

**Minutes of Meeting
Fair Board Monthly Update
September 19, 2016
11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green and Commissioner David Stewart met to discuss the following agenda items. Also present were Chief Deputy Clerk Pat Raffee, Finance Director Dena Darrow, Senior Staff Accountant Keith Taylor, Staff Accountant Melissa Merrifield, and Deputy Clerk Randi Davis. Also present were Coeur d'Alene Press staff writer Ryan Collingwood, Fair Board Chair Gerald Johnson, Assistant General Manager Alexcia Jordan, and Board members Linda Rider and Dave Nussear. Commissioner Marc Eberlein was excused.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 11:00 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

Idaho Department of Parks and Recreation Recreational Vehicle Grant

Fair Board Chair Gerald Johnson presented a grant award letter the Fair received from the Idaho Department of Parks and Recreation. He said the grant would be used to construct an RV campground on the north side of the Fairgrounds. Mr. Johnson added that Welch-Comer & Associates President and Principal Phil Boyd had had created a timeline for the completion of the project.

Chairman Green asked whether the campground sites would have water, electric, and sewer. Mr. Johnson confirmed water and electric would be available. Chairman Green asked whether the Fair had analyzed projected income versus ongoing expenses, and Mr. Johnson confirmed the Fair had not. Chairman Green said the income would need to exceed ongoing expenses, and asked when the grant needed to be accepted. Mr. Johnson confirmed the time frame was one year, and could be extended if necessary. Chairman Green asked whether the Fair had gotten any engineering bids, and Mr. Johnson said that would be the next step through Welch-Comer & Associates.

Commissioner David Stewart pointed out that the proposed location for the RV campground did not allow for future expansion of the Fair facilities. He supported accepting the grant, but suggested the Fair Board look at different location options on the Fairgrounds. Chairman Green agreed, and said the campground needed to be in a location that would not cap Jail expansion as well. Mr. Johnson stated the location was only used now for parking and horse trailers during the Fair week. Fair Assistant General Manager Alexcia Jordan said the proposed location was chosen because it was close to a sewer line on Dalton Avenue.

Commissioner Stewart asked whether the County would need to appropriate dollars for the project, and Mr. Johnson said he was not making a request at this time. Commissioner Stewart asked whether the County would be responsible for the grant match since the campground would be on County property, and Chairman Green confirmed it would. Chairman Green requested Mr. Johnson contact Mr. Boyd for an engineering estimate.

Fair Use of County Resources

Chairman Green encouraged the Fair to use the County resources available to help them, such as Legal and Human Resources (HR).

General Manager Hiring Process

Mr. Johnson stated that Fair General Manager Dane Dugan had resigned on September 1, 2016, and was no longer affiliated with the Fair, but that General Manager recruitment was not being pursued since Ms. Jordan was filling that roll. He said a reorganization was being planned. Chairman Green asked whether the Fair had job descriptions for employees, and Mr. Johnson confirmed it did. He said Ms. Jordan was drafting a job description for a Fair General Manager, and that role was the Fair's current priority. Chief Deputy Clerk Pat Raffee encouraged the Fair to contact the Auditor's office and HR for assistance with the Financial Manager job description, and noted that the HR department had been very helpful to the Auditor's office in their recent reorganization.

Eide Bailly Update

Chairman Green said the Eide Bailly Update was discussed at the September 19, 2016, Commissioners' Debriefing.

Review of items addressed at the September 13, 2016, Fair Board Meeting

Ms. Jordan said overall attendance at the 2016 Fair was a record of 84,618. She said admission discounts were given on opening day to people who brought two cans of food, and 750 pounds was donated to the Post Falls Food Bank. Ms. Jordan said 2017 events were already being booked. Chairman Green asked how the Fair marketed interim events, and Ms. Jordan confirmed they were marketed through the Fair's website. Chairman Green encouraged Ms. Jordan to consider linking to the Chambers of Commerce and Convention & Visitors Bureau sites.

Mr. Johnson said the Fair had formally appointed its finance committee. Chairman Green requested a copy of the Magnuson McHugh audit draft, and Mr. Johnson confirmed he would provide it.

- F. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

Chairman Green adjourned the meeting at 11:41 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Randi Davis, Deputy Clerk
