

Meeting Minutes
Washington County Fair Complex Board
Wednesday, October 4, 2006

Convened: 4:30 pm

FAIR COMPLEX BOARD:

Chairman Rich Vial

Vice Chairman Herb Hirst - Excused

Board Member W. Rafe Flagg

Board Member Kathy Christy

Board Member Ken Madden

Board Member Dan Logan – Joined the meeting in progress at 4:52 p.m.

Board Member Mike Steward

STAFF:

Don Hillman, Executive Director

Lisa DuPre, Marketing/Events Director

Leah Perkins, Fair Coordinator

Chair Vial called the meeting to order at 4:30 p.m., and welcomed the audience. Chair Vial indicated that Board Member Hirst has been excused; Board Member Logan is on the way; and declared a quorum present. Chair Vial opened time for Public Oral Communication for comments from the audience on matters not on the regular agenda.

Sharon Cornish – Indicated that her granddaughter participated in 4-H horses activities at the Puyallup Fair (Western Washington Fair). Ms Cornish stated that she was not impressed with this fair, there was too much black top and the parking is terrible and there were many problems with the riding arena. She also stated that this fair is not well ran and hopes that the things that the Board and staff praised about this fair are their buildings.

1. Consent Agenda

Board Member Steward noted that a correction of last month's minutes was needed with regards to Item #4, under New Business in that Board Member Steward was the second to the motion, not Board Member Logan.

Motion by Board Member Flagg to approve the Consent Agenda with corrections to the minutes. Second by Board Member Christy. Motion carried 6-0.

2. Special Reports

A. Airshow & Airport Report – Board Member Madden reported that Executive Director Hillman and himself had met with members of the Airshow Board; communications were good; and will be working together on future dates for both events. A working committee will be formed with individuals from both boards.

Executive Director Hillman stated that the Airshow Board wants to have a few more meetings, before their convention in December, to discuss dates.

B. Fair Visioning Committee Report – None.

C. Boosters/Coalition Liaison Report – Board Member Steward reported that the Boosters are soliciting representatives and application for the upcoming Fair Complex Board appointments; planning a presentation for Phase II; looking at doing a winter farmers market; and are working on expanding their membership.

D. Treasurer Report – Board Member Flagg reported that the staff continues to work with the County auditors regarding procedures and purchasing.

E. 4-H – OSU Extension Agent, Terry Palmer was absent and no written report was provided.

Board Member Christy wanted to make sure that not only a written report would be accepted.

Board Member Steward stated that he talked with Ms Palmer regarding this subject.

F. Operations Report – Executive Director Hillman referred the Board to page 11 of the Board packet and reported that the plans review for the fire hydrant project has been completed and would be checking with the County for a bid template with the bid out in January 2007 with work to start in the spring.

The City Fire Inspectors and Electrical Inspectors will be performing an inspection of the facilities including the livestock barns.

The work on the alarm system in the Main Exhibit Hall is almost complete and noted that there is a news article in the packet about an electrical fire at another fair.

F. Other, if any – None

3. Old Business

A. Redevelopment Update – None

B. Organization of the Board/Meeting Dates Policy Resolution – Executive Director Hillman reported that the previously recommended amendments had been made to the original draft.

Board Member Logan noted that Section 3. a. and 3. b. are not in accordance with State voting requirements.

Chair Vial stated that he had checked with County Council and it needs to be a majority of the quorum.

Executive Director Hillman indicated that County Council provided the specific language relating to voting.

Board Member Logan stated that abstentions should not be counted as an affirmative vote and suggested that “as voting affirmative” be struck in Section 3. b.

Motion by Board Member Logan to approve the proposed policy amendment as noted, and striking language indicating that an abstention be counted as an affirmative vote.

Discussion ensued.

Motion by Board Member Logan to amend Policy Resolution #105, Section 3. b. by striking “voting as affirmative” and “negatively.” Second by Board Member Christy. Motion carried 7-0.

Board Member Flagg questioned Section 1. b. in that the Chair should be allowed to be elected as Vice Chair and then back to Chair.

Motion by Board Member Flagg to amend previous motion by amending Section 3. b. to read “No member of the Board may serve as Chair for more than two years in succession or as Vice Chair more than two years in succession.” Second by Board Member Christy. Motion carried 7-0.

C. Harassment Free & Violence Free Policy Resolution

Chair Vial provided an opportunity for members of the audience to speak on this matter and recognized Linda Mokler.

Linda Mokler – Indicates that the policy is vague; wonders if there is an appeal process to the County; and needs to be more clearly delineated. Asks as to who will investigate allegations? If allegations are made against Board Members or the Executive Director, wants to know who will handle the complaint. Why is this being done. It is redundant and needs clarification.

Chair Vial asked the Board and staff if they had any questions.

Board Member Flagg noted that we have adopted County policies before, and do we need to re-affirm the County’s policy in this matter too? Thinks it’s a good idea to take a stand regarding actions that occurred over the last few months. The appeals process would run through the County, its set and standardized for all County departments.

Board Member Steward commented that it’s a good approach, sets standard and expectations to the community and holds the Fair Complex Board to a higher level.

Board Member Christy asked if someone wanted to file a complaint against staff, would it go through the Chair; and if the complaint is filed against the Board, would the complaint go through the County.

Executive Director Hillman clarified that if the complaint is against staff, it would go through his office. If the complaint is against him, it would go to the Chair. If the complaint is against a Board Member, it would go through the Chair. If the complaint is against the Chair, it would go to a committee of the Board.

Chair Vial said that he has talked to the County. This policy allows for flexibility for investigations. All matters are appealable to the Board of Commissioners and the Board can serve as investigators.

Motion by Board Member Christy to adopt the policy as printed on pages 17 through 19 of the October 2006 Board packet. Second by Board Member Logan. Motion carried 7-0.

D. Other, if any – None

4. New Business.

A. Scholarship Fund for Jeanne Leeson – Board Member Christy reported that the scholarship fund has a balance of \$1085. Additional contributions can still be made.

Board Member Christy requested the Board approve the proposal and that the selection committee have a current or past 4-H leader.

Chair Vial asked if the award was being given by the County Fair and would the funds come out of Fair Complex funds?

Board Member Christy noted that all of the money is donated and is being held at West Coast Bank, and that the awards will continue until the funds are all used.

Chair Vial instructed staff to assist in carrying out the intent of the document using Board Member Christy's discretion in selection.

Motion by Board Member Flagg to approve the Leeson scholarship document as presented by Board Member Christy. Second by Board Member Steward. Motion carried 7-0.

Board Member Flagg asked about perpetuity.

Board Member Christy indicated that \$25,000 is needed for that, but is pleased with what has been donated to date.

Board Member Madden asked how students will apply.

Board Member Christy noted that 4-H Leaders and High School Advisors would have applications.

B. OFC Submittals – Executive Director Hillman reported that Oregon Revised Statutes require certain submittals to the County Fair Commission from each County Fair, and staff has been providing those submittals for several years. This year, the County Fairs Commission requires re-submittal of certain policies and asks that the Board approve the requested filing.

Executive Director Hillman reminds the Board that by approving the filing, they are affirming the policies.

Motion by Board Member Christy to approve the OFC Submittals as presented in the Board packet. Second by Board Member Madden. Motion carried 7-0.

Board Member Steward asked if it's just our fair, or do all fairs do this.

Executive Director Hillman reported that all county fairs that accept the State money are required to provide the same submittals.

Board Member Flagg noted that all the policy resolutions were signed on the same day.

Board Member Logan noted that there is no formal business plan for the Fair Complex and that if there is a Board retreat in the future, this needs to be on the list of things to do.

Chair Vial asked staff to note that for consideration at a future Board retreat.

Board Member Steward asked for clarification on a recent interim event indicating that he saw cars racing on our property; observed that it seems dangerous and a possible liability to us; and inquired if the organizers had insurance.

Staff Member DuPre' reported that they have more insurance than our contract requires and that their contract was reviewed by the County's Risk Management Division.

C. Other, if any –

5. **Announcements** – None.
6. **Correspondence** - None other than what was in the Board packet.
7. **Board Oral Communications** - None
8. **Other Matters of Information** -
9. **Oral Communications – Second Session**

Kathy Schmidlkofer – Inquired to staff as to the vendor concession report. Noted that 4-H and Open Class payouts were listed on the Fair Complex website.

Board Member Madden said he is hesitant to have those names of the website.

Board Member Steward thought it might violate privacy acts.

Chair Vial asked if there was a statement on the application stating that their name and information may be published as the Board deems appropriate, and asked that this topic be added as a New Business item.

Ed Kristovich – Inquired as to whether the development is over.

Dave Rohrer – Ask for a report and accounting for Frite Lites. What the revenues and expenses are. They have been told it's not like the Fair & Rodeo, it's an interim event.

Executive Director Hillman noted that they have been asked to put their requests in writing as a public records request.

Mr. Rohrer states that for the Fair & Rodeo, they don't need a public records request. They want to see a break down of insurance, labor and utilities.

Executive Director Hillman explained that he has requested that the Boosters put their request in writing so it is clear as to which records they are requesting.

Board Member Steward stated that Frite Lites needs to have more accountability. In order to make decisions and planning, he needs to have a greater level of detail and itemization.

Motion by Board Member Steward to have Frite Lites be accounted for on the same level as the Fair & Rodeo and same level of itemizations as in the financial packet. Second by Board Member Logan.

Board Member Flagg notes that this has been previously discussed and with the County's WIZARD accounting system, it may not be possible to go back and apply it to Frite Lites like the Fair & Rodeo.

Chair Vial stated that all the information has been collected, the receipts are there, the revenue receipts are there and any invoices related to the event. Chair Vial noted if the Fair Complex Board underwrites Frite Lites just like it does with the Fair & Rodeo, and if Frite Lites loses money, just like the Fair & Rodeo, it's the Board's decision.

Executive Director Hillman stated that Frite Lites gives additional programming for the staff.

Board Member Steward said he thought the event was for the community's benefit, not the staff, and to give exposure to the facility.

Chair Vial suggests that the motion be tabled and asked staff to look at re-formatting the accounting system to get more detail for the Board.

Board Member Madden, said he agrees with more detail, but still needs to deal with the question from Dave Rohrer, and thinks that having a letter from the Boosters on what they want is appropriate.

Board Member Steward said that Dave Rohrer said he submitted a letter, was one received?

Executive Director Hillman reported that he does not recall receiving such a letter, but has previously requested that the Boosters submit a letter detailing their request.

10. Newspaper Articles, if any

11. Other, if Any

With no further business before the Board, Chair Vial adjourned the meeting at 5:45 p.m.

Motion by Board Member Christy to adjourn. Second by Board Member Flagg.
Motion carried 7-0.

Don G. Hillman
Recording Secretary

Rich Vial
Board President