

MINUTES OF THE COUNCIL MANAGEMENT COMMITTEE  
OF THE METROPOLITAN SERVICE DISTRICT

January 16, 1986

Committee Members Present: Councilors DeJardin, Gardner,  
Kirkpatrick and Van Bergen

Committee Members Absent: Councilor Cooper

Staff Present: Eleanore Baxendale, Don Cox, Kay Rich,  
Chet Gregg and Judy Munro

Councilor Gardner chaired the meeting. The meeting was called to order at 5:00 p.m.

1. Approval of Minutes of the Meetings of November 14 and 21, 1986

Motion: Councilor DeJardin moved the minutes be approved and Councilor Kirkpatrick seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried and the minutes were approved.

2. Consideration of a Contract with Weiler Chevrolet Company to Provide the Zoo with a Cargo Van

Kay Rich reported the Management Committee had approved a Cargo Van contract with Wentworth Chevrolet on October 24, 1985. The contract was rebid, however, when staff learned the contractor could not provide an item included in the specifications. He also explained Weiler Chevrolet Company, the lowest bidder of the rebid project, indicated they wanted to increase the van price over their bid amount. Staff therefore recommended awarding the contract to the second lowest bidder, Bruce Chevrolet.

Motion: Councilor Kirkpatrick moved the contract be awarded to Bruce Chevrolet and Councilor DeJardin seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried and the contract was approved.

3. Consideration of a Contract with Skyline Building Maintenance for Janitorial and Light Maintenance Services for the 2000 S.W. 1st Avenue Building

Judy Munro explained staff had received 25 bids for the project. She also explained the project was bid on the assumption the building would be 100 percent occupied. The contractor would credit Metro for any unleased office space. After an extensive process of checking bidders' references and interviewing finalists, staff recommended the contract be awarded to Skyline Building Maintenance, a Minority Business Enterprise.

In response to Councilor Gardner's question, Ms. Munro said the contract could be extended an additional year at the same price.

Motion: Councilor DeJardin moved to approve the contract with Skyline Maintenance Services and Councilor Van Bergen seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried and the contract was approved.

4. Consideration of Appointing Citizen Members to Metro's Investment Committee

Don Cox reported that terms of two citizen members of the Investment Committee, Susan McGrath and Rebecca Marshall, had expired. Susan McGrath's term expired December 31, 1984, and Rebecca Marshall's term had actually expired December 31, 1985, although she had continued to provide services because staff was not aware of the expiration. Due to their willingness to serve additional terms and their superior past performances, staff recommended they be appointed for additional three-year terms. Mr. Cox explained the Metro Code required the Chairperson of the Council Management Committee and the Council Presiding Officer to make the appointments which would be confirmed by the full Council.

Councilor Van Bergen, Chairman of the Management Committee, said he wholeheartedly recommended appointing Susan McGrath and Rebecca Marshall to additional three-year terms. He said they were first

class people and their services to Metro had been invaluable. Councilor Gardner agreed with Councilor Van Bergen's assessment.

Motion: Councilor Kirkpatrick moved to accept Councilor Van Bergen's recommendation that Susan McGrath and Rebecca Marshall be re-appointed to three-year terms to the Investment Committee effective January 1, 1985, and January 1, 1986, respectively. Councilor DeJardin seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried. Mr. Cox explained a resolution appointing the two women to the Investment Committee would appear on the Council agenda of January 23, 1986.

#### 5. Discussion of Auditor's Letter to Management

Mr. Cox reminded the Committee he had distributed copies of the auditor's Letter to Management last December along with staff's response to the Letter. He then introduced Greg Olson of Peat Marwick Mitchell & Company to discuss the audit comments and answer questions of the Committee.

Mr. Olson explained auditors had reviewed the St. Johns Landfill cash control procedures carefully because the previous audit team suggested some changes to the current cash management systems. Based on their reviews, Peat Marwick recommended systems be established for tracking customers at solid waste disposal sites, establishing separate vault compartments for cash, and maintaining a petty cash fund.

After visiting the Zoo cash operation, Mr. Olson said it appeared many controls were in effect to help ensure the accuracy and completeness of cash receipts. The auditors also recommended restricted access to the Zoo's cash room and the facility was being remodeled to accomplish this goal. The Zoo is following the recommendation to deposit cash on a daily basis during peak visitor periods in order to decrease quantities of accumulated cash.

Mr. Olson then discussed recommendations for handling the St. Johns Landfill post-closure revenues. The auditors recommended Metro record the annual post-closure costs on a basis of volume receipts. It would be preferable for Metro to record the budgetary transfer to

the Reserve Fund on a volume basis. This, he said, would result in consistency between generally accepted accounting principles and budgetary reporting.

Other accounting measures for solid waste programs included classifying disposal revenues by revenue source, reducing inconsistencies between budget reporting and generally accepted accounting principles by combining existing solid waste budget funds and providing more line item detail within consolidated funds, and performing more audits of non-Metro owned landfills.

Mr. Olson then discussed the auditor's recommendation that Metro monitor the Banker's Life employer contribution to the pension fund forfeiture account closely to avoid excessive build-ups. The credits, he said, were built up when Metro received payments because employees had terminated employment who had not met pension fund vesting requirements.

Other measures recommended included more up-to-date detail for the budget-basis general ledger and a written disaster recovery plan for data processing functions.

In answer to Councilor Van Bergen's question, Mr. Olson noted staff would respond to the auditor's comments in writing and this response would become part of the permanent record. He emphasized Metro's records were in good shape and no serious material weakness existed in the agency's major systems.

#### 6. FY 1986-87 Budget Committee Appointments

Ray Barker reviewed the process for selecting citizen members to the Budget Committee. He said this year the Committee would increase from five to seven members to allow two citizen members from last year's committee to serve on the FY 1986-87 Budget Committee. Mr. Barker noted he had tried to recommend candidates with diverse backgrounds from all Metro areas, but no candidates had applied from East Multnomah County.

Motion: Councilor Kirkpatrick moved to recommend to the Council the following citizens be appointed to Metro's FY 1986-87 Budget Committee: Trudy Bothum, Michael Burns, Becky Charles, Dan O'Leary, Robert Phillips, Norman Rose and Alice Schlenker. One additional citizen from the East Multnomah County area, to be named at a later date, would be appointed as an alternate. Councilor Van Bergen seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and  
Van Bergen

Absent: Councilor Cooper

The motion carried.

7. Consideration of a Contract with Richard C. Bemis of Williams,  
Fredrickson, Stark et al for Legal Services related to the  
Washington Transfer & Recycling Center (WTRC) Project

Eleanore Baxendale explained she had delayed issuing this contract until it was known whether the nature of the WTRC land acquisition process would require condemnation proceedings. She said after considering several attorneys for the work, she was recommending Mr. Bemis because he had an excellent reputation in performing condemnation work, his rates were competitive, he was available to perform the work, and he worked well with local government councils.

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

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and  
Van Bergen

Absent: Councilor Cooper

The motion carried and the contract was approved.

There being no further business, the meeting was adjourned at  
5:45 p.m.

Respectfully submitted,



A. Marie Nelson  
Clerk of the Council

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