

MINUTES
Umatilla County Board Of Commissioners
And Umatilla County Fair Board
June 7, 2017, 11:00 a.m.
Room 121, Courthouse, Pendleton

Attendance:

Board of Commissioners: Chair Larry Givens, Vice-Chair Bill Elfering and Commissioner George Murdock.
Umatilla County Fair Board: Don Miller and Gay Newman. Unable to attend: Lucas Wagner and Dan Dorrان.
County Staff: Doug Olsen, County Counsel; Cyndie Driscoll, Fair Sponsorships Coordinator; and Melinda Slatt, Executive Secretary.

The meeting was called to order at 11 a.m. by Chair Givens. He reminded the group it was a public meeting, minutes were being taken and audio recorded.

Chair Givens noted it is 60 days until the Fair and he wanted to go over what needs to be done moving forward. Cyndie Driscoll distributed the "2017 Fair To Do List". Mr. Newman advised the Fair Board was scheduled to meet that night where they will go over the same list to prioritize and talk about costs. Commissioner Elfering noted the FY17-18 budget was adopted by the Board that morning. It was clarified that the budget presented by the Fair at Budget Committee meetings in April was what was adopted as presented then. It was also clarified the day's meeting was for consideration of Fair needs only – activities and budget. In addition, Chair Givens wanted to be sure Fair staff is only working on Fair business – he didn't want them "picking up the slack" for EOTEC as it is EOTEC's responsibility to take care of facility needs.

Discussion included EOTEC construction area and people entering the area are to be wearing hardhats and protective gear as required. Don't want liability to be a problem.

The group then turned to the list to go through line by line. It was noted the list is all-inclusive and contains items that may not be the responsibility of the Fair – may be EOTEC, or other(s). Ms. Driscoll advised she will provide the list including disposition/discussion for discussion at the EOTEC meeting on Friday June 9.

There was discussion about tractor drivers for people movers from the parking lot to the main event area – concern was expressed about the roughness of the area, possible County /Fair liability, requirements for drivers, etc. Discussion turned to county equipment, use, EOTEC using county's items from the compound area. Regarding Fair maintenance people – two extra people are added in July; Fair vs. EOTEC responsibility as it relates to grounds maintenance. It was clarified that \$13,000 is budgeted for office and maintenance staff beginning July 1.

Regarding ticket booths – two booths from the old fairgrounds will be used. Ms. Driscoll distributed information regarding two new booths – the plan is for the Fair to pay for one and EOTEC to pay for the other (the reduced cost of \$3,700 was negotiated by Ms. Driscoll). Farm City Pro Rodeo has its own ticket booths. Don Miller noted \$6,000 is the starting fee to be paid by Farm City to the Fair, which is to be discussed at the meeting that night.

Commissioner Murdock voiced concern about three Commissioners micro-managing the Fair. Chair Givens pointed out the need to determine the proposed/potential cost to the County; wanted discussion by all for input. Back to costs: \$3,700 for the Fair ticket booth (EOTEC would pay the same). Chair Givens clarified he only wanted to look at items on the "to do list" that are associated with expenditures to the County.

Computers are needed as they are insufficient for Fair work (according to the County's IT people); however, they are only needed for three weeks starting in July. Chair Givens and Commissioner Murdock will talk to Dan Lonai, Administrative Services Director, about computers. Ms. Slatt to provide reminders in next two weeks. [Mr. Olsen left at 12:15 p.m.]

Regarding temporary items like occupancy permits and the like, Doug Olsen will work on that.

Scales are a priority; Chair Givens will talk to Doug about this.

Regarding money needs that are not budgeted, those include a ticket booth (discussed earlier) and also display items – estimated to be about \$1,000 for materials. In addition, temporary fencing is needed (estimated to be about 2,000 feet). Commissioner Murdock felt the computer piece could be handled by the County IT as a temporary deal).

Commissioner Murdock noted the Board's awareness of issues and items needed in order to take care of the Fair this first year at the new EOTEC site. It appeared about \$10,000 would be needed for budget purposes. He didn't want to just give the Fair \$10,000, however.

Discussion continued regarding the CSEPP trailer still located at the Stafford Hansell building and what it would take to get it moved to EOTEC (cost is estimated about \$10,000 just to move it); however, it is unknown if there are axles/wheels or a tongue to haul it.

Mr. Miller noted there is about \$6,000 in RV set aside that could be used to cover some expenses mentioned that day.

Chair Givens talked about the need for a security counter to be in place shortly, which he will bring up at the EOTEC meeting on June 9. He advised he will work with Mr. Olsen regarding the legal side of getting people in the barns ASAP in order to get some needed work started with Fair time coming up rapidly.

The meeting adjourned at 12:40 p.m.

Notes taken by Melinda Slatt, Executive Secretary, Board of Commissioners