

Council Convention Center Committee Minutes

Wednesday, August 3, 1988

4:00 p.m.

Metro, Convention Center Project Office

Attending: Councilors Cooper, Kelley, Knowles, Waker, Van Bergen

Staff: Neil McFarlane, Neil Saling, Sandy Stallcup, Berit Younie

Guests: Dan Cooper, Ray Phelps, Don Rocks, Don Carlson, Jessica Marlitt, Lee Fehrenkamp, Dominic Buffetta, Julie DeWeese, Nancy Meyers, Cathie Shelton, Ben Middleton, Betty Klein and Richard Ares, Jan Schaeffer,

Councilor Knowles, Chairman, called the meeting to order at 4:12 p.m. He introduced the new Council Convention Center Committee member Commissioner Sharron Kelley.

Agenda Item 1. Metro E-R Commission.

a. Presentation of Purchasing Policies. Councilor Knowles introduced Ted Runstein, Chairman of the Metro E-R Commission, who presented the proposed Metro E-R Commission purchasing policies for the operation of the Oregon Convention Center and stated that Commissioner Ben Middleton was the main author of the report which report was submitted to the Committee and staff. Each member of the Council Convention Center Committee received a copy of the report.

b. Personnel Policies -- Procedure and date for hearing. There was discussion regarding personnel policies, and the draft job description proposed for hiring the MERC Administrator. Runstein indicated his frustration and bewilderment at the current status of the Metro E-R Commission draft of personnel policies.

Commissioner Runstein passed out the draft description for the MERC Administrator/Convention Center Manager and indicated the salary level seemed to be too low considering the national market. Runstein described the process for the nation-wide search for the administrator and indicated that he hoped to advertise the job soon. He indicated his desire of having a representative of both the executive office and the Council Convention Center Committee participate on the hiring committee, specifically Ray Phelps and Larry Cooper.

The Commission is now waiting review by the Council Convention Center Committee of the personnel rules and the formation of the search committee. Chairman Knowles asked the Committee members to review the materials and report their opinions at the next meeting. Chairman Knowles asked that Councilor Van Bergen and Don Carlson work on the details of the administrator job description and the personnel policies for Metro E-R Commission. Their draft proposal will be submitted at the next meeting.

Discussion then turned to salary range and title of the new position. Runstein indicated that the position is in the budget as a special projects assistant at \$48,000 per year. He indicated the salary budgeted is too low, however there is currently an additional \$120,000 in the budget which could be tapped. This will be discussed at the next MERC Commission meeting.

Councilor Waker recommended that the administrator first be hired and then perhaps the title will change. He suggested a title of Director of Facilities. Runstein estimated a national search would cost about \$10,000. The search would start with advertising in the trade magazines.

Councilor Knowles appointed Councilor Cooper to be on the selection committee.

Commissioner Klein stated some of the frustrations of their committee. Councilor Waker asked if the Commission would submit a written list of the items causing the frustration. Commissioner Runstein said that the consolidation issue with the City of Portland is the biggest frustration. Is the City writing a five-year plan to provide operations of four facilities versus a five-year plan to operate one facility? The City is not ready to go into consolidation at this point. The City is conducting a \$25,000 study to review consolidation and the City's role with the Metro E-R Commission.

Don Carlson commented further on the status of the personnel policy resolution and stated that the Presiding Officer requested the resolution be placed on the Council agenda for August 11 wherein he expects to, at the direction of the Council, appoint a Task Force. The Task Force would develop a recommendation for the Council's consideration at a subsequent Council meeting. The Council has only three options when dealing with a request for review, either approve, modify, or return the resolution to the Metro E-R Commission.

Dan Cooper was asked to verify the review procedures under the code. He stated that a request for review must be made to the Council Clerk within ten days of the filing of the resolution by the Commission.

Councilor Waker asked the Executive Officer and Executive Management to send the Council Convention Committee their written concerns. Chairman Knowles said the Committee will have time to respond and also he would like to have the Metro staff take a look at it and give their opinions also.

Chairman Knowles stated that August 23 will be the next Council Convention Center Committee meeting. Everyone would have their comments by then. Comments will be for holding Task Force hearing requirements.

Commissioner Klein stated that they had everything ready May 27th and that the documents have been reviewed by Dan Cooper and the Labor Attorney for the E-R Commission.

d. Consolidation -- Presentation of consultant's work plan. Ray Phelps discussed consolidation and the selection of Jim Durham to represent Metro in regards to consolidation negotiation. He indicated that Jim Durham will be working with Exposition-Recreation Commission, City of Portland and Metro Exposition Recreation Commission to develop the frame work for consolidation. Phelps indicated that the primary work product to be prepared by Durham was a memorandum of understanding, which would outline issues and areas of agreement between the parties. Completion of the memorandum of understanding is scheduled for mid-September.

Councilor Knowles asked for a scope of services for Jim Durham and budget placement. Phelps indicated that the services are budgeted in the Convention Center Project budget under "Miscellaneous Contracts" and indicated that he would get a scope of services to those interested as soon as possible.

Regarding the consolidation issue, Commissioner Runstein said he intended it would become a reality. Councilor Van Bergen reiterated that he wants a partnership relation between Clackamas County, Multnomah County and Washington County. Phelps indicated that the work performed by Durham is intended to also accomplish that communication.

Agenda Item 2. Project Office Organization.

Chairman Knowles asked Ray Phelps to introduce the reorganization of the Convention Center Project Office. Phelps stated that the Executive Officer will be out of town until August 11, however on August 23, the next Council Convention Center Committee meeting, the Executive Officer will make her recommendation in regards to a project director for the Convention Center Project along with an organizational chart of the project office. Phelps indicated that the Executive Officer has been apprised of the Council's wishes to select a project director.

Agenda Item 3. Police Chief Convention Funding.

Don Rocks presented an updated report. He said a contract is being prepared to reflect this work. It will be handled under regular contract procedures.

Agenda Item 4. Construction Update

a. Site work status. There was discussion of the change order to DeWitt's contract, the Site Preparation Bid Package No. 2.

MOTION: A motion was made by Councilor Waker to approve Change Orders Nos. 1 through 5. Councilor Cooper seconded the motion.

VOTE: All Councilors voted unanimously to support the motion.

b. Rose City Plating. Neil McFarlane, Convention Center Project staff, presented the Rose City Plating remediation update. The Executive Officer entered into an emergency contract reflecting the low bid of Rollins Environmental Services of \$268,000. Work has commenced and the hazardous soil has been dug out and the work will be completed Sunday, August 7. Initially Dames and Moore did more sampling. Initial sampling indicated there was still more hazardous waste. The hole is now 31 feet deep, and the contaminated materials are almost completely removed. Executive Management approved a contract for \$61,000 to cover these additional costs. The new amendment includes the cost of backfill and compaction of the soil on the site.

Chairman Knowles said legally we can recoup and get all of our expenses involved in cleaning up the site; however, it may not be a realistic hope. There was discussion on the liability and recourse of the previous owner and also the liability position of the Portland Development Commission.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "S. Stallcup".

Sandy Stallcup