



UMATILLA COUNTY FAIR BOARD OF DIRECTORS

APPROVED Meeting Agenda

6:15 PM, Wed., June 18, 2025 @ Umatilla County Court House
Rm 114, 216 SE 4th St., Pendleton, OR

1. **Call to Order & Introductions:** Chairman Steve Wallace, Vice Chair (VC) John Eckhardt (Virtual), Directors Kelly Burke, Robbie Curry, Micheal Hampton, Doug Bennett, Board-Elects, Milo Weaver & Jose Garcia (Virtual), Fair Coordinator (FC), Beth Wheeler & Board Secretary, Jennifer Sceva in attendance.

Absent –Commissioner Liaison, Dan Dorran

Public –Courtney Waliser (4-H), Commissioner Cindy Timmons, Cindy Littlefield, Steve Kelsoe, Amy Golightly, Robert Pahl (County CFO), & Tara Kruger

The meeting was called to order by Chairman Wallace at 6:16pm.

2. **Approval of Minutes (Action):** M/S by Directors Bennett & Hampton to approve the 6/10/25 Minutes. VC Eckhardt abstained. Directors Burke, Curry, Hampton, & Bennett voted in favor. Motion passed my majority.
3. **Public input: None**
4. **Commissioner Liaison Update:** Commissioner Dan Dorran absent. No report.
5. **Fair Office Report:** (Handout) FC Beth Wheeler reviewed handout presented.

- a) Chairman Wallace asked where at the fairgrounds Peggy will be camping. FC Wheeler stated that she is unsure as to what Peggy was told by Commissioner Dorran when the arrangements were made. VC Eckhardt reported that he spoke with Martie McQuain (County Maintenance) yesterday. 6/17, and the scope of work to install the necessary 30amp hook-ups for Peggy's motorhome at the new fair office is not at the top of his list therefore, he needs to be notified sooner rather than later to get this done in time.
- b) Safety meeting June 24th is primarily for Chairman Wallace and Director Burke. However, Chairman Wallace encourages all fair board members to attend so they are aware of procedures during emergencies at the fair. Office to send out a google invite.

6. **Old Business:**

a) **Financials:**

- Facility Expenses & Legal: Milo W. explained that the \$135,000 for the fair office renovations and all of the professional service-legal expenses have been removed in the May financial report. Robert P. stated that they were removed because they are not on-going expenses to the fair and part of it will come back into the fairs expenses later after being split with OSU. When Milo asked if the board should expect to see those returned expenses on the June financial report Robert stated he doesn't plan on putting them back.
- Milo asked Robert if he could explain the undesignated fund balance. Robert explained that it is the amount left over from the prior fiscal year. In July 2024, there was \$263,000 left over for use this year. This will vary year to year. Robert provided a hand out comparing the FY23/24 & FY24/25. He explained that because the budget is submitted in Jan/Feb that it is difficult to forecast how much will be left over in July.
- Milo asked Robert to explain the Transfer from the general fund account line. This is usually the \$100,000 from the county to cover the facility rent at EOTEC. You can see an additional \$30,000 budgeted for FY24/25 because of the additional cost of installing electrical for the camping area, also covered by the county.
- Director Burke inquired about the need for increasing budget line items such as the FY25/26 budget line for Latino Night, asking if we can pull from the undesignated fund balance. Robert stated that funds from that account line can be allocated to any expenditures any way the board sees fit, however its not coming specifically from that account line, but rather it gets split up amongst other lines based on revenue. Chairman Wallace reminded the board that the budget is just a plan or guideline for revenue & expenditures. Robert explained that because the FY25/26 budget was due while the fair management was in turmoil he put the fair budget together based off expenditures from last year. He stated that if we

want to spend \$60,000 on Latino night, and it is only budgeted for \$40,000, the board will need to save \$20,000 elsewhere.

- Robert suggested that he attend a budget workshop with the fair board in December to discuss the needs for FY27. Robert would like to see a reasonably final draft of the budget in mid-January.
- Financial Analysis of last year's fair: Milo reviewed handouts he prepared of the financial analysis of last year's fair. He explained the analysis is missing Nov of 2023 due to the finance department updating their software and this information was lost. Robert offered to track the livestock sale only for 2024 to look at net. The fair admin expense is a fixed expense. The \$2562 under vehicle expense is for forklift repairs that the fair no longer has.

- b) **Approval of March-May Financial Reports (Action):** M/S by Director Burke & Hampton to approve the March, April, & May Financial Reports. VC Eckhardt, Directors Burke, Curry, Hampton, & Bennett in favor. Motion carried unanimously.
- c) Chairman Wallace reported that Jose Garcia was appointed by the Board of Commissioners this morning as a voting member of the Fair Board. Jose will be able to vote moving forward.
- d) **Photographer Update:** FC Wheeler reported that she let Katie Skillman know that signatures were received on her contract from the county, however Katie wanted the fair board to know that the county changed the contract to exclude her ability to carry concealed. VC Eckhardt felt that the board did not need to vote on this. Director Hampton is okay with the change as long as Katie is, which FC Wheeler stated that Katie has already signed the contract as well. Board consensus was the county should have come to the board with decisions or changes. FC Wheeler is to contact the county to figure out why the change was made. Chairman Wallace stated that he is not comfortable with the final contract that the board did not approve and wants the board to vote on it at the next meeting.
- e) **Billboard:** FC Wheeler met with Tori with the FCPR and they have agreed to split the \$2400 billboard advertisement 50/50 with the fair. Tori sent the ad to Meadow Outdoors as she already had the specs and the billboard should already be live near the bowling alley. FC Wheeler to share with the board later how much approximated screen time the ad should get.
- f) **ODA HPAI Testing:** Jennifer S. reported that when she spoke with Shauna Newman last week and so far 4-H doesn't have any waterfowl or lactating cows, but Shauna received an email that at least one person is going to be bringing a lactating cow. Courtney reported that last year they had less than 5 dairy cattle and only a handful of waterfowl. Board consensus is to wait to order tests.

7. New Business:

- a) **Alcohol in/near barns:** The Fair Board has received 2 emails regarding concerns for alcohol in/near barns. The Fair Board wants to clarify the "buyers lounge" area is only for 1 day during the sale and will not be in the barn. VC Eckhardt suggested the board put out a bulletin that if people are concerned, they should come to the fair board to discuss. FC Wheeler stated that Shauna Newman asked her to write a letter to the 4-H to present to parents/clubs regarding the topic however she was unable to do so before their volunteer meeting and the information was already shared with them. Director Hampton stated that beer is not encouraged in the barns but it's an open campus. Courtney asked if alcohol is allowed in the camping area. VC Eckhardt stated that rules state no alcohol is allowed in camping area however it is not enforced. Courtney explained that if alcohol is present that she has to dismiss parents and volunteers affiliated with 4-H. Beverages allowed in the EOTEC building was discussed; fair board under the impression that no beverages are allowed in the EOTEC building to protect exhibits however, Jennifer S. said in the past two years only no alcohol signs have been put up and enforced at the entrances. Director Burke voiced concerns of added costs of security and alcohol monitors in the barns if enforced. Chairman Wallace addressed a statement in one of the letters received that alcohol was served starting at 10am in the sale barn on Saturday, however, they did not start serving until 12pm. Director Curry asked Courtney where the 4-H is concerned and she answered with the barns. If alcohol is present 4-H members must be with a guardian at all times. Courtney also reported that due to the location of the new "buyers lounge" that the 4-H office will be moved to the exhibit hall. Additional concerns that were reported by exhibitors' parents included intoxicated people messing with the animals. Commissioner Timmons stated that the Umatilla County Sheriff's office and the Commissioner's office has received several concerns about the beer garden and where it's placed. She asked why

the decision was made to have the beer garden and Director Burke explained it was requested by the auction buyers. Director Hampton explained that in previous years if buyers wanted a beverage they would leave the auction, go get it elsewhere and come back to the sale. The new beer garden was moved closer for convenience. Director Bennett stated that our livestock sale is one of the highest in the state and this is a courtesy to the buyers. Commissioner Timmons suggested that the fair board put out a statement that this is a project of the Umatilla County Fair Board and publicly put in the paper and radio stations. She stated that the commissioners have been open that they are not in favor. Director Burke proposed the idea of moving the “buyers lounge” beer garden outside of the livestock fenced area into the vendor area where the Sheriff’s office is usually located. Chairman Wallace stated that there are only a select few people with concerns regarding this beer garden, not the majority of over 500 exhibitors. Chairman Wallace will reach out to the Sheriff’s office to discuss and FC Wheeler will put together a statement and run it by the county legal department. Steve Kelsoe stated that he has been a volunteer for 20 years and at the old fairgrounds there were signs up in the barns saying no alcohol. He doesn’t feel the barns need to be monitored but that people should be able to come to a board member to report the alcohol in the barns. Chairman Wallace, stated that Rover’s Security can also be notified. Chairman Wallace stated that he does not condone open containers outside of the beer gardens and barn superintendents should also enforce rules in their area. Kelsoe stated that people need to know who they can go to and that immediate action will be taken. Chairman Wallace reiterated that the beer garden will only be open Saturday from 12pm-4pm. He said the discussion would continue with the sale committee about monitoring sale volunteers at the auction tomorrow night at the sale committee meeting. Chairman Wallace said the fair board will also give the Board of Commissioners a layout of their plan.

- b) **Banner Bank Account (Action):** FC Wheeler reported that the Fair has a Banner Bank account that was opened in 1963 and only contains less than \$200.00 and needs to be closed. In order to do this a board member must go in and request it be closed and a check will be issued to UCF. **M/S by Directors Bennett & Burke to close the Banner Bank account. VC Eckhardt, Directors Burke, Curry, Hampton, Bennett & Garcia in favor. Motion carried unanimously.**
- c) **Conference Room Camera (Action):** FC Wheeler reported that Commissioner Dorran has met with county IT and would like to put an OWL camera in the Fair Office Conference Room which would cost \$270 w/currently active \$30 coupon. VC Eckhardt stated that counties are not required to record their meetings. Jenn S. read ORS 192.670 3a that board is to supply an option for virtual attendance by means possible. VC Eckhardt stated his objection to recording meetings via video or audio. Board-elect Weaver stated that he likes the transparency of the recordings. Director Garcia does not have a problem with being recorded. Chairman Wallace stated that the camera would be for virtual attendance, live stream only and the discussion regarding recording the meetings is not on the table at this time. **M/S by Director Curry & Hampton to table the decision to purchase the camera for the Fair Office Conference room until the next meeting. M/S by Directors Bennett & Burke to close the Banner Bank account. VC Eckhardt, Directors Burke, Curry, Hampton, Bennett & Garcia in favor. Motion carried unanimously.**
- d) **Golf Cart Flags (Action):** FC Wheeler stated that Director Hampton requested that she look into pricing for feather flag banners for the directors to put on golf carts/side-by-sides during parade and fair to upgrade from the current vinyl banners. Director Hampton stated as long as they don’t scare the animals. Discussion was they should be about 3’ high, just above the cab. **M/S by Director Burke & Curry to table a decision until FC Wheeler can present pricing for smaller flags at the next meeting. VC Eckhardt, Directors Burke, Curry, Hampton, Bennett & Garcia in favor. Motion carried unanimously.**
- e) **Board of Director On-Duty Schedule during Fair:** FC Wheeler asked if the board can come up with a schedule ahead of time for which board member will be “on duty” each night of the fair. Last year the board member that was on duty had a burner phone, however VC Eckhardt would like to look into other options because the phones were hard to hear and didn’t work. Chairman Wallace volunteered to be on duty Saturday night.
- f) **Handicap Gate Access:** Gate 3 will be open at 7am to scan tickets. Unsure of when ticket sales will start. Handicap spots near Gate 5 will be leveled and dust tacked. Chuck Wosley signed off on these last year.
- g) **ODHS Child Welfare Donation (Action):** Jennifer S. reported that ODHS Child Welfare has requested a donation from the fair for the Family Resource Day for a door prize raffle on July 18, 2025. The value of the gift certificate

would be approximately \$138. **M/S by Directors Curry & Bennett to approve a donation to ODHS Child Welfare. VC Eckhardt, Directors Burke, Curry, Hampton, Bennett & Garcia in favor. Motion carried unanimously.**

- h) **Fashion Revue Judge** - 4-H is requesting an additional Fashion Revue judge because the number of entries has tripled this year. **M/S by Director Bennett & VC Eckhardt to approve a 2nd Fashion Revue judge for \$125. VC Eckhardt, Directors Burke, Curry, Hampton, Bennett & Garcia in favor. Motion carried unanimously.**
- i) **EOTEC Event Request:** EOTEC has requested use of the Lacrosse Field for a Lacrosse Shoot on July 17, 24, & 31st. FC Wheeler ensured it will not interfere with anything we have going on. Director Curry said July 31st won't work because they usually set up the fair parking on set-up day which is taking place on July 26th this year. **M/S Directors Curry & Bennett to approve the EOTEC request for July 17th & 24th only. VC Eckhardt, Directors Burke, Curry, Hampton, Bennett & Garcia in favor. Motion carried unanimously.**

8. Next Meeting Date & Location: Board consensus was to add an additional meeting July 2nd, 2025 6:15pm @ EOTEC - 1705 E. Airport Rd. Hermiston, OR

12. Adjournment: 8:29pm