

Agenda

Date: September 13, 1979

Day: Thursday
5:30 p.m. (informal meeting)
Time: 7:30 p.m. (regular meeting)

Place: Water Service Building
510 SW Montgomery Street
Portland, Oregon

CALL TO ORDER (7:30)

1. INTRODUCTIONS

2. WRITTEN COMMUNICATIONS TO COUNCIL

3. CITIZEN COMMUNICATIONS TO COUNCIL ON NON-AGENDA ITEMS

4. CONSENT AGENDA (7:40)*

4.1 Minutes of Meeting of August 9, 1979

4.2 A-95 Review, directly related to MSD

4.3 Contracts

5. REPORTS

5.1 Report from Executive Officer (7:50)*

5.2 Council Committee Reports (8:10)*

6. NEW BUSINESS

6.1 Resolution No. 79-84, Approving a Charge to the Finance Task Force and Appointing Members to that Task Force.

6.2 Resolution No. 79-85, Supporting Recycling by Providing Recycling Drop/Receiving Centers and Amending the Solid Waste Management Plan (8:50)*

6.3 Resolution No. 79-86, Appropriating Returned Law Enforcement Assistance Administration Funds to Oregon City (9:10)*

8. ANNOUNCEMENTS

ADJOURNMENT (9:30)*

* Times proposed are suggested - actual time for consideration of agenda items may vary.

C O U N C I L

Metropolitan Service District
527 SW Hall Portland, Oregon 97201 503/221-1646

Agenda

Date: September 13, 1979

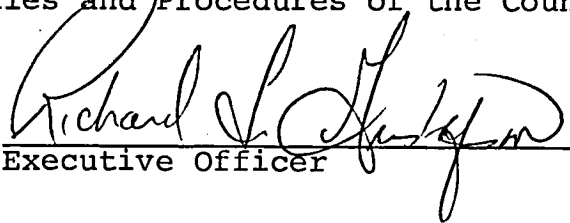
Day: Thursday

Time: 7:30 p.m.

Place: Water Service Building
510 SW Montgomery Street
Portland, Oregon 97201

C O N S E N T A G E N D A

The following business items have been reviewed by the staff and an officer of the Council. In my opinion, these items meet the Consent List Criteria established by the Rules and Procedures of the Council.


Executive Officer

4.1 Minutes of Meeting of August 9, 1979

Action Requested: Approve Minutes as circulated.

4.2 A-95 Review, Directly Related to MSD

Action Requested: Concur in Staff Findings

4.3 Contracts

Action Requested: Approve execution of contracts

mec

September 13, 1979

DIRECTLY RELATED A-95 PROJECT APPLICATIONS UNDER REVIEW

PROJECT DESCRIPTION	FEDERAL \$	STATE \$	LOCAL \$	OTHER \$	TOTAL \$
<p>1. <u>Project Title:</u> Local Planning and Development Unit Support (#797-29) <u>Applicant:</u> State of Oregon <u>Project Summary:</u> Funds would be used to assist the Pacific Northwest Regional Commission in its planning processes by providing information from areawide A-95 Clearinghouses (like MSD) and to provide for administration of the program to state and local Clearinghouses. <u>Staff Recommendation:</u> Favorable Action</p>	<p>\$90,300 Pacific N.W. Regional Commission)</p>				<p>\$90,300</p>
<p>2. <u>Project Title:</u> Portland International Airport - Land Acquisition (#797-30) <u>Applicant:</u> Port of Portland <u>Project Summary:</u> Funds would be used to acquire 44 acres of residential property in the vicinity of NE 33rd Ave. and Elrod Rd. Property is located within the approved PIA boundary and would be used for future airline/general aviation development. <u>Staff Recommendation:</u> Favorable Action</p>	<p>\$1,666,600 (Federal Aviation Admin.)</p>			<p>333,400 (Port funds)</p>	<p>\$2,000,000</p>
<p>3. <u>Project Title:</u> Acquisition of Phillipi Property (#797-31) <u>Applicant:</u> Multnomah County <u>Project Summary:</u> Funds would be used to purchase a parcel of land which fronts the Columbia River and runs parallel to Marine Drive between NE 158th and 182nd avenues. Property would be used to construct a bicycle/pedestrian path. <u>Staff Recommendation:</u> Favorable Action</p>	<p>\$75,000 (Heritage Conservation and Recreation Service) (HCRS)</p>		<p>\$75,000</p>		<p>\$150,000</p>

Approved
 APPROVED BY THE
 MSB COUNCIL
 THIS 13th DAY OF Sept. 1979
Mary E. Coakley
 CLERK OF THE COUNCIL

DIRECTLY RELATED A-95 PROJECT APPLICATIONS UNDER REVIEW

PROJECT DESCRIPTION	FEDERAL \$	STATE \$	LOCAL \$	OTHER \$	TOTAL \$
<p>4. <u>Project Title:</u> Urban Park & Recreation Recovery Program: Action Plan (#798-10) <u>Applicant:</u> City of Portland <u>Project Summary:</u> Funds would be used for the first year of a five year program for long-range planning and rehabilitation of existing park and recreation systems. The first year program includes renovation of several neighborhood parks and renovation of school playgrounds for neighborhood use. <u>Staff Recommendation:</u> Favorable Action</p>	\$1,575,000 (HCRS)	\$75,000	\$350,000		\$2,000,000
<p>5. <u>Project Title:</u> Energy Conservation Program for Local Governments and Public Institutions (#798-22) <u>Applicant:</u> State of Oregon <u>Project Summary:</u> Funds would be used to implement the state's Energy Plan which seeks to reduce energy consumption and energy costs in public buildings . <u>Staff Recommendation:</u> Favorable Action</p>	\$44,058 (Department of Energy)	\$44,058			\$88,116
<p>6. <u>Project Title:</u> Acquisition of Obrist Property for Park Site (#798-23) <u>Applicant:</u> City of Troutdale <u>Project Summary:</u> Funds would be used to acquire 3.6. acres in the vicinity of N.E. 262nd & Hensley Rd. for future use as a city park. <u>Staff Recommendation:</u> Favorable Action</p>	\$20,000 (HCRS)		\$20,000		\$40,000
<p>7. <u>Project Title:</u> Acquisition of Davis Property for Park Site (#798-24) <u>Applicant:</u> City of Troutdale <u>Project Summary:</u> Funds would be used to acquire a 2 acre parcel adjacent to Sweetbriar Grade School off of SE Evans Ave. for use as a future city park. <u>Staff Recommendation:</u> Favorable Action</p>	\$20,000 (HCRS)		\$20,000		\$40,000

DIRECTLY RELATED A-95 PROJECT APPLICATIONS UNDER REVIEW

PROJECT DESCRIPTION	FEDERAL \$	STATE \$	LOCAL \$	OTHER \$	TOTAL \$
<p>OTHER DIRECTLY RELATED REVIEWS</p> <p><u>Project Title:</u> Portland-Troutdale Airport Environmental Impact Assessment Report (797-32)</p> <p><u>Project Summary:</u> The report assesses the environmental impacts associated with three alternatives for expansion of the Portland-Troutdale Airport, as well as a no-build alternative.</p> <p><u>Staff Recommendation:</u> Acceptance of report findings.</p>					

A G E N D A M A N A G E M E N T S U M M A R Y

TO: MSD Council
 FROM: Executive Officer
 SUBJECT: Contract Review

The following is a summary of contracts reviewed by staff and submitted for Council action in accordance with Resolution No. 79-52:

METROPOLITAN DEVELOPMENT

Contractor: Multnomah County, City of Gresham, City of Troutdale, Port of Portland

Amount: \$201,290

Purpose: A multi-jurisdiction crime prevention program in its third year to reduce the incidence of commercial and residential burglary; reduce rape; implement the concept of crime prevention through environmental design; provide public education on prevention techniques.

ZOO

Contractor: Portland State University

Amount: \$2,936.00

Purpose: Hire student intern to assist in the development of curriculum and education materials.

MANAGEMENT SERVICES

Contractor: Municipal Funding Corporation of America

Amount: \$12,201.84 per year

Purpose: Lease of Wang Word Processing Equipment for the MSD Word Processing Center.

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approved
 APPROVED BY THE

THIS 13th DAY Sept., 1979
Mary E. Charles
 CLERK OF THE COUNCIL

JOINT POLICY ADVISORY
COMMITTEE ON TRANSPORTATION

Metropolitan Service District
527 SW Hall Portland, Oregon 97201 503/221-1646

Agenda

Date: September 13, 1979
Day: Thursday
Time: 7:30 AM
Place: Mt Hood Community College
Town & Gown Room
(See attached map)

1. PROPOSED AGENDA: (Action requested unless otherwise noted)
- * 1. SYSTEMS PLANNING REPORT: PHASE II - I-5 NORTH
- * 2. TIP AMENDMENT - BANFIELD PHASE II PRELIMINARY ENGINEERING & RIGHT-OF-WAY
3. STATUS REPORT - REGIONAL PLAN
4. STATUS REPORT - CORRIDORS

*material enclosed

Please RSVP to Karen Thackston, 221-1646, by NOON, WEDNESDAY
SEPTEMBER 12.

Agenda

Date: September 10, 1979

Day: Monday

Time: 11:00 a.m.

Place: Room B

1. INTRODUCTIONS
2. WRITTEN COMMUNICATIONS
3. CITIZEN COMMUNICATIONS ON NON-AGENDA ITEMS
4. APPROVAL OF MINUTES
5. REPORTS AND BUSINESS

First Hour

- 5.1 Special District Coordination Agreements*
- 5.2 Discussion of Water Supply and Drainage Management Reports (Distributed at August 20 meeting)
- 5.3 Criminal Justice Contract Approval -- Interagency Crime Prevention Project*
- 5.4 Plan Review Progress Report

Second Hour

- 5.5 Discussion of Goals and Objectives Report and Work Program
- 5.6 Multnomah County Plan Review

* Materials Attached

MEETING REPORT

DATE OF MEETING: August 17, 1979 12:00 noon
GROUP/SUBJECT: LOAC Steering Committee
Agenda Briefing
PERSONS ATTENDING: Joy Burgess, Bob Sturgess, Tom O'Connor,
Linda Brentano, Bill Ockert
MEDIA: None

SUMMARY:

The regular meeting of the LOAC Steering Committee was called to order by Chairman Joy Burgess at 12:00 noon at the MSD offices.

Tom O'Connor reviewed the status of the MSD proposal for acknowledgment of the UGB.

Linda Brentano discussed the MSD Council's action regarding the A-95 review of the VA Hospital Draft Environmental Impact Statement. Ms. Brentano informed the Committee that the MSD Council, in conjunction with Multnomah County, would approach the federal government regarding the establishment of a pilot program for mainstream health care for veterans in Portland.

Tom O'Connor reviewed the MSD Council agenda for the coming meeting on August 23. Bill Ockert discussed the transportation items on the agenda with the Committee. Chairman Burgess was particularly concerned that the McLoughlin project not eliminate the sequoia trees that line the boulevard near Milwaukie.

Chairman Burgess adjourned the meeting at 1:00 p.m.

REPORT WRITTEN BY: Tom O'Connor
COPIES TO: MSD Council
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MEETING REPORT

DATE OF MEETING: August 15, 1979

GROUP/SUBJECT: Local Officials Advisory Committee

PERSONS ATTENDING: Washington County--*Commissioner Jim Fisher,
Arthur Schlack
Sherwood Todd Dugdale

Multnomah County--*Commissioner Earl
Blumenauer
Adrienne Brockman
Portland Tracy Watson
Eric Hovee
Gresham *Mayor Al Myers

Clackamas County-- Ardis Stevenson
Milwaukie *Joy Burgess
Wilsonville Edward Davis
Ben Altman

Others Attending
LCDC Eldon Hunt
Linda Macpherson
John MacGregor

Port of Portland
1000 Friends of
Oregon Bob Stacey

MSD Executive
Officer Rick Gustafson
and Council Corky Kirkpatrick
Donna Stuhr
Mike Burton

Staff Tom O'Connor
Sue Klobertanz
Jim Sitzman
John Osterberg

(* denotes LOAC member)

MEDIA: None

SUMMARY:

The meeting was called to order at 5:40 p.m. at the MSD offices by LOAC Chairman Joy Burgess. She noted to the membership the letter requesting support from local jurisdictions for re-designation of the A-95 Clearinghouse function for MSD, and asked for input from the membership. Mayor Al Myers noted that he would be withholding comment or support from the City of Gresham until the Gresham Plaza issue is resolved. At that time he will evaluate MSD's role as clearinghouse. MSD Council Chairman, Mike Burton then explained the

role of the regional clearinghouse to the membership. No objection was voiced regarding support of the MSD re-designation.

Jim Sitzman brought the membership up to date on the UGB issue and directed attention to the proposed MSD Reply to LCDC Questions Regarding Implementation of the UGB. John McGregor, Port of Portland staff, questioned the impact of the MSD Reply on regional industrial lands. Todd Dugdale asked for an explanation of the term in Policy One that "new development within the UGB shall be contiguous to existing communities." Art Schlack wondered how that could be enforced and how "contiguous" development would be defined. Adrienne Brockman asked if the policy will apply to presently classified urban areas as well as urban future areas. She suggested that this be made clear in the working document. Jim Sitzman agreed with this change. The document would thus state that the policy would also apply to immediate urban land for those jurisdictions that have this designation. Policy 1 was generally approved by the membership.

Commissioner Jim Fisher asked that the process for appeal be explained. Commissioner Fisher went on to point out that he felt that MSD was taking on too much power in the appeals process and questioned the rationale behind Policy 4, noting that the policy could actually increase the need to convert rural lands to urban. Todd Dugdale stated his support for the 10 acre minimum of Policy 2, saying that he thought it to be the best method yet for controlling urban sprawl. Commissioner Fisher disagreed, stating he favored a two acre minimum lot size so as not to prevent urban densities and full urban services in the future. No support was voiced for this idea. Commissioner Earl Blumenauer noted that he felt the policies were a reasonable response to the problem of controlling urban sprawl and that it was a satisfactory compromise overall. Eric Hovee asked that Policy 2 allow for smaller minimum lot sizes for industrial lands. Adrienne Brockman disagreed and noted the need for preservation of large lot sizes for industrial development. A motion by Eric Hovee, and seconded by Tracy Watson, to approve Policy 2 was passed without further objection, with the stipulation that the document read that all 10 acre industrial lots would have full urban services.

John MacGregor suggested that Policy 3 read "undeveloped residential land" to exempt industrial lands from the Policy. The suggested amendment received no support from the membership. It was then suggested that the word "residential" be inserted in Policy 3 at two places: at a) "...a local plan which meets with MSD's review for residential densities..." and b) "complies with the average residential densities..." With these agreed upon changes, Policy 3 was approved by the membership. (it is to be noted that Commissioner Fisher was absent during discussion and approval of Policy 3 and some discussion of Policy 4.)

In discussion of Policy 4 Tracy Watson noted the potential difficulties of the City of Portland in following this policy due to sewer capacity problems. Ardis Stevenson and Art Schlack noted

their similar difficulties and agreement with this. Mr. Watson moved, and Ms. Stevenson seconded a motion, for a change in Policy 4 to set the minimum number of units per acre at two rather than three. The motion was not approved by the membership. Todd Dugdale made a motion to exempt lots of record from the prohibition on use of septic tanks or cesspools in Policy 4. The motion died for lack of a second. Commissioner Fisher suggested elimination of any unit per acre specification and to allow DEQ to handle the issue based on public health considerations. Adrienne Brockman suggested adopting language that would keep the minimum at three units unless, due to topographical, soil, or other site characteristics, it could be shown that two units would be more appropriate for the site. This suggestion was approved, though not unanimously, without any objections.

In discussion on the Policy for Amendment, Jim Sitzman gave an example of the policy text. In looking at a sub-area demand for urbanizable land, it could be seen that some portion of a county may not be able to demonstrate need for urbanizable land due to a satisfactory amount of presently urban designated land across a county line within the same sub-area. There was general understanding and approval of the Policy for Amendment. Further the entire document was again approved. The meeting was adjourned at 7:30 p.m.

REPORT WRITTEN BY: John Osterberg

COPIES TO: File
MSD Council
Marilyn Holstrom
Jim Stizman

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MEETING REPORT

DATE OF MEETING: August 14, 1979

GROUP/SUBJECT: Solid Waste/Public Facilities
Council Committee

PERSONS ATTENDING: Councilors Craig Berkman,
Jane Rhodes, Jack Deines,
Gene Peterson

Staff: Merle Irvine,
Terry Waldele, Karen
Hiatt and Judy Bieberle

Guests: Dan Coffin, DEQ,
Lee Burrett, PRT, Judy Rompf,
OEC, Jerry Powell, SWAC,
Steve Morgan, Berk Moss,
Earth People Advisor, Shirley
Coffin, West T.V. Recycling,

MEDIA: Fred Leeson, Oregon Journal

SUMMARY:

The minutes of the July 31, 1979, meeting were approved as submitted.

The meeting began with Terry Waldele distributing a revised draft of Article VI to the Water Resources/Policy Alternative Committee by-laws which better reflected the reporting procedures between the Policy Alternatives Committee and the Council Committee. Mr. Waldele also pointed out that the committee officers would be elected each year and that citizen members would hold office no more than three consecutive years. After some discussion, the Council Committee was still not sure of the proper reporting procedures and requested that the Council Chairman meet with Rick Gustafson to resolve this issue. It was moved by Councilor Rhodes and seconded by Councilor Deines that the by-laws for the Water Resources/Policy Alternatives Committee be approved with the acceptance of Article IV, "Reporting Procedure". Motion passed unanimously.

Councilor Rhodes gave a report on the Johnson Creek Clean-up which was held on Saturday, August 11. She stated that 73 people participated and felt that clean-up was a success. Councilor Rhodes indicated that the Johnson Creek Task Force is looking at the question of formation of local improvement districts and felt that a necessary financing mechanism for creek improvement would be available in six to twelve months.

Mr. Irvine reviewed the findings of the report entitled "recycling Drop/Receiving Centers". This report which was prepared by staff includes a brief history of recycling and existing recycling efforts, documents and need for MSD's involvement in recycling, outlines possible cost scenerios and recommends an implementation strategy. The question was raised as to the extent of MSD's involvement in managerial support to the recycling effort. Mr. Irvine indicated that the degree of involvement by MSD from a management stand-point would be to assist in material market development, public involvement and promotion program, operational contract monitoring, coordination with other recycling efforts, coordination with governmental agencies, and user surveys. It is not the intent of MSD to manage the day to day operation since this is the responsibility of the contractor. Berk Moss, advisor to Earth People, a student organization at Sunset High School which collects recyclables, expressed his support for MSD's involvement in recycling and suggested that a evaluation team be appointed at the outset to develop performance standards for recycle operations and to monitor the facility. Shirley Coffin stated that with MSD becoming actively involved in recycling it would mean a "becoming of age" for this activity.

Mr. Irvine indicated that the cost incurred by MSD in the operation of the recycling drop centers would be paid from user fee receipts and revenue derived from the sale of recyclable material. He indicated, however, that it will be necessary to transfer funds form the Solid Waste Operation Contingencies. Mr. Irvine indicated that the Solid Waste Policy Alternatives Committee and various special interest groups have reviewed this report. After further discussion, it was moved by Councilor Rhodes and seconded by Councilor Peterson that the Solid Waste Public Facilities Councilor Committee approve and forward to the full Council the following issues:

- a). Adopt a policy that allows MSD to promote recycling receiving services by offering financial and managerial support to Recycling Drop/Receiving Center.
- b). Amend the MSD Solid Waste Management Plan to provide for Recycling Drop/Receiving Center.
- c). Approve the implementation strategy of initially providing on a trial basis two full-line Recycling Drop/Receiving Centers in the Beaverton and S.E. Portland areas.

After one year, the data and experience obtained from the operation of these two centers will be reviewed and evaluated and

a recommendation made regarding future efforts in recycling by MSD.

The motion passed unanimously.

Councilor Berkman felt that some members of the Council may have misinterpreted the intent of the news conference regarding the City/County of Denver's Hydrogen Study. It was his intent to suggest that MSD consider as a possible alternative to other solid waste disposal efforts the possible generation of hydrogen gas. Mr. Irvine was requested to set up a meeting between the Councilor Chairman, Mike Burton, Rick Gustafson and members of the Solid Waste/Public Facilities Council Committee to discuss future action concerning the hydrogen proposal. Mr. Irvine stated that the City/County of Denver is currently considering a contract with a private consulting firm to study resource recovery alternatives that would include the generation of hydrogen gas for use in the local bus system. The study which would take six months, will cost approximately \$70,000 and would be shared equally between City/County of Denver, the rapid transit district and the local steam utility.

Councilor Berkman requested that Mr. Irvine prepare a draft statement concerning the establishment of interim limited purpose demolition landfills.

Judy Bieberle gave a brief status report on the production of the solid waste film. She also distributed draft copies of the two public services announcements. The Committee concurred with the theme of the PSA's.

Gretchen Wolfe and Tom O'Conner outlined the procedures that were being followed in setting up the public meeting for the Mira Monte Bird Study to be held on September 6, 1979. The meeting structure will be discussed at the next Solid Waste/Public Facilities Council Committee meeting.

The Committee adjourned into executive session for the purpose of discussing contract negotiations with Publishers Paper Co. on the Resource Recovery Project.

REPORT WRITTEN BY: Merle Irvine

MI:ak

Zoo Committee (MSD Council)
Minutes: Special Meeting
August 23, 1979
5:00 p.m. Rian's Restaurant

NEXT MEETING
Thursday, Sept. 6, 1979
3:30 p.m. in the Zoo's
Education Building

Those present: Cindy Banzer, Chairperson; Councilors Craig Berkman
and Betty Schedeen.
Staff: Warren Iliff

Note: The special meeting previously scheduled for Wednesday, August
22 was not held.

1. Beaver/Otter Architect Selection

Mr. Iliff reviewed the history of the project and the process by which the architectural firms were reviewed and interviewed. Eight firms submitted written proposals. Through a written matrix evaluation the Selection Review Committee chose three firms to be interviewed. These were Jones & Jones, Walker, Macy & Mitcheltree; and Travers & Johnson. Ratings were given and the firm of Jones & Jones was recommended. Because of the firm's relevant experience and responsiveness to the RFP, Mr. Iliff felt that this selection is appropriate. Councilor Berkman expressed approval of the selection process and noted that documentation should be retained on file.

Motion: Councilor Berkman moved that the selection of Jones & Jones be recommended to the Council with the stipulation that they be encouraged to explore alternative energy production as a part of their design development studies. Motion carried.

2. Primate Construction Bid

Mr. Iliff reviewed the bidding process and related the fact that only one bid had been received and that it was considerably in excess of the budgeted figure for the project. Mr. Iliff reviewed some of the possible reasons for this and several alternative courses of action available.

Motion: Councilor Schedeen moved that the bid be rejected and that the staff pursue further study of the matter and alternate means of completing the project. Motion carried.

3. Chairperson Banzer asked that the Zoo staff be reassured of the high priority and Committee commitment to having the Primate Project completed.

4. Meeting was adjourned at 6:30 p.m.

Zoo Committee (MSD Council)
Minutes: August 16, 1979
3:30 p.m., Education Building
Washington Park Zoo

TWO SPECIAL MEETINGS
Wednesday, August 22, 1979
Noon, Ringside Restaurant
Gresham

Thursday, August 23, 1979
5:00 p.m., Ryan's Fish and Ale
6620 S.W. Beaverton-Hillsdale Hw.

Those present: Cindy Banzer, Chairperson; Councilor Betty Schedeen.
Staff: Warren Iliff, Kay Rich, Lee Marshall, Jack
McGowan, Judy Henry. Guests: Gretchen Wolfe and
Jack Pement.

- I. Reading of Minutes: The minutes of August 2, 1979 were approved as published.
- II. Jack Pement of the Oregon Journal was in attendance. Chairperson Banzer welcomed him and stated that the committee would be pleased to have him attend their meetings. She also stated that she has greatly enjoyed the articles he has done on the Zoo.
- III. Staff Presentation - Building and Grounds: Lee Marshall, Foreman of this Division, discussed in depth the role of the Building and Grounds Division within the zoo, stating that this Division is broken up into four subdivisions: Maintenance; Custodial and Garbage Collection; Grounds; and Railroad. With this staff the Zoo is able to do in-house almost all repair and maintenance of buildings, engines, plumbing and cages; all carpentry, building of animal transport cages, cabinetry, wood repair, masonry repair and most painting; and maintenance and repair of the railroad engines, cars, track, etc. The Division is therefore quite flexible in responding immediately to the needs of the zoo facility, with its main concerns being visitor safety and comfort and the well-being of the animals.

Lee outlined his main projects for the moment as being:
 - a. Yellow-Jacket Control: We have enlisted the help of Dr. Davis of the USDA in Yakima, Washington. He has developed an attractant for one of the two species that are on the zoo grounds, and through the use of that plus the finding and destroying of nests, steam cleaning of garbage cans once a week, and collecting garbage twice daily we are achieving a good measure of success in controlling this problem despite the most ideal yellow-jacket breeding weather conditions in years.

- b. Restrooms: The floors in the restrooms, no matter how much they are cleaned, are such that they never look clean. Lee has money in the budget for redoing some of the floors. He also would like to eliminate the floor flushing system.

The committee agreed that the restrooms do give the impression of being dirty and that this is a poor image to convey to the public. In addition to redoing the floors, the custodial personnel shift could change so that they can stay later and keep the restrooms picked up while the public is visiting the zoo in the evening, or perhaps extra personnel could be hired for the heavy visitor months. Work/study people could be utilized in this area. The committee feels that the correction of this problem is of high priority and asked that Lee and Kay Rich get together on this and come back to the committee in November with an update on what progress has been made in this area. Chairperson Banzer stated that the committee would support Lee should he request additional staff, money, etc., to solve this problem.

- c. Railroad: Lee's crew has installed a new passing track which will allow for a greater number of train runs per day.

Motion: Councilor Schedeen moved that a recommendation be made to the MSD Council for consideration of the proposal that the new passing track be named the "Neil Goldschmidt Siding Track".
Motion carried unanimously.

- d. Education Building: Lee would like to recarpet the lower portion of the Education Building.

Chairperson Banzer suggested that the windows on the one side of the building be enlarged which would make the interior lighter and also open up the view of the wooded area immediately outside and Warren stated that he has contacted someone to look at graphics improvements for the interior.

Lee was asked to put together a proposal and estimate of costs for enlargement of the windows and the addition of attractive graphics. The committee realizes that this is not a priority item in addressing the needs of zoo staff and animals, but perhaps the project could be undertaken if the materials and costs could be donated.

- e. Railroad: The Washington Park Zoo Railroad Station will be redesigned, and the design and building of that will be paid for by three railroad companies.

- f. Totem Pole: Lee is planning to develop a CETA project for the stripping and repainting of the totem pole.

Kay stated that there is a real need for a maintenance building that would be separate from the railroad roundhouse and which would have a good vehicle, wood and storage shop. This is in the development plan and is an item of substantial cost.

Chairperson Banzer asked if there was now a backup plan for use in the event the water supply from the reservoir is shut off as it was earlier this summer. Lee stated that the plan is to rent water coolers and chemical toilets (which is much cheaper than purchasing and storing them). The committee stated that when this happens again Lee should do whatever he needs to in bringing in outside facilities to service the visitors.

The committee is very concerned about the landscaping and the bad impression acquired by the visitors when they see unmowed grass and areas badly in need of weeding. Lee stated that all of the weeding must be done by hand because chemicals cannot be used due to the animals, and also said that the mowing could be done more often. It was the committee's comment that good landscaping is crucial to the public having a positive experience and suggested that money be put into the landscape budget for hiring a larger gardening crew. Councilor Schedeen stated that she had been asked by Warren to look into the possibility of obtaining a college work/study person from the horticultural department of the Mt. Hood Community College to assist the zoo landscaping personnel. Warren stated that the Zoo is in need of a landscape consultant and that Lee is developing an RFP to receive their services on a landscape master plan.

IV. Old Business

- a. Development Officer: A drafted job description for the position of a development officer has been sent to the MSD personnel office for review. It will then come back to the Zoo Committee for its approval and recommendation to the MSD Council. This will also involve obtaining the Council's approval to fund the office.
- b. Development Foundation - Organization: Councilor Schedeen distributed materials on the setting up of foundations. Warren stated that he would soon be attending a zoo conference in St. Louis and then visiting the Bronx Zoo in New York to learn about their foundation program. Councilor Schedeen suggested that he prepare a foundation questionnaire for the collection of information at the zoo conference.

- c. Zoo Trip: Warren distributed itineraries for the scheduled trip to California. Councilor Berkman has indicated that he has a conflict with these dates, but he will be contacted to see if he can join the rest of the committee members for part of the trip.
- d. Public Hearings: Jack McGowan distributed a statement/questionnaire (attached) and stated that right now the Zoo has a very good image and he is very much against publishing a questionnaire. The committee members liked questions #1 and #5, and stated that the lengthy copy at the top of the page should be greatly abbreviated.

Motion: Councilor Schedeen moved that questions #1 and #5 be used within the constraints of Jack McGowan's decision on how the questionnaire/statement should be worded. Motion passed unanimously.

Gretchen Wolfe distributed a list of proposed public meeting dates and places (attached). The committee objected to all of the meeting places, except for that of the new Gresham City Hall, and suggested the following:

- October 3: Committee members will contact various persons in an attempt to schedule this in the School Administration Building.
- October 10: Tualatan Hills Park and Recreation Center or alternative of Elsie Stuhr Senior Citizen Center.
- October 17: Councilor Schedeen will contact Commissioner Schumacher for his assistance in acquiring the use of a meeting place in Oregon City.

The committee members would like these meeting places firmed up by next week, as they would like to immediately go to the various Editorial Boards (The Oregonian, Oregon Journal, Willamette Week, Gresham Times, Community Times, etc.) to tell them about the hearings, what our ideas and plans are and to enlist their support in asking the public to come out to the public hearings.

V. New Business

- a. Morgan Berry Memorial: Discussion postponed.

- b. Meetings: There will be two special meetings of the Zoo Committee during the week of August 20. The first is scheduled for noon on August 22 at the Ringside Restaurant in Gresham. The sole agenda item for that meeting is the primate construction bid award.

The second meeting is scheduled for August 23 at 5:00 p.m. at Rian's Fish and Ale House located at 6620 S. W. Beaverton-Hillsdale Highway. The sole agenda item will be selection of an architect for the beaver/otter project.

The next regular meeting of this committee is scheduled for September 6 at 3:30 p.m. in the Zoo's Education Building.

Agenda

Date: September 18, 1979

Day: Tuesday

Time: 3:00 p.m.

Place:

- I. Revised LID Ordinance
- II. Contract Review with SCS Engineers & MSD for determination of solid waste characteristics and flow
- III. EPA Policy on 208 Funds (Discussion)
- IV. Portland State University contract for water quality sampling and testing
- V. Johnson Creek Progress Report
- VI. Landfill Siting up-date
- VII. Other Business

MEETING REPORT

DATE OF MEETING: September 4, 1979

GROUP/SUBJECT: Solid Waste/Public Facilities
Council Committee

PERSONS ATTENDING: Councilors: Craig Berkman
Jane Rhodes
Jack Deines
Gene Peterson

STAFF: Merle Irvine
Terry Waledele

GUEST: Ronald J. Dechter

MEDIA: Phill Adamsak, Oregon Journal

SUMMARY:

The minutes of the September 4, 1979, meeting were approved as submitted.

The meeting began with Mr. Waldele stating that the Environmental Protection Agency has organized a conference on regional water quality management for elected official and other participants. This conference will be held in Seattle, Washington, September 19 through the 21 at the Seattle Center, Shaw room. Mr. Waldele recommended that the Council Committee attend this conference. After some discussion, Mr. Waldele was directed to furnish the Council Committee with a detailed agenda, and following review each of the councilors would contact Mr. Waldele to indicate their interest of attending the conference.

Mr. Waldele reviewed a draft ordinance establishing procedures relating to local improvement districts and the apportionment and levy assessment related there too. Adoption of such an ordinance is necessary in order to implement the Johnson Creek drainage control measures as well as other public improvements. Mr. Waldele indicated that MSD's legal council, Andy Jordan, is reviewing the draft ordinance and will be proposing some modifications. A final draft ordinance should be ready for review by the Council Committee at their next meeting. The Committee suggested that the term benefited property be defined in the ordinance.

Mr. Irvine reviewed the latest draft of the by-laws for the Solid Waste Policy Alternatives Committee. He noted that the proposed membership of the advisory committee would include representatives from each of the three counties, from the City of Portland, a

citizen representative from each of the three counties, two representatives from the collection industry, two representatives of the landfill industry, and one representative each from the recycling and construction industry. In addition, ex-officio members without a vote would include, Clark County, Department of Environmental Quality and the Federal Environmental Protection Agency. After some discussion it was the consensus of the Council Committee that Article III, Section II (a) should be modified to reflect the appointment of members to the Committee other than those representing cities and counties to a term of two years. In addition, Article VI, "Reporting Procedures" was also discussed. The Council Committee was still unsure of the proper reporting procedures and requested that when this issue was resolved the appropriate language would be included in the by-laws. It was moved and seconded that the Solid Waste Policy Alternatives Committee By-laws be approved incorporating these changes noted. Motion passed unanimously.

Mr. Irvine gave a brief status report of the Landfill Siting Feasibility Studies for Mira Monte and Durham. A preliminary report on the bird hazards at the Mira Monte Site has been issued by CH2M Hill. In response to questions raised by the siting committee, the Division of Aeronautics and the MSD staff, CH2M is expanding their report and should be available the second week of September. In addition, CH2M has completed the drilling at the Durham Pit and we anticipate Task I report to be issued during the first week in October. The Council Committee discuss their participation in the local landfill siting committees. It was a consensus that the Council Committee should focus their involvement in public meetings and public hearings and that the siting committees should involve primarily the staff, our engineers and the people in the vicinity of the possible landfill site. It is also the Committee's feeling that the local siting committees should be chaired by one of it's members.

Council Peterson reviewed a letter received from Mr. William Dawkins, Director of Public Affairs for Bio-Solar Research Development Corporation in Eugene. This company produces a pellet made from waste wood for use as a fuel. Since Councilor Deines will be in Eugene on September 15 staff was requested to contact Mr. Dawkins and arrange a tour of the pellet plant.

Report Prepared by Merle Irvine

MEETING REPORT

DATE OF MEETING: September 4, 1979

GROUP/SUBJECT: Ways and Means Committee

PERSONS ATTENDING: Couns. Jack Deines, Donna Stuhr, Mike Burton, Corky Kirkpatrick and Cindy Banzer

Executive Officer Rick Gustafson

Staff: Denton Kent and Charlie Shell

MEDIA: None

SUMMARY:

Chairman Corky Kirkpatrick called the meeting to order at 5:30 p.m., opening discussion on the Charge to the Finance Task Force. The Committee approved the revisions made by staff to a previous draft. Coun. Kirkpatrick introduced a list of potential appointees to the Task Force for Committee consideration. The Committee suggested additional names to be added to the list. Couns. Kirkpatrick and Burton and Executive Officer Gustafson will review the list and present a final recommendation to the Council at its September 13 meeting.

A draft of proposed guidelines on the use of Per Diem and request for reimbursement of other expenses was reviewed. Coun. Kirkpatrick indicated that she would present a draft document to the Council for consideration at its September 13 meeting.

Letters were received from the Portland Area Women's Political Caucus and from Oregon Now, Inc., supporting the position that child care should be an allowable Council expense. A phone message from the Portland Chapter of NOW supporting this position was also relayed by staff. Coun. Banzer expressed her position that child care expenses should be reimbursed.

Coun. Deines stated his view that the determination of what expenses were to be requested for reimbursement should be left to each Councilor's discretion. He noted that Councilors would have to defend their own record should they decide to run for office again. Coun. Stuhr agreed that Councilors should not be in the position of telling other Councilors how to spend their expense allowance.

Coun. Burton noted that guidelines were needed on out of state travels. He suggested that Per Diem not be allowed but that actual expenses be reimbursed. Child care, in his view, would be an allowable expense. He also suggested tightening the definition of official meetings used to claim Per Diem to mean only Council or

regularly assigned Committee meetings. An exception could be made to allow Per Diem if a Committee requested the attendance of a Councilor who was not a regular Committee member.

Coun. Deines asked that Councilors be made aware of conferences which staff now attend. He suggested that travel and lodging should be paid from a source other than the Councilors expense allowance.

Executive Officer Gustafson stated that such a provision in any guidelines should be stated as a special exception to be made by the Council as a whole to be paid from a source in the budget which was controlled by the Council.

Coun. Kirkpatrick suggested drawing on a Council contingency for general meeting expense.

The Committee discussed the issue of whether other expenses could be claimed on Per Diem days. Coun. Kirkpatrick recommended that the Council follow the state guidelines, which excluded other expenses when Per Diem is paid. Couns. Burton and Stuhr expressed their view that expenses incurred earlier in the day of a Council meeting should be allowed. However, Coun. Burton felt that two Per Diems should not be allowed for any one day. Non-Committee meetings would not qualify for Per Diem. Coun. Burton suggested that Internal Revenue Service Guidelines pertaining to business expenses allowed for deductions be followed.

The Committee then made specific changes in the draft guidelines which were to be passed on to the full Council for review.

Charles Shell discussed the format of financial reports which could be made available to the Council and requested that members of the Committee give their comments. Coun. Burton stated that he was pleased with the report, adding that while the Council might not be expected to take specific action on these reports, he saw them as being useful to assist the Council to keep informed on how funds were being spent.

The Committee then recommended approval of an extension of the Word Processing Equipment Lease.

The meeting was adjourned.

REPORT WRITTEN BY: Charles Shell

COPIES TO: Ways and Means Committee
Executive Officer

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Metropolitan Service District
527 SW Hall Portland, Oregon 97201 503/221-1646

Agenda

Date: September 18, 1979
Day: Tuesday
Time: 5:00 p.m.
Place: Conference Room "A"

WAYS AND MEANS COMMITTEE

1. Discussion of Rules Establishing MSD as a Contract Review Board.
2. Discussion of Finance Task Force
3. Discussion of Financial Reporting Schedule

CS:mec

A G E N D A M A N A G E M E N T S U M M A R Y

TO: MSD Council
FROM: Executive Officer
SUBJECT: Appointments to Finance Task Force and Charge to Task Force

BACKGROUND: MSD is faced with the task of planning for the replacement of two key revenue sources when the legal authority to collect these revenues expires at the end of FY 1982. These revenues are 1) a serial levy supporting the Zoo and 2) the authority to assess dues on local jurisdictions. It is recommended that a task force of twelve people, four from each of the following groups: State Legislators, local officials and citizens at large be established. The task force would be charged with the responsibility evaluating the options for replacing these two revenue sources and providing a list of longer range financial and organizational issues for further Council consideration. A report would be made by December, 1979.

BUDGET IMPLICATIONS: Existing staff resources will be used to support the task force.

POLICY IMPLICATIONS: The composition of the task force and the nature of its charge will have a very strong impact on the future direction of MSD's financial policy and the priorities for assuming additional responsibilities.

ACTION REQUESTED: Approve the appointment of those persons recommended by the Chairman of the Council to the Finance Task Force and the charge to this Task Force.

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approved
APPROVED BY THE
COUNCIL
THIS 13th DAY OF Sept, 1979
Mary C. Leach
CLERK OF THE COUNCIL

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF APPROVING A)
CHARGE TO A SPECIAL MSD FINANCE)
TASK FORCE AND APPOINTING MEMBERS)
TO THAT TASK FORCE)

RESOLUTION NO. 79-84

Introduced by
Corky Kirkpatrick

WHEREAS, The legal authority to continue to collect a Zoo serial levy and dues assessed on local jurisdictions at the end of the 1982 fiscal year; and

WHEREAS, It is necessary to consider alternatives for replacing these revenues; and

WHEREAS, The MSD Council deems it important to receive the views of State Legislators, local officials and citizens at large before making decisions on this matter; now, therefore,

BE IT RESOLVED,

1. That the attached Charge to the MSD Finance Task Force be approved.

2. That a 12 member Task Force be comprised of four representatives from each of the following groups: State Legislators, local officials and citizens at large.

3. That the Council appoint representatives to the Task Force as recommended by the Council.

ADOPTED by the Council of the Metropolitan Service
District this 13th day of September, 1979.

Presiding Officer

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CHARGE TO FINANCE TASK FORCE

Charge to Task Force

The Task Force is charged to provide the Council with an analysis of a range of options for financing current Metropolitan Service District (MSD) activities by December, 1979. The analysis should specifically cover the equity of a proposed method of financing, the cost of administration and the growth potential (elasticity) of each option.

The Council will make the final policy decision on the type of financing option to be used, the amount of funds to be raised and the functions to be assumed in the future.

The expectations for the December, 1979 report are:

1. Evaluate the sufficiency of existing funding sources to:
 - a. sustain the current level of services;
 - b. provide adequate funding flexibility to set priorities independent of federal and state grants-in-aid.
2. Analyze the options for replacing revenues lost when the zoo serial levy and the dues assessment authority expire at the end of the 1981 fiscal year. The following questions should be specifically addressed:
 - a. Should MSD seek voter approval of a tax base or a serial levy to support general planning, Council and Executive Management activities before requesting authority from the State Legislature to extend dues assessments on local jurisdictions?
 - b. If the answer to the preceding question is no, recommend an alternative strategy for funding general MSD activities after 1981.
 - c. If the answer is yes, which of the following options should be chosen?
 1. Serial Levy:
 - combine a Zoo and general MSD serial levy on the May ballot
 - place a separate Zoo and general MSD serial levy on the May ballot
 - consider other options for placing separate serial levies on either the May or November ballots

2. Tax Base:

- seek a tax base for both the Zoo and general MSD support on May ballot
- seek a tax base for either the Zoo or general MSD support on May ballot
- consider other options for placing a tax base on either the May or November ballots

Combination:

- consider any other combination of a serial levy or tax base for either the Zoo or general MSD support

3. List and evaluate any other potential revenue sources.
4. Provide a list of issues which the Council should consider in developing a long term view of direction MSD may take in assuming and financing new functional responsibilities.

Background

The legislation authorizing the formation of MSD allowed the new government to raise local revenues needed to support planning activities and executive management and Council expenses through dues assessed on local governments in the service area. The authority to collect dues is set to expire at the end of FY 1981. The intent of the legislation was to give MSD time to become established and find a new source of local funding. Without a source of local funds to match state and federal grants, planning programs and Council support systems would be severely impaired.

Also, MSD is heavily dependent on federal and state grants to fund planning activities. Unless MSD is authorized to collect a greater amount of local funds than is now possible with dues assessments, it will be necessary to continue to set program priorities based upon availability of grants.

The enabling legislation permitted MSD to absorb Tri-Met if authorized by a majority vote of the Council. Additional functions could not be assumed until the organization received local voter approval for either a tax base or an income tax.

When the new government took over the activities of the prior MSD in January, 1979, it inherited a serial levy supporting the Zoo which was set to expire at the end of the 1981 fiscal year. This \$2 million levy provides 40% of the total Zoo revenues.

The Task Force has been structured to draw representatives from three key groups having a strong interest in MSD. These groups are the Oregon Legislature, local government officials, and general citizenry. To keep the committee small enough to work under a tight

deadline, four people will be appointed from each group to form a 12 member committee.

Problem Statement

The task of developing a long-term financial strategy for MSD must deal first with the problem of replacing the two key revenue sources, (which are dues assessment and Zoo serial levy) before the end of the 1981 fiscal year. The options and recommendations offered resolving the immediate problem should be consistent with a longer-term view of the organization.

The timing of the next state legislative session, which will adjourn about the time the 1982 fiscal year begins, adds additional pressure to resolve the immediate funding problem. Should MSD fail to secure approval for a new source of local funding, there will be only one opportunity to appeal to the legislature for approval to continue the dues assessment before the current authorization expires. If an effort is not made to secure local funding, MSD will have difficulty supporting a request to extend dues assessments.

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A G E N D A M A N A G E M E N T S U M M A R Y

TO: MSD Council
FROM: Executive Officer
SUBJECT: Proposed Recycling Drop/Receiving Centers

BACKGROUND: The MSD Solid Waste Management Plan (SWMP) outlines the goal of waste reduction through the implementation of resource recovery, source separation and recycling. The impact of waste reduction is significant, resulting in extended landfill site life, increased collection efficiency, and energy conservation.

Foreseeing a necessity for an organized districtwide recycling program, on April 3, 1979 the MSD Solid Waste/Public Facilities Council Committee (SW/PFCC) approved the concept of MSD involvement in the region's recycle effort. The Committee requested the MSD staff to prepare an analysis of potential involvement strategies including management and fiscal impacts. The analysis is contained in the report -- "Recycling Drop/Receiving Centers Proposal," September 13, 1979. The findings of the report are as follows:

1. As a public service, the existing recycling effort in the metropolitan area should be expanded and include surrounding environs such as Beaverton, Hillsboro, Gresham and Oregon City.
2. Supporting recycling receiving centers in the District is a viable approach toward the accomplishment of waste reduction as mandated in the MSD SWMP and SB 925.
3. MSD managerial and financial support is necessary for the continuation of existing full line recycling service.
4. The annual cost to support the two proposed recycling centers would be approximately \$28,350 -- \$54,900, or \$1,181 -- \$2,287 per month, depending on tonnage of recycling material and existing materials market.
5. The financial impact of the expanded recycling effort in terms of disposal cost savings collection, landfills and resource recovery facility operations cannot be estimated at this time.

To accomplish these needs and at the same time assess the feasibility of MSD involvement in the recycling effort, it is proposed that two trial recycle drop/receiving centers be established initially. Implementation of these two trial centers will occur in three phases:

Phase I. Acquire site and obtain contractor

- . Acquire site (purchase, lease, rent)
- . The site may be selected by either MSD or the prospective operator.
- . Publish RFP and receive bids for recycle operation (one year)
- . Award contract to best proposal on basis of cost, services offered and qualifications

Phase II. Recycle Center Monitoring and Evaluation

- . Monitor recycle centers (survey users) and make mid-stream modifications if necessary.
- . Evaluate sites after one year on basis of:
 - . expenses incurred
 - . public usage
 - . operational criteria
 - . contractual agreement
- . Decision Making -- discontinue MSD involvement or continue and expand service.

Phase III. Comprehensive Recycling Plan

If a recommendation is made to continue involvement, a Comprehensive Recycling Plan will be formulated. This Plan will address such issues as:

- . MSD/DEQ Coordination
- . Certification/Franchising Implementation
- . Recycling Receiving Center Operations Criteria
- . Operation Monitoring
- . Recycle Receiving Center/Transfer Station Distribution
- . Financial and Managerial Support Guidelines
- . Role in Materials Market
- . Media/Promotion Program

BUDGET IMPLICATIONS: Management of the implementation of the two drop/recycle receiving centers for the one year trial period would require a minimal commitment by in-house staff. The Council acceptance of the policy will impact the budget approximately \$28,350-\$54,900 per year for two trial recycling drop/receiving centers. Funds are currently available in the Solid Waste Budget.

POLICY IMPLICATIONS: The acceptance of the source separation policy through the implementation of recycle drop/receiving centers:

- . will recognize MSD as an active service organization fulfilling

the solid waste needs of the public,

- . will increase public awareness to solid waste problems and demonstrate how MSD is dealing with them,
- . will enable the public to participate in a program which directly contributes to the making of a better environment.

ACTION REQUESTED: It is the Solid Waste Policy Alternatives Committee, the Solid Waste/Public Facilities Council Committee, and staff recommendation that the MSD Council:

- a. Adopt a policy that allows MSD to promote recycling receiving services by offering financial and managerial support to Recycling Drop/Receiving Centers.
- b. Amend the MSD's Solid Waste Management Plan to provide for Recycling Drop/Receiving Centers.
- c. Approve the implementation strategy of initially providing, on a trial basis, two full-line Recycling Drop/Receiving Centers in the Beaverton and S. E. Portland areas. After one year, the data and experience obtained from the operation of these two centers will be reviewed and evaluated and a recommendation made regarding future efforts in recycling by MSD.

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approved BY THE
CLERK
THIS *13th* *Sept.* 1977
Mary E. Carter
CLERK OF THE COUNCIL

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF SUPPORTING)
RECYCLING BY PROVIDING RECYCLING)
DROP/RECEIVING CENTERS AND AMEND-)
ING THE SOLID WASTE MANAGEMENT)
PLAN)

RESOLUTION NO. 79-85

Introduced By The
Solid Waste/
Public Facilities
Council Committee

WHEREAS, The MSD Solid Waste Management Plan (SWMP) outlines the goal of waste reduction through the implementation of resource recovery, source separation and recycling; and

WHEREAS, The MSD Solid Waste/Public Facilities Council Committee approved the concept of MSD involvement in the region's recycle effort; and

WHEREAS, The Committee requested the MSD staff to prepare an analysis of potential involvement strategies including management and fiscal impacts which is contained in the report, "Recycling Drop/Receiving Centers Proposal," September, 1979; and

WHEREAS, The Solid Waste Policy Alternatives Committee and the Solid Waste/Public Facilities Council Committee, have reviewed the "Recycling Drop/Receiving Centers Proposal" and support the proposal; now, therefore,

BE IT RESOLVED,

1. That the MSD Council adopts a policy that allows MSD to promote recycling receiving services by offering financial and managerial support to Recycling Drop/Receiving Centers.
2. That the MSD Council amends the MSD's Solid Waste Management Plan to provide for Recycling Drop/Receiving Centers.
3. That the MSD Council approves the implementation

strategy of initially providing, on a trial basis, two full-line Recycling Drop/Receiving Centers in the Beaverton and S. E. Portland areas for one year, after which time an evaluation will be performed to determine the future MSD recycling effort.

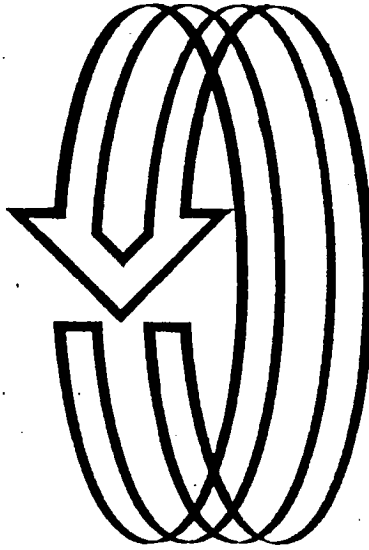
ADOPTED by the Council of the Metropolitan Service

District this 13th day of September, 1979.

Presiding Officer

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RECYCLING DROP/RECEIVING CENTERS PROPOSAL



Metropolitan Service District
September, 1979

RECYCLING DROP/RECEIVING CENTERS
PROPOSAL

Prepared by:
Solid Waste Division

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I. Introduction

The MSD Solid Waste Management Plan (SWMP) outlines the goal of waste reduction through the implementation of resource recovery, source separation and recycling. The impact of waste reduction is significant; resulting in extended landfill site life, increased collection efficiency, and energy conservation.

Historically, the recycling effort has been limited to the metropolitan area. Collection centers operated by neighborhood associations and citizen groups receive glass, newspaper, aluminum, cardboard (corrugated), tin cans, motor oil and other materials for recycling. The overall effort has been only marginally successful; with most centers operating in the "red," due to participation and management problems and varying materials markets.

Foreseeing a necessity for an organized districtwide recycling program, the MSD Solid Waste/Public Facilities Council Committee (SW/PFCC) approved the concept of MSD involvement in the region's recycle effort. The committee requested the MSD staff to prepare an analysis of potential involvement strategies including management and fiscal impacts.

II. Findings and Recommendations

The investigation and analysis summary is outlined in the "findings." The "recommendations" outline proposed action to accommodate these needs.

Findings:

1. As a public service, the existing recycling effort in the metropolitan area should be expanded and include surrounding environs such as Beaverton, Hillsboro, Gresham and Oregon City.
2. Supporting recycling receiving centers in the District is a viable approach toward the accomplishment of waste reduction as mandated in the MSD SWMP and SB 925.
3. MSD managerial and financial support is necessary for the continuation of existing recycling service.
4. The annual cost to support the two proposed recycling centers would be approximately \$28,350 -- 54,900, or \$1,181 -- 2,287 per month, depending on tonnage of recycling material and existing materials market (see Part VII).
5. The financial impact of the expanded recycling effort in terms of disposal cost savings (collection, landfills) and resource recovery facility operations cannot be estimated at this time.

Recommendations

1. The SWMP should be amended to provide MSD with the ability to promote recycling receiving services by offering financial and managerial support.
2. Implementation of the preliminary phase of waste reduction through the deployment of two trial full line recycle drop/receiving centers for a period of one year in Southeast Portland and Beaverton areas.

These recommendations reflect stipulations outlined in Section VI of this report.

III. History of Recycling

Solid waste management practices in the United States have encountered major changes down through history. Until the twentieth century, solid waste consisted primarily of food waste and ashes. Foods and other commodities were generally sold in bulk and carried home from the store in paper containers and the food waste was fed to fowl and domestic animals. Refuse collection was performed by "rag" men and "junk" men who collected scrap metals and farmers who collected food waste which was fed to domestic animals. Following World War I tin cans and glass bottles came into general use and the composition of household waste changed significantly. Solid waste management programs now operating in the Portland area are basically refinements of the landfill system started in the 1920s (City Club Report, 1976, p. 106). However, some changes in the solid waste picture have occurred. Open burning dumps are closed. Hazardous wastes are now being landfilled by environmentally sound methods. Citizens are strongly opposed to landfill sites in their communities, with landfill siting becoming a near impossibility.

But one unique manner in which the citizen is directly involved in the business of garbage is the growth during this decade of residential recycling systems. While these programs date back to Depression and World War I and II era practices, the environmental movement following Earth Day 1970 gave new definition to the reclamation of resources. Many individuals, particularly in Oregon, are concerned about the resource and energy consequences of traditional disposal practices.

The most traditional waste management alternative is the recycling of materials. The Liberty Bell was melted and reformed twice, George Washington owned a copper recycling mill, and Paul Revere was actually a metals broker. This deep history has been duplicated in Portland. Waste haulers have been reclaiming corrugated boxes since Independent Paper opened in Northwest Portland in 1918. The scrap metal reclamation business is a traditional Portland enterprise due to our fresh water port. Portland is a major junk car recycling center.

The local glass container manufacturing plant is one of the nation's largest cullet reclamation sites. There are several long-time waste oil recycling facilities in the city.

Source separation programs have been used extensively in recent history -- the most notable being the neighborhood can and paper recovery programs during World War II -- both for recovery of materials and reducing disposal volumes. Source separation implies a totally different citizen concept of waste -- that is, preparation of a resource rather than disposal of an annoyance.

Since 1970, residential recycling has changed. There has been a concerted move away from the one item fund raising recycling drives toward multi-material programs. Two compatible systems have developed to serve the citizen's recycling needs: the drop-off center and the recycling collection service. Portland has good examples of each; the former is represented by Portland Recycling Team and the latter by Cloudburst and Sunflower Recycling. Some refuse haulers are also providing collection of recyclable material as a service and their customers.

IV. Existing Recycling Efforts

Recycling is becoming a more prominent factor in the refuse industry. Aided by the fact that Portland is the eighth most diversified manufacturing center in the United States, Portland has a variety of local secondary material users. DEQ ended 1977 "with listings in the Portland area for 88 nonprofit recycling projects, 58 individuals or small businesses recycling for profit, 15 garbage haulers offering free recycling collection to their customers; and 43 markets (2 glass, 27 paper, 4 plastic, and 13 metals) for a total of 203 Portland area recycling organizations" (Source Franchise Report, p. 5).

The Portland Recycling Team, Inc. (PRT) is the oldest and largest nonprofit recycling organization in the Pacific Northwest. PRT began in 1970 and was incorporated in 1972. The organization's activities were first limited to the campus at Portland State, but after a trial period in 1972 it developed into a full-time recycling center.

At present, PRT employs 35 full-time people, and in 1978 recycled 725 tons/month. PRT acts as consultant to community groups to help establish recycling centers or projects. The Team also acts as a "middleman" between 22 small nonprofit markets. Through PRT's assistance, two neighborhood recycling collection projects, Cloudburst and Sunflower Recycling, have been implemented.

PRT offers a community education program that provides for speaking engagements to schools, citizen groups, etc., a tour

of a recycling facility, displays at fairs and conventions. At the main office there is an educational resource center.

PRT was funded by the Federal Energy Administration to begin a Recycling Switchboard for industry. PRT serves as a waste information exchange between industries, about wastes they can reuse, in particular inorganic chemicals, acids, sludges, and solvents.

Cloudburst has been in the recycling business since April, 1975. The area serviced is in Northeast Portland and Northwest Portland, and Cloudburst is now serving about 350 residences in those neighborhoods. It offers two services. One is a monthly recycling service at \$1.50 per month. The other is a complete collection service where recyclables are collected as well as residual garbage. Service rates are \$4.00 per month, weekly service, for one can plus recyclables. Every other week service is \$2.75 and once a month service is \$2.00.

Sunflower Recycling has been in business since late 1973. They currently serve approximately 400 homes throughout Portland, and provide the same types of services as Cloudburst. PRT, and the organizations it serves, recycled approximately 8,662 tons of materials in 1978. Following is more specific information on the types of materials kept from the landfills:

Glass	4,255	tons
Cans	325	"
Newsprint	1,749	"
Scrap	1,144	"
Aluminum	59	"
Kraft	44	"
HiGrade	249	"
Corrugated	837	"

In the last year the average price being paid for source separated material was as follows:

Newsprint	\$ 25	per	ton
White Ledge	\$ 70	"	"
Corrugated	\$ 22	"	"
Waste Paper	\$ 8	"	"
Glass	\$ 30	"	"
Cans	\$ 30	"	"
Aluminum	\$ 340	"	"

SCS Engineers of Long Beach, California, recently conducted a detailed survey of household waste separation procedures and concluded: "Requirements for householder separation efforts consume minimal amounts of time and are not costly." The study involved four materials which are most likely to be collected separately -- newspaper, glass, tin/steel and aluminum, which comprise around 30 percent of total household wastes."

SCS judged costs to the resident negligible, because the equipment needed for home separation -- a second garbage can, a knife, a can opener, is inexpensive and likely to be present in the home anyway. Ongoing costs for water, twine and electricity used in cleaning and bundling totaled 2 cents per month.

SCS similarly found time requirements for home separation minimal -- householder time, including cleaning, bundling, and transportation of recyclables, was estimated at 2-1/2 minutes per day; or 18 minutes per week; or 73 minutes per month, barely enough to qualify as a chore to occupy a slothful kid. Storage space required for a one-month accumulation averaged 9 square feet. This, then, is the total measure of social inconvenience to the householder: 73 minutes, 2 cents, and 9 square feet per month for separation of 30-35 per cent of total waste generated. (Source: Resource Conservation Through Citizen Involvement in Waste Management, p. 23.)

V. Evaluation of Recycling Needs

Public Concern

Public outcry has demonstrated that the need for a viable recycling program exists in Portland and vicinity. For example, in 1977 the DEQ Recycling Switchboard received over 13,000 calls, mostly dealing with citizens requesting information about recycling various materials. Interest in recycling has increased significantly since that time. For example, in February-May, 1978, 3,424 calls were received, whereas in the same period in 1979, 5,183 calls were handled by the switchboard. When it was determined that there would not be any recycling receiving service in the southeast Portland area, 1,880 people called the switchboard in the month of June (1979) as compared to 715 calls in the same month last year.

The key concerns of the public have been convenience and availability of recycling receiving centers. In the Portland metropolitan area, there are 120 centers -- 80 percent of which recycle only newspaper and glass. Since December, 1978, 45 centers have gone out of business and only three centers have started service. PRT, which operates the only full-line recycling service, recently discontinued service in southeast Portland. Two other larger recycling operations in northeast Portland face relocation due to the loss of a storage facility.

Service in the outlying areas of Gresham-Troutdale, Oregon City, Beaverton and Hillsboro is also limited. Gresham Recycling, which handled 40-50 tons/month recently went out of business. Existing service in that area is limited to Lynchwood Church, St. Ann's Parish and Luthern High School. Other smaller operations also exist. In Oregon City, the operations in Gladstone, the Oregon City High School and Clackamas County Recreational Center have been curtailed. Currently, only minor service is provided.

In Beaverton, and Hillsboro cursory service is provided by various neighborhood associations. In light of this lack of service, the public must travel greater distances to deposit their source separated materials. Also, most of existing recycling centers are limited to operating once or twice a month rather than on a continuous basis.

According to a 1975 PRT public survey, the reason that most people recycle is to clean up the environment. Whereas technology exists for environmentally safe large-scale energysaving systems (e.g., resource recovery, solar and wind power), recycling is a "technology" where the individual can directly participate in its implementation. The individual gets immediate feedback in the form of self-satisfaction -- knowing that he/she can directly contribute to the making of a better environment.

Recycler's Concern

The overall lack of success of recycling operations can be attributed to several factors:

- a. Difficulty in locating receiving centers due to cost and/or zoning constraints
- b. Increased equipment cost
- c. Materials market variability
- d. Poor management techniques
- e. Increased operating costs
- f. Lack of continued participation due to inconveniences to users

A majority of the recycling centers are operating at a deficit and the MSD has been approached by several recycling operators seeking funds. Recycling services in southeast Portland have been curtailed. The center at Lewis and Clark College has also closed, leaving a large area without service.

VI. MSD Involvement Strategy

It is proposed that two trial recycle receiving centers be deployed for one year to assess the feasibility of MSD involvement in the recycling effort. After one year, the data and experience obtained from the operation will be reviewed and evaluated by MSD staff or an outside consultant. The evaluation of the trial centers will address economic, environmental and market impacts. The evaluation will also contain a critique of public involvement and promotion effectiveness.

By establishing a trial center:

- . in an area where a full line recycle receiving center recently operated (Southeast Portland), and
- . in a new service area (Beaverton),

the probability for a credible evaluation after one year is substantially greater than an evaluation based on the data from only one test center. Specifically, operating two centers in the proposed locations will provide data for the determination of possible demographic impacts on recycle success. For example, the following comparisons will be addressed:

- . Suburban Location vs. Urban Location
- . Home-Owner District vs. Rental District
- . Higher Income District vs. Moderate Income District
- . Commuting District vs. Public Transit District

The recycle center evaluation will provide the necessary input required for sound decision making.

Phase I. Acquire Site and Obtain Contractor

- . Acquire site (purchase, lease, rent).
- . The site may be selected by either MSD or the prospective operator.
- . Publish RFP and receive bids for recycle operation (one year). Operation responsibilities include:
 - . Site Improvement and Facilities
 - . Equipment Acquisition
 - . Trucking Costs to Markets
 - . Marketing and Processing Costs
 - . Public Involvement and Promotion Program
 - . Operational Data Compilation
- . Award contract to best proposal on basis of cost, services offered and qualifications.

The proposal may include the extent of MSD's financial and managerial commitment:

- . Rental Costs
- . Utilities Costs
- . Equipment Costs
- . Cost Recovery Scheme from Recycled Materials
- . Securing Markets

Phase II. Recycle Center Monitoring and Evaluation

- . Monitor recycle centers (survey users) and make mid-stream modifications if necessary.

- . Evaluate sites after one year on basis of:
 - . Expenses Incurred
 - . Public Usage
 - . Operation Criteria
 - . Contractual Agreement
- . Decision Making -- discontinue MSD involvement or continue and expand service.

Phase III. Comprehensive Recycling Plan

If a recommendation is made to continue involvement, a Comprehensive Recycling Plan will be formulated. This Plan will address such issues as:

- . MSD/DEQ Coordination
- . Certification/Franchising Implementation
- . Recycling Receiving Center Operations Criteria
- . Operation Monitoring
- . Recycle Receiving Center/Transfer Station Distribution
- . Financial and Managerial Support Guidelines
- . Role in Materials Market
- . Media/Promotion Program

MSD and DEQ will ensure a cohesive recycling program is implemented. It is predicted that the DEQ role as the information clearing house will continue. This includes providing for educational workshops, hot-line service, information and technical assistance. DEQ has plans of expanding its role by implementing statewide certification.

VII. Managerial and Financial Impacts on MSD

To ensure a coordinated Recycling/Resource Recovery Program as outlined in the SWMP, management of the recycling effort will be conducted by MSD Solid Waste staff. MSD managerial support includes:

- . Project Management and Direction (procurement and budget administration)
- . Establishment of Operational Criteria
- . Contract Compliance Evaluation/Modification
- . Facility Monitoring/Auditing
- . Materials Market Assistance
- . Establishment of Mechanisms for Receipt of Public Comments
- . Permit Aquisition Assistance

It is projected that MSD Solid Waste Division has sufficient qualified (in-house) staff to manage the proposed initial recycling centers as outlined in Section VI.

Financial impact scenarios of MSD's initial recycling involvement are outlined below. Centers A and B reflect existing operations based on PRT experience and include a possible cost recovery arrangement. The expenses include rent, labor and utilities. The cost recovery scheme designates (e.g., Glass) the operator to receive a minimum price for recycled materials based on 16/30 of the market value (\$30). MSD and the operator equally split the remaining \$14 fraction. From this arrangement, MSD would receive \$171.22 from 24.5 tons of glass. Center C (MSD projections) outlines a range of costs based on variances in tonnage. Center D reflects a past operation in the Southeast Portland area. A cost recovery scheme where the operator and MSD equally split the cost of recovered materials is also outlined.

As previously outlined, it is proposed that the contractor as part of his bid, will designate the respective MSD costs and cost recovery agreement (recycled materials).

FINANCIAL IMPACT SCENARIOS

<u>MSD Expenses</u>	<u>Center A</u>	<u>Center B</u>
Rent	\$ 125	\$ 500
Labor @\$5/hr. (includes benefits)	1,512	1,512
Utilities	<u>50</u>	<u>50</u>
TOTAL MSD Cost	\$1,687	\$2,062
 <u>MSD Cost Recovery Scheme w/Floor Price</u>		
<u>Glass</u> @\$30/ton; \$16 to contractor and 50/50 on \$14	\$ 171.22 (24.5 tons)	\$ 141.77 (21.1 tons)
<u>News</u> @\$27.50/ton; \$7.50 to contractor and 50/50 on \$20	413.70 (41.4 tons)	257.80 (25.8 tons)
<u>Tin</u> @\$30/ton; \$22 to contractor and 50/50 on \$8	20.44 (5.1 tons)	22.48 (5.6 tons)
<u>Scrap paper</u> @\$8/ton; \$7.50 to contractor and 50/50 on \$.50	6.04 (24.2 tons)	3.77 (15.1 tons)
TOTAL MSD RECOVERED COSTS	\$ 611.40	\$ 431.82
NET COST TO MSD per mo.	1,075.60	1,630.18
NET COST TO MSD per yr.	12,907.20	19,561.56

TOTAL NET MONTHLY COST TO MSD UNDER SUCH AN ARRANGEMENT WOULD BE \$2,705.78.

TOTAL NET ANNUAL COST TO MSD FOR TWO RECYCLE CENTERS \$32,468.76.

FINANCIAL IMPACT SCENARIOS (Continued)

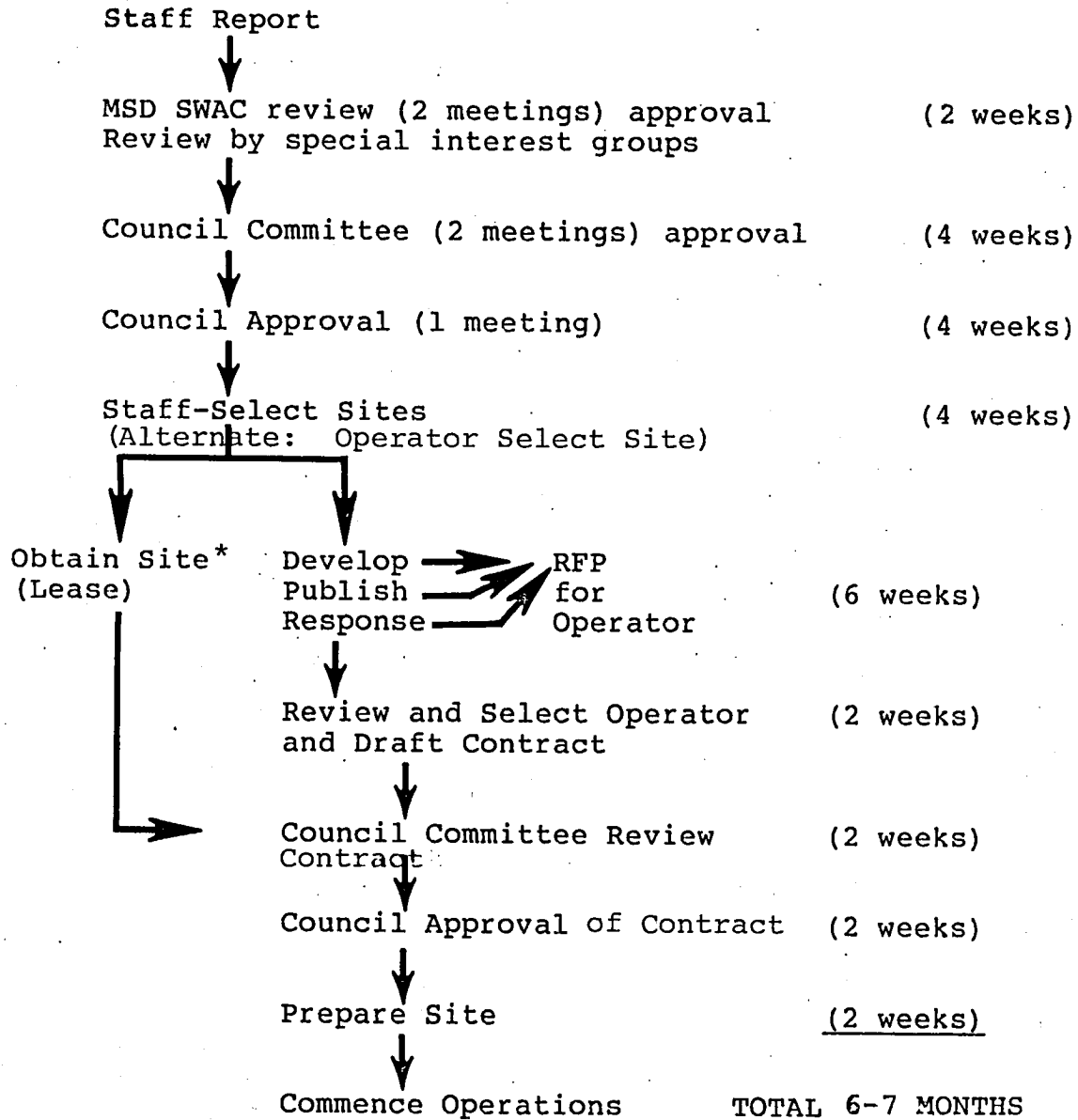
<u>MSD Expenses</u>	<u>Center C</u>	<u>Center D</u>
Rent	\$1,000	\$500
Labor	2,000	1,700
Utilities	<u>100</u>	<u>100</u>
TOTAL MSD Cost	\$3,100	2,300

MSD Cost Recovery Scheme (MSD and Operator Sharing Equally)

<u>Glass</u> @ \$30/ton	\$375-700 25-50 tons	\$250.50 16.7 tons
<u>News (tons)</u> @27.50/ton	\$343.75-825 25-60 tons	\$222.75 16.2 tons
<u>Tin (tons)</u> @30/ton	\$75-300 5-20 tons	\$46.50 3.1 tons
<u>Scrap paper</u> @ \$7.50/ton	\$18.75-93.75 5-25 tons	\$31.50 8.4 tons
TOTAL MINIMUM RECOVERED COSTS	\$ <u>812.50</u>	-----
TOTAL MAXIMUM RECOVERED COSTS	\$ <u>1,918.75</u>	<u>\$551.25</u>
NET COST TO MSD per mo.	1,181.25 - 2,287.50	\$1,748.75
NET COST TO MSD per yr.	\$14,175 - 27,450	\$20,985
NET COST TO MSD per yr. FOR TWO RECYCLE CENTERS		<u>\$28,350 - 54,900</u>

VIII. MSD Schedule for Implementation

The following proposed schedule provides for accommodation of comments from the SWPAC, Council Committee and the public. If necessary the schedule will be updated after 12 weeks.



*Alternative: Operator Select Site

APPENDIX

In April, 1975, PRT conducted a survey to determine the effectiveness of its different types of collection operations. Results of the more than 200 replies received is listed below. The chart should be interpreted as follows: "Twenty-three percent of the people who attend full-line service centers in the southwest recycle to reduce garbage bills."

SURVEY OF DROP-OFF CUSTOMER ATTITUDES

<u>Survey question/response</u>	<u>Attended Full-line</u>	<u>Unattended Full-line</u>	<u>Periodic Full-line</u>	<u>Home Coll. Full-line</u>
(1) Why do you recycle?				
. to reduce garbage bills	SW 23% SE 66%	10%	41%	30%
. to clean up environment	SW 92% SE 85%	94%	96%	69%
. to raise money for sponsor	SW 42%	10%	51%	38%
(2) Which items do you recycle? (would like to start?)	<u>Attended</u>	<u>Unattended</u>	<u>Periodic</u>	
Newspaper	SW 90% SE 78%	94%	100%	
Glass	SW 90% SE 80%	100%	95%	
Cans	SW 70% SE 74%	89%	88%	
Scrap Paper	SW 69% SE 44%	60%	50%	
Plastic	SW 30% SE 50%	44%	45%	
Aluminum	SW 42% SE 44%	82%	57%	
Oil	SW 2% SE 8%	0%	14%	
Organics	SW 2% SE 32%	16%	15%	

	<u>Attended</u>	<u>Unattended</u>	<u>Periodic</u>	
(3) How far do you come to recycle?*** (miles)	SW 6.2 SE 5.0	6.0	1-2.5	
(4) How often do you recycle?	<u>Attended</u>	<u>Unattended</u>	<u>Periodic</u>	<u>Home Coll</u>
Every week	SW 8% SE 7%	13%	0	22%
Twice a month	SW 8% SE 7%	13%	0	33%
Every month	SW 48% SE 55%	40%	100%	33%
Less than once/month	SW 36% SE 31%	34%	0	11%

An earlier poll established that over 70 percent of the customers used the recycling center on the way to other destinations, and the average amount of out-of-the-way driving was less than one mile.

WC:gl
4598A
0054A



PORTLAND RECYCLING TEAM

1801 N.W. Irving, Portland, Oregon 97209 (503) 228-5375

RECEIVED
SEP 5 1979

METRO SERVICE DISTRICT

August 23, 1979

MSD Council
527 SW Hall
Portland, Oregon 97201

Dear Council Members:

I would like to congratulate the Metropolitan Service District Solid Waste Council Committee for their recent action in support of establishing two trial recycling centers in the Portland Metropolitan area. I would also like to urge the entire MSD Council to support this proposal when it comes to a vote at your meeting September 13, 1979.

As a concerned member of the business community and a past five year member of the State Solid Waste Advisory Committee I have grown very tired of repeated studies of solid waste problems. I feel, and I think the public agrees, that the time is long overdue for some positive action to solve some of these outstanding problems. The funding and establishment of these recycling centers in the Beaverton area, and in Southeast Portland, would be an important first step. I feel this program will receive strong support and use from the public in these two areas. Furthermore, establishing these recycling centers will demonstrate to the public that the MSD Council "is not waiting until it is too late" before exploring and developing viable alternatives to the handling and management of solid waste.

As a long time member of the Board of Directors of Portland Recycling I can say that the Board, staff, and management of PRT has contributed our time and efforts over the years because we are committed to the absolute importance of recovering resources from the solid waste stream. I am hopeful that you will indicate your commitment to the same with a favorable vote for this program.

Respectfully,

Ray Steinfeld, Jr

Ray Steinfeld, Jr.



Beaverton Schools

District No. 48

P.O. Box 200 Beaverton, Oregon 97005
503/649-0351

Sunset High School
Jim Carlile, Principal

September 12, 1979

Board of Directors
Metropolitan Service District
Portland, Oregon

Ladies and Gentlemen:

For eight years the Sunset Earth People have operated a monthly recycling project for the residents of the Cedar Mill area. This has grown to be the largest project in Oregon. We are proud of the response to recycling in our area but we feel we cannot adequately serve any additional patrons.

For some time it has been the hope of our organization that a comprehensive recycling plan would be started in our area. We feel the proposed recycling program up for consideration is such a plan. Earth People would support this plan wholeheartedly.

Existing recycling facilities in our area cannot adequately serve the needs of the recycling community. The recycling organizations of our area are more concerned with the environmental aspects of recycling than with gaining large sums of money from their recycling projects. We feel that with the proposed plan we could concentrate more on environmental problems rather than money matters.

We see a need for an ongoing monitoring system as opposed to the year-end evaluation proposed by the program. This would enable the program to identify and correct problems before they get out of hand. Earth People would offer our assistance in such an evaluation program. We would also be willing to assist in publicity and offer whatever assistance we can in getting the project started.

Sincerely,

Randy Krichbaum
Sunset Earth People

Berk Moss, Advisor
Sunset Earth People

THE CITY OF
PORTLAND



OREGON

DEPARTMENT OF
PUBLIC WORKS

CONNIE McCREADY
COMMISSIONER

OFFICE OF
PUBLIC WORKS
ADMINISTRATOR

400 S.W. SIXTH AVE.
PORTLAND, OR. 97204

September 12, 1979

Mr. Mike Burton, Chairman
Metropolitan Service District
527 SW Hall Street
Portland, Oregon 97201

Dear Mr. Burton and Councilors:

We have reviewed the proposal titled "Recycling Drop/Receiving Centers Proposal" and recommend its approval. With the St. Johns Landfill rapidly reaching capacity, the City is becoming increasingly interested in reduction, reuse and recycling of otherwise discarded material. We feel this proposal and accompanying public education will do well to further source separation within the Metropolitan Service District.

In particular, we support the concept of funding for two centers, one urban and one suburban, over a period of one year. The data and evaluation provided for differing geographical areas over an adequate period of time will be especially important to all of us working in the solid waste and source separation fields.

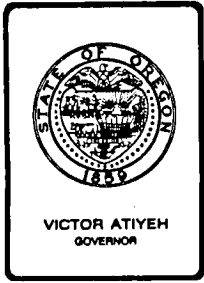
The City of Portland is committed to the establishment of recycling drop-off centers, as was recently spelled out and adopted in the City's Energy Conservation Policy. We commend the MSD Solid Waste/Public Facilities Council on its recommendation and urge full Council approval.

If we can be of further assistance, please call on me.

Sincerely,

Jeanne McCormick, Director
Bureau of Refuse Disposal

JMc:jt



Department of Environmental Quality

522 S.W. 5th AVENUE, P.O. BOX 1760, PORTLAND, OREGON 97207 PHONE (503) 229- 913

September 7, 1979

Mr. Wayne Coppel
Metropolitan Service District
527 S.W. Hall
Portland, Oregon 97201

Dear Mr. Coppel:


The Department of Environmental Quality would like to extend its full support to MSD for its proposed involvement in the region's recycling effort. The DEQ agrees with the District that supporting recycling receiving centers is a viable approach toward the accomplishment of waste reduction as mandated in the MSD SWMP and SB 925.

The need for a recycling depot in S.E. Portland and the Beaverton area is reflected by the calls received by the DEQ Recycling Switchboard. For this reason, the DEQ supports these areas for trial recycling receiving centers. The fact that these centers will be reviewed to address economic, environmental and market impacts is an indication of MSD's concern with making recycling a realistic and effective means of waste reduction.

It is our understanding that MSD is applying to the Oregon Department of Energy asking funds for recycling education and promotion. The DEQ supports the concept of public education because it not only will help increase participation, it may also insure the proper preparation of recycled materials.

The DEQ is willing to work with MSD to ensure that a coordinated recycling program is implemented.

Sincerely,


Robert L. Brown, Supervisor
Program Development
Solid Waste Division

RLB:dro



Contains
Recycled
Materials



FREE
MUNICIPAL
ELEVATOR

CITY OF OREGON CITY

OREGON CITY, OREGON 97045

RECEIVED
SEP 7 1979

METRO SERVICE DISTRICT Office of
CITY MANAGER

September 5, 1979

Rick Gustafson
Metropolitan Service District
527 S.W. Hall
Portland, OR 97201

Dear Mr. Gustafson:

I am writing this letter in support of one specific finding in the MSD report entitled "Proposed Recycling Drop/Receiving Centers". Finding #1 on page one reads: "As a public service, the existing recycling effort in the metropolitan area should be expanded and include surrounding environs such as Beaverton, Hillsboro, Gresham, and Oregon City."

There is a need for recycling depots in the outlying areas of the Portland metropolitan region. Promotion will be a key component to the success of any recycling project. The City supports any endeavor MSD may undertake concerning public awareness for recycling programs in the region.

As you know, the City of Oregon City has applied for a Department of Energy grant to establish a recycling depot in Oregon City. I hope MSD and the City can coordinate their efforts to meet this ever increasing need.

Yours very truly,

Alfred Simonson
General Manager

cc - Bill Mackie

Teamsters and Chauffeurs Local Union No. 281

AN AFFILIATE OF



I. B. OF T. C. W. & H. OF A.

1020 N. E. THIRD AVENUE
PORTLAND, OREGON 97232

PHONE
232-8171

September 7, 1979

Merle Irvine,
Director, Solid Waste Division
Metropolitan Service District
527 S.W. Hall
Portland, OR 97201

RECEIVED
SEP 11 1979

METRO SERVICE DISTRICT

Dear Merle,

At a recent meeting of the Solid Waste Policy Alternatives Committee for the Metropolitan Service District, I voted NO on the issue of financing the proposed Recycling Receiving Centers. I would like to qualify my reasons to you and members of the MSD Board.

First of all let me state that I do not oppose the concept per se, but do oppose the process of bidding. My major concern with bidding is the potential of one or both the facilities falling into the hands of some unscrupulous operator(s), who could then use these sites to their OWN advantage (i.e. witness St. Johns Landfill and Resource Recovery Byproducts).

If I could be assured that the operation of these sites would be handled by a legitimate operator such as Portland Recycling Team, the project would have my whole hearted support. PRT has demonstrated their willingness to work cooperatively with the Solid Waste Collection Industry, of which I am a representative.

Sincerely,

John Trout
Business Representative

JT/ss

CITY OF BEAVERTON

4950 S.W. Hall Blvd. Beaverton, Oregon 97005 (503) 644-2191

September 11, 1979

Council Members
Metropolitan Service District
527 S.W. Hall
Portland, Oregon 97201

Subject: Recycling Drop/Receiving Centers
Proposal (September, 1979)

Dear Council Members:

I have reviewed, with great interest, the report prepared by your Solid Waste Division. There is no doubt in my mind that a need exists for this program and public support is ultimately dependent on the level of commitment made jointly by MSD and our individual communities.

I sense a need to include in the process of monitoring the operation, once the decision is made to proceed, a profile of customers as to frequency of use, home location and travel distances. Beaverton's experience has been limited to a short-lived but successful student corporation effort a few years ago on the Fred Meyer site and nomadic operations periodically appearing in the community. A strong element of permanency is needed to reinforce a commitment on the part of citizens to support such a venture.

The proposed recycling center location in the Beaverton area should be carefully communicated to the public so unfounded fears can be eliminated as early as possible. Public acceptance and support will more easily result from a complete and factual discussion.

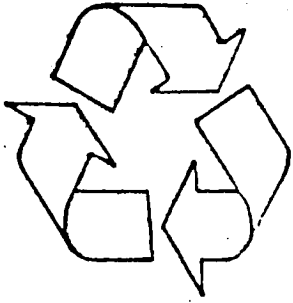
Your proposal has merit and is worthy of serious support. We must, I believe, provide creative alternatives to a growing solid waste and resource problem.

Sincerely,



Jack Nelson
Mayor

JN:dt



Oregon Recyclers

1615 N.W. 23rd Suite One
Portland, Oregon 97210

Bill Mackio
Conservation Specialist
Oregon Department of Energy
Labor and Industries Building
Salem, Oregon
September 1, 1979

Dear Bill :

Our Association has had the opportunity to review the outline of a grant request to your office from the Solid Waste Division of the Metropolitan Service District. As the organization representing environmental solid waste interests in this state, the Association of Oregon Recyclers supports the grant request by the MSD.

The Association has encouraged municipalities to establish recycling programs by dedicating user fees for reclamation services. In this manner, the waste generator supports the operation of recycling systems. On September 13, 1979 the MSD Council is likely to undertake the first significant application of disposal fees for recycling in this state. The funding of two recycling centers in Beaverton and SE Portland will be closely watched by recyclers and decision-makers. With the added impact of the activities which can be provided by DOE funding, a quality recycling effort can be undertaken. We urge your support of the MSD application.

Sincerely,

A handwritten signature in cursive script that reads "Jerry Powell".

Jerry Powell
Chairperson

THE CITY OF
PORTLAND



OREGON

NEIGHBORHOOD
ENVIRONMENT

2040 S.E. POWELL BLVD.
PORTLAND, OR. 97202
503/248-4465

September 12, 1979

Rick Gustafson
MSD Executive Officer
527 S.W. Hall Street
Portland, Oregon 97201

Dear Rick:

The two permanent recycling depots proposed for consideration by the MSD Council on September 13 would greatly benefit neighborhood clean-up and recycling projects this Bureau has been co-sponsoring with neighborhood associations, civic and youth groups, and local businesses.

Attached is a review of the eight "Neighborhood Enhancement Projects" (NEP's) completed during FY 79-80. We are pleased that the City Council has funded these projects, initiated by myself and three other CETA participants at the Bureau, as a regular supplement to traditional code enforcement which responds to individual complaints. A summary of the major accomplishments and recommended improvements can be found on the first few pages of the attached report, copies of which are available from our office. (Please contact Sterling Bennett at 248-4106 for further information.)

The support of this Bureau for recycling depots stems from data we have compiled indicating that over half the violations we take action on are the result of accumulated debris on private yards. Many of these items, including tree limbs, yard brush, discarded tires, appliances, and inoperable vehicles are resources which can and should be recycled. Moreover, the cost effectiveness of helping citizens dispose of these items voluntarily far exceeds the more traditional abatement, whereby these materials are disposed of at landfills.

Specifically, we have noted a great response of residents when our one-day clean-ups offered free disposal for tires, which were transported via drop boxes to chipper for recovery as industrial fuel. Similarly, a woodchipper has been used as an alternative to the waste stream at landfills and open air burning. We would hope that these services can be incorporated into MSD depots or public

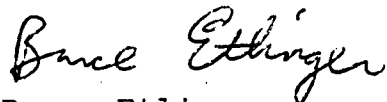
Rick Gustafson
September 12, 1979

page 2

transfer stations as soon as feasible.

Beyond our support for these permanent recycling depots, which we will gladly publicize during our clean-ups, can we request a staff liaison person to work with our NEP Steering Committee? The membership of this group (attached) includes all of Portland's neighborhood coalitions, as well as liaison from appropriate public and private agencies. The emerging role of MSD in recycling, resource recovery, and solid waste makes such coordination essential, as we would like to help implement MSD policies regularly as part of our neighborhood projects.

Sincerely,



Bruce Etlinger
NEP Coordinator

BE:db

Enclosures

cc: Merle Irvine
Craig Berkman, Solid Waste Committee
Mike Sandberg, Solid Waste Policy Alternative
Committee
Sterling Bennett, BNE

A G E N D A M A N A G E M E N T S U M M A R Y

TO: MSD Council
FROM: Executive Officer
SUBJECT: Oregon City Traffic Safety Grant Application

BACKGROUND: In February 1979, the Oregon City Police Department applied for a \$90,000 federal grant through the Oregon Department of Traffic Safety to finance replacement of the Oregon City Police Communications System. At the time the application met all existing criteria. In June 1979, however, Oregon City was informed that the Region X Federal Office in Seattle was now requiring a commitment of Law Enforcement Assistance Administration funds, since not all police communications relate to traffic problems. Although the Region X office did not set a dollar amount, or a specific percentage of the cost of the project, they were adamant in requiring that some amount of LEAA funds be committed to the project.

In discussing the matter with the Oregon Traffic Safety Commission, MSD staff learned that they would accept a 5-10 percent of the total project cost commitment by MSD. However, they cannot accept, for purposes of this requirement, Oregon City local funds.

Briefly stated, Oregon City will lose a \$120,000 total project, if MSD-LEAA funds cannot be allocated to the project, even though they have sufficient local funds to finance the non-federal share of the project.

Since the requirement for a commitment of LEAA funds was placed on the project in June 1979, there was no opportunity for Oregon City to submit an application during the regular grant cycle. Therefore, Oregon City presented a request to the Criminal Justice Policy Alternative Committee (CJPAC) on June 21, 1979, for \$6,018.00 in LEAA funds that were returned as excess from MSD criminal justice projects. Although the commitment of funds needs to be made now, the funds will not be required until after September, 1979.

Currently, MSD Criminal Justice staff estimate that there will be at least \$10,000 in federal and state funds which will be returned as being excess FY 1979 project budget needs. Presently, \$4,575 has been returned and is available for reappropriation.

Provided that Oregon City can develop a plan to implement a "911" emergency telephone dialing system, the proposed communication system improvement will address Goal #5, of the 1980 District II Criminal Justice Plan. The CJPAC and MSD staff recommend that Oregon City's request for funds be approved for a maximum of \$6,018 in returned funds when such funds become available. The Planning and Development Committee has recommended Council approval of this request.

Provided the request is approved, the total project budget will be financed as follows:

Oregon Traffic Safety Committee	\$ 83,982	70%
Oregon City	30,000	25%
MSD -- (LEAA)	<u>6,018</u>	<u>5%</u>
	\$120,000	100%

BUDGET IMPLICATIONS: None

POLICY IMPLICATIONS: Reinforces the policy of MSD providing assistance to local jurisdictions for improving law enforcement services when such programs address priority problems identified in the District II plan.

ACTION REQUESTED: Adoption of Resolution No. 79-86, approving \$6,018 in returned LEAA funds for use by Oregon City in the Police Communications Project.

JS/gl
4954A
0033A

ADOPTED BY THE
MSD COUNCIL
THIS 13th DAY OF Sept., 19 79
Mary G. Casper
CLERK OF THE COUNCIL

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF APPROPRIATING)
RETURNED LAW ENFORCEMENT ASSIST-)
ANCE ADMINISTRATION FUNDS TO)
OREGON CITY)

RESOLUTION NO. 79-86

Introduced by the
Planning and Development
Committee

WHEREAS, MSD is the designated Regional Planning Committee
Unit for Criminal Justice; and

WHEREAS, There are local MSD approved LEAA projects that
will have some excess funds; and

WHEREAS, The Oregon City Police Communications grant from
the Oregon Traffic Safety Commission requires that \$6,018 in LEAA
funds be allocated to the communications project; and

WHEREAS, Oregon City has agreed to develop a plan for
implementing a "911" Emergency telephone dialing system to serve the
Oregon City community in accordance with the approved District II
1980 Criminal Justice Plan; now, therefore,

BE IT RESOLVED,

That when such funds become available MSD will allocate
returned LEAA and State funds not to exceed \$6,018, to the Oregon
City Police Communications Project.

ADOPTED by the Council of the Metropolitan Service
District this ___ day of _____, 1979.

Presiding Officer

JS:gl
4580A
0033A

Metropolitan Service District

527 SW Hall Portland, Oregon 97201 503/221-1646

Memorandum

Date: September 13, 1979
To: MSD Council
From: Betty Schedeen, Chairman of Ad Hoc Public Information Group
Subject: Public Information Program

On Thursday, September 6, the Ad Hoc Public Information group, made up of Councilors Kafoury, Berkman, Banzer and me, met with Executive Officer Gustafson and Judy Bieberle to discuss Goals for the Public Information program. Attached you will find the four recommended Goals dealing with: public image, raising general awareness, providing in-depth information and ensuring that the information made available is understandable and meaningful.

The group engaged in two hours of very productive discussion and I want to share some of the most constructive points with you. In addition, we felt that it was important to begin many of the activities suggested and instructed Judy to develop a work program outline and budget for approval of the full Council at our first informal meeting. These materials are also attached.

Suggestions for implementation:

- Change acronym MSD to METRO, a name with more potential meaning to the general public.
- Develop new graphics to carry out the METRO theme on all business papers, published documents and throughout public areas of the office.
- Conduct a public opinion survey to ascertain general level of awareness, issues and methods for future financing.
- Meetings with media people--especially television--to seek their opinions and assistance on better explaining the Metropolitan Service District and regional government.
- Use direct mail to provide more in-depth information to interested constituents in the District and subdistricts.

Memorandum
September 13, 1979
Page Two

- Notify Councilors of newsworthy issues in their districts on a regular basis.
- Consider publishing an annual and semi-annual report.
- More public appearances for elected officials within subdistricts.
- Set up a group to meet regularly about public information.

I would welcome any further suggestions you might have for improving our communication with the public and urge that you endorse the Goals and implementation activities offered here.

BS:JB:bh

DRAFT PUBLIC INFORMATION GOALS AND OBJECTIVES

Goal I: Project a consistent and identifiable public image for the Metropolitan Service District.

Objective A: Use understandable and attractive graphic symbols to create positive public image.

Implementation Techniques:

- develop graphic symbol and seal for use on official documents.
- provide style guidelines for consistency in appearance of materials.
- upgrade appearance of publications, business papers and other materials for public distribution.

Objective B: Reduce ambiguity in public message content.

Implementation Techniques:

- eliminate use of bureaucratic-sounding acronyms (replace MSD with meaningful and understandable "name").
- explain public benefits derived from policies, programs and services in public message content wherever possible.

Goal II: Promote broad awareness of the Metropolitan Service District among the general public.

Objective A: Reach the general public through the mass media.

Implementation Techniques:

- press strategy.
- public affairs strategy.
- public service campaign.

Objective B: Reach the public through activities aimed at providing general information.

Implementation Techniques:

- speakers bureau.
- displays and information presentations at public functions.

Goal III: Promote in-depth understanding of the Metropolitan Service District among targeted publics.

Objective A: Use mail to reach selected audiences with accurate and detailed information.

Implementation Techniques:

- direct mail strategy.
- publication of newsletter.
- expand and reorganize mailing list.

Objective B: Identify key publics and develop methods for meeting personalized informational needs.

Implementation Techniques:

- establish key publics list and strategies for effective two-way flow of information.
- teacher education project.

Goal IV: Ensure information about the Metropolitan Service District disseminated to the public is understandable and meaningful.

Objective A: Provide general and specific presentation materials.

Implementation Techniques:

- develop materials for functional programs and general presentations.
- provide graphics and other visual materials.

Objective B: Provide support for Public Involvement activities.

Implementation Techniques:

- prepare appropriate materials.
- provide publicity to assure understanding of public process and purpose.

Objective C: Ensure availability of information to general public.

Implementation Techniques:

- maintain Information Center.
- provide information to key regional libraries.

Objective D: Provide opportunities for improving staff communications skills.

Implementation Techniques:

- organize workshops to improve oral and written skills.
- monitor and evaluate communications mechanisms (press coverage, public opinion surveys, return mail replies) to provide information feedback.

JB:bh

INFORMATION SERVICES STAFF ALLOCATION

Person Months

Goal	Typical Projects	Information Aide	Information Specialist	Information Director	Total Person Months	
I	Contract Mgmt.* Style Guidelines Copy Editing Publication Appearance	1	1	1	3	*Graphics
II	Contract Mgmt.* Press Strategy Public Affairs Strategy Information Presentations	2	6	7	15	*Public Service Campaign Displays/General Information Materials
III	Contract Mgmt.* Mailing List Mgmt. Information Communications	3	3	2	8	*Direct Mail Strategy
IV	Contract Mgmt.* Information Center Regional Libraries Workshops/Education Project Citizen Involvement Support	6	2	2	10	*Public Opinion Survey Graphics, Printing, Visual Materials Supervision
		12	12	12	36	

INFORMATION SERVICES BUDGET ALLOCATION

	Contract Services	Materials & Supplies	Other	Total
Goal I	Graphics ~ 4000 -Logo -Office Signs -Business Papers	Graphics 2500 -Lobby Displays -Signs		6,500
Goal II	Public Service Campaign 7000 Exhibits, 1200 Brochures, Printing	Public Affairs 200 Support Materials Typesetting, 1000 Plates, Paper	Special Projects 1700 -Open House -Metro Line	11,100
Goal III	Direct Mail Strategy 500		Mailing List 2400 Special Projects 1000	3,900
Goal IV	Public Opinion Surveys 5000 Graphics, 500 Printing	Miscellaneous 1500 Audio-Visual Supplies, Graphics, Typesetting, Plates		7,000
	18,700	5,200	3,600	

JB:bh

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF SUPPORTING)	RESOLUTION NO. 79-83
REQUEST FOR ACKNOWLEDGMENT OF THE)	
MSD URBAN GROWTH BOUNDARY FROM)	Introduced by the
THE LCDC BY SUBMITTING RESPONSE)	Planning and Development
TO FIVE QUESTIONS AND PLEDGING)	Committee
TO IMPLEMENT CERTAIN NEW POLICIES)	
ON MANAGEMENT OF URBAN LAND)	

WHEREAS, CRAG Order No. 78-35 adopted the regional Urban Growth Boundary and submitted it to the Land Conservation and Development Commission for acknowledgment on December 21, 1979; and

WHEREAS, The LCDC did on July 12, 1979, continue acknowledgment considerations pending reply from MSD and the Department of Land Conservation and Development staff to the following five concerns:

- I. MSD commitment and timetable to complete functional plan elements on housing, transportation and public facilities and services,
- II. MSD policy statement on the control of urban sprawl. Policy statement to be implemented by adoption of conversion policies,
- III. MSD and county policy statements on control of development within the Tri-County area and outside the urban growth boundaries,
- IV. MSD policy/procedure for amendment of the Urban Growth Boundary,
- V. Examination of Agricultural Soft Areas (ASA); and

WHEREAS, The MSD has prepared a reply contained in a report dated August 21, 1979 and titled "Reply to LCDC Questions Regarding Implementation of the UGB"; and

WHEREAS, The content of this report was developed after

extensive discussion with the DLCD staff, elected officials and staff of the three counties and several cities, the Council and Planning and Development subcommittee and other interested parties; and

WHEREAS, Clackamas, Multnomah and Washington Counties are adopting and submitting resolutions supporting acknowledgment by LCDC and committing to adopt and implement strong policies on conversion of undeveloped land and on regulation of land outside the Boundary; now, therefore,

BE IT RESOLVED,

1. That the MSD Council approves for submittal to the LCDC the report titled "Reply to LCDC Questions Regarding Implementation of the UGB."

2. That the policies in Part II labeled Policy Guidelines Nos. 1-4 and those in Part V shown as options for protective regulation of productive, prime agricultural land, whichever if either is selected as guidelines by the MSD, shall be used in the review of local comprehensive plans to assure that these or equally strong policies are locally implemented.

3. That the MSD will utilize its powers under 1977 Oregon Laws, chapter 665, Sections 17 or 18, to enforce the policies referenced above in No. 2 or equally strong policies in the event that a local jurisdiction(s) does not voluntarily implement them by the dates specified in the report to LCDC.

4. That the MSD Council directs preparation of definitions described in Part III, B of the report to LCDC, which shall be completed in time to allow for adoption no later than December 1, 1979.

5. That the MSD Council approves the Policy for Amending The Urban Growth Boundary stated in Part IV of the report to LDCD as a guideline for consideration of proposed amendments.

6. That the MSD Council is prepared to consider adjustment and if necessary expansion of the Boundary in Clackamas County to redress unresolved issues stemming from previous Urban Growth Boundary deliberations.

7. That the MSD Council directs implementation of the actions regarding the Agricultural Soft Areas which are contained in the final report to LCDC.

8. That the MSD Council otherwise concurs with the statements and policies contained in the report to LCDC, which is hereby incorporated in this Resolution.

ADOPTED by the Council of the Metropolitan Service
District this 23rd day of August, 1979.

Presiding Officer

JS/gl
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0033A

Problems

"and transit"

(3)

* "caught in the process - "5 to 3" - ~~turnover~~!"
expedite

Different answers from two diff
staff members.

"appeals process"

Legal precedent

transit & schools-out

Washington County Landowners Association

September 13, 1979.

President
Jim Allison
Rt. 3, Box M73
Sherwood

MSD COUNCIL
Portland

Vice Pres.
Herb Mohr
979 E. Jackson
Hillsboro

By your action of August 23rd (Resolution #79-83) you advised Washington County that (among other items) if it does not voluntarily impose a 10-acre minimum lot size restriction within the Urban Growth Boundary by July 1, 1980, you will use the authority granted to you by state statute to enforce that policy--or one that is "equally strong."

Secretary
Jean Abel
9670 S.W. Eagle Lane
Beaverton

You have already decided that Washington County must apply a ten-year moratorium on residential development in certain as yet not precisely defined geographic areas. Although you labeled this 10-year moratorium as a "policy guideline" in one document, the resolution threatens to "enforce the policies... or equally strong policies."

Treasurer
Deloris Hunziker
Rt. 3, Box 97
Hillsboro

Our Association does not question your legal authority to ultimately enforce regional goals upon Washington County. However, you are required to follow prescribed procedure, and you have made a mockery of LCDC Goal #1.

This goal provides that affected citizens shall have the opportunity to be involved in all phases of the planning process. Members of our Association and other citizens did not have an opportunity to participate in all phases of the process prior to your decision on August 23rd.

MSD is required by Goal #1 to make use of existing local citizen involvement programs established by counties and cities.

MSD is required to use the local citizen involvement program before it makes the kind of binding decisions made by the adoption of Resolution #79-83--NOT AFTERWARDS.

I believe that MSD violated Goal #1 by its action of August 23rd and this is to advise you that a formal appeal of your action will be filed with LCDC as soon as the necessary legal documents can be prepared.


Jim Allison

Copy to Washington County Board of Commissioners
Greg Hathaway, County Counsel
Larry Frazier, Planning Director
LCDC and others.

AGENDA ITEM

A G E N D A M A N A G E M E N T S U M M A R Y

TO: MSD Council
FROM: Executive Officer
SUBJECT: Exception to Hiring Freeze

BACKGROUND: On May 26, 1979, the Council adopted Resolution No. 79-52 which established the policy of freezing any vacant position for two months. The Resolution did permit the Council to approve exceptions to the freeze where sufficient justification could be established.

Your approval is requested to fill a vacancy in the following position:

Regional Planner II, Plan Review
Planning Fund, 63% grant funded
Monthly Rate: \$1,713

This position is for a land use planner to work seven months on plan review and five months on other planning projects. The plan review schedule will require a full-time assignment through October. As you will recall, there was a vacancy for a Planner III to work half-time on plan review for which the Council approved an exception to the hiring freeze at its August 23, 1979 meeting. That position was filled in-house by current plan review staff, creating this vacancy. As discussed when the first exception was requested, a full plan review staff is needed full-time through October to handle the anticipated schedule of approximately fourteen plans requiring review during this time.

BUDGET IMPLICATIONS: Assuming this position is filled for 2 months, the expenditure, including benefits would be \$3,427 from the Planning Fund, from the following sources:

LCDC grant	-	\$1,999
HUD grant	-	\$ 152
Local dues	-	\$1,276
Total	-	\$3,427

The local dues revenue of \$1,276 represents the savings which will be lost if the position is filled. However, this amount is a cost savings over what would have been expended if the Planner III position in plan review had been filled with new staff rather than through the in-house promotion which created this vacancy.

POLICY IMPLICATIONS: The position requested for exemption is in a critical area. Approval will not set an inappropriate precedent for future exemptions.

ACTION REQUESTED: Approve an exception to the hiring freeze and permit filling the Planner II described in this summary.

JH:ss
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9/13/79

approved
APPROVED BY THE
COUNCIL
THIS *13th* *28th* *September* *1979*
Mary G. Carden
CLERK OF THE COUNCIL

FOR DISCUSSION AT INFORMAL MEETING

DRAFT

GUIDELINES FOR USE OF MSD COUNCIL PER DIEM
and
REQUEST FOR REIMBURSEMENT OF OTHER EXPENSES

PURPOSE

The MSD Council was established as a citizen, part-time legislative body which would be paid no salary. A provision was made to pay Councilors for the additional expense they would incur as a result of their services. Councilors may be paid per diem for time spent at MSD meetings and may request reimbursement for expenses not covered by the per diem.

The following guidelines are intended to establish a consistent and publicly justifiable set of standards for Councilors to follow in requesting Per Diem and reimbursement for Other Expenses.

PER DIEM

Per diem is intended to cover personal expenses attendant to discharging meeting responsibilities as MSD Councilors. These per diem allowances are taxable as income to the Councilors.

OTHER EXPENSES

Councilors may also request reimbursement for the same type of expenses which are directly related to their positions, which are not the result of attending regularly scheduled committee and council meetings. The Internal Revenue Service guidelines for business expenses allowed for tax deductions will be used as a model. Request for reimbursement should include receipts for specific expenses or written justification. These expenses should be able to stand the test of public examination and should not include any personal item intended to be covered by per diem.

In general, policy on allowable expenses should be consistent with those MSD staff members are required to follow.

The following specific guidelines are established:

1. Councilors may use up to \$100 for membership in community organizations. This amount may be used to supplement membership costs in more than one organization or be used for a single membership.
2. Councilors may request reimbursement for newsletters provided that newsletters are clearly indicated as a personal communication of the individual Councilor. Reimbursement will not be approved for any newsletter mailed within two months before an election in which the Councilor is a candidate. Production of any such newsletter shall not require the assistance of any MSD staff members.

PROCEDURE

1. The Presiding Officer of the Council will resolve any differences of interpretation of these guidelines.
2. Each Councilor will be responsible for preparing individual requests for per diem and reimbursement of expenses.
3. Each Councilor will be responsible for budgeting the use of the \$1,500 in Other Expenses allowed, and the \$1,800 (an average of five meetings per month) limit on per diem. Once these limits have been reached, no additional payments will be made.

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D/4

MEETING TITLE

Council

DATE

9-13-79

NAME

AFFILIATION/ADDRESS

Judith Biberle

Metro Service Dist

McKay Rich

" " "

RW Blunt

LWV

Wm. Elizabeth Blunt

LWU - Observer

Robin Lipsitz

(Durham) Action Com.

Betty J. Whithead

Durham Action Com.

Bob Weil

James K. Kalar

Durham

Walter V. Stronach

Durham

Linda Simard

Durham

RUNE SIMARD

CHAIRMAN, DURHAM ACTION COMMITTEE

Ron Dechter

KB00

Diane Dempster

Ore Environ. Council

Leg Henwood

METRO

Jack Miller

Cloudhurst Environmental Inst

Mark Clements

DEPOT for Reusable Building Materials

Michelle M. Waddu

MSD

Benk Moss

SUNSET High School

Linda Macpherson

DLCD

Mel Hric

MSD

MSD COUNCIL
ROLL CALL ROSTER

AGENDA ITEM

MEETING DATE

Roll call

9-13-79

	<u>AYE</u>	<u>NAY</u>
<u>DISTRICT 3</u> Craig Berkman	_____	_____X
<u>DISTRICT 4</u> Corky Kirkpatrick	_____X	_____
<u>DISTRICT 5</u> Jack Deines	_____X	_____
<u>DISTRICT 6</u> Jane Rhodes	_____X	_____
<u>DISTRICT 7</u> Betty Schedeen	_____X	_____
<u>DISTRICT 8</u> Caroline Miller	_____X	_____
<u>DISTRICT 9</u> Cindy Banzer	_____X	_____
<u>DISTRICT 10</u> Gene Peterson	_____X	_____
<u>DISTRICT 11</u> Marge Kafoury	_____X	_____
<u>DISTRICT 12</u> Mike Burton	_____X	_____
<u>DISTRICT 1</u> Donna Stuhr	_____X	_____
<u>DISTRICT 2</u> Charles Williamson	_____X	_____
Total	_____	_____