

# Washington County Fair Board Meeting Minutes

Washington County Fair Complex, Cloverleaf Building

Wed, May 3, 2017

5:30 p.m.

873 NE 34<sup>th</sup> Avenue, Hillsboro OR 97124

## Fair Board

Erin Carroll, President

Bill Ganger, Vice President

Gary Seidel, Board Member

Andy Duyck, Board Member

David Villapando, Board Member

David Noyes, Board Member

Bob Rollinger, Board Member

Andy Duyck, David Noyes and Gary Seidel were absent. All other board members were present. Staff present, Leah Perkins-Hagele, Julie Case. Guests, Brad Anderson and Sia Lindstrom.

- A. Call to Order** President Erin Carroll called the meeting to order at 5:34 pm
- B. Oral Communications 1** None
- C. Board Training** Brad Anderson from County Counsel gave all members the Oregon Government Ethics Law, A guild For Public Officials packet. He began with talking about the issues that our Board needs to know about. Ethic laws and Conflict of Interest.

Conflict of Interest: Any decision that you may make, or your wife, husband, child, grandchild that could actually or potentially be a conflict. The Would or Could gain money or if it would cause detriment, then it is a conflict of interest and you cannot participate or vote on it. Board members need to declare the conflict of interest for the record, and if it is potential, then they may proceed. When it becomes an Actual then you can't participate. It is better to be overly cautious than not.

Gifts and Gratuities \$50.00 or less. Ask why they are gifting you.

Special Knowledge, by being on the board. If you are in knowledge of something that the general public may not have knowledge about it, and you use it to your advantage. Board members cannot use their position of a Board Member to gain or get out of situations.

Use of Fair Complex Equipment for personal use.

Storage of personal items at the Fair Complex

Any kind of Business gain.

Brad made it clear that if you get an ethics complaint, the county will not defend you.

Board members will at times be spokesperson for other groups. Brad made it clear that they are Board members first and foremost, and only when asked to do so. Brad asked for questions.

Julie Case asked about board member receiving premium money from exhibiting. Brad said as long as they declare that they are doing it. It is third party involvement.

Sia brought up also that there are perceived ethics so that it is best to error on side of caution. Question asked if board members can enter. No it is not an ethic violation, but you need to ask yourself what the public perception might look like to the public.

Brad recommended that if a board member or his/her family were to enter an exhibit, that they need to declare at a board meeting that they or a family member will be entering exhibits at the fair, and potentially may win prize money.

- D. Approval of Minutes** Erin asked for any corrections or changes of the March 1, 2017 board minutes. Bob Rollinger made the motion to approve, 2<sup>nd</sup> by Bill Ganger

## **E. Reports**

**1. Financial Report** Leah presented financial through March. We did receive our Transient Lodge Tax, but Leah feels that the level of funding will come down. She talked about some once a year expenses. Budget to actual is doing well. Bob moved to accept the financial report, Bill 2<sup>nd</sup>. Approved.

**2. 4-H** Leah met with Pat Willis and Darcy Schaal on May 2, 2017. They have concerns that the arena will not be dry enough for it to be worked up in time for horse fair. Leah is working on alternatives. All the changes to the Bio-security in the barns will be not be easy for some of our livestock exhibitors. Some of the barns will be behind the barns and families will have to have a pass to enter this area. Other livestock will have specific areas to cross the pedestrian path, then to have it cleaned and opened back up for foot traffic. Change is very hard and getting the message out. Sia did help us get the Health Department to come out and do education for the Bio-security. Livestock exhibitors will need to clean their feet before entering the general fair.

## **F. Old Business**

- 1. County Fair Update:** 100 days till the Fair is over. Commercial is done and Leah will send it to all the Board members. Lisa wrote a jingle and we were able to film in a Trimet train car. We have a contract with Valor Christian School to do our Parking and Greeters for the 2017 Fair. Ticketing company is new and 300 tickets to BOC and Foghat have already been sold. Leah has hired Kent Estes for the Livestock barns during fair. He will be over seeing Open class, FFA and any barn needs the 4-H might have.
- 2. Educational Fund Update** Monthly Meeting 2 new grants, one from Reser and another one Oregon something. Basics for safety and Health. Did purchase handwashing stations. Brochure being put together. Update for the website. They will be doing the parking for the Airshow again.
- 3. Strategic Plan – final draft** Sia asked if now that the social media and interactive experience were added to the Strategic Plan that the Board approve it. Erin asked for a motion, Bill made the motion, David 2<sup>nd</sup> it and it was approved by all.

## **G. New Business**

- 1. Other if any,** none

## **H. Other Matters of Information**

**1. County Administrative Office Update, if any** Sia signed off on the maintenance plan, that will be done every year. We will be updating the MOU. At the Joint committee they agreed that it is working well by both sides. After Fair, they will work on a few parts that need cleaning up of the MOU. Event Center update is that the Advisory Team is now narrowing down the concept to the actual costs. Time line is still December 2019 – February 2020 for completion.

**2. Other**

**I. Oral Communication** None

**J. Adjourn** Erin adjourned the meeting at 6:45 pm.