

METROPOLITAN SERVICE DISTRICT

BOARD OF DIRECTOR'S MEETING

AUGUST 7, 1970

ATTENDANCE

Eldon Hout, Chairman  
Sid Bartels  
Harold Ruecker  
David Eccles  
Robert Schumacher  
Frank Schumaker  
Homer C. Chandler, Acting Executive Director

OTHERS IN ATTENDANCE

Hal Johnson, representing Lloyd Anderson  
Mayor E. G. Kyle  
Mrs. Ruth Hagenstein, Metropolitan Study Commission

There being a quorum present, the Board of Directors considered the following items of business:

I. ADOPTION OF BYLAWS

Mr. Chandler reviewed the proposed bylaws that had been developed and submitted to the Board. Following a thorough discussion of the bylaws, the following amendments were approved.

A. ORDER #1 - Rules of Procedure Governing Proceedings

Item 2

Mr. Schumaker moved that Item 2 should be amended as follows.  
"The Board of Directors shall meet regularly and publicly on the second and fourth Fridays of each month at one o'clock p.m."  
Mr. Bartels seconded the motion; motion carried unanimously.

Item 3

Mr. Ruecker moved that Item 3 be amended to read, "The Chairman or a majority of the Board may call a special meeting on 48 hours written notice; the agenda shall be limited to the purpose for which the meeting is called."

II. GUIDELINES OF METROPOLITAN SERVICE DISTRICT

A. Officers and Terms of Office

Mr. Schumacher moved that a fourth paragraph should be added and should read as follows. "Selection of a Chairman to serve for a one-year period will be made by the Board of Directors during the first meeting to be held after January 1 of each year. The Chairman should preside at all meetings and will have additional powers at the discretion of the Board. In addition, a Vice-Chairman will be selected; and during the absence of the Chairman, will serve as, and will have, the authority of the Chairman. Other officers may be selected at the discretion of the Board." Mr. Schumaker seconded the motion; motion carried unanimously.

B. Meetings

Paragraph 1 is amended to read as follows. "Regular meetings of the Board of Directors will be held the second and fourth Fridays of each month at one o'clock p.m."

Paragraph 2 is amended to read, "The Chairman or four members of the Board may call a special meeting on 48 hours written notice."

Paragraph 4--Commissioner Schumacher moved that the last line of subsection 4 be amended to read as follows. "However, the Board may consider items not on the official agenda at the request of a member present and with the majority consent of the Board members present." Mr. Schumaker seconded the motion; motion carried with the vote being

Aye

Robert Schumacher  
Frank Schumaker  
David Eccles  
Eldon Hout

Noes

Harold Ruecker  
Sid Bartels

Paragraph 10--Mr. Schumaker moved that paragraph 10 be added and that it should read as follows. "The Board members may be compensated on a per meeting basis. The amount, to be fixed by the Board, should be compatible with existing practices of government and industry." Mr. Schumacher seconded the motion; motion carried unanimously.

Sub-section (c), Page 3--Mr. Bartels moved that the last line of sub-section 3, dealing with the duties of the Executive Director should be amended to read as follows. "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." Mr. Ruecker seconded the motion; motion carried unanimously.

Sub-section (d), Page 3--Mr. Chandler was instructed to change the second line by deleting the words "Executive Committee" and inserting the word "Board".

C. Finances

Mr. Schumaker moved that Item 1 entitled, "The Budget" should be amended to read as follows. "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 \_\_\_\_\_ so that the budget may also be reviewed by the Tax Supervising and Conservation Commission in accordance with the provisions of ORS Chapter 294. "

Following the completion of the changes desired, Mr. Ruecker moved that, Order #1, entitled "Rules of Procedure Governing Proceedings", be adopted as amended and to become effective as of September 1, 1970. Mr. Eccles seconded the motion; motion carried unanimously.

Mr. Eccles moved that Order #2, authorizing the adoption of the Guidelines as amended, be approved. Mr. Ruecker seconded the motion; motion carried unanimously.

III. FINANCIAL REPORT

Chairman Hout called on the Executive Director to present a report concerning the possible alternatives of financing the Service District.

Mr. Chandler reported that, from his review of Oregon financial law, it appeared that there are three methods available to the District for financing its operations in the coming year. These methods are

1. Submittal to the voters in a November election a proposition to establish a tax base and then negotiate a tax anticipation note. Under this method, if approved by the voters, a tax base would be established, a tax levy would be certified as of July 1, 1971, and tax revenue would become available in November of 1971.

In order to finance the operations between November 1970 and November 1971, the District could apply to local financial houses for a loan which would be repaid from the tax revenue collected in November 1971.

2. G. O. Bonds

Mr. Chandler stated that the Oregon law allows a municipal corporation to float a General Obligation bond without having to establish a tax base. The law further allows a municipal corporation to levy the necessary taxes to redeem the bonds. In order for this procedure to work, the District should figure on putting this proposition on the ballot in November of 1970.

3. Utilization of Existing Organizations

Mr. Chandler stated that he felt the bulk of the staff assistance needed by the District for the coming year can be provided by the CRAG organization with some assistance from employees of cities and counties. He stated that the type of assistance that will be needed can be provided by CRAG without jeopardizing the CRAG work program. If such an arrangement is made, this would then make possible the use of most of the money that can be obtained from the taxing provisions to hire consulting services that will be needed in developing a detailed financial and engineering plan.

Mayor Kyle stated that he felt that this District would also be eligible to levy a serial levy tax without a tax base and that he recommended this be reviewed and considered.

Mr. Walter Jacobs, a financial consultant, stated that prior to submitting any financial program to the voters that the Board should develop a long-range work program and a financial management plan; and also that it should be thoroughly explained in public information programs so that, when it is presented to the people, they would be able to cast a vote based on sound judgment. He also emphasized that the District would be eligible for Federal grants that are available to assist in developing the work program. Mr. Jacobs explained the background and history of his firm and offered their services.

Mr. Ruecker moved that there be a specially called meeting for August 21 at 11 a.m. and that Mr. Chandler be prepared to present a budget and a recommendation on a financial method to finance the operations of the District. Mr. Schumaker seconded the motion; motion carried unanimously.

#### IV. NAME OF ORGANIZATION

Mr. Kyle stated that he feels that the District should adopt a name that would be clearly identifiable and proposed the name of TRI-CO. The Board took this matter under advisement with the understanding that it would be discussed at the next meeting.

There being no further business, the meeting adjourned at 11 a.m.



**COLUMBIA REGION ASSOCIATION of GOVERNMENTS**

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July 31, 1970

M E M O R A N D U M

To: Board Members of the Metropolitan Service District

From: Homer C. Chandler, Executive Director

Subject: Bylaws

As per your request, I have attached a suggested set of Bylaws to assist in administering the Metropolitan Service District Program. In compiling these, I have drawn on the experience of the CRAG operations as well as Multnomah County's District Attorney's Office, the Urban Study Center, Portland State University, and miscellaneous documents. You will note that there has not been included any items dealing with working arrangements and fringe benefits for employees that will be eventually hired by the District. I desire to discuss this with members of the Board prior to drafting a section on that subject. You will also note that there are other items that belong in a good operation that have not been included; however, it is my opinion that at this point in time, it would be desirable to leave your Bylaws quite flexible so that they will not be an obstacle to working out the difficulties that are inherent in a new organization. These also, I feel, should be reviewed in our meetings prior to their being included in a draft.

Regarding the financing of the Metropolitan District, I have spent some time as I know Commissioner Eccles has also, in meeting with different parties to obtain information and assess financial possibilities. We shall be prepared to present some alternatives that have been discussed in these past weeks.

As a reminder, your meeting has been scheduled for 8:30 a.m., Friday, August 7th.

Sincerely,

A handwritten signature in cursive script that reads "Homer C. Chandler".

Homer C. Chandler  
Executive Director

HCC/pw