

CLACKAMAS COUNTY FAIR BOARD MEETING

September 13, 2018

Minutes

1. The meeting was called to order at 4:33 p.m. by President Ted Kunze. Board members present included Gary Linton, Raeline Kammeyer, Dan Sandberg, Lauren Humphreys, Greg Parker, and Matt Bunch.

Also present were Executive Director Laurie Bothwell, Executive Assistant Susan Wells, Clackamas County Commissioner Ken Humberston and Liz Lawson Weber, Administrative Assistant for Laura Zentner, Business and Community Services. Guests present included Clackamas Kennel Club President, Steve Nielsen and Clackamas County Rodeo Committee member Jim Williams.

2. CITIZEN COMMUNICATION

- a. Correspondence – none presented.
- b. Citizen Testimony – none.

3. CONSENT AGENDA (Motion Needed)

- a. Minutes from the August 9, 2018 Fair Board Meeting. Gary moved to accept the minutes as corrected with the name correction from Ron to Rob Campbell. Seconded by Matt Bunch. All in favor, motion carried.

4. UPDATES

- a. Executive Director – Fair/Rodeo Recap. Events held since the last Board meeting include Clackamas County Fair & Rodeo, Red Cross, and Canby Community Cleanup. Events upcoming: El Grito, and the Oregon Flock & Fiber Festival.
- b. Fair Board Members Individual Reports – Gary reported on the RV parking and working on water. The estimate is \$5,000. Adding a space dumpsite would be additional \$5,000-10,000. Nearest dump sites are Flying J near I-5 and Clackamette Park in Oregon City. Gary also reported that the gross revenues for concessions during the Fair came to \$500,000. He has contacted Food Services of America to see if they are interested in providing food and paper products to the Concessionaires during the fair. Raeline reported that the application for the TDC grant has been turned in. Ted attended the past Rodeo Committee meeting. He reported that they need to budget \$2,000 for miscellaneous expenses. The Committee is also concerned about the number of VIP meals served. They feel their needs to be a better system of tracking.
- c. Fair Board Committee Reports
Facilities Committee – No report.
Finance Committee – suggest action plan for audit; looking for a community member.
Human Resources Committee – No meeting, nothing to report. Will look into employee health insurance.
Rodeo Charter Committee – They will meet the 2nd week in October to draft charter changes. Ted, Greg, Jim, Dick, & Clay to discuss concerns & processes.
- d. Commissioner Report – Ken Humberston reported that he had a great time at the Fair and Rodeo. No alcohol issues were noted. Many people came from over 50 miles away. He would like to have a copy of the zip code reports. Ken requested that the Fair Board openings be sent to County Commissioners so they can discuss their involvement with the interviews.
- e. CCF Improvement Foundation – Another \$5,000 has been secured for the \$90,000 matching grant to upgrade 4H Hall. Next meeting is September 25 at 7pm in the Main Lawn Complex.

5. OLD BUSINESS

- a. Bills presented for review August 1-31, 2018.
- b. Budget 2018-19 – Will address in Finance Committee meeting.
- c. Electrical Project – County Electricians followed through and provided help as needed during Fair. There were no major electrical issues during the Fair. Matt expressed concern about confrontational County employee in barn area taking measurements who wouldn't provide any information about why he was measuring.
- d. Grants – Heritage Grant: \$20,000 towards Fire Sprinklers. Oregon Business Regional Infrastructure: Waiting for reply on the request of \$750,000 from the Regional Infrastructure Fund.
- e. Main Pavilion Roof – Contractors have been out, but no start date has been stated. Must wait until Oregon Flock & Fiber event has concluded.
- f. Master Plan – Plans have been in limbo waiting to know if a joint meeting can be obtained from Commissioners. Ken suggested that Ted call Jim Bernard to verify. If not, move to Phase 2. Concerns brought up about Phase 2 estimated costs.
- g. MOU with 4H – Ted will meet with Mike Bondi. Will schedule a time to meet with Jan Williams, Wendy Hein, Ted, & Laurie.
- h. Employee Benefits – Scott Gustafson was not able to attend tonight's meeting. He will present at the October board meeting to discuss the employee benefits.

6. NEW BUSINESS

- a. Post Fair Review Workshop – The Board decided to hold the workshop on Tuesday, October 16, 2018. Laurie will post the required meeting notice.
- b. Facility Rental Rate Increase for 2019/20 – Discussion has been tabled to the Finance Committee.
- c. Agenda changes – No discussion.
- d. OFA Convention – January 9-11, 2019 Salem Convention Center.
- e. Concessionaire Food Supplier – Ted moved to authorize Gary to negotiate the Food Supplier contract on the Fair Board's behalf. Greg seconded the motion. All in favor, motion carried.
- f. Special Districts – Ted sits on the Board for Special Districts. Greg moved to authorize Ted to meet with Special Districts. Gary seconded the motion. All in favor, motion carried.

7. NEXT REGULAR BOARD MEETING

Thursday, October 11, 2018, in Horning Hall at 4:30pm.

8. ADJOURNMENT

With no further business to come before the Board, Gary moved to adjourn at 5:42pm. Dan seconded the motion. All in favor, motion carried.

Respectfully submitted by:  October 11, 2018