

**MINUTES OF THE COUNCIL CONVENTION AND VISITOR FACILITIES
COMMITTEE OF THE METROPOLITAN SERVICE DISTRICT**

Regular Meeting
August 14, 1990

Committee members present: Councilors David Knowles (Chair), Roger Buchanan (Vice Chair), Gary Hansen, Ruth McFarland and George Van Bergen.

Committee members absent: None.

Chair Knowles called the meeting to order at 4:05 p.m.

1. Consideration of Minutes of July 10, 1990

Motion: Councilor Buchanan moved approval of the minutes of July 10, 1990.

Vote: Councilors Buchanan, Knowles, McFarland and Van Bergen voted aye.

The motion carried unanimously.

2. Resolution No. 90-1309, Inviting the National Association of Regional Councils to Hold Its 1993 Annual Conference in Portland and Having the Metropolitan Service District be the Host Agency.

Katie Dowdall, Executive Management Administrative Assistant, presented a request to the Committee to host the 1993 NARC conference. She reviewed the requirements, which include a \$75,000 financial commitment as well as a staff commitment. The \$75,000 would consist of \$50,000 in appropriated funds and \$25,000 in corporate sponsored funds. The conference would bring an expected 750 to 1000 visitors.

Motion: Councilor Buchanan moved to recommend Council approval of Resolution No. 90-1309.

Vote: Councilors Buchanan, Knowles, McFarland and Van Bergen voted aye.

The motion carried unanimously.

3. Construction Status Report

Glenn Taylor, Convention Center Construction Coordinator, presented the status report on the progress of construction at the Convention Center. He said work at the site was 99% complete and gave the Committee a summary of the construction progress/activity completion of the project.

Mr. Taylor reported that Convention Center operations staff had moved into the building and that MERC was in the process of moving into their offices.

4. Convention Center Project Staff Update

Neil McFarlane, Project Operations Manager, gave a Convention Center Staff report. The administrative staff has moved in and furniture, fixtures and equipment are arriving at the site. The move-in is on schedule and is going well. Art installations are progressing well.

Mr. McFarlane reported to the Committee the Executive Officer is currently studying appointments that will be recommended for Council confirmation to the Facility Study Committee.

He also updated the Committee on the Skyview Terrace project. The project was discussed at the last Advisory Committee for Design and Construction (ACDC) meeting, and they recommend Metro wait until all claims and related issues are resolved. Should the Council Convention and Visitor Facilities Committee recommend Metro go ahead with the project it could be completed by the end of February if it was commenced in September. After February, construction activities would interfere with convention events.

Mr. McFarlane explained the agreement reached with the Contractor that no further change orders would be filed except those necessary for fire and life safety or necessary to receive the Certificate of Occupancy.

Nancy Goss, Grand Opening Project Manager from Northwest Strategies, joined Mr. McFarlane to discuss Grand Opening events. A calendar of events was distributed. Mr. McFarlane described a booth Metro wishes to obtain that will be used at Grand Opening. It will create a colorful and quick message about what Metro does. He also passed out a tentative list of those names that will appear on the dedication plaque and asked for Committee input.

5. EXECUTIVE SESSION: Held under the Authority of ORS 192.660(1) (h) for the Purpose of Discussing Convention Center Pending Litigation

Chair Knowles convened the Executive Session at 4:50 p.m. In addition to the Committee, those present were: Neil Saling, Acting Finance and Administration Director; Neil McFarlane, Project Operations Manager; Monica Little, Legal Counsel; and Dan Cooper, General Counsel. Councilor Hansen disclosed a potential conflict of interest due to his employment in a Hoffman

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construction job. However, he noted he works through the union and has no contact with Hoffman management.

The Executive Session adjourned at 5:15 p.m.

There being no further business, the meeting was adjourned at 5:17 p.m.

Respectfully submitted,


Lindsey Ray
Committee Clerk

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