

Baker County Fair Board
October 18, 2022
Minutes

Members Present: Ron Rowan, Michelle Kaseberg, Terri Siddoway, Mark Johnson, Cliff Schoeningh
Advisory Board Present: Mark Bennett, Baker County Commissioner
Staff Present: Gratton Miller, Angela Robb (Zoom)
Guests: Lynda Bird

Chairman Rowan called the meeting to order at 6:09 p.m.

Michelle Kaseberg made a motion to add Mark Johnson to the agenda to discuss the building process and next steps for construction in Adler Field. Terri Siddoway seconded. Unanimous Ayes. Motion Approved.

Bob Irvine – PARC Resources Update: Rowan moved Bob Irvine with PARC Resources to the beginning of the agenda. Bob was curious of the Fair Board's thoughts on the 70 acres of land purchased by the county. The Fair Board replied that they would like to see a Need's Analysis before making any decisions. Bob continued to probe the Fair Board for what they would like out of the 70 acres. The Fair Board replied by saying that they appreciate Bob's time, but everything is purely speculative as they will follow the outcome of the Need's Analysis once that is complete. There are logistics such as debt in the new facility and historical examples of why moving the Fairgrounds may not be the best action.

MINUTES: Chairman Rowan asks for a motion to accept the minutes. Michelle Kaseberg moved to approve the newest revision of minutes from the July 12, 2022 & September 20, 2022 meetings. Mark Johnson seconds. Unanimous Ayes. Motion Approved.

FINANCIALS: Michelle Kaseberg went through the 251 account of financials with the Fair Board. Michelle Kaseberg asked if Angela Robb and Gratton Miller know why the rental for the Cockram Arena is so high. There is a \$5850.00 payment on July 7, 2022 that went to the rental account for Cockram Arena. The payment, based on time of deposit, led the Board to determine that this is the final payment from insurance regarding the repairs to the kitchen in the Cockram Arena.

Michelle Kaseberg continued through the 351 account. She did not see anything that looked abnormal. She wants Angela & Gratton to get a full list of the projects that the grants would pay for through the grant request. Thus, keeping track of the expenditures that will be billed to the different grants.

Mark Johnson moved to approve the financials with the exception of \$5850.00 on July 7, 2022 to 251 account is corrected to the 351 account. Terri Siddoway seconded. Unanimous Ayes. Motion Approved.

CONSENT ITEMS – Extension Cord Cover: Chairman Rowan asked Gratton Miller to go through consent items. Miller started with an extension cord cover, one of the requests from the 4-H Association. Commissioner Mark Bennett questioned whether this would be the best use of funds, and noted the haphazard way the cords were dragged around throughout the area. Michelle Kaseberg pointed out that covers would not be long enough nor numerous enough to facilitate large coverage of the extension cords. Gratton Miller mentioned that it was a placeholder, and was open to other solutions. The Fair Board declined this expenditure.

Forklift Basket: Miller continued with a basket for the forklift. Miller mentioned that the current equipment is a pallet on the forklift and pointed out that the basket would prevent OSHA violations, and

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help prevent potential fall injuries. Mark Johnson stated that the basket is a necessity, as well as Chairman Rowan.

Weed Sprayer: Miller went through a recent history of spraying weeds in the Adler Field. The County Weed Department did not do a great job and had an expenditure of nearly \$1500.00. Miller continued by saying that Dustin Hillman and himself could be more effective and cheaper than the Baker County Weed Department. County Commissioner Bennett mentioned that the county just approved purchase of rentable sprayers, and that it may be a better way to proceed than duplicating County resources. The Fair Board was receptive to this solution.

Weed Whacker: Miller followed with a weed whacker for the facility and stated that both Dustin Hillman and Miller had been bringing their machines from their residence. Michelle Kaseberg and Terri Siddoway had recently bought walk-behind weed whackers for their private residence. After a discussion of price this was determined to be too expensive. Mark Johnson asked if we had any other power equipment with batteries, in order to ensure that all equipment will be interchangeable. Miller responded that the facility currently has a DeWalt drill. The Fair Board agreed to this item.

Mark Johnson asked Terri Siddoway if she would get with the 4-H Leaders to think about the electric situation in the Goat, Sheep, and Pig barn (North Barn). Siddoway said there would be 4-H Leader's meeting on October 23, 2022, and was curious if Johnson thought that the 4-H Leader's Assoc. should create a committee on the potential outlet. County Commissioner Bennett concurred there should be a GFI plug near the grooming area of the North Barn. Johnson told Siddoway that a committee would probably be the best option to solve this problem with a culmination of their 4-H committee by the end of March 2023.

Trick or Treat Candy: Miller proceeded with a request to buy candy for Trick or Treating on Main St, as OSU, Angela Robb, would like to set up a table that would partner with the Fair Board for exposure to the community. Angela Robb stated that 500 pieces of candy would suffice, which led to a discussion of the price of candy. The Fair Board questioned whether a \$100.00 would be adequate. Gratton confirms that will be enough. Siddoway offered to pick up the candy from Costco next week. Miller would work out the particulars with Angela Robb and give Siddoway an answer.

Cliff Schoeningh moved to purchase the forklift safety cage, weed whacker and \$100.00 of candy. Siddoway seconded. Unanimous Ayes. Motion Approved.

Lumen Account: Gratton Miller asked if the Fair Board had issues with closing the Lumen account #78884934. Miller wasn't sure what the account was for because the Fair Board office received statements every month for a \$2.93 credit without debits or credits since Miller has worked in the office. Kaseberg moved to close the Lumen account. Schoeningh seconded. Unanimous Ayes. Motion Passes.

GRANT APPLICATION UPDATES - Kaseberg Grant Update: Chairman Rowan asked Kaseberg to talk about the upcoming grants. Kaseberg said she already covered her talking points earlier in the meeting.

Bleacher Update –Schoeningh: Rowan asked Schoeningh to detail the movement on the upcoming bleacher purchase. Schoeningh discussed what to expect in cost and design, as well as the difference

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between the different types of bleachers and the cost difference between the two. Elevated seating is more expensive at \$275.00/seat while non-elevated seating was \$240.00/seat. Schoeningh continued by mentioning that a concrete slab was not necessary. Schoeningh mentioned that there were some issues with ADA compliance as it adds recesses to the bleachers and ramps; which could cause issues with the roping shoots, particularly on the South bleachers. Johnson asked if dimensions were set in stone. Schoeningh stated that Nor-Pac could accommodate whatever dimensions that the Fair Board requires.

Kaseberg asked if both would be anchored to the ground. Schoeningh stated they do not move, and there can be 20ft between the front of the bleachers and the rodeo arena. Kaseberg followed up if the price included the money needed for dirt work prior to installation. Schoeningh clarified that the final price would include all dirt work and installation.

Johnson asked Schoeningh what the next steps are. Schoeningh replied by telling the Fair Board that Nor-Pac did not think the Fair Board was serious in their purchase of new bleachers, and that Schoeningh is looking for approval for more due diligence and prioritization of the bleachers as a project.

Johnson asked Schoeningh where Nor-Pac was from. Schoeningh replied Central Washington.

Kaseberg asked Schoeningh if the North section of bleachers could be one section and the South section of bleachers be broken up in order to utilize the roping shoots.

Johnson questioned whether the bleachers would be a public works project. County Commissioner Bennett and Schoeningh have discussed this briefly and if Nor-Pac is going to do the whole thing, as they are the only company in the region that supplies bleachers, County Commissioner Bennett mentioned that they can go through the cooperative (the county cooperative to buy equipment). County Commissioner Bennett stated that he had chatted with county council regarding the procurement of the bleachers and if that would be considered sole source or not. County Council was more hesitant to give a clear answer, however, county council thinks that Nor-Pac is the only one that could supply the bleachers and would make it an easier acquisition. County Commissioner Bennett recommends that whoever wants to bid to install the bleachers should be invited to the facility on the same date, and have a walkthrough of the facility, ensuring that all contractors have an opportunity to bid with the same information, and prevent proceedings from going awry. Mark Johnson said that a meeting can be set up through a Request for Proposal (RFP) with a mandatory walkthrough, and if the contractor doesn't show up, the contractor can't quote, and would settle single sourcing issues.

Michelle Kaseberg noted that we will have to pay prevailing wage regardless of sole sourcing or not. County Commissioner Bennett wanted to get away from sole sourcing as much as possible, regardless of only one firm being able to bid on the project. County Commissioner Bennett stated that this can be done through the RFP, and any agreement should have a service agreement with a set time that the bid winner has to address the issue after the company has been made aware of a problem.

Kaseberg asked if she should reach out for confirmation on prevailing wage. Johnson and County Commissioner Bennett stated that it was too early. Kaseberg is concerned that prevailing wage will up the bid. Johnson said the company that bids will figure out totals in their bid documentation.

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Schoeningh said that he will need assistance from Mark Johnson's expertise in the endeavor. Johnson agreed that he would help with what he could. The Fair Board laid out that the RFP is the best thing to compile in order to establish weight of criteria of evaluation.

Schoeningh continued with the next steps in bleacher procurement by continuing due diligence and finding publications that can advertise the project.

Building Updates – Mark Johnson: Johnson discussed the grants and buildings as well as what the next steps are. Both grants have identified where the money is to be spent. Johnson needs to see the list and how it all breaks out and prioritizing to prevent backing the Fair Board into a corner with projects. The first thing the Fair Board should do is go to the Adler Field and dig test pits to see what the soil looks like. We may need to do a test pit every 50ft to the native soil level. The Fair Board will need to get a price in order to have a better idea of what test pits will cost. Anderson Perry will be the first contact, and if the cost is \$5000.00 or above then we have to put out the contract for quote.

REPORTS - County Commission Update: Gratton Miller went over the updates given to the County Commission. Kaseberg mentioned that the vendors she chatted with are looking forward to coming back next year with the exception of one. Most vendors were thrilled to be there.

Siddoway mentioned that Kylie worked diligently on the vendors. If the board would like to have a summary from her, Siddoway can help facilitate that, since she had to leave to go back to school directly after the Fair concluded. Siddoway asked us to do an intern every year as Kylie was extremely helpful and worked hard. Ron concurs and hopefully Kylie Siddoway has some suggestions for next year's fair.

Premium Book Publishing: Miller followed by going over the cost of publishing the premium book. The lowest cost Miller found was just shy of \$3000.00. Kaseberg checked in with different Fair Managers throughout the state and there are only a few that are still printing. Kaseberg acknowledged there are going to be complaints the first few years, but if we have an easily available printable form put on the website, the Fair Board would point people in that direction. Siddoway pointed out that we need to have everything in order before publishing in order to prevent the confusion from the 2022 Fair. Angela Robb mentioned her conversation with Toni Meyers and the cost of printing the premium book. When informed of the cost, Toni Meyers agreed that an alternative would suffice.

4-H Leader's Association Meeting Review: Miller continued with the 4-H recap of the Fair. The Fair Board was receptive of both a box for small animals to dump their shavings in to be put near the Event Center. They are currently in the Rodeo Grounds and will only need to be moved. The other request was for a dumpster in the East Parking lot, which was met with agreement.

The power draw in the beef barn has been a recurring issue. Siddoway explained the Fair Board's future with moving around of barns, and doesn't want to invest in electrical until we know how everything will be laid out. Chairman Rowan asked Johnson if the electrical would be a major refit. Johnson confirmed that it would be major refit as the barn is already at maximum service.

The 4-H Association would like us to invest in new gates, as people have had issues with closing gates behind them with the chain gates that are currently available. Michelle Kaseberg asked if we could retrofit our current gates. It was decided it is a possible alternative to new gates. Johnson questioned whether this was a Fair Board issue at all, since the gates are only used by 4-H members during the Fair.

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County Commissioner Bennett mentioned that a retrofit would not be difficult for 4-H Association to accomplish.

The 4-H Association would like the Fair Board to extend the current pig barn drain farther to the West. Johnson questioned whether the Fair Board should try to attach this issue with another capital improvement if the opportunity presents itself, and asked Kaseberg to add both the electrical upgrades in the beef barn and the extension in the goat and sheep barn, respectively, and drain in the pig barn to capital improvements. Kaseberg stated that the money had already been earmarked. Johnson said that did not bother him and that he is only looking to loop it in with another project.

Miller also discussed what material should be put down for the goats to prevent them from destroying the new gravel in the goat barn. Siddoway told the 4-H participants to rake lightly over the new gravel, and that she had attempted to use a leaf blower to remove the remaining wood chips. This ultimately proved futile. Siddoway asked Johnson for the best way to clean after the goats are gone. Johnson replied to just let the wood drift out with the wind or breakdown in the environment. Siddoway mentioned that she might have the goats use straw next year opposed to wood as there were three sick goats, which presents its own set of issues.

Refrigerator: Gratton Miller discussed the refrigerator situation in the Event Center kitchen. First, is to repair the fridge, but the repair might not solve the problem. Second, is to buy new, however the warranty and parts availability may be hit or miss. Third, is a new fridge, but the warranty and parts availability is the best of the three.

Terri Siddoway asked if there was a potentiality of selling the box to help re-coop costs associated with the new fridge. Mark Johnson pointed out that the bid is installation and disposal of previous unit, and may affect the quote that we had received. Johnson continued that the most expensive of the three quotes has a higher amp requirement and would rather see a 1 horse running at 9 amps than a 1/3 horse running at 4.3 amps, for the sake of longevity.

Kaseberg asked if the Fair Board needed to put the purchase out for bid as it is over \$5,000.00. County Commissioner Mark Bennett said that anything over \$5000.00 would need to be approved by the County Commissioners. Kaseberg asked Angela Robb if she looked into any other appliances in the area for businesses that support the fair. Angela Robb did not have time to do so. Kaseberg reiterates that the Fair Board would want something similar to the most expensive option. County Commissioner Bennett mentioned that Angela might want to consider a service agreement in case something goes awry.

Mark Johnson moved to make the purchase of the fridge with the approval of the clerk not to exceed \$6,000.00. Michelle Kaseberg seconded. Unanimous Ayes. Motion Passes.

County Commissioner Bennett noted that if we do not go with the lowest price option of the proposals to create a mention in the staff report that there was no service agreement offered by Kringlen Refrigeration.

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Sprinkler Pipe Blowout: Miller updated the Fair Board with the status of the sprinkler blow outs around the facility. The Adler field and 5 acre field have been blown out. Miller is waiting on the company to come back to blow out the barns. After the barns all sprinklers and water systems should be winterized.

Cliff Schoeningh moved to adjourn meeting at 7:38 p.m. Siddoway seconded. Unanimous Ayes. Meeting Adjourned.