

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF CONFIRMING)
NANCY KLUSS AND SUELLEN)
COVERDILL TO THE METRO 401(K))
EMPLOYEE SALARY SAVINGS PLAN)
ADVISORY COMMITTEE)

RESOLUTIONS NO. 03-3298
INTRODUCED BY
MARK WILLIAMS
INTERIM CHIEF OPERATING
OFFICER WITH CONCURRENCE OF
COUNCIL PRESIDENT

WHEREAS, Metro established an Employee Salary Savings Plan and Trust originally effective July 1, 1981; and

WHEREAS, the Metro Council adopted Resolution No. 92-1596 on March 26, 1992, authorizing the Executive Office to appoint a five-person Advisory Committee to give instructions to the trustee with respect to all matters concerning the Plan; and

WHEREAS, the Metro Council adopted Resolution No. 96-2382 on September 12, 1996 making initial appointments to the 401(k) Advisory Committee; and subsequent appointments to the Committee through Resolutions No. 99-2784 adopted by the Council on May 20, 1999 and Resolution No. 00-2964 adopted by the Council on June 29, 2000.

WHEREAS, terms of two Committee members have expired and require new appointments;

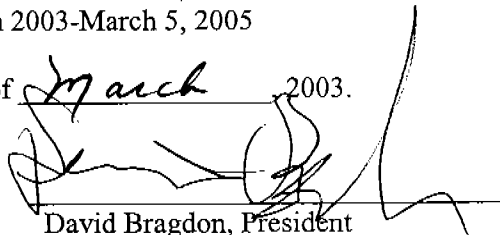
WHEREAS, the 401(k) Advisory Committee Nominating Committee on behalf of the Chief Operating Officer has requested that interested applicants submit their names for consideration and the applicants requests were reviewed, now, therefore,

BE IT RESOLVED,

That the Council confirms the following members of the Metro 401(k) Employee Salary Savings Plan Advisory Committee appointed by the Chief Operating Officer:

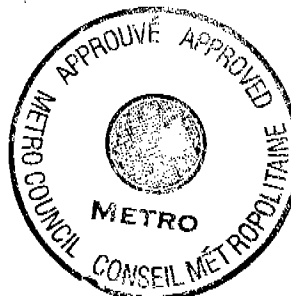
Nany Kluss: Term of Office March 2003-March 5, 2005
Suellen Coverdill: Term of Office March 2003-March 5, 2005

ADOPTED by the Metro Council this 27th day of March 2003.


David Bragdon, President

Approved as to Form:


Daniel B. Cooper Metro Attorney



STAFF REPORT

IN CONSIDERATION OF RESOLUTION 03-3298, FOR THE PRUPOSE OF CONFIRMING NANCY KLUSS AND SUELLEN COVERDILL TO THE METRO 401(k) EMPLOYEE SALARY SAVINGS PLAN ADVISORY COMMITTEE

Date: March 27, 2003

Prepared by: Mark Williams, Interim Chief Operating Officer

BACKGROUND

Metro established an Employee salary Savings Plan and Trust, which was originally effective on July 1, 1981. The Metro Council adopted Resolution No. 92-1956 on March 26, 1992, authorizing the Executive Officer to appoint a five-member advisory committee to give instructions to the trustee with respect to all matters concerning the Plan.

Initial appointments of the five-member committee were made through resolution on September 12, 1996. Committee members each serve two-year terms as employee representatives of the Metro 401(k) Employee Salary Savings Committee.

Lydia Neal and Marilyn Matteson's terms expired March 5, 2003. In order to fill the vacant positions and in accordance with the 401(k) Advisory Committee Mission, Goals, By-laws and Operating Procedures, a nominating committee was formed and applicants were asked to submit a letter of interest to the Committee.

After solicitation for nominations to the Committee, several applicants applied and were interviewed. The Committee is suggesting that Nancy Kluss and Suellen Coverdill be appointed to fill the Metro 401(k) Employee Salary Savings Plan Committee vacancies. These appointments will expire on March 5, 2005.

ANALYSIS/INFORMATION

1. **Known Opposition** - none.
2. **Legal Antecedents** - Conforms with requirements established in Resolution No. 94-1985 regarding appointments to the Metro Employee Salary Savings Advisory Committee and conforms with requirements of the 401(k) Advisory Committee Mission, Goals, By-Laws and Operating Procedures.
3. **Anticipated Effects** - Confirm Nancy Kluss and Suellen Coverdill to the Metro 401(k) Employee Salary Savings Plan Advisory Committee.
4. **Budget Impacts** – none.

RECOMMENDED ACTION

The Chief Operating Officer recommends Council confirmation of Nancy Kluss and Suellen Coverdill to the Metro 401(k) Employee Salary Savings Plan Advisory Committee.

M E M O R A N D U M

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
TEL 503 797 1700 | FAX 503 797 1797



METRO

Date: March 10, 2003
To: Mark Williams, COO, Metro
Cc: Kerry Gilbreth, Marilyn Matteson, Peggy Coats, Brian Williams
From: Steve Erickson, Secretary, 401k Advisory Committee
RE: Recommendation for Metro Employee Salary Savings Plan Advisory Committee Appointees

The Metro Employee Salary Savings Plan Advisory Committee is excited to recommend Nancy Kluss and Suellen Coverdill to fill the vacant positions on the committee.

Ms. Kluss currently works at the Oregon Zoo in the Education Division. Her experience and interest in education will be an excellent addition to the committee as the existing education officer will no longer be a member of the committee due to having served the maximum 2 terms on the committee. In addition, the committee strives to have representation from outside of Metro Regional Center and is excited to again have a committee member from the Zoo.

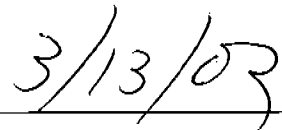
Ms. Coverdill currently works in the Metro accounting department. She is a CPA and has extensive financial and analytical skills that will be a welcome addition to the committee. She has served as a retirement plan administrator and trustee and has previous experience in hiring a record keeper and trustee for a retirement plan. This experience will be valuable to the committee as the contract with Vanguard expires next year and the committee will be working through the process of requesting proposals and recommending a new contract.

If you concur with this recommendation, please indicate by your signature at the bottom of this memo. Once signed, please return to Kerry Gilbreth or myself and we will continue the process of getting Ms. Kluss and Ms. Coverdill appointed.

Thank you for your consideration of this matter.



Mark Williams, COO, Metro



Date

M E M O R A N D U M

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
TEL 503 797 1700 | FAX 503 797 1797



METRO

February 3, 2003

To: Mark Williams, Chief Operating Officer
From: Kerry Gilbreth, Benefits Manager *KG*
Re: Call for applicants, 401(k) advisory committee

Attached is a memo calling for applicants for the 401(k) advisory committee. Per the committee's By-Laws and operating procedures, the committee will accept nominations for open positions and make recommendations to the Chief Operating Officer for appointment.

Please initial the attached memo and return to me. I will post the notice and the committee will interview/review applicants and make recommendations.

Please contact me if you have any questions regarding this process, I can be reached at extension 1571.

Thank you for your assistance.

M E M O R A N D U M


600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
TEL 503 797 1700 | FAX 503 797 1797



METRO

February 5, 2003

TO: 401(k) Plan Participants

FROM: Mark Williams, Chief Operating Officer 

SUBJECT: **CALL FOR APPLICANTS: METRO EMPLOYEE SALARY SAVINGS PLAN
ADVISORY COMMITTEE**

The Metro Employee Salary Savings Plan Advisory Committee (ESSPAC) is seeking applicants for two (2) openings on the committee.

The Committee's responsibilities are:

- Advise the Plan trustee on all matters pertaining to Metro's 401(k) plan
- Make decisions regarding Plan design, selecting the Plan Administrator/Record keeper and Plan trustee
- Review issues raised by Plan participants or Committee staff
- Monitor Plan assets and market conditions to ensure that the Plan meets its objectives
- Develop educational and other outreach activities to help all Metro staff increase their awareness of the Plan and the need for retirement savings

As a member of the committee you will be expected to attend committee meetings as well as participate in committee business. The committee is required to meet quarterly but usually meets about once every 6 weeks. The time commitment varies based on what is before the committee and usually averages about 1-3 hours a month.

To be eligible for Committee membership you must be a current employee of Metro/MERC as well as participant in the plan.

If you are interested in serving on ESSPAC, please forward a memorandum of your interest and why you would make a good member of the committee to Kerry Gilbreth, Benefits Manager, by the end of the business day on February 21, 2003. We are seeking both represented and non-represented employees who bring diverse backgrounds, cultures and experience to the Committee.

Interviews may be conducted to assist in selecting the most qualified individuals to serve on this Committee.

If you have any questions about the information contained in this memo, please give a member of the Nominating Committee a call or email. Nominating Committee members include: Peggy Coats, (503) 797-1512, Steve Erickson, (503) 797-1595, and Brian Williams, (503) 797-1612.

KG:sc

401(k) Committee Openings