

**Washington County Board of Commissioners
Washington County Fair Board
Joint Meeting Agenda**

June 16, 2015

Lunch – 11:00am

Meeting – 11:30am to 1:30pm

Washington Street Conference Center

- | | |
|--|--------------------------------------|
| 1. Introductions | Chair Duyck |
| 2. Oral Communication | |
| 3. Business Plan & Financial Condition | Leah Perkins-Hagele
Sia Lindstrom |
| 4. Facilities Maintenance Plan | Leah Perkins-Hagele
Sia Lindstrom |
| 5. Roles & Responsibilities | Sia Lindstrom
All |
| 6. Oral Communication | |
| 7. Adjourn | |

Joint Meeting Minutes
Washington County Board of Commissioners and Fair Board
Tuesday, June 16, 2015

Convened: 11:30 am

Fair Board:

Erin Wakefield-Absent
Betty Atteberry
Don McCoun
Bill Ganger
Gary Seidel
David Villalpando

Board of Commissioners:

Andy Duyck, Chair and Fair Board Liaison
Dick Schouten
Greg Malinowski
Roy Rogers
Bob Terry

STAFF:

Rob Massar, Assistant County Administrator
Sia Lindstrom, Deputy County Administrator
Bob Davis, County Administrator
Alan Rappleyea, County Counsel
Leah Perkins-Hagele, Fairgrounds Manager
Nancy Karnas, Fair Assistant

- 1) **Call to Order-** Washington County Commissioner Chair Andy Duyck called the meeting to order at 11:32 a.m. by stating Commissioner Terry could not attend today. Chair Duyck asked for introductions of present members, staff and guests in audience.
- 2) **Oral Communication 1- None**
- 3) **Business Plan & Financial Condition-** Fairgrounds manager Leah Perkins-Hagele provided an overview to the Fair Board Strategic Business Plan and Financial Condition that was provided in a handout. Commissioner Malinowski asked how the Trimet ridership was for the prior fair. Perkins-Hagele stated that ridership has increased approximate 75-100% during the event. Malinowski also asked if specific advertising is done to let people know to park at certain Park and Ride locations to ease congestion. Perkins-Hagele stated that general advertising is done but is not site specific. Commissioner Malinowski asked about the campground situation at the fairgrounds and the line item being at zero dollars. Perkins-Hagele stated that camping was not going to occur but it has been reinstated but after the budget had been prepared. Malinowski asked why the five year forecast predicts commercial booth rentals will max out in 5 years. Perkins-Hagele stated that there is limited room and the rates are not raised each year.
- 4) **Facilities Maintenance Plan-** Deputy County Administrator Sia Lindstrom provided an outline of maintenance needs of the fairgrounds facility and the funding required to complete the projects. Lindstrom reported this is a high level look at the overall facility needs for the next several years broken down into tiers or phases by priority. Commissioner Malinowski stated he thought the Livestock restroom had been torn down. Perkins-Hagele replied it has not been but they are not ADA compliant and need to be but are still needed for the time being. Commissioner Rogers asked how this all is to be funded, the county owns it

but how will funds be allocated. Lindstrom replied this is the beginning of the conversation to find those answers.

- 5) **Work and Deliberations of the Fairgrounds Advisory Council (FAC)**- Assistant County Administrator Massar reported that the legislature is currently working on a Gain Share program change and should know more in the next two weeks. Massar stated the changes will affect the amount that comes to the county and what could be allocated for any projects but extends the length of time the revenue will come in from 2019 to 2025. Massar stated that will mean the Board of Commissioners will have to rework the elements of the Gain Share Program. Massar stated that most recently discussion has been about how the city would renovate and build 5.5 acres of property into an RV Facility in exchange for the deed of the remaining 15 acres of ball fields currently at the Fair Complex property. Commissioner Malinowski asked where the shared parking would be located for these sites. Massar stated the city has agreed to allow the Fair users to park on the Ball Field parking lots during fair in these agreements. Malinowski asked what the deadline is on the new Armory. Massar replied 2017 is when the county can unwind the agreement if it chooses. Commissioner Duyck stated that the key takeaway is to have the FAC create a subcommittee for an Event Center plan.
- 6) **Roles and Responsibilities**- Deputy County Administrator Sia Lindstrom provided an organization flow chart detailing the Fair Board and Fairgrounds Advisory Committee functions to the attendees. Commissioner Rogers asked for clarification on how the members are chosen for each body, as it appears to be industry for Fair Board and at large for the FAC. Commissioner Duyck replied when the MOU was created it was determined the Fair Board should be focused in the fair event and those industries and the FAC would have those focused on the facility as a whole and development. Commissioner Malinowski stated he would like to see more year round utilization of the facility. Perkins-Hagele replied the facility is used all the time; there are some challenges due to the condition of the facility. Commissioner Rogers asked what other fairgrounds are doing in the state. Perkins-Hagele stated this is common for most of the fairgrounds but several have invested in their facility like Deschutes and Jackson Counties. Commissioner Duyck commented it's been said for several years that a luxury building isn't required just something modern that can be rented out and get revenue coming in. Commissioner Rogers asked about the WCVA's involvement in development with the fairgrounds. Perkins-Hagele stated their board had just visited the fairgrounds and they are very interested in helping. Rogers asked about the TLT funds and how to allocate more towards the fairgrounds. County Counsel stated that would more than likely need to go to the voters to make changes. Discussion ensued on the TLT process and gain share funds for the event center. Perkins-Hagele provided the attendees some brief fair information and invited all to attend.
- 7) **Oral Communications II-**
- a) **Glenn Dryden**- Ms. Dryden asked how Deschutes County Fair is funded. Perkins-Hagele stated for the most part they are self-funded and a hotel motel tax has also just begun in their area.
 - b) **Tom Black**- Mr. Black stated that more community involvement is needed to improve access to the facility. Black stated that the FAC serves no purpose and contains member that are not citizens of the county.
 - c) **Anthony Mills**- Mr. Mills asked if the TLT tax could be raised temporarily to bring in revenue. Commissioner Duyck stated yes, but it would need to be voted on.

Adjourned: 1:30 pm

Leah Perkins-Hagele

Erin Wakefield

Recording Secretary

Fair Board President