



## Minutes of the Oregon State Fair Council Regular Meeting

October 1, 2019

Oregon State Fair & Exposition Center – Cascade Hall-McKenzie Room

Audio Recorded: Yes

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**I. Call to Order:** The meeting convened at 3:00 p.m. with Chair Jon Chandler presiding.

**II. Roll Call:** The attendance, both in person and by phone, was recorded as shown below:

**Present:**

Jon Chandler, Chair  
Kevin Cameron, Vice Chair  
Vicki Berger, Council Member  
Loyal Burns, Council Member  
Gene Derfler, Council Member  
George Jennings, Council Member  
Austin McGuigan, Council Member  
Leah Perkins-Hagele, Council Member  
Craig Smith, Council Member  
Mike Paluszak, Director/CEO

**Non-Present:**

Dayna Jung, Council Member  
Rep. Mike Nearman, Advisory Council Member  
Steve Powers, Advisory Council Member  
Sen. Arnie Roblan, Advisory Council Member

**III. Pledge of Allegiance:** The Pledge of Allegiance was made by all parties present.

**IV. Presentations:** None

**V. Approval of Minutes:**

- a. Council Meeting of June 27, 2018: Chair Chandler asked if there were any changes or corrections to the minutes presented for approval. Hearing none, it was moved by Council Member Derfler and seconded by Council Member Smith to approve the minutes as presented. The motion carried unanimously.

**VI. Public Comment on Agenda Items:** None

**VII. Council Chair's Report:** None

**VIII. CEO's Report:** See State Fair Report

**IX. Information Items:**

**a. State Fair Report:**

Because this is less than 30 days after the Fair, Mr. Paluszak gave a high-level report regarding the Fair. Council can expect a more complete report regarding the Fair at the October 24<sup>th</sup>, 2019 meeting. 2019 was a very successful year. There was a slight dip in attendance due to two very hot days, but overall the fair was up in almost all revenue categories. Financial reports will take 60 to 90 day to reflect all the data from the Fair. Several world events happened just prior to the Fair that the management team addressed, as well as feedback received that people were reluctant to attend fairs or other large events. Within a few weeks prior to the Fair there were several mass shootings nationally including at a festival, a recent e-coli incident at a fair resulting in multiple cases and one death, and other current events that caused concerns. The Oregon State Fair responded to those concerns in several proactive ways and made several operational changes that were appreciated by our guests and successful.

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**X. Action Items**

**a. State Fair Council**

**i. Discussion and action regarding contracting for services to prepare a site and building condition assessment for state-owned properties leased by the Oregon State Fair Council.**

Mr. Paluszak began by providing the background of this item: During development and approval of the 2019 Oregon State Fair & Expo Center (OSFEC) budget, the Council committed to a contingency item of \$300,000 to fund a campus-wide site and buildings conditions assessment of state-owned real property leased by the Oregon State Fair Council (OSFC). This was budgeted as a contingency item in the event that state funding was not made available for this purpose, as was being requested.

The 2019-21 state budget includes bond funding for the benefit of OSFEC for restoration of the Poultry and Stadium historic structures restoration (\$5 million), and for certain facility-wide projects (\$5.325 million). The granted state funding did not include funding, as requested, of \$300,000 for the site and building conditions assessment.

We sought and received two proposals for the facilities condition assessment from firms with experience doing such work. Enclosed is the proposal from LRS Architects, a Portland design firm. They are familiar to us and have provided design services to OSFEC in the past.

Management believes LRS best meets our needs for this assessment for the following reasons:

1. The LRS cost proposal is roughly 25% lower than that of the other proposer, and far more encompassing and inclusive with regard to scope of work
2. The LRS proposal is far more detailed and complete
3. The LRS proposal incorporates and fully details their proposed work on the Poultry and Stadium facilities
4. The LRS proposal includes a full cost breakdown including cost of services by their sub-consultants
5. The LRS proposal includes a detailed project schedule
6. LRS has developed a “rating system” for OSFEC facilities

Mr. Paluszak explained that their proposal is for a not to exceed amount of \$251,218, which is within the amount budgeted of \$300,000 to conduct the site and building condition assessment. Additionally, OSFEC’s internal costs for managing, coordinating and facilitating the work to be performed is estimated at approximately \$48,000, bringing the total project cost to within the amount budgeted.

Mr. Paluszak then introduced Steve Mileham and Gail Sargent of LRS who gave a presentation regarding the firm and their consultants, projects they have done, and the work proposed should they be chosen to do the site and building condition assessment for OSFEC.

**Action:** Following discussion a motion was made by Vice Chair Cameron and seconded by Council Member McGuigan to approve contracting for services to prepare a site and building condition assessment for state-owned properties leased by the Oregon State Fair Council with LRS Architects in an

amount not to exceed \$252,000 as the first phase of long-term capital development, upgrade and historic preservation of the property; and to put forth the project as a capital project if at all possible.

**b. Committee Reports and Action Thereon**

i. **Executive Committee:** Met regarding the review of the CEO and performance incentive structure.

ii. **Governmental Affairs Committee:** None

iii. **Nominating Committee:** Will need to meet soon as there is an election of officers coming up.

**XI. Public Comments on Non-Agenda items:** None

**XII. Council Members' Comments:** None.

**XIII. Executive Session:**

a. **Pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.**

b. **Pursuant to ORS 192.660(2)(a) to consider the terms of the employment agreement between the Oregon State Fair Council and the Director/CEO.**

Upon reconvening into public session Chair Chandler reported that during the Executive Session the Council received information only and no actions were taken.

**XIV. Adjourn:** There being no further business the meeting was adjourned at 5:00 pm

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**Meeting Materials:**

Agenda

Council Meeting Minutes of June 27, 2019

LRS, LLC Slide presentation & proposal