



METROPOLITAN SERVICE DISTRICT

1220 S.W. MORRISON, ROOM 300, PORTLAND, OREGON 97205

(503) 222-3671

MSD BOARD OF DIRECTORS

MINUTES OF MAY 26, 1978 MEETING

BOARD MEMBERS IN ATTENDANCE

Robert Schumacher, Chairman
Raymond Miller
Sidney Bartels
James Robnett
Dennis Buchanan
Connie McCreedy

BOARD MEMBERS NOT IN ATTENDANCE

Lyle Salquist

STAFF & GUESTS IN ATTENDANCE

Jan Stewart, MSD Counsel
Charles C. Kemper, Staff
Merle Irvine, Staff
Warren Iliff, Staff
Jean Woodman, Staff
Mike Alesko, Oregonian
Jack Pement, Oregon Journal
John Hankee, Multnomah County
John Wight, City of Portland

METROPOLITAN SERVICE DISTRICT BOARD ACTION

78-1074 DATE 6-9-78
YES NO ABST.

BARTELS
BUCHANAN
McCREADY
MILLER
ROBNETT
SALQUIST
SCHUMACHER

YES	NO	ABST.
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Paul Miller
Clerk of the Board

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

78-1065 MINUTES

Mayor Robnett moved to approve the minutes of the May 12, 1978, Board meeting as submitted. Councilman Bartels seconded the motion. The motion carried unanimously by roll call vote.

78-1066 PUBLIC COMMUNICATIONS

Commissioner Schumacher asked if there was anyone in the audience that wished to address the Board on matters not listed on the meeting agenda. There was no response.

78-1067 CASH DISBURSEMENTS

Commissioner Miller moved to approve payment of Checks No. 2578 to 2695 for check registers dated May 25, 1978, in the total amount of \$9,626.22, and May 26, 1978, in the total amount of \$80,941.02. Commissioner Buchanan seconded the motion. The motion carried unanimously by roll call vote.

78-1068 SOLID WASTE ADVISORY COMMITTEE APPOINTMENT

Commissioner McCready moved to cast a unanimous ballot appointing David M. Ford, Chief Financial Officer of Clyde Equipment Company, to fill the vacancy on the MSD Solid Waste Advisory Committee. Commissioner Miller seconded the nomination, and Mr. Ford was unanimously approved.

78-1069 BUDGET REVIEW REPORT

(This agenda item was considered out of order and after items 78-1070, 78-1071, 78-1072 and 78-1073.)

Mr. Iliff reviewed his staff report outlining his plan for increasing revenues and decreasing costs. He stated that it was his intention to meet with his department heads to determine where cuts can be made, and Councilman Bartels suggested that Mr. Iliff first analyze cuts in the number of employees per department heads.

Commissioner McCready responded to Mr. Iliff's staff report, stating that she was not in a position to argue the validity of the Zooplan Report which indicated that a well run zoo should be self-supporting, but that it was the only professional report available to the Board and was recommended by Mr. Iliff. She also stated that her suggested 60% figure for operating costs from revenues was intended as a goal to counteract what she considered an alarming trend of relying more and more on capital to subsidize operation of the zoo. She felt that the Board should add a resolution to the agenda item stating that "by the end of the first levy the zoo should be generating 100% of its operating costs, and by the end of this next fiscal year, the zoo should be generating 60% of its operating costs". The intent of the resolution, she stated, was to protect against the possibility that the next zoo levy may fail and leave the zoo without sufficient operating funds. Commissioner McCready also stated that staff should prepare an aggressive marketing campaign to attract visitors as a method of increasing revenues.

Mr. Iliff stated that Commissioner McCready's 100% figure was unrealistic and that there was not a zoo in the country operating solely on generated revenues. Commissioner Schumacher directed Mr. Iliff to provide the Board with documentation substantiating his statement.

Motion 78-1069.A: Commissioner McCready moved to approve staff recommendation to approve the admission rate increases, the elimination of the free MSD school group admission, the spring free days and the fall spook rides along with a continued study of how additional cuts can be made in operating costs. Commissioner Miller seconded the motion. The motion carried unanimously by roll call vote.

There was some discussion on Commissioner McCready's suggested resolution, and it was agreed that the reality of a 100% operation would be better considered at a later date and with additional data and experience.

Motion 78-1069.B: Commissioner McCready moved to direct that by the end of the 78-79 fiscal year the zoo shall generate a minimum of 60% of its operating costs. Councilman Bartels seconded the motion.

In discussion, the motion received opposition from Commissioner Miller who felt such a goal should not be passed onto a new Board, and Commissioner Buchanan expressed concern that the Board deal with specific cuts and programs and increases in revenues in order to make such a goal meaningful and realistic. Commissioners McCready, Schumacher and Bartels felt the motion was a direction to staff that would be monitored and dealt with by the Board prior to January 1979.

Mayor Robnett moved to amend the motion to state zoo shall "work towards" 60% rather the zoo "shall be" generating 60%. Commissioner Miller seconded the motion. The clerk called the roll and the amendment failed with Commissioners Bartels, Buchanan, McCready and Schumacher voting no.

The question was called on the main motion and the motion carried with Commissioner Miller and Mayor Robnett voting no.

78-1070 NURSERY IMPROVEMENTS - CONSTRUCTION BID AWARD

Mr. Kemper reviewed the process for obtaining bids on remodelling of the zoo nursery, stating that two bids were received, both of which were over the budgeted figure of \$25,000. It was staff's recommendation that both bids be rejected and the project be resubmitted for bids on a trade by trade basis. Staff felt this procedure, recommended by both the architects and MSD's construction consultant, would set construction costs at \$28,000 to \$30,000. Commissioner McCready questioned how the original estimate of \$25,000 was developed. Mr. Iliff stated that it was the result of poor specifications developed by Warner Walker & Macy during Phase II of the Development Plan. He assured the Board that schematic designs being developed during Phase IV for other projects would contain accurate estimates and specifications for construction design.

Commissioner McCready moved to approve staff recommendation to proceed with construction of the nursery without the services of a general contractor and utilizing the following procedure:
1) Reject all bids; 2) MSD to serve as general contractor;
3) Amend the Warner Walker Macy contract 77-107 to contact and request proposals from sub-contractors on a trade by trade basis at a cost of \$1,000; and 4) MSD to coordinate the award of approximately ten separate contracts to construct the facility. Councilman Bartels seconded the motion. The motion carried unanimously by roll call vote.

Mayor Robnett recommended that a review committee be established to oversee construction projects and to avoid problems of poor specifications and estimates in the future. The Board was in agreement. Staff will return to the Board with recommendations for appointing a Design Review Committee to consider all engineering and construction projects for the Metropolitan Service District.

78-1071 ZOO CONCESSION PROGRAM (Considered by Board Management Committee on May 19, 1978)

Mr. Iliff reported on staff's efforts to increase revenues at the concessions and gift shop, stating that a consultant had been retained to provide input on improving food and sales potential for the immediate fiscal year, and to aid in developing schematic designs and a program for the two existing visitor services facilities. Mr. Iliff felt that the consultant's input so far had been successful. He also reported on staff's intention to develop a Request for Proposals for private operation of these facilities as an evaluation effort between private and staff operation. Mr. Iliff further stated a request to continue an employee-only discount program for all zoo employees on the food concessions. The employee discount would not include volunteers.

Commissioner Miller moved to approve the program as outlined in the staff report. Commissioner McCready seconded the motion.

There was some discussion on restrictions that might be contained in the RFPs in regards to location and expansion of the facilities and the process to be used in evaluating proposals. Mr. Kemper cautioned the Board on difficulties in evaluation if the specifications were not clearly defined. Also, it was Commissioner McCready's suggestion that proposals be presented with bids contained in a separate envelope to be opened after evaluation of the proposal itself. The clerk called the roll and the motion carried unanimously.

78-1072 FREE ADMISSIONS POLICY (Considered by Management Committee May 19, 1978)

Mr. Iliff addressed the Board requesting a zoo gate fee increase and restructuring of the free admissions policy presently utilized.

Councilman Bartels moved to approve drafting of an ordinance to establish a new admissions price structure and free admission policy for consideration at the June 9, 1978, Board meeting. Commissioner Buchanan seconded the motion. The motion carried unanimously by roll call vote.

78-1073 SERVICES FOR OUTSIDE ORGANIZATIONS POLICY (Considered by the Management Committee on May 19, 1978)

Commissioner Buchanan moved to adopt a policy stating that the Zoo Division will no longer provide membership, secretarial and newsletter services to the Zoological Society as of July 1, 1978. Councilman Bartels seconded the motion. The motion carried unanimously by roll call vote.

There was no Other Business or Informational Reports presented by staff.

Commissioner McCready requested a discussion on the voter approval of Ballot Measure 6, suggesting that the Board begin working toward an orderly transition. She also suggested that Mr. Kemper meet with the Executive Director of CRAG and invite the CRAG Chairman to meet with the Management Committee to discuss transition. Mayor Robnett suggested that any transition committee study the Hamilton, Ontario, two-tier governmental structure used as a model for the MSD structure, in order to avoid the errors made there. Commissioner Schumacher will contact CRAG to set up an initial discussion meeting and report back to the Board.

There being no further business to come before the Board, the meeting adjourned at 3:30 P.M.