

December 30, 1970

Mr. Lester Blaschke
Regional Representative
Bureau of Solid Waste Management
Arcade Building
1321 3rd Street
Seattle, Washington 98101

Grant Application Intent: PL 91-512 (Oct. 26, 1970)
Section 207 paragraph (a)(2)

Dear Sir:

The City of Portland is interested in exploring the possibility of a planning grant under section 207, paragraph (a)(2) of PL 91-512, to expand the City disposal site on Swift Boulevard in North Portland to adjacent City property.

Scope of the project will be to:

- (1) Explore land use and development possibilities of adjacent portion of 660 acres of land owned by the City.
- (2) Determine advisability of property exchange in the immediate area.
- (3) Determine life expectancy of property as a sanitary landfill to serve:
 - (a) City of Portland only.
 - (b) City of Portland and Metropolitan Service District of three counties.
- (4) Determine environmental impact and ecological effects of:
 - (a) Improving Smith and Bybee Lake areas to develop a year-round lake and recreational site.

- (b) Filling land adjacent to Smith and Bybee Lakes as landfill
- (5) Prepare engineering plans for the operation of the adjacent land area to include:
 - (a) Access and service road layout.
 - (b) Excavation depths to allow disposal of tires below water table.
 - (c) Estimation of volume of excavated material and use of the material as landfill cover.
 - (d) Developing test wells to determine ground water quality both prior to and during land development and land fill operation. Laboratory work and procedures also will be developed.
 - (e) Developing methods and procedures of working around Smith and Bybee Lakes to provide a compatible use of the area for future recreational and industrial development of adjacent areas.
 - (f) Source and stockpile areas for cover material for continuous operation of a sanitary landfill.
- (6) Explore future methods of improving operation and methods to handle difficult wastes. These methods could include:
 - (a) Grinders to prepare the waste for landfill or separation procedures.
 - (b) Separation procedures, before and after grinding to allow salvage and recycling procedures.
 - (c) Agreements with other agencies to handle difficult wastes such as chemical waste and sludges, etc.
 - (d) Time tables for keying in the future methods or improvements.
- (7) Prepare a brochure of suitable nature to be used as a public document to inform other interested groups of the short and long range development goals.
- (8) Correlate the present operation with long range plans of the Metropolitan Service..

Estimated cost of the project would be \$90,000 of which 33 1/3 percent (\$30,000) could be provided by the City. These plans and project could be used by other cities in the state of Oregon as a planning guide.

City forces would provide labor, basic consultation and guidance and administrative services to provide reports as required. Engineering

detail would be provided by appropriate consultant firm or firms.

The estimated time to develop this plan should be within a one year period.

This is a letter of intent only. We would appreciate appropriate forms necessary to develop the project and grant requests.

Your comments will be appreciated.

Very truly yours,

JAMES L. APPERSON

City Engineer

WBC:mgw

GUIDELINES AND POLICY STATEMENT OF
THE METROPOLITAN SERVICE DISTRICT

History

The Metropolitan Service District is authorized by Oregon Revised Statutes, Chapter 268, and its formation was approved by the voters within the District boundaries on May 26, 1970.

Function

The Metropolitan Service District has the explicit power under ORS 268.310 to supply metropolitan aspects of sewage treatment and disposal, solid and liquid waste disposal, storm drainage, and transportation. It may also, by appropriate agreement with other public corporations, cities and counties, provide local aspects of sewage transfer and collect and transport solid and liquid wastes.

Officers and Terms of Office

As specified by the Enabling Act, the Board of Directors of the Metropolitan Service District will consist of seven (7) city councilmen and county commissioners appointed by the governing boards of the cities and counties located within the boundaries of the District.

Members will include a representative from the board of county commissioners of each county located in the District, a councilman from the City of Portland and a mayor or city councilman from each county in the District who will represent the cities in the counties.

Board members shall be appointed in December of even-numbered years for a two (2) year term and until his successor is appointed and qualifies for the office, unless the body that appoints him declares his office vacant and appoints his successor. In such cases, the successor shall serve for the unexpired term remaining after the vacancy is declared.

Election of a Chairman to serve for a one-year period will be made by the Board of Directors at the first meeting held after January of each year. The Chairman will preside at all meetings and will have additional powers at the discretion of the Board.

A Vice-Chairman shall be elected. During the absence of the Chairman, he will serve as, and will have, the authority of the Chairman. Other officers may be elected at the discretion of the Board.

Meetings

(1) Regular meetings of the Board of Directors will be held each 2nd and 4th Fridays of each month at one o'clock p.m. Notice of time and place of the meetings and copies of the agenda will be given to governing bodies of the cities and counties and the news media not less than five (5) days prior to the meeting.

(2) The Chairman or four (4) members of the Board may call a special meeting on 48 hours written notice. The agenda for such a meeting shall be limited to the purpose for which the meeting is called.

(3) A quorum for transacting official business shall consist of a majority of the Board's membership.

(4) An agenda shall be prepared and mailed to the Board members at least five (5) days in advance of a regular Board meeting. All items to be placed on the agenda must be submitted, with support materials, to the Executive Offices of the District not less than ten (10) days prior to the regular meetings. However, the Board may consider items not on the official agenda at the request of a member present and with the consent of a majority of the Board members present.

(5) Voting on substantive matters shall be by record vote; on procedural matters it may be by voice vote unless one (1) member calls for a record vote.

(6) Minutes of each meeting shall be prepared recording the actions, votes cast, and recommendations of the Board of Directors. Minutes shall indicate the names of Board members present. Names of other participants should be recorded.

Minutes will be mailed to the Board members. At each subsequent meeting, minutes shall be considered, corrected when necessary, and approved. A book of minutes shall be maintained as a permanent record of the Board's actions.

(7) The Board meeting will be conducted according to "Robert's Rules of Order".

(8) The Board may ask for representatives of cities, counties, state and Federal agencies as well as business and private groups to attend the Board meetings.

(9) All official meetings will be open to the press and the public.

(10) Board members may be compensated on a per-meeting basis. The amount, to be fixed by the Board, shall be compatible with existing practices of government and industry.

Personnel

(1) The Board of Directors may establish whatever administrative, clerical, technical and other positions are needed for the proper functioning of the District or the District may contract with special consultants, other jurisdictions and/or Associations of Governments for staff assistance on whatever terms the Board considers in the best interests of the District.

(2) Executive Director. The Board of Directors shall appoint or contract for an Executive Director who shall be the chief administrative officer of the District with complete responsibility for administering the policies of the District. He shall:

(a) Exercise the authority and perform the duties assigned to him by the Board of Directors.

(b) Serve as Secretary to the Board of Directors.

(c) Be the Budget Director as provided in ORS

294.331 and submit to the Board an annual budget as the Budget Committee needs to operate the District with recommendations concerning the operations of the District.

Following review and approval of the budget, as approved by the Tax Supervising and Conservation Commission, the Director shall administer the approved budget, adopting such controls as may be necessary and required by Oregon law. He shall also submit to the Board of Directors quarterly reports on the financial status of the District or more often as the Board deems necessary.

- (d) Appoint and direct members of his staff as authorized by the Board. Selection will be made without regard to sex, race, creed, national origin or political affiliations, but solely with reference to the requirements for the position involved.
- (e) Serve as the purchasing agent for the District.
- (f) Shall attend all meetings of the District Board unless otherwise excused by the Board.
- (g) Perform such other and additional duties as the Board of Directors may require.

Finances

(1) Budget. The Executive Director will submit annually to the Board of Directors an administrative and capital budget based upon an estimate of the District's expenditures and recommended sources of income for the ensuing fiscal year. The proposed budget will be submitted no later than March 1 of each year so that the Board can review and take final action on the budget by May 15 so that the budget may also be reviewed by the Tax Supervising and Conservation Commission in accordance with the provisions of ORS Chapter 294.

(2) Accounting System. A system of finance and accounts shall be developed in accordance with ORS Chapter 297 which will permit control of expenditures and the accounting of income and disbursement of funds.

BEFORE THE GOVERNING BODY OF THE
METROPOLITAN SERVICE DISTRICT

In the Matter of

ESTABLISHING RULES OF PROCEDURE
for Conduct of Board Meetings.

Order No. 1
Rules of Procedure
Governing Proceedings
Pursuant to ORS
268.200 (5)

The above-entitled matter is before the Governing Body of the METROPOLITAN SERVICE DISTRICT to consider adoption of rules of procedure; the Governing Body having fully considered the matter, it is therefore

ORDERED that the following be and the same are hereby adopted as the rules for governing the conduct of meetings of the Governing Body of the Metropolitan Service District pursuant to the powers granted under ORS 268.200 (5):

(1) The Governing Body of the Metropolitan Service District may hereafter be referred to as the Board of Directors of the Metropolitan Service District.

(2) The Board of Directors shall meet regularly and publicly on the 2nd and 4th Fridays of each month at one o'clock p.m. Reasonable notice of the time and place of the meeting and agenda shall be sent to the members of the Board and governing bodies of those cities and counties having members on the Board of Directors not less than five (5) days prior to the meeting. No matter shall be taken up by the Board that is not on the agenda unless there is a vote to suspend the rules.

(3) The chairman or a majority of the Board may call a special meeting on forty-eight (48) hours written notice. The agenda shall be limited to the purpose for which the meeting is called.

(4) A quorum for transacting official business shall consist of a majority of the Board's membership. Any substantive action shall require a vote of a majority of the Board's membership for passage.

(5) Voting on substantive matters shall be by record vote and by resolution; on procedural matters, it may be by voice vote unless one member calls for a record vote.

(6) Minutes of each meeting shall be prepared recording the actions, votes cast and recommendations of the Board of Directors. Minutes shall indicate the names of Board members present. Names of other participants should be recorded. A book of minutes shall be maintained as a permanent record of the Board's actions.

(7) The Board meeting will be conducted according to Roberts "Rules of Order".

(8) All official meetings will be open to the press and public.

(9) The members present may adjourn a meeting if there is no quorum.

THE GOVERNING BODY OF THE
METROPOLITAN SERVICE DISTRICT

BY _____
Chairman

BY _____
Director

BY _____
Director

BY _____
Director

BY _____
Director

BY _____
Director

BY _____
Director

APPROVED AS TO FORM:

GEORGE VAN HOOMISSEN
District Attorney for
Multnomah County, Oregon

BY _____
David S. Shannon
Deputy District Attorney