

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF APPROVING AN	)	RESOLUTION NO. 90-1343
INTERGOVERNMENTAL AGREEMENT WITH	)	
THE INTERGOVERNMENTAL RESOURCE	)	INTRODUCED BY COUNCILOR
CENTER FOR BI-STATE COMMITTEE	)	LAWRENCE BAUER
STAFF SUPPORT	)	

WHEREAS, the Metro Council and the Intergovernmental Resource Center of Clark County (IRC) created the Bi-State Policy Advisory Committee (Bi-State) through joint resolution on September 24, 1981; and

WHEREAS, the Metro Council on October 26, 1989, adopted Resolution No. 89-1088A, extending Bi-State's operations for another two years; and

WHEREAS, the purpose of the Bi-State is to enhance understanding between Oregon and Washington policy-makers of metropolitan issues of mutual concern and to promote recognition of the commonality of problems and encourage cooperative mutually beneficial solutions; and

WHEREAS, Metro and IRC agreed in January 1990 to establish a Bi-State Coordinator position at 50 percent of a full-time equivalent (.5 FTE); and

WHEREAS, the establishment of a third Metro Council analyst position provides Metro the flexibility to share Bi-State staffing duties with IRC; and

WHEREAS, the 1990-91 fiscal year represents a period of transition from IRC staffing to equal staff support from IRC and Metro; and

WHEREAS, the Metro Council approved the expenditure of \$6,000 in FY 1990-91 to support Bi-State operations; and

WHEREAS, an Intergovernmental Agreement between Metro and IRC is necessary to formalize the staffing structure and allow IRC to receive its due compensation; now, therefore,

BE IT RESOLVED,

That the Council approves an Intergovernmental Agreement with the Intergovernmental Resource Center, attached as Exhibit A, for the purpose of providing staff support to the Bi-State Policy Advisory Committee through fiscal year 1990-91.

ADOPTED by the Council of the Metropolitan Service District this  
29th day of November 1990.

  
Tanya Collier, Presiding Officer

AGREEMENT BETWEEN THE  
METROPOLITAN SERVICE DISTRICT  
AND THE  
INTERGOVERNMENTAL RESOURCE CENTER

Exhibit "A"

PROVIDING FOR A TRANSITION FROM A COORDINATOR POSITION  
TO JOINT STAFFING OF THE  
BI-STATE POLICY ADVISORY COMMITTEE

WHEREAS, This agreement, entered into by and between the Intergovernmental Resource Center (hereinafter called IRC) and the Metropolitan Service District (hereinafter called Metro), is to provide for staffing support to the Bi-State Policy Advisory Committee (hereinafter called Committee) as the Committee transitions from having a single, full-time Bi-State Coordinator position, managed by IRC, to joint staffing provided by both IRC and Metro; and

WHEREAS, Since 1983 Metro and IRC have jointly chaired the Committee which meets on a bi-monthly basis; and

WHEREAS, The Committee was established to enhance understanding between Oregon and Washington policy-makers of metropolitan issues of mutual concern; to promote recognition of the commonality of problems and encourage cooperative mutually beneficial solutions; and

WHEREAS, In January, 1990, Metro and IRC mutually agreed to establish a Bi-State Coordinator position whereby IRC provided to the Committee the services of a coordinator at approximately 50 percent of an FTE to provide professional staff assistance to the Committee; and

WHEREAS, Continued professional staff support to the Committee shall be necessary for fiscal year 1990-1991 to fulfill the Committee's goal of addressing several issues of concern -- Columbia River resource management, land use planning, air quality, economic development joint objectives, hazardous household waste disposal coordination, telecommunications, tourism -- as well as other issues which may be identified during the year; to facilitate the flow of pertinent issue information; and to assist the Committee in identifying and analyzing critical elements of the issues; now,

THEREFORE, Metro and IRC hereby mutually agree to the following:

SECTION 1

TRANSITION FROM A BI-STATE COORDINATOR POSITION TO JOINT STAFFING

1. For the months of July and August, 1990, IRC shall provide the services of a Bi-State Coordinator to assist the Committee as requested, but not to exceed 50 percent of an FTE (Full-time Staff Equivalent) or 90 hours per month. The Coordinator shall provide staff assistance to the Committee as follows:
  - A. Develop and distribute agendas in a timely fashion consistent with applicable Washington and Oregon public meeting law requirements;
  - B. Prepare reports or other materials as requested by the Committee and facilitate the presentation of materials and appropriate briefings on matters of interest to the Committee;
  - C. Oversee the recording and distribution of meeting minutes and Committee actions;

- D. Prepare necessary resolutions or other appropriate vehicles for the IRC Board of Directors and the Metro Council to act on Bi-State recommendations, actions or other information consistent with the respective jurisdiction's formats and procedures for handling such actions; and
  - E. Maintain all necessary records, bylaws, contractual agreements and any other appropriate materials in conformance with applicable Washington and Oregon public meeting law requirements;
  - F. Provide other assistance as requested by the Committee.
2. For the months of September 1990 through June 1991, IRC and Metro shall each provide professional staff support to the Committee as requested, not to exceed 25 percent of an FTE or 45 hours per month, for total joint staff support not to exceed 50 percent of an FTE or 90 hours per month. In addition, Metro shall pay to IRC a flat amount of \$360 per month during the period of September 1990 through June 1991, in recognition that this is a period of transition to joint staffing. The designated IRC and Metro staff (hereinafter referred to as designated staff) shall develop a joint work plan to provide assistance to the Committee per the activities outlined in 1.A. through 1.F. above.
3. The designated staff shall provide continual administrative and professional staff support to the Committee. The designated staff shall be accessible and responsible to the Committee Co-Chairs.

## SECTION 2 BUDGETS

Metro and IRC shall each budget adequate funds for their respective staff to the Committee. In addition, Metro shall budget \$6,000.00 for the term stated in this agreement to fund the Bi-State Coordinator position during the months of July and August at a rate of \$13.33 per hour of time billed each month up to a maximum of 90 hours per month or a total of \$2,400.00, and to fund transition staffing as needed per Section 1.2.

## SECTION 3 METHOD OF PAYMENT, ACCOUNTING

- 1. For July and August 1990, IRC shall bill Metro monthly for the Bi-State Coordinator position consistent with the terms described in Section 2 herein. IRC shall provide to Metro a monthly accounting of the Coordinator's hours and expenses charged to the Committee.
- 2. All other expenses associated with the coordination of the Committee, beyond the direct designated staff services and related indirect support, shall be divided equally by Metro and IRC.

## SECTION 4 PERIOD OF AGREEMENT

The term of agreement shall commence on July 1, 1990 and shall terminate on June 30, 1991, unless terminated earlier pursuant to Section 5.

## SECTION 5 TERMINATION OF AGREEMENT

This agreement shall be terminated upon the recommendation of the Committee and mutual written concurrence from Metro and IRC. The date of the last correspondence from either Metro or IRC stipulating termination of this agreement shall be the date of termination. No additional expenses shall be incurred by IRC on coordination of the Bi-State Committee following the date of termination.

**SECTION 6  
TERMS OF AGREEMENT**

Agreement is premised on continued existence of the Bi-State Policy Advisory Committee in a form substantially similar to the form provided in the bylaws approved by the Metro Council and the IRC Board of Directors. This agreement shall neither require nor prejudice any further agreement between the parties. The invalidity, in whole or in part, of any provision of this agreement shall not affect the validity of any other provisions.

IRC will maintain direct responsibility for staffing of the Bi-State Coordinator position during the months of July and August. Principal managerial staff at IRC will provide advice to the Bi-State Coordinator on matters relating to intergovernmental affairs. IRC will not assign the staffing of the Bi-State Committee to any other agency or party.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 1990:

INTERGOVERNMENTAL RESOURCE CENTER

METROPOLITAN SERVICE DISTRICT

By: \_\_\_\_\_  
John Magnano, Chair,  
Board of Directors

By: \_\_\_\_\_  
Rena Cusma,  
Executive Officer

By: \_\_\_\_\_  
Gil Mallery, Executive Director

APPROVED AS TO FORM:

\_\_\_\_\_  
Metro General Counsel

cs:bistate.iga

## INTERGOVERNMENTAL RELATIONS COMMITTEE REPORT

### RESOLUTION NO. 90-1343, APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE INTERGOVERNMENTAL RESOURCE CENTER FOR BI-STATE COMMITTEE STAFF SUPPORT

Date: November 15, 1990

Presented by: Councilor Bauer

#### COMMITTEE RECOMMENDATION:

At the November 13, 1990 meeting of the Intergovernmental Relations Committee, Councilors Devlin, Gardner, Hansen, McFarland and myself voted unanimously to recommend Council adopt Resolution No. 90-1343.

#### COMMITTEE DISCUSSION/ISSUES:

When the contract term began, Metro had not hired the additional Council staff position intended to cover the Bi-State staffing obligation. For this reason, the contract requires full reimbursement (\$2,400) from Metro from July and August, 1990, and the contract has been delayed in reaching Council.

#### BACKGROUND & EXPLANATION

In January, 1990, Metro approved Resolution No. 90-1182, an intergovernmental agreement with Intergovernmental Resource Center (IRC) for Bi-State staff support during December, 1989 through June, 1990.

The agreement incorporated in Resolution No. 90-1343 continues the staffing for the Bi-State Policy Advisory Committee, and authorizes the expenditure of funds budgeted for FY 90-91.

The agreement covers the term July, 1990 through June, 1991. It establishes the equal division between Metro and IRC of the .5 FTE level of staffing for the period September, 1990 through June, 1991.

The contract obligates Metro to pay IRC up to \$2,400 to fund Metro's half of the .5 FTE during July and August, 1990, when IRC alone provided the full .5 FTE staffing.

In addition to providing its own .25 FTE staff contribution starting in September, 1990, Metro agrees to pay IRC \$360 for each of the remaining ten months (September, 1990 through June, 1991), in recognition that this is a period of transition to joint staffing.