debbi Reeves". The signature is fluid and cursive.

Debbi Reeves
Executive Assistant
Tillamook Urban Renewal Agency

TURA BYLAWS: Standing Committees shall be as follows:

A. The Proposal and Justification Committee:

- a) The P & J Committee will meet regularly once a month, each month when applications are received. The Committee Chair will schedule meetings as needed.
- b) The Committee has the authority to require that additional information, that it deems necessary, be submitted before allowing the request to come before the full Board for consideration. Other obligations may be assigned by a majority of the Board for approval of funding.
- c) The Committee shall make a recommendation for consideration of assistance before the full Board.

B. The Contract Committee:

- a) Staff will prepare the necessary contracts and documents once an application for assistance has been awarded by the Board. Contracts and agreements will be reviewed by the Committee and recommended to the full Board.
- b) The Committee members will monitor the TURA contracts for compliance with the TURA Application Guideline procedures and requirements.
- c) Monthly project reimbursement requests shall be submitted to the Committee by the final business day of each month.
- d) The Contract Committee Chair or designee will visually inspect the progress of the project segment, as reported in the reimbursement request, and report to the Committee, in order to make a recommendation to the full Board.
- e) The Committee members will make recommendations to the board concerning payments to the applicant, if applicable, and generally oversee the completion of the contract requirements, and any other obligation assigned to it by a majority of the Board.
- f) The TURA Chairman may appoint interim or temporary Committee members to fill absences.
- g) The Contract Committee will meet regularly prior to the regular board meeting to review new and existing contracts and to review project reimbursement requests for recommendation to the full Board. The Committee Chair will schedule meetings as needed.

Tillamook Urban Renewal Agency Board of Directors

Board Information (July 1, 2020)

POSITION #1 - Term 1/1/2017 - 12/31/2020

Ruth LaFrance (h) 503-842-5836
7730 Trask River Rd rmlafrance@gmail.com
Tillamook OR 97141

2020 Committees

P&J Committee Chair

POSITION #2 - Term 1/1/2018 - 12/31/2021

Barbara Billstine (c) 503-812-0483
1310 4th Street barbarabillstine@yahoo.com
Tillamook OR 97141

Contract Committee

POSITION #3 - Term 1/1/2018 - 12/31/2021

Cheryl Davy (c) 503-812-2882
402 Douglas Ave (h) 503-842-5223
Tillamook OR 97141 dcdavy271@hotmail.com

P&J Committee

POSITION #4 - Term 1/1/2017 - 12/31/2020

Suzanne Weber (h) 503-842-5612 (c) 503-801-1289
314 Miller Ave sweber@tillamookor.gov
Tillamook, OR 97141 suzannetom@embarqmail.com

Contract Committee

POSITION #5 - Term 1/1/2017 – 12/31/2020

Sierra Lauder (h) 503-354-4400
1908 10th Street sierra.e.l.s@gmail.com
Tillamook, OR 97141

CHAIR 2020

COUNCILOR #1 - Term 1/1/2020 – 12/31/2020

Jorge Rios (c) 503-801-3745
1207 2nd Street jrios@tillamookor.gov
Tillamook OR 97141 jr7007@gmail.com

P&J Committee

COUNCILOR #2 - Term 1/1/2020 – 12/31/2020

Brian Reynolds (h) 503-842-8979
2209 8th Street (w)503-842-2566 ext. 2150
Tillamook OR 97141 breynolds@tillamookor.gov
brivy5@embarqmail.com
reynoldsb@tillamook.k.12.or.us

VICE CHAIR 2020

Contract Committee
Chair

City Staff:

TURA Executive Assistant:

Debbi Reeves (w) 503-374-1830
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dreeves@tillamookor.gov