CLACKAMAS COUNTY FAIR BOARD

September 17, 2025

4:30 PM – Horning Hall

Minutes

31. Call to Order

a. Roll Call – Meeting was called to order by President Matt Bunch at 4:30pm. Present were Vice President Loren Bell, Secretary Raeline Kammeyer, Directors Jake Wilson, Kristin Downs, Sara Magenheimer, and Lauren Humphreys. Fair Staff present was CEO Brian Crow

b. Guests – County Commissioner Diana Helm and County Staff Laura Edmonds

c. Addition of Late Items – none

2. Communications

a. Correspondence – Fair received cards from youth groups that showed at fair.

b. Citizen Testimony (The Chair of the Fair Board will call for statements from citizens regarding - none

issues relating to the Fairgrounds and Event Center. Persons wishing to speak shall be allowed to do so. Testimony is limited to three (3) minutes. (Comments shall be kept respectful and courteous to all)

c. Presentation from Outside Groups - none

3. Consent Agenda

a. Minutes from the July 2025 Fair Board Meeting – Loren moved to accept the minutes as presented. Kristin seconded the motion. Motion carried.

b. June and July Financials – Fair Board reviewed the financial statements from June and July. They were provided to the fair board before the meeting for their review. We went through the financials for the fiscal year and made suggestions for the new fiscal year financials. Brian went over the suggestions. Board members discussed each month separately and asked for clarifications on some of the payments. Loren moved to accept the June financials as reviewed. Lauren seconded the motion. Motion carried. Loren moved to accept the July financials. Jake seconded the motion. Motion carried.

c. August Check Register – Went over the check register. Brian reported that concerns over the electric bill at the Rodeo Arena were asked for by Kristin. Brian reported that after researching this, he found that Canby Utility has been overcharging us because of a computer glitch. They refigured the amount that we overpaid and it has been ongoing since 2011. They will only refund us for 3 years, which amounts to $15,000.

4. Updates

a. Executive Director Report – Brian went over the preliminary numbers of the attendance at the fair. He also gave an estimate of the income/cost from the various areas. He is also working on a grant with Kelly Harms for a battery system grant for a Diesel generator. The cost of the generator is approximately $100,000. He is also working on various grants for infrastructure improvements. The Grant money for the Rodeo Arena bleachers that we received was $750,000.

Currently the maintenance staff/ground staff is working on repairing the various lawn areas by reseeding and irrigating the grass areas.

b. Fair Board Individual Reports – Kristin reported that she appreciated shadowing Brian during the fair. Sara reported that she was impressed by how well everything went during fair.

c. Fair Board Committee Reports

i. Update on building project – Concrete is going to be starting. Water line and electrical line were repaired. We are still on schedule for completion of building for use by June of 2026.

ii. Rodeo Committee – Queen Naomi presented the new Queen Jordyn for the 2026 year. They are working on the arena configuration for the new bleachers. Work parties are scheduled for the upcoming years. Cover Crop is being planted in the arena area. The shuttles went very well, and all aspects of the Rodeo went very well. Everyone worked well together. Appreciation dinner will be September 19 in Clackamas Hall.

d. Commissioners Report – Diana Helm introduced herself to us as our liaison. She expressed that she is her to help us in anyway that she can. Board members discussed suggestions for improvement that the county should consider.

5. Old Business

a. Strategic Plan – Ongoing – Jake is coordinating a work session with Michele Ruby (Wilson) with the Fair Board for November 5, 2025. Jake shared a handout with outline of suggested topics for us to discuss. Will have the final schedule at the next fair meeting. Each fair board member was given a task to reach out to key stakeholders on the direction or suggestions for the fair board to consider.

b. Doc Harm Community Award – Kristin reported that she is working on this award with the family with suggestions on selection of recipient.

6. New Business

a. None

7. Good of the Order

a. Check Signers

i. October 3 _Raeline and Lauren___

ii. October 17 _ Matt_

b. Board Member Comments - none

8. Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents. Moved to executive session at 6:40 pm. Returned to regular session at 7:06pm. No action was taken. Board determined that Brian would decided the request.

9. Next regular Fair Board meeting on Wednesday, October 15 – Horning Hall.

10. Adjourn – Meeting was adjourned at 7:07pm

10-15-2025

Submitted by **Date**