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MINUTES OF THE MANAGEMENT COMMITTEE  
OF THE METROPOLITAN SERVICE DISTRICT

June 18, 1987

Committee Members Present: Tom DeJardin (alternate\*), Jim Gardner, Gary Hansen, Sharron Kelley

Committee Members Absent: Tanya Collier, Larry Cooper and David Knowles (alternate\*)

Staff Present: Yvonne Sherlock, Cathy Vandehey and Judy Munro

Chairman Gardner called the meeting to order at 5:35 p.m.

1. Consideration of Minutes

Motion: Councilor DeJardin moved, seconded by Councilor Kelley, to approve the minutes of April 23, May 21 and May 28, 1987.

Vote: All four Councilors present voted aye. Councilors Collier and Cooper were absent.

The motion carried and the minutes were approved.

2. Consideration of a Contract with Mercer, Inc. to Act as Broker of Record for Employee Benefits

Cathy Vandehey, Personnel Assistant, explained the Council had adopted Resolution No. 87-765 on May 28, 1987, which had designated Mercer, Inc. as broker of record. The Management Committee was now being requested to approve the contract. She said commission fees paid to Mercer would average between \$10,000 and \$12,000 a year.

Motion: Councilor DeJardin moved the contract be approved. Councilor Kelley seconded the motion.

Ms. Vandehey noted that at the May 28 Council meeting, Councilor Van Bergen had raised questions about termination of contract provisions. She said the contract contained Metro's standard termination clause which provided for termination upon five days written notice to the contractor from Metro.

Vote: A vote on the motion resulted in all four Councilors present voting aye. Councilors Collier and Cooper were absent.

\* NOTE: Attendance of alternates is not mandatory unless a quorum is needed (3 members is a quorum). Absent alternate members are not listed in voting records.

The contract was unanimously approved.

3. Consideration of Resolution No. 87-770, for the Purpose of  
Amending the Solid Waste Policy Advisory Committee (SWPAC)  
Bylaws

Ray Barker, Council Assistant, first explained that the Management Committee was being asked to recommend to the full Council whether it should adopt the Resolution. He then reviewed provisions of the proposed Resolution. Mr. Barker reported the current SWPAC by-laws provided that appointments to the Committee be for two-year terms. The terms were not staggered and as a result, the terms of all Committee members will expire on January 1, 1988. In order to provide greater continuity on SWPAC, staff recommended the bylaws be changed to provide for staggered, two-year terms for Committee members.

Motion: Councilor DeJardin moved the Management Committee recommended the Council adopt Resolution No. 87-770 at its next regular Council meeting.

Councilor Hansen said he supported the motion but thought the Council needed to examine the functions and structure of current and proposed committees dealing with solid waste matters in order to provide precise definitions of functions and to determine whether some committees could be eliminated.

Chairman Gardner agreed that it was time to examine committees and noted the purposes of the proposed Functional Planning Committee and SWPAC might overlap. SWPAC members had sent a letter to Executive Officer Cusma asking her to explained SWPAC's role in Metro's functional planning process, he said.

In answer to Councilor Kelley's question, Mr. Barker reported long-standing SWPAC member Bob Harris had recently resigned. Councilor Kelley suggested the Council acknowledge Mr. Harris' service with a plaque of appreciation. She thought similar acknowledgement appropriate for other citizens retiring from Committee service.

Vote: A vote on the motion resulted in all four Councilors present voting aye.

The motion passed unanimously.

4. Consideration of a Contract with Associated Electric for  
Emergency Electrical Work Related to the Accounting and Data  
Processing Office Space Remodel at the Metro Center

Judy Munro, Support Services Supervisor, explained consideration of the contract had been added to the Committee's agenda because bids

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received for the project were unexpectedly over \$10,000. In order to proceed with the office space remodel on schedule, staff asked the Committee to consider contract approval at this meeting. Staff recommended awarding the contract to the lowest bidder, Associated Electric.

Motion: Councilor DeJardin moved the contract be approved and Councilor Kelley seconded the motion.

Chairman Gardner asked if, since the bids received came in at over \$10,000, the correct bidding procedure had been followed for contracts over \$10,000. Yvonne Sherlock, Contract Officer, replied that per Metro's contract rules for contract between \$2,501 and \$15,000, three written quotes had been solicited. The Rules required the Management Committee to approve contracts between \$10,001 and \$50,000.

Vote: A vote on the motion resulted in all four Councilors present voting aye. Councilors Collier and Cooper were absent.

The motion passed and the contract was unanimously approved.

4. Request by Councilor Hansen to Transfer Funds

Councilor Hansen requested the Management Committee approve a request to transfer \$330.00 from his Expense Account to his Per Diem Account.

Motion: Councilor DeJardin moved, seconded by Councilor Kelley, to approve the above request.

Vote: A vote on the motion resulted in all three Councilors present voting aye. Councilors Collier and Cooper were absent. Councilor Hansen abstained from voting.

The motion carried.

There being no further business, Chairman Gardner adjourned the meeting at 5:50 p.m.

Respectfully submitted,



A. Marie Nelson  
Clerk of the Council

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