

Minutes
Washington County Fair Board
Wednesday, November 1, 2006

Convened: 4:30 pm

FAIR BOARD:

Chair Rich Vial - Excused

Vice Chair Herb Hirst

Board Member W. Rafe Flagg

Board Member Kathy Christy – Joined meeting in progress at 5:00 p.m.

Board Member Ken Madden - Excused

Board Member Dan Logan - Excused

Board Member Mike Steward

STAFF:

Don Hillman, Executive Director

Lisa DuPre, Marketing/Events Director

Leah Perkins, Fair Coordinator

Vice Chair Hirst called the meeting to order at 4:30 p.m., and welcomed the audience. Vice Chair Hirst explained that a quorum was not present and no formal action will be taken until a quorum is present. Vice Chair Hirst explained that Board Members Vial, Madden and Logan had all been excused and Board Member Christy would be late.

Vice Chair Hirst then opened public oral communication time for comments not on the regular agenda.

Merle Eakin – Mr. Eakin explained that during the 2006 Youth Auction, Fair Board Chair Vial accosted and verbally assaulted him. This matter was brought to the attention of the Board of County Commissioners and he has heard nothing from them. The only person who has discussed this matter with him is Board Member Logan.

Mr. Eakin noted that at last month's Board meeting a policy regarding violence in the workplace was discussed and he expects the Fair Board to stick to it regarding this matter. Mr. Eakin requests that Board Chair Vial be removed as chairman of the Fair Board. Mr. Eakin gave the Fair Board until November 14th to respond to him in writing and until December 1st to make the final decision.

Board Member Steward stated that he knew that Board Member Logan had met with Mr. Eakin, and thinks there needs to be a discussion on how to proceed.

Vice Chair Hirst stated that in his opinion, this is an alleged action and this took place before the policy was adopted. Also, this was taken to the Board of County Commissioners first and they supersede this body. Vice Chair Hirst asked Executive Director Hillman to refer this to County Counsel.

Board Member Steward asked Mr. Eakin if he gave the Board of County Commissioners the same deadlines.

Mr. Eakin stated that he did not.

Vice Chair Hirst explained to Mr. Eakin that since he took this matter to the Board of County Commissioners first, that they have to act on it. Staff can remind them about it.

Mr. Eakin stated that Board Member Logan was supposed to follow through with this and take action on it.

Board Member Flagg stated that we need to ask the Board of County Commissioners what their answer is and make sure that Mr. Eakin received an answer back.

Board Member Steward asked Executive Director Hillman if the County had contacted him on this matter. Executive Director Hillman reported that they have.

Linda Moekler – Ms Moekler stated that after listening to this and knowing HR people and knowing County Counsel, County Counsel are the County's lawyers and they won't investigate independent claims. This matter needs to go to the HR Department because County Counsel has a conflict of interest.

Vice Chair Hirst explained that the HR Department answers to the Board of County Commissioners and this would be retroactive to the new Fair Complex Board policy.

Ms Moekler stated that the County's Violence in the Workplace policy was in effect at the time.

1. **Consent Agenda**

Motion by Board Member Flagg to approve the Consent Agenda. Second by Board Member Christy. Motion carried 4-0.

2. **Special Reports**

A. Airshow & Airport Report – Vice Chair Hirst reported that members of the Airshow Board and members of the Fair Complex Board are still planning to meet before representatives from the Airshow go to ICAS. Nothing has been decided yet.

B. Fair Visioning Committee Report – None.

C. Boosters/Coalition Liaison Report – Board Member Steward reported that the Boosters are working on their master plan; reported the dates of the Winter Market; and stated that they are working on their budget.

Board Member Flagg asked about a comment in the Booster Minutes where Tom Black mentioned dangerous situations in the barns and asked what this was about.

Board Member Steward reported the he doesn't know.

Flagg also asked about the Boosters' revitalization plan and when was it to be shared with the Fair Complex Board.

Board Member Steward was not sure when the plan would be released.

D. Treasurer Report – Board Member Flagg reported that we have a strong cash balance, and most of the fairtime items have been captured. Also, the Frite Lites reporting categories have been expanded. Working with the Finance Department on payroll detailing, need to work on this as part of the budget process. Working on finding compatible software to work with Wizard that will allow for tracking personnel time.

Board Member Steward asked about the employee time tracking.

Executive Director Hillman reported that he would be working on this, many business do this. Initially it will be a challenge for the staff.

Vice Chair Hirst commented that the State of Oregon tried capturing employee time by projects. However, this was taken to court and the ruling was that any management tracking time made them hourly employees and they had to pay them over time retroactively.

Board Member Steward said this is not about employee time; it's to see if we are spending our money wisely.

Vice Chair Hirst explained that he just doesn't want it to cost more than it's worth.

E. 4-H Report - None

F. Operations Report – Executive Director Hillman reported that the new heating system had been installed in the Floral Building. McClenny did a great job. The ADA project in the Cloverleaf Building has been completed.

Executive Director Hillman also reported that staff is working on getting an electronic message board to replace the marquee signboard on the corner of 34th & Cornell Rd. Explained that the new electronic message board would be able to run more messages and would be valuable for fairtime activities and fairtime sponsors. Will be asking the City for a variance for a bigger sign than the current sign code allows.

Executive Director Hillman reported that the City Electrical Inspector and the City Fire Inspectors did a walk through of the facility, but has not received any reports back yet. Also reported that he and Terry Amato met with Spirit Mountain Casino and they said the County Fair is in their top five of all of their sponsorable programs.

Executive Director Hillman also noted that Terry Amato signed up a new sponsor for the fair for \$7500 cash.

G. Other, if any – None

3. Old Business

A. Redevelopment Update – None

B. Other, if any – None

4. New Business.

A. Public Records Policy – Discussion – Executive Director Hillman that last month the Board asked about public records laws and what information is provided in the Board packets.

Executive Director Hillman explained that it's important to understand that the Fair Complex is a division of County government and that all Fair Complex documents are available to the public, except for those items specifically excluded by applicable Oregon Revised Statutes.

The Board packet is a public document placed on the Fair Complex's website and accessible by the public for review. Last month there were concerns expressed about the Open Class payout information being listed on our website as part of the Board packet. The payout information did not include addresses, phone numbers or social security numbers. This information is available for public review and has been included in previous Board packets.

Executive Director Hillman explained that the Fair Complex is not a non-profit, who can keep information and documents from the public if they choose. Executive Director Hillman also noted that Oregon's Public Records Law is very liberal and the only records not available to the public are personnel records.

Board Member Christy asked what the policy was for charging the public for Fair Complex records and documents.

Executive Director Hillman indicated that there is a charge for making records and documents available to the public and the Fair Complex uses the County's listed fees for those charges.

Board Member Flagg asked how the information being placed on the website is beneficial.

Executive Director Hillman said that it is consistent with information provided in previous Board packets, and if we decide to reduce the information contained in the Board packets, we would reduce the information that is on the Fair Complex website. Executive Director Hillman again noted that this same information has been part of the Board packet before the packets were published on the website and is the same information that is published by the Argus.

Board Member Flagg said that we don't need the level of detail about who won a dollar and would prefer to see payout by class or department.

Vice Chair Hirst asked if it created a workload on the staff. Executive Director Hillman explained that it does not.

Vice Chair Hirst also noted that Oregon law allows for charging for public documents.

B. Executive Director Annual Evaluation – Vice Chair Hirst said that there will be an Executive Session in December for this purpose and asked Board Member Flagg if he would collect the evaluations again this year. Board Member Flagg said he would collect the feedback, compile it and provide it for review. Board Member Flagg indicated that he would email the form to all the Board members.

C. Other, if any – Board Member Christy asked about the Calendar of Events and what IAFE was, when it is and who is going. Executive Director Hillman said that he would be going and explained what the organization is the international association of State and County Fairs representing more than 3500 such fairs in North America as well as Australia and England.

Board Member Flagg asked if there was any value in Board members attending this convention. Executive Director Hillman said he would e-mail the Board members information about the upcoming convention.

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

Board Member Flagg asked about a couple of newspaper articles that talked about E-Coli out break and the Cowlitz County Fair going with free admission this year. Discussion ensued.

9. Oral Communications – Second Session

Kathy Noraski – Asked if the Fair Board had taken formal action to sever the negotiations with Opus. Requests that the Board formally take action, its not over until the Board takes action. Would like to see this investigated. Discussion ensued.

Rich Girard – Wanted to pass on some information regarding LUT’s project software that works with Wizard to track employee activities noting that it might be worth looking in to.

Judy Palumbo – Reported that she is trying to get her daughter into 4-H Dogs, but was told that the 4-H Dog program was not allowed to use the Fair Complex. Wondering why.

Debbie Van Roekel – Wanted to let the Board know that Rich Vial signed the LOI.

With no further business before the Board, Vice Chair Hirst adjourned the meeting at 5:34 p.m.

Motion by Board Member Christy to adjourn. Second by Board Member Flagg. Motion carried 4-0.

Don G. Hillman
Recording Secretary

Rich Vial
Board Chair