

**Council Convention Center Committee Minutes**

Tuesday, July 19, 1988

4:00 p.m.

Metro, Convention Center Project Office

Attending: Councilors Hansen, Knowles, Waker, Van Bergen  
Staff: Neil McFarlane, Neil Saling, Sandy Stallcup,  
Guests: Rena Cusma, Executive Officer, Ray Phelps, Don  
Rocks, Don Carlson, Jennifer Sims, Greg  
McMurdo, Lee Fehrenkamp, Dominic Buffetta,  
Julie DeWeese, Nancy Myers, Cathie Shelton  
Sam Brooks, Ben Middleton, Jan Schaeffer.

Councilor Knowles, Acting Chair, called the meeting to order  
at 4:12 p.m.

Agenda Item 1. Ratification of minutes dated June 20, 1988.

MOTION: Councilor Waker made a motion to approve the  
minutes of the June 20, 1988 Council Convention Center  
Committee. Motion seconded by Councilor Van Bergen.

VOTE: Motion was carried unanimously by Councilors  
present.

Agenda Item 2. Metro Exposition-Recreation Commission Five-  
Year Plan/Facility Consolidation Issues.

Councilor Knowles gave a review of the meeting held in  
Commissioner Lindberg's office. Rena Cusma, Executive  
Officer, also reviewed the meeting. In response, she has  
decided to select a negotiator to represent Metro and will  
appoint Jim Durham. The City of Portland will soon designate  
a team. Paul Yarborough was appointed by Gladys McCoy to  
represent Multnomah County.

Councilor Knowles suggested that September 1, 1988 be a  
target date to come out with a memorandum of understanding.  
In following the CTS Master Plan, he said there should be a  
regional governance system with regional constituency.

Discussion followed. Metro E-R Commission has certain reporting milestones. These milestones do not take into account the new direct City-Metro responsibilities for dealing with consolidation issues. The five-year plan was delivered to Council on June 30 for their review and statutory requirements review by August 15. Rena Cusma will request that the Commission not be required to meet these deadlines. Staffing the Oregon Convention Center marketing and operations start-up efforts is the focus now. The budget calls for the E-R Commission to move three marketing people to Metro. At the conclusion of the MERC-ERC existing agreement, this staff will be transferred to Metro employment.

Councilor Van Bergen asked if Jim Durham will call on Clackamas County and Washington counties. He stated that it would be appreciated by the other counties. Councilor Knowles acknowledged the importance of involving all CTS partners at this point.

Executive Officer Rena Cusma said she would recommend hiring a MERC Administrator/Convention Center Manager as soon as possible. This position was described as key to staffing the important marketing and operations arm of the center.

Cusma further discussed the administrator position, reminding the committee that it was originally considered as a place for Kim Duncan or a person with Duncan's expertise. But now the duties of the position have expanded and the administrator position will manage the marketing staff, and staff integration with the E-R Commission and has been expanded to include operations.

Cusma also stated that the City will not transfer their E-R Commission management, but would transfer marketing personnel, a dual track to handle the convention center project. She stated Ted Runstein, Chair of the Metro E-R Commission concurs with the planned duties of the new administrator.

Councilor Knowles stated that he has many questions, such as what discussions have occurred with Runstein? Cusma stated that Runstein agrees we should start as soon as possible with the selection process for this new position. Don Rocks said a job description has been produced by the Metro E-R Commission and will be reviewed to decide what the duties will be and who has direct control, especially regarding operational issues. Cusma emphasized she is driving for consolidation, and in any case sees this administrator as a

natural number two position to Lee Fehrenkamp in a consolidation organization.

Councilor Knowles introduced the next agenda item--the MERC Five-Year Plan. Lee Fehrenkamp discussed the five-year plan. He stated that both the City and Metro commissions have been working on consolidation and both bodies favor consolidation, but these issues now belong to the governments.

Redrafts of the documents over time will reflect current information of GPCVA and MERC sales staff so we can deliver more real bookings information, and plan the structure for three years of operation. Additional work will reflect how the organization will look when it is consolidated. Metro E-R Commission will need input from the Metro Council and the E-R Commission on what they see as good or bad. He believes that changes will continue with the document.

Councilor Knowles requested that the entire Council review the document. Councilor Van Bergen asked for the staff to review with comments from the Council point of view. Councilor Knowles said that action would not be taken at the meeting today, but the Council staff will review the document. Councilor Gardner requested a summation of the Five-Year Plan. Councilor Waker asked what a five year plan would look like without consolidation. Would we be in competition and therefore have to change strategy considerably? Dominic Buffetta stated that they have done all their planning with consolidation in mind.

Councilor Knowles turned to proposed purchasing policies. Councilor Knowles asked to have a list of differences between the procedures: a list of E-R Commission's procedures and Metro's procedures.

### Agenda Item No. 3. Construction Update.

Neil Saling gave a brief rundown of the construction on the convention center project. He described the grading on the site and indicated that the contractor should be completed with the work this week. The pile driving has been delayed because of difficulty in securing permits because there was a change in the size of the piles. He informed the committee that Bid Package No. 3, the General Contract will go out this week and a pre-bid conference is scheduled for July 26. Addendum numbers 2 and 3 will be printed in late July and early August and the bid date will be August 23. Councilor Gardner asked for clarification of the permits delay and the change in size of the drivers from DeWitt's original

estimate. Saling indicated that the change was a value engineering proposal submitted by the Contractor.

Neil McFarlane reported on the Rose City Plating site. He reviewed the schedule for clean-up. Originally, DEQ reequested remediation, with negative repurcussions for the project schedule in accordance with the State's Suprefund Act. DEQ responded recently to allow Metro to proceed outside of Senate Bill 122. In addition, on August 8, EPA will implement new rules for depositing hazardous wastes in landfills. We will not be able to take materials to Arlington after that date without pre-treatment of the soils.

Because of these factors, the remediation is scheduled to have materials all removed by the end of next week. There are 400-500 yards of dirt to be moved to Arlington. This removal is from a 25 x 50 foot area on the site. In order to meet the EPA time line to remove the debris, it is necessary to have the Executive Officer use her emergency contracting authority to contract for remediation. If a cost-effective arrangement can be negotiated with Dames & Moore, it is recommended that Dames & Moore's contract be amended to provide these remediation services as this would have the responsibility and liability and expertise with Dames & Moore. Councilor Waker recommended that Metro require a fixed fee from Dames & Moore.

McFarlane discussed the ground water issues of PCE and TCE and the work program underway investigating the site with a series of vapor probes. He said Dames & Moore have "pin-cushioned" the site to look for a source of these chemicals. The results will be in early next week as there is a four-day turn around for the laboratory results.

Agenda Item No. 5. IACP (Police Chiefs Convention).

Don Rocks said that he has been communicating with the IACP finance committee and it is desirous of getting the \$70,000 committed earlier by Metro. Perhaps Metro would give them an advance of half the amount and give them the full amount in accordance with goals. He asked if the committee had any objections. He stated Metro offered \$70,000 with a stipulation that it would to be in kind as much as possible. However, he recommended half the cash up front. There was discussion on where the money would come--the convention center management fund. Don Carlson suggested that Metro enter into a contract with the IACP. Councilor Knowles requested facts and procedures and said that the committee would take it up at the next meeting. Rocks said that he

would obtain a letter of request from the IACP. Councilor Gardner asked if Metro pledged the money, wherein Rocks stated affirmatively and referred to Rena Cusma's letter to Bud Clark last spring.

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

  
Sandy Stallcup