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MAR 04 1970

John D. Weldon

Dept. of Records & Elections

BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR
MULTNOMAH COUNTY, OREGON

In the Matter of the Establishment of
a METROPOLITAN SERVICE DISTRICT within
Areas of the Counties of MULTNOMAH,
WASHINGTON and CLACKAMAS, Under the
METROPOLITAN SERVICE DISTRICT ACT of
July 1, 1969.

ORDER

The above-entitled matter is before the Board to consider the designation of an appropriate official ballot to be used at the special election to be held at the time of the State-wide primary election on May 26, 1970, submitting the question as to whether or not there shall be established a Metropolitan Service District as provided for by Chapter 700 Oregon Laws 1969, within the boundaries of the land described in "Exhibit A", attached hereto and by reference made a part of this order; and the Board having fully considered a ballot for such purposes, it is therefore

ORDERED that the form of official ballot to be used by the voters at said election on the question of the establishment of a Metropolitan Service District shall be in the words and figures as set forth in said "Exhibit A" attached hereto and made a part of this order; and it is

FURTHER ORDERED that the Clerk of the Board direct a certified copy of this order to the Multnomah County Director of the Department of Records and Elections, the Washington County Director of Records and Elections, and the Clackamas County Supervisor of Elections and Recording, to be used by said officers at said election.

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

By James Gleason
Chairman

By R. M. Ambrose
Commissioner

By Edwin Egan
Commissioner

By Donald Clark
Commissioner

By Mike Jordan
Commissioner

APPROVED AS TO FORM:

GEORGE VAN HOOMISSEN
District Attorney for
Multnomah County, Oregon

By Willis A. West
Willis A. West
Chief Civil Deputy

Order.

METROPOLITAN SERVICE DISTRICT

A parcel of land located in Clackamas, Multnomah and Washington Counties, Oregon, bounded as herein described:

Beginning at the southeast corner of T2S, R1W, W.M., which is a point in the boundary between Clackamas and Washington Counties, Oregon; thence west along the south line of T2S, R1W, W.M. to the southwest corner thereof; thence north along the west line of T2S, R1W, W.M., to a point on the centerline of the Tualatin River; thence following the centerline of the Tualatin River, northerly westerly and then southerly to a point on the east line of Section 35, T1S, R4W, W.M.; thence south along the east line of Section 35 to the southeast corner thereof; said point being on the boundary between Washington and Yamhill Counties; also being the southeast corner of the City of Gaston, Oregon; thence west along the south boundary of the City of Gaston to the southwest corner thereof; thence north along the west boundary of Gaston to the northwest corner thereof; thence easterly along the north boundary of Gaston to a point on the centerline of the Tualatin Highway (State of Oregon Drawing No. 6B-35-16); thence northerly along the centerline of Southern Tualatin Valley Highway to the intersection with Dilley Road (County Road No. A-164); thence northwesterly along Dilley Road to the intersection with Springtown Road (County Road No. 214); thence westerly along Springtown Road to a point on the east line of the William Beagle D.L.C. No. 38, Washington County, Oregon; thence northeasterly along the east line of D.L.C. No. 38 to a point on the north line of Section 2, T1S, R4W, W.M.; thence east along the north line of Section 2 to the southwest corner of Section 36, T1N, R4W, W.M.; thence north on the west line of Section 36 to the northwest corner thereof; thence east along the north line of Section 36 to a point on the centerline of Thatcher Road (County Road No. A121); thence northerly along the centerline of Thatcher Road to the intersection with Purdin Road (County Road No. 320); thence easterly along the centerline of Purdin Road to a point on the west line of the James Johnson D.L.C. No. 38; thence north along the west line of D.L.C. No. 38 to a point on the centerline of Kemper Road (County Road No. 2024); thence east along the centerline of Kemper Road to the intersection with the Nehalem Highway (Oregon State Highway No. 47); thence north along the centerline of the Nehalem Highway to the intersection with the Wilson River Highway (Oregon State Highway No. 6); thence westerly along the centerline of the Wilson River Highway to a point on the 1/4 section line of Section 36, T2N, R4W, W.M.; thence north along the center line of Sections 36 and 25, T2N, R4W, W.M.; to the center of Section 25; thence east along centerline of Section 25 to the northwest corner of the southwest 1/4 of Section 30, T2N, R3W, W.M.; thence east along the center section lines 30 and 29 to a point on the centerline of the Sunset Highway (U. S. Highway No. 26); thence southeasterly along the centerline of the Sunset Highway to a point on the north line of Section 32, T2N, R3W, W.M.; thence east along the north line of Sections 32, 33, 34, 35, and 36, T2N, R3W, W.M., and the north line of Sections 31, 32 and 33, T2N, R2W, W.M., to the northeast corner of said Section 33, T2N, R2W, W.M.; thence north along the west line of Sections 27, T2N, R2W, W.M., which is a point on the line between Washington and Multnomah Counties, Oregon; thence continuing north along the west line of Multnomah County to the northwest corner thereof which is the northwest corner of Section 27, T3N, R2W, W.M.; thence easterly tracing the north line of said Multnomah County to its intersection with the north boundary of the State of Oregon; thence easterly along said north boundary to its intersection with the

east line of Section 20, T1N, R4E, W.M.; thence south leaving said State Boundary tracing the east line of Sections 20, 29 and 32, T1N, R4E, W.M.; thence continuing south along the east line of Sections 5, 8, 17 and 20, T1S, R4E, W.M. to the southeast corner of Section 20, T1S, R4E, W.M. which is a point on the line between Multnomah and Clackamas Counties, Oregon; thence west along said County line to the northeast corner of Section 28, T1S, R3E, W.M.; thence leaving said County line, south along the east line of said Section 28 to the southeast corner thereof; thence west along the south line of Sections 28, 29 and 30, T1S, R3E, W.M. to the west line of said Township; thence south along west line and the west line of T2S, R3E, W.M. to its intersection with the centerline of the Clackamas River; thence westerly tracing the centerline of the Clackamas River to its intersection with the east line of Section 16, T2S, R2E, W.M.; thence south along the east line of Sections 16, 21, 28 and 33, T2S, R2E, W.M., and the east line of Sections 4 and 9, T3S, R2E, W.M., to the southeast corner of said Section 9; thence west along the south line of Sections 9, 8 and 7, T3S, R2E, W.M., and the south line of Sections 12, 11 and 10, T3S, R1E, W.M. to the southwest corner of said Section 10; thence north along the west line of said Section 10 to the northwest corner thereof; thence west along the south line of Section 4, T3S, R1E, W.M. to the southwest corner of said Section 4; thence north along the west line of said Section 4 to the northwest corner thereof; thence west along the north line of said T3S, R1E, W.M., to the northwest corner thereof which is also the southeast corner of T2S, R1W, W.M., and the true point of beginning of this description.

July 25 - 69

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)
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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

BEFORE THE GOVERNING BODY OF THE
METROPOLITAN SERVICE DISTRICT

In the Matter of)

ESTABLISHING GUIDELINES AND POLICIES)

for the Operation of the METROPOLITAN)
SERVICE DISTRICT.)

Order No. 2
ADOPTION OF
GUIDELINES

This matter having come before the Board for the purpose of establishing guidelines and policies for the operation of the METROPOLITAN SERVICE DISTRICT; and

It appearing that such policy statements may aid in resolving procedure questions which do not require formal rules of procedure, and the Board of Directors being fully advised in the matter, it is hereby

ORDERED that the attached guidelines be adopted.

THE GOVERNING BODY OF THE
METROPOLITAN SERVICE DISTRICT

By _____
Chairman

By _____
Director

By _____
Director

By _____
Director

By _____
Director

APPROVED AS TO FORM:

By _____
Director

GEORGE VAN HOOMISSEN
District Attorney for
Multnomah County, Oregon

By _____
Director

By _____
David S. Shannon
Deputy District Attorney

GUIDELINES AND POLICY STATEMENT OF

THE METROPOLITAN SERVICE DISTRICT

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Function

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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.

Selection 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 selected. During the absence of the Chairman, he will serve as, and will have, the authority of the Chairman. Other officers may be selected 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 meeting 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 of 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 "Roberts Rules or 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 employ whatever administrative, clerical, technical and other assistance needed for the proper functioning of the District or the District may contract with other jurisdictions and/or Associations of Governments for staff assistance or 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 needed to operate the District with recommendations concerning the operations of the District.

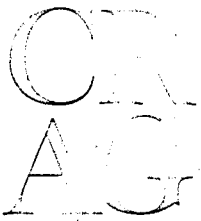
Following review and approval of the budget, as approved by the Tax Supervising and Conservation Commission, the Director shall administer the approved budget, adopting such controls as may be necessary and required by Oregon law. He shall also submit to the Board of Directors quarterly reports on the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



COLUMBIAN REGION ASSOCIATION of GOVERNMENTS

425 N.W. 4TH AVENUE, SUITE 500 • PORTLAND, OREGON 97204 • (503) 226-4300

CLATSOP COUNTY, OREGON
Cities in Clatsop County

CLATSOP COUNTY, OREGON
Cities in Clatsop County

MULTNOMAH COUNTY, OREGON
Cities in Multnomah County

WASHINGTON COUNTY, OREGON
Cities in Washington County

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,

Homer C. Chandler
Executive Director

HCC/pw

Amended

BYLAWS OF THE
METROPOLITAN SERVICE DISTRICT

The Metropolitan Service District was authorized by Senate Bill 494 of the 1969 Oregon State Legislature and was formed by a majority vote of the ballots cast in the May 1970 Primary Election by the citizens living within the boundaries of the District.

A. Functions:

The functions and responsibilities of the Metropolitan Service District, as set forth in the enabling legislation, are that of providing the metropolitan aspect of sewage, solid wastes, storm drainage and transportation services and other services that the voters of the District may approve at future elections.

B. 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. The Board shall elect one of its members to serve as the Chairman of the Board for a period to be determined by the Board.

C. Meetings:

1. Regular meetings of the Board of Directors will be held each _____ (day or days) of each month at _____ o'clock. Notice of time and place of the meeting 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' 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 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 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 unanimously consent 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 member calls for a record vote. Action on matters before the Board shall be taken by the affirmative consent of a majority of the members present.

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.

Unless prohibited by ^{new} charter, ordinance or statute
10. 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.

D. Personnel:

1. The Board of Directors may employ whatever administrative, clerical, technical, and other assistance needed for the proper functioning of the District or the District may contract with 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:
 1. Exercise the authority and perform the duties assigned to him by the Board of Directors.
 2. Serve as Secretary to the Board of Directors.
 3. Prepare and submit to the Board an annual budget needed to operate the District with recommendations concerning the operations of the District.

Following review and approval of the budget, as it may be modified by the Board of Directors, the Director shall administer the approved budget, adopting such controls as may be necessary. He shall also submit to the Board of Directors quarterly reports on the financial status of the District or more often as he deems necessary.

4. Appoint and direct members of his staff as authorized by the ~~Executive Committee~~^{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.
5. Serving as the purchasing agent for the District.
6. Shall attend all meetings of the District Board unless otherwise excused by the Board.
7. Perform such other and additional duties as the Board of Directors may require.

The Executive Director shall be appointed for an unspecified period of time and shall serve at the pleasure of the Board of Directors. His salary shall be fixed by the Board of Directors, as will all other staff salaries.

E. 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 May 15 of each year so that the Board can review and take final action on the budget by July 1, the beginning of the fiscal year.

2. Accounting System:

A system of finance and accounts shall be developed which will permit control of expenditures and the accounting of income and disbursement of funds. An annual independent audit of the District's financial activities will be provided.

3. Purchasing:

The Executive Director shall purchase all materials, equipment and services. Items with a value of \$100 or less may be procured without consulting the Board of Directors. Items in excess of this amount shall require the approval of the Board of Directors. Each purchase shall be appropriately documented in accordance with accepted accounting practices and consistent with the techniques used in making a financial audit.

4. Disbursement:

The Board of Directors shall designate a person who may sign and issue payroll checks following the preparation of the monthly payroll. The Executive Director shall have petty cash funds of \$100 for incidental expenses. This fund shall be replenished monthly or when it reaches a minimum of \$10.