

MINUTES OF THE COUNCIL MANAGEMENT COMMITTEE  
OF THE METROPOLITAN SERVICE DISTRICT

July 17, 1986

Committee Members Present: Councilors Cooper, DeJardin, Gardner,  
Kelley and Van Bergen

Staff Present: Donald Carlson, Estelle O'Connor,  
Becky Crockett, Steve McCusker, Allan  
Goff, Doug Drennen, Ed Stuhr

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

1. APPROVAL OF MINUTES

Motion: Councilor DeJardin, seconded by Councilor Van Bergen,  
moved the minutes of June 19, 1986, be approved.

Vote: A vote on the motion resulted in:

Ayes: Councilors Cooper, DeJardin, Gardner, Kelley and  
Van Bergen

The motion carried and the minutes were approved.

2. Consideration of a Contract with Northwest Economic Associated  
for Market Survey for Yard Debris Compost and Hog Fuel

Becky Crockett, Solid Waste Analyst, reviewed the need for the contract. She explained the market survey would assess whether the projected amount of yard debris generated in the region could be diverted from the landfill to viable markets. Ms. Crockett then discussed the selection process for the recommended contractor.

Councilor Van Bergen objected to referring to the study area as the Portland metropolitan area. After discussion on the issue staff agreed future reports would refer to the region as the Metropolitan Service District and would avoid specific reference to Portland.

Councilor Kelley thought suburban areas would be more suitable for the study because more yard debris was generated in the suburbs. Ms. Crockett explained the study area was a 50 mile radius from the St. Johns Landfill which would include suburban areas.

Motion: Councilor Van Bergen moved to approve the contract  
and Councilor DeJardin seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Cooper, DeJardin, Gardner, Kelley and Van Bergen

The motion carried and the contract was approved.

3. Consideration of an Addendum to the Contract with Ward Rugh, Inc. to Provide Timothy Hay to the Zoo

Steve McCusker, General Curator, reported that Ward Rugh had continued to provide superior quality hay to the Zoo. The price had increased over last year because of increased demand for the product.

Motion: Councilor DeJardin moved the contract addendum be approved and Councilor Van Bergen seconded the motion.

Councilor Van Bergen said he had heard hay was selling at a low price. Mr. McCusker explained the timothy hay grown in eastern Washington and Oregon was a superior grade containing the level of nutrients required for the Zoo. Hay grown in western Oregon sold for a much lower price but was an unsuitable product, he said.

Vote: A vote on the motion resulted in:

Ayes: Councilors Cooper, DeJardin, Gardner, Kelley and Van Bergen

The motion carried and the contract addendum was approved.

4. Consideration of an Extension to the Contract with Kirk McNeil, D.V.M., for Backup Veterinary Service

Mr. McCusker explained that Dr. McNeil was one of three veterinarians in the area qualified to provide the type of service required. Further, Dr. McNeil performed many voluntary services and had an excellent report with Zoo staff. Mr. McCusker said staff would prepare another RFP for veterinary services next year.

Councilor Cooper questioned whether it would be more cost effective for Dr. McNeil to bill the Zoo for services actually rendered on an hourly basis rather than pay him a retainer. Mr. McCusker said the current arrangement worked well especially since the doctor donated much time to the Zoo.

Vote: A vote on the motion resulted in:

Ayes: Councilors Cooper, DeJardin, Gardner, Kelley and Van Bergen

The motion carried and the contract extension was approved.

5. Consideration of an Extension to the Contract with Jackson Exterminators for Zoo Pest Control Services

Mr. McCusker requested the current pest control contract be extended 90 days in order not to interrupt the Golden Monkey Exhibit. He explained the contract would be rebid soon but a change in contractor's at this time would require relocating the Golden Monkeys.

Motion: Councilor DeJardin, seconded by Councilor Kelley, moved the contract extension be approved.

Vote: A vote on the motion resulted in:

Ayes: Councilors Cooper, DeJardin, Gardner, Kelley and Van Bergen

The motion carried and the contract extension was approved.

6. Consideration of a Contract for Repair of Three Existing Waterfowl Ponds in the Zoo's Cascade Area

Allan Goff, Buildings and Grounds Manager, discussed the need for the contract: the existing filled pond leaked about 600 gallons of water a day; visitors complained about bad odors in the pond area caused by too many birds using one pond; and the appearance of the Cascades Exhibit would be greatly improved by expanding the pond area. Mr. Goff then discussed the contractor selection process and the method by which the proposed contractor would correct the problem.

Councilor DeJardin questioned whether the corrective work would cause more soil movement in an already unstable area. Mr. Goff said the engineers he had talked to thought filling cracks with concrete would solve the problem.

In response to Councilor Gardner's question, Mr. Goff said the original ponds were not still covered under warantee because the work had been performed by volunteers over 30 years ago.

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

Vote: A vote on the motion resulted in:

Ayes: Councilors Cooper, DeJardin, Gardner, Kelley and Van Bergen

The motion carried and the contract was approved.

7. Discussion of FY 1985-86 Audit Process

Estelle O'Connor, Senior Accountant, introduced Greg Olson, Senior Manager, and Laurie Barta, In-Charge Manager, of Peat, Marwick, Mitchell & Company, the principals in charge of Metro's 1985-86 financial audit.

Mr. Olson reviewed the audit process including the purpose of the audit, the responsibilities of Metro and the auditors in the process, areas of special emphasis, and recent actions that would affect the audit.

Mr. Olson discussed explained that the federal "Single Audit Act" would require more thorough examination of grant records. He also explained that because Metro had created five new funds, more work would be involved to insure those funds had been properly established.

Councilor Kelley asked if the status of the new Building Fund could be reported in a simpler manner. Mr. Olson said he would certainly be reviewing all funds to ensure better reporting. He said he and Don Cox, the Accounting Manager, had discussed establishing the funds on an enterprise accounting basis to determine if certain operations were self sufficient. Mr. Olson explained his goal was to keep both accounting procedures and reports as simple and effective as possible.

Councilor Van Bergen said he wanted to Committee to be informed of important financial matters as soon as possible. He also emphasized more controls needed to be exercised over property. Finally, the Councilor supported the Single Audit Act and its resulting controls.

In response to Mr. Olson's request for feedback on accounting reports, the Committee general agreed the reports were too detailed and somewhat difficult to understand.

Councilor Gardner asked that unappropriated balance funds be examined to see if the amounts conformed to acceptable standards. Mr. Olson said although the previous auditor had commented on unappropriated balances, his firm would not comment unless the balances were unusually low.

Other Business

Don Carlson, Deputy Executive Officer, requested the Committee convene on August 14 for the purpose of approving the Data Processing Plan.

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There being no further business, Chairman Gardner adjourned the meeting at 6:35 p.m.

Respectfully submitted,



A. Marie Nelson  
Clerk of the Council

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