

WASHINGTON COUNTY FAIR BOARD

Regular Meeting

Wednesday, April 2, 1997

4:30 PM.

1. Call to order.
2. A. Public welcome. This time is provided for members of the audience to comment on any item(s) on the agenda. Audience members are also welcome to comment at the time the agenda topic is being discussed by the Board. It is respectfully requested that those addressing the Board state their full name for the record.
- *3. A. Bills for approval & detail of income received,
Line Item Report for March 1997 (enc., pages 3-8)
- *4. A. Financial position, February 1997 - Reconciled (enc., page 9)
March 1997 - Unreconciled (enc., page 10)
B. Financial recap, March 1997 (enc., pages 11-17)
- *5. A. Fair Board minutes - March 5, 1997 (enc., pages 18-29)
- *6. A. Activities calendar, April 1997 (enc., page 30)
B. Facility use, April 1997 (enc., page 31)

*Consent agenda: any item may be removed for separate consideration upon request of any Board member or any member of the audience.

7. FAIR ORGANIZATION'S REPORT:

- A. Rodeo Board
Rodeo Board Minutes - (handout)
- B. Boosters' report
- C. 4-H Horse Fair



8. 1997 FAIR REPORT

- A. Bill McKinley

9. FAIR COMPLEX MARKETING REPORT:

- A. Margaret Garza

10. MAINTENANCE REPORT:

A. Maintenance Team Report - Earl Bemis

10. OLD BUSINESS:

A. Bid Opening: Beer Sponsorship (enc., page 32-34)

B. Meeting with 4-H Horse Advisory on Horse Stalls (enc., page 35) X

C. Competative Bid Exemptions - Alan Rappleyea

1. Carnival

2. Entertainment

3. Sponsorships

4. Food Booths

11. NEW BUSINESS:

13. ANNOUNCEMENTS:

A. Next Fair Board meeting May 7, 1997

14. ADJOURN TO EXECUTIVE SESSION pursuant to ORS 192.610-192.690
Real Estate Sale - Tri-Met

- 37. letter

Westin Hotel -

LINE ITEM REPORT
3/1/97 Through 3/27/97

Num	Date	Payee	Memo	Amount
INCOME CATEGORIES				
D-Interim Use Income				
10A National Guard Armory				
847	3/14/97	Rosa Gutierrez	Armory/Inventory/Chairs	12.50
851	3/14/97	Rosa Gutierrez	Armory Rental 3/22/97/Cash	544.00
854	3/14/97	Lenore Rubio	Armory Rental/Inventory	410.00
887	3/17/97	Hillsboro Spanish Congregation	Armory Rent/Jehovah's Witness	150.00
888	3/17/97	Promociones Tropical	1/18/97 Dance Inv. 97-007	541.25
890	3/17/97	Specialty Directory Distribution	Armory & Trailer Rent #97-004	930.00
895	3/26/97	Rosa Gutierrez	Armory/Chair rental	12.50
				<u>2,600.25</u>
10B Main Exhibit Hall				
852	3/14/97	Portland's Rain of Glass	Main Exhibit Hall Inv. 97-010	958.50
853	3/14/97	Collector's West	Main Exhibit Hall Rental	1,028.50
860	3/14/97	Columbia Willamette Beagle Club	Main Exhibit Hall Rental	900.00
863	3/14/97	Columbia Willamette Beagle Club	Main Exhibit Hall Rental	300.00
865	3/14/97	Hardy Plant Society	Main Exhibit 4/97 Partial	300.00
882	3/17/97	CFA Cat Clubs of Washington	Main Exhibit Hall/Partial rent	300.00
884	3/17/97	Unique Animal Expo	Main Exhibit Hall rental 2/24-26	818.00
889	3/17/97	Columbia Willamette Beagle Club	Main Exhibit Hall Rental/#97-016	463.00
909	3/26/97	Portland's Rain of Glass	Main Exhibit Hall 1998 agreement	325.00
				<u>5,393.00</u>
10C Cloverleaf Building				
868	3/14/97	Unified Sewerage Agency	Cloverleaf Rental 3/97	303.00
894	3/26/97	Ismail Palemenos	CCB rental 3/15 Cash	260.50
				<u>563.50</u>
10D Arts & Crafts Building				
864	3/14/97	Wash. Co. 4-H	Arts & Crafts Rent/Horse Advisor	75.00
897	3/26/97	Oregon Dafodil Society	Art & Crafts rental 4/12&13	300.00
				<u>375.00</u>
10G Grounds/General				
855	3/14/97	Wash. Co. Master Gardners	Demonstration Garden Rental	50.00
856	3/14/97	SLR Corporation	Inventory/Chair rental	4.00
857	3/14/97	DJ's Portland Promotion	Entire Grounds 3/97	3,272.00
866	3/14/97	TV Chapter Rhododendron Society	Entire/Deposit 5/97	150.00
891	3/17/97	City of Hillsboro	Parking Lot Rental/Inv. 97-014	200.00
907	3/26/97	ATV Institute	Jan, Feb, March 8, 8 classes	200.00
				<u>3,876.00</u>
10H Main Arena				
904	3/26/97	NW Speedway	Main Arena rental/Inv. 96-147	1,035.83
				<u>1,035.83</u>
10J RV/Boat Storage/Barns				
872	3/14/97	Tim Donegan	RV/Boat Storage Income	79.80
873	3/14/97	Michael Ferrera	RV/Boat Storage Income	9.48
886	3/17/97	Hal Bleyhl	RV/Boat Storage Income	178.80
				<u>268.08</u>
10K Interim Use Concessions				
850	3/14/97	DeAngelo's Catering	Entire Concession %/DJ's 3/97	1,470.60
862	3/14/97	Coffee Caterer's	Concessions/DJ's Swap Meet	229.00
867	3/14/97	Reedville Cafe	Concessions/Hispanic Dance 2/28	134.00
883	3/17/97	Cascade Canteen	Main Exhibit/Gem Show/Concession	93.72
896	3/26/97	Girl Scout Troup #102	ME/Concessions/East Meets West	39.00
905	3/26/97	Cascade Canteen	Main Exhibit/Gem Show/Concession	46.86
				<u>2,013.18</u>
11 Damage Deposits				

LINE ITEM REPORT
3/1/97 Through 3/27/97

Num	Date	Payee	Memo	Amount
848	3/14/97	Ricardo Reys	Damage Deposit/Cash/A&C	200.00
849	3/14/97	Hector Gonzalez	Damage Deposit/Cash/CCB	200.00
854	3/14/97	Lenore Rubio	Damage Deposit	200.00
858	3/14/97	Marie Najera	Damage Deposit CCB	200.00
859	3/14/97	Phyllis Hartford	Damage Deposit Armory	200.00
885	3/17/97	Linda Penn	Damage Deposit	200.00
908	3/26/97	Pro Photo Supply	Damage Deposit/ME	200.00
				<u>1,400.00</u>
14 Interest				
	3/26/97	Govt Pool	February Interest #4486	1,266.59
	3/26/97	Govt Pool	February Interest #4591	16.30
				<u>1,282.89</u>
17 Miscellaneous Income				
874	3/14/97	Hispanic Metro Chamber	Copies & Postage	4.13
899	3/26/97	DJ's Portland Promotion	Client Reimburse Sawdust Removal	1,000.00
910	3/26/97	USF&G Insurance	Insurance Reimburse ME damage	83.00
				<u>1,087.13</u>
18 RV Park				
844	3/14/97	RV Cash Deposit	RV Park Income	710.00
845	3/14/97	RV Check Deposit	RV Camping	50.00
880	3/17/97	RV Cash Deposit	RV Park Income	130.00
893	3/26/97	RV Cash Deposit	RV Park Income	560.00
900	3/26/97	RV Check Deposit	RV Camping	320.00
				<u>1,770.00</u>
Total D-Interim Use Income				<u>21,664.86</u>
E-Fair Income				
32 Concessions/Booths				
869	3/14/97	Jerry LeBarron	1997 Fair Booth O-22 & O-23	300.00
870	3/14/97	Hillsboro Lodge BPOE	1997 Fair Booth #49	162.50
871	3/14/97	E&I Catering	1997 Fair Booth F-17/Mendenhall	300.00
876	3/14/97	Barbara Olesen Randall	1997 Fair Booth Mary Kay #60	175.00
877	3/14/97	John Meek	1997 Fair Booth #10	162.50
878	3/14/97	Luster Craft International	1997 Fair Booth #51	350.00
879	3/14/97	Washington County	1997 Fair Booth/Dept of Health	325.00
879	3/14/97	Washington County	1997 Fair Booth/Coop Recycling	325.00
881	3/17/97	Oregon Right to Life	1997 Booth O-28/Cecilia Duyck	357.50
898	3/26/97	Daniel Lindahl	1997 Fair Booth O-3	137.50
901	3/26/97	Charles Russell	1997 Fair Booth #88/Pet ID Tags	275.00
902	3/26/97	Doug Ellison	1997 Fair Booth #O-84	137.50
903	3/26/97	Paul Libby	1997 Fair Booth/A&C Area	200.00
906	3/26/97	Arlene Lathrop	1997 Fair Booth 04,05	275.00
				<u>3,482.50</u>
34 Advertising Sold				
846	3/14/97	Premier Security	1996 Entertainment Guide Ad	165.00
				<u>165.00</u>
Total E-Fair Income				<u>3,647.50</u>
G-Bingo				
70 Sessions				
861	3/14/97	Glencoe Community Football	CCB/February/ Bingo	1,200.00
				<u>1,200.00</u>
Total G-Bingo				<u>1,200.00</u>
TOTAL INCOME CATEGORIES				<u>26,512.36</u>

LINE ITEM REPORT
3/1/97 Through 3/27/97

Num	Date	Payee	Memo	Amount
EXPENSE CATEGORIES				
A-Personnel				
101 Salaries				
21748	3/13/97	Wash. Co. Finance Division	Payroll 2/22-3/7	(11,529.51)
21750	3/13/97	Kelly Temporary Services	Office Assistant/Receptionist	(222.40)
21778	3/26/97	Kelly Temporary Services	Office Assistant/Receptionist	(340.55)
21790	3/26/97	Wash. Co. Finance Division	Payroll 3/8-3/21	(11,579.51)
21794	3/26/97	Albert Flanagan	Add Hours/Payroll 2/22-3/7	(357.00)
				<u>(24,028.97)</u>
102 O.P.E.				
21748	3/13/97	Wash. Co. Finance Division	Benefits 2/22-3/7	(1,811.88)
21790	3/26/97	Wash. Co. Finance Division	Benefits 3/8-3/21	(4,615.70)
				<u>(6,427.58)</u>
Total A-Personnel				<u>(30,456.55)</u>
B-Interim Operations				
107 Office Expense				
21743	3/6/97	US Bankcard Division	Office Supplies	(108.05)
21764	3/25/97	Cascade Business Machines	Service contract Renewal/97-98	(200.00)
21776	3/26/97	Hillsboro Argus	Display Ads February	(196.80)
21789	3/26/97	US Bankcard Division	Office Supplies	(136.54)
				<u>(641.39)</u>
108 Telephone				
21736	3/4/97	AT&T Wireless Services	2/97 Stmt Cellular Service	(61.39)
21761	3/25/97	AT&T	1/97 Stmt Long Distance	(42.94)
21772	3/26/97	GTE	MEH Bill 2/97 -648-5694	(111.05)
21773	3/26/97	GTE	Office Bill 2/97 -648-1416	(680.25)
				<u>(895.63)</u>
110 Postage				
21795	3/27/97	US Postmaster	Postage Machine	(300.00)
				<u>(300.00)</u>
111A Equipment Rental				
21777	3/26/97	IKON Office Solutions	#009862 Copier Billing/Nov-Feb	(691.00)
				<u>(691.00)</u>
111B Armory Rental				
21746	3/12/97	Oregon Military Department	January Armory Rental	(717.50)
21751	3/13/97	Oregon Military Department	February Armory Rental	(637.50)
				<u>(1,355.00)</u>
112 Utilities				
21768	3/25/97	Ferrellgas	#214281 Office Propane	(186.33)
21775	3/26/97	Hillsboro Garbage Disposal	#976083 2/97 Garbage Service	(432.00)
21782	3/26/97	PGE	Utilities/February	(2,253.90)
				<u>(2,872.23)</u>
113A Armory R&M				
21730	3/4/97	Globe Lighting Supply Co.	Replace damaged toilet	(104.84)
				<u>(104.84)</u>
113B Main Exhibit R&M				
21727	3/4/97	Platt Electric	Electric Repairs	(115.69)
21730	3/4/97	Globe Lighting Supply Co.	Main Exhibit Repair	(8.75)
21733	3/4/97	Copeland Lumber Yards	1/8 Pine/ME Kitchen baseboard	(18.80)
875	3/14/97	VLMK Consulting Engineers	#96602/Refund Double Pay	70.00
21770	3/25/97	Fire Extinguisher Service Center	#46418 Replace Stolen Extinguish	(171.80)
21781	3/26/97	McClenny Refrigeration	#970246 Repair ME	(93.67)

LINE ITEM REPORT
3/1/97 Through 3/27/97

Num	Date	Payee	Memo	Amount
				(338.71)
113D Arts & Crafts R&M				
21771	3/26/97	Globe Lighting Supply Co.	#24336 Faucet repair A&C/Chuck	(42.84)
				(42.84)
113F Floral R&M				
21733	3/4/97	Copeland Lumber Yards	2X6 Floral ramp	(66.80)
				(66.80)
113G Grounds/General R&M				
21727	3/4/97	Platt Electric	Lock Boxes	(158.87)
21728	3/4/97	Power Rents	2/97 Statement/Drain Line Repair	(123.00)
21732	3/4/97	Fisher Implement Co.	2/97 Stmt Repair Kits	(122.67)
21733	3/4/97	Copeland Lumber Yards	Maint Supplies/Tools	(24.85)
21759	3/25/97	A & I Paint	#3652 Electrical Panel Cleanance	(31.70)
21786	3/26/97	Shute Park True Value	2/97 Stmt R&M Grounds	(62.94)
21789	3/26/97	US Bankcard Division	Caution Tape/Elect Panels	(64.60)
				(588.63)
113L Equipment R&M				
21726	3/4/97	Supply One Home Center	#48186 10' Ladder	(179.99)
21729	3/4/97	Hillsboro Auto Parts	Bucket & Dump Truck Parts	(426.41)
21731	3/4/97	Gratteri Tire and Wheel	2/26 Statement/Tire repair	(122.44)
21762	3/25/97	Auto Electric & Battery	#30851 Step Van Regulator/Labor	(46.40)
21783	3/26/97	Platt Electric	#2202961, 2192102 Equip R&M	(97.84)
21784	3/26/97	Scotties Auto Repair	GMC Van Bushings/Align	(147.45)
				(1,020.53)
114 General Supplies				
21727	3/4/97	Platt Electric	2/97 Stmt Electric Supply/Maint	(113.73)
21729	3/4/97	Hillsboro Auto Parts	General Shop Supplies	(40.82)
21730	3/4/97	Globe Lighting Supply Co.	2/25 Shop Supples	(15.34)
21734	3/4/97	Bob Nagel Distributing	#047029,049541,049896 Supplies	(864.09)
21757	3/25/97	All MRO	#16698,166935 Shop Supplies	(260.88)
21760	3/25/97	Ace Hardware - 661Y	1/97 Statement	(1.77)
21763	3/25/97	Bob Nagel Distributing	#050812-00 Supplies	(284.16)
21765	3/25/97	Crystal Springs	#424866 Shop Water	(24.50)
21779	3/26/97	Landa, Inc.	Fuel Strainer	(58.47)
21780	3/26/97	Lee's Forest Grove Industrial	#65623, 64946 Welding Supplies	(121.89)
21783	3/26/97	Platt Electric	#2178329 Shop Supplies	(23.28)
21786	3/26/97	Shute Park True Value	2/97 Stmt General Supplies	(159.09)
21787	3/26/97	State Chemical Manufacturing Co.	#10160700 fragrance fillers	(124.58)
				(2,092.60)
118 Travel & Training				
21724	3/1/97	Clark County Fair Association	Larry Helms Seminar	(167.00)
21743	3/6/97	US Bankcard Division	WFA Conference/Travel/Hotel	(1,343.22)
				(1,510.22)
119 Legal fee to County				
21758	3/25/97	Office of County Counsel	January Legal Services	(1,396.75)
				(1,396.75)
131 Advertising & P.R.				
21723	3/1/97	L.A.W. Publications	Advertising/Sheriff's Education	(389.00)
21725	3/4/97	US West	2/97 Directory Advertising	(127.86)
21743	3/6/97	US Bankcard Division	Rotary/Meetings	(69.00)
21774	3/26/97	Hill Florists and Gifts	Floral arrangement/Amigo's Open	(38.00)
21789	3/26/97	US Bankcard Division	Rotary/Meetings	(136.12)
				(759.98)
132 Board Expense				
21741	3/6/97	Best Western Hallmark Inn	Board Meeting sandwiches/March	(63.60)
				(63.60)

LINE ITEM REPORT
3/1/97 Through 3/27/97

Num	Date	Payee	Memo	Amount
133 Dues,Licenses,Fees				
21737	3/4/97	DMV	Registration/Lic #U074953	(30.00)
21738	3/4/97	DMV	Registration/motorcycle #M386642	(60.00)
21767	3/25/97	Forest Grove Chamber of Commerce	Annual Chamber Dues 1997	(175.00)
				<u>(265.00)</u>
149 Misc. Materials & Svcs.				
21749	3/13/97	Y-More Enterprises	Client Cost/Shavings for DJ's	(1,080.00)
21754	3/20/97	Cash	Client cost/DJ's Sawdust Removal	(1,000.00)
21785	3/26/97	Sierra Glass	#25843 Client Cost Armory	(269.76)
21788	3/26/97	Sunset Electric	#99617,99630,99629 Client Cost	(469.42)
				<u>(2,819.18)</u>
150 Refunds				
21744	3/6/97	Mary Wooten	Deposit Refund	(200.00)
21745	3/7/97	Hazel Pierce	Deposit Refund	(200.00)
21752	3/17/97	Luisa Ramirez	Deposit Refund	(200.00)
21755	3/24/97	Rosa Gutierrez	Deposit Refund	(200.00)
21792	3/26/97	Rosa Gutierrez	Client cost reimburse/overpay	(35.00)
				<u>(835.00)</u>
Total B-Interim Operations				<u>(18,659.93)</u>
C-Fair Operations				
179 Professional Svcs.				
21742	3/6/97	Suzy Mashburn	Typing 1997 4-H Premium Book	(20.00)
21747	3/13/97	Oregon Staffing	Premium Book Production/Design	(815.00)
				<u>(835.00)</u>
Total C-Fair Operations				<u>(835.00)</u>
D-Exhibits & Competitions				
213 Other FFA				
21769	3/25/97	Fair Publishing House, Inc.	Arm Bands	(55.99)
				<u>(55.99)</u>
223 Other 4-H				
21769	3/25/97	Fair Publishing House, Inc.	Arm Bands	(150.00)
				<u>(150.00)</u>
231 Awards Open Class				
4979	3/4/97	Barbara Bowers	Open Class/Replace #4620	(20.00)
				<u>(20.00)</u>
233 Other Open Class				
21769	3/25/97	Fair Publishing House, Inc.	Fair Index Books	(335.70)
21769	3/25/97	Fair Publishing House, Inc.	Entry Tags	(224.25)
21769	3/25/97	Fair Publishing House, Inc.	Arm Bands	(150.00)
				<u>(709.95)</u>
Total D-Exhibits & Competitions				<u>(935.94)</u>
J-Capital Outlay				
510 Purchase/Lease				
21766	3/25/97	First Trust Oregon	12/31/96 Administrative Fees	(1,254.50)
				<u>(1,254.50)</u>
513 Equipment				
21727	3/4/97	Platt Electric	Static Guard	(76.20)
21735	3/4/97	Advanced Computer Systems	#61503,61504 Office Computers	(3,222.00)
21753	3/20/97	Saunders Tools	Equipment Trailer Purchase	(175.00)

LINE ITEM REPORT
3/1/97 Through 3/27/97

Num	Date	Payee	Memo	Amount
				<u>(3,473.20)</u>
Total J-Capital Outlay				<u>(4,727.70)</u>
Expense - Unassigned				
VOID	3/4/97	Void Check	Check Misprint	(1.00)
VOID	3/6/97	Access Industries	Check Cancelled/Paid Cash COD	(1.00)
VOID	3/25/97	Void Check	Check Misprinted with contract	(1.00)
VOID	3/26/97	Void Check	Check Misprinted with ad	(1.00)
VOID	3/26/97	Void Check	Check amount miscalculated	(1.00)
Total Expense - Unassigned				<u>0.00</u>
TOTAL EXPENSE CATEGORIES				<u>(55,615.12)</u>
TRANSFERS				
POOL #4486				
892	3/19/97	Govt Pool	Transfer to US Bank	10,000.00
911	3/26/97	Govt Pool	Transfer to US Bank	<u>15,000.00</u>
Total POOL #4486				<u>25,000.00</u>
U.S. BANK				
	3/19/97	Govt Pool	Transfer to US Bank	(10,000.00)
	3/26/97	Govt Pool	Transfer to US Bank	<u>(15,000.00)</u>
Total U.S. BANK				<u>(25,000.00)</u>
TOTAL TRANSFERS				<u>0.00</u>
GRAND TOTAL				<u>(29,102.76)</u>

**Washington County Fair Complex
FINANCIAL POSITION**

FEBRUARY 28, 1997

CHECKING ACCOUNTS	U.S. Bank	Wells Fargo	Bingo
Book			
Beginning Balance	8,340.90	6,149.84	2,760.56
Income Deposits	152,882.30	0.00	0.00
From Government Pool	0.00	0.00	0.00
Less Checks	51,823.89	5,500.00	0.00
To Government Pool	100,000.00	0.00	0.00
Ending Book Balance	9,399.31	649.84	2,760.56
TOTAL COMBINED CHECKING			12,809.71
SAVINGS ACCOUNTS	Investment	EXPO	
Book			
Beginning Balance	264,576.80	3,818.86	
Interest for Month	1,362.85	17.86	
From Checking	100,000.00	0.00	
To Checking	0.00	0.00	
Ending Book Balance	365,939.65	3,836.72	
TOTAL COMBINED SAVINGS			<u>369,776.37</u>
TOTAL RESOURCES			382,586.08

**Washington County Fair Complex
FINANCIAL POSITION**

Unreconciled as of 3/28/97

MARCH 31, 1997

CHECKING ACCOUNTS	U.S. Bank	Wells Fargo	Bingo
Book			
Beginning Balance	9,399.31	649.84	2,760.56
Income Deposits	25,299.47	0.00	0.00
From Government Pool	25,000.00	0.00	0.00
Less Checks	55,665.12	0.00	0.00
To Government Pool	0.00	0.00	0.00
Ending Book Balance	4,033.66	649.84	2,760.56
TOTAL COMBINED CHECKING			7,444.06
SAVINGS ACCOUNTS	Investment	EXPO	
Book			
Beginning Balance	365,939.65	3,836.72	
Interest for Month	1,266.59	16.30	
From Checking	0.00	0.00	
To Checking	25,000.00	0.00	
Ending Book Balance	342,206.24	3,853.02	
TOTAL COMBINED SAVINGS			<u>346,059.26</u>
TOTAL RESOURCES			353,503.32

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1996-JUNE 30, 1997

ACTUAL 1994-95	MARCH 1996	ACTUAL 1995-96	LINE ITEM#	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	MARCH 1997	TO DATE 1996-97	BALANCE
STATE FUNDS									
0	0.00	0	1	Racing Commission	0	0	0.00	0.00	0.00
0	0.00	0	2	Apportionment	0	0	0.00	0.00	0.00
0	0.00	0	3	Merit Rate	0	0	0.00	0.00	0.00
34,722	0.00	44,444	3A	Dept. of Econ. Dev.	38,000	34,000	0.00	26,556.97	(7,443.03)
34,722	0.00	44,444			38,000	34,000	0.00	26,556.97	(7,443.03)
0 SPECIAL FUNDS									
0	0.00	0	4	Grants	0	0	0.00	0.00	0.00
0	0.00	0	5	Funds Borrowed	0	0	0.00	0.00	0.00
0	0.00	0			0	0	0.00	0.00	0.00
0 DEDICATED FUNDS									
0	0.00	0	8	Horse Stall Construction	0	0	0.00	0.00	0.00
397,775	0.00	465,807	9	Hotel/Motel Tax	425,000	505,000	0.00	407,628.86	(97,371.14)
397,775	0.00	465,807			425,000	505,000	0.00	407,628.86	(97,371.14)
0 INTERIM INCOME									
175,904	19,920.36	169,061	10	Rent & Storage	145,000	170,000	16,124.84	119,289.16	(50,710.84)
700	0.00	1,935	11	Damage Deposits	3,000	10,000	1,400.00	14,215.00	4,215.00
0	0.00	0	12	Advertising Sold	0	0	0.00	0.00	0.00
11,250	0.00	5,500	13	Gate Change	5,500	5,500	0.00	5,500.00	0.00
9,672	1,045.40	12,088	14	Interest	9,000	9,000	1,282.89	10,151.29	1,151.29
9,381	0.00	0	15	Shows/Entertainment	100,000	0	0.00	0.00	0.00
27,747	0.00	29,418	16	Parking Fees	20,000	30,000	0.00	14,448.42	(15,551.58)
24,652.00	200.00	11,846	17	Miscellaneous Income	20,000	10,000	1,087.13	7,012.17	(2,987.83)
0	2,130.00	25,377	18	RV Park	25,000	26,195	1,770.00	23,423.00	(2,772.00)
259,306	23,295.76	255,225			327,500	260,695	21,664.86	194,039.04	(66,655.96)

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1996-JUNE 30, 1997

ACTUAL 1994-95	MARCH 1996	ACTUAL 1995-96	LINE ITEM#	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	MARCH 1997	TO DATE 1996-97	BALANCE
FAIR INCOME									
32,506	0.00	33,102	30	Youth Admission	35,000	25,851	0.00	25,857.00	6.00
231,152	0.00	215,435	31	Other Admission	235,000	193,808	0.00	193,878.44	70.44
121,028	3,850.00	109,894	32	Concessions/Booths	120,000	120,000	3,482.50	86,304.18	(33,695.82)
43,220	0.00	32,905	33	Sponsorships	30,000	40,650	0.00	40,650.00	0.00
3,430	150.00	5,760	34	Advertising Sold	8,000	8,000	165.00	6,122.50	(1,877.50)
0	0.00	0	35	Gate Change	0	0	0.00	0.00	0.00
45,619	0.00	56,430	36	Carnival Income	60,000	48,826	0.00	48,826.00	0.00
3,879	0.00	3,242	37	Entry Fees	3,000	4,171	0.00	4,171.00	0.00
35,470	0.00	48,431	38	Parking Fees	50,000	46,201	0.00	46,201.01	0.01
32,000	0.00	28,113	39	Rodeo Sponsorships	40,500	36,600	0.00	36,600.00	0.00
4,498	0.00	0	40	Horse Show	0	0	0.00	0.00	0.00
5,635	0.00	12,199	41	Miscellaneous	7,000	4,784	0.00	4,784.29	0.29
0	0.00	8,218	42	Rodeo Admissions	8,500	7,387	0.00	7,386.98	(0.02)
76,503	0.00	49,191	43	Main Stage	60,000	48,735	0.00	48,734.60	(0.40)
0	0.00	1,189	44	Arena Admissions	1,000	669	0.00	669.00	0.00
0	0.00	0	45	Amphitheater Concessions	800	1,857	0.00	1,857.00	0.00
0	0.00	0	46	Rodeo Miscellaneous	2,000	0	0.00	325.00	325.00
0	0.00	0	47	Horse Stall Rentals	4,118	4,550	0.00	0.00	(4,550.00)
634,940	4,000.00	604,109			664,918	592,089	3,647.50	552,367.00	(39,722.00)
BINGO									
12,072	1,500.00	8,700	70	Sessions	10,000	17,000	1,200.00	12,300.00	(4,700.00)
2,852	0.00	0	71	Food	0	0	0.00	0.00	0.00
2,019	0.00	0	72	Operating Change	0	0	0.00	0.00	0.00
16,942	1,500.00	8,700			10,000	17,000	1,200.00	12,300.00	(4,700.00)
	28,795.76	1,378,286		TOTAL INCOME CATEGORIES	1,465,418	1,408,784	26,512.36	1,192,891.87	(272,526.13)
BEGINNING BALANCE									
222,793	196,041.50	196,041.50	99	Cash on Hand	250,000	313,680	313,679.56	313,679.56	313,679.56
1,343,685	224,837.26	1,574,327		TOTAL INCOME/BEG CASH ON HA	1,715,418	1,722,464	340,191.92	1,506,571.43	(215,892.57)

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1996 - JUNE 30, 1997

ACTUAL 1994-95	MARCH 1996	ACTUAL 1995-96	LINE ITEM #	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	MARCH 1997	TO DATE 1996-97	BALANCE
PERSONNEL									
290,008	34,943.29	320,801	101	Salaries	303,500	364,980	24,028.97	270,694.96	(94,285.04)
119,423	11,037.51	94,061	102	O.P.E.	136,100	109,020	6,427.58	78,286.10	(30,733.90)
409,431	45,980.80	414,862			439,600	474,000	30,456.55	348,981.06	(125,018.94) <i>20,933 -</i>
INTERIM OPERATIONS									
3,774	571.59	3,721	107	Office Expense	4,000	4,000	641.39	3,404.48	(595.52)
10,486	708.54	9,033	108	Telephone	10,800	10,800	895.63	7,821.62	(2,978.38)
405	44.80	1,248	109	Printing	700	700	0.00	331.62	(368.38)
3,628	402.29	4,197	110	Postage	4,000	4,000	300.00	2,303.13	(1,696.87)
2,372	172.75	2,341	111	Equip/Bldg Rental	2,000	3,000	2,046.00	7,920.54	4,920.54 <i>what?</i>
59,335	8,207.50	63,926	112	Utilities	68,000	68,000	2,872.23	57,303.00	(10,697.00)
57,232	3,650.20	52,530	113	Repair & Maintenance	45,000	50,000	2,162.35	32,813.06	(17,186.94)
17,876	452.05	18,899	114	General Supplies	20,000	20,000	2,092.60	21,223.10	1,223.10
0	0.00	0	115	Legal Notices	0	0	0.00	0.00	0.00
11,250	0.00	5,500	116	Gate Change	5,500	5,500	0.00	5,500.00	0.00 <i>+ 5,500</i>
4,327	0.00	5,932	117	Parking	6,000	6,000	0.00	3,813.78	(2,186.22) <i>+ 3,000</i>
3,398	0.00	1,887	118	Travel & Training	4,000	3,500	1,510.22	4,542.80	1,042.80
674	285.00	1,087	119	Legal fee to County	500	5,000	1,396.75	5,982.75	982.75 <i>+ 2,000</i>
50,667	60.00	13,943	121	Professional Svcs.	5,000	5,000	0.00	0.00	(5,000.00) <i>+ 7,000</i>
8,509	0.00	6,678	122	Insurance & Bond	8,500	6,670	0.00	6,670.15	0.15
0	0.00	0	123	Private Mileage	0	0	0.00	0.00	0.00
5,790	395.00	5,740	124	Car Allowance	5,940	6,600	0.00	2,840.00	(3,760.00)
7,494	1,280.19	9,194	131	Advertising & P.R.	7,500	7,500	759.98	5,065.04	(2,434.96)
3,637	146.04	2,196	132	Board Expense	3,600	3,000	63.60	1,113.75	(1,886.25)
2,606	14.50	2,841	133	Dues, Licenses, Fees	3,000	3,000	265.00	1,790.50	(1,209.50)
4,187	0.00	3,328	149	Misc. materials & Svcs.	5,000	4,000	2,819.18	5,689.27	1,689.27
6,522	175.10	8,537	150	Refunds	7,000	10,000	835.00	10,400.95	400.95
14,919	0.00	17,761	151	County-Indirect cost	20,000	14,800	0.00	11,125.50	(3,674.50)
0	0.00	0	152	Decorations	0	0	0.00	0.00	0.00
0	0.00	0	153	Petty Cash	800	0	0.00	0.00	0.00
0	0.00	0	154	RV Park Repair & Maint	3,000	1,500	0.00	0.00	(1,500.00)
279,087	16,565.55	240,520			239,840	242,570	18,659.93	197,655.04	(44,914.96)

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1996 - JUNE 30, 1997

ACTUAL 1994-95	MARCH 1996	ACTUAL 1995-96	LINE ITEM #	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	MARCH 1997	TO DATE 1996-97	BALANCE
FAIR OPERATIONS									
10,751	0.00	8,472	175	Printing	12,000	12,000	0.00	11,097.86	(902.14)
7,311	0.00	8,199	176	Utilities	8,500	8,605	0.00	8,607.03	2.03
0	0.00	0	177	Gate Change	0	0	0.00	0.00	0.00
5,649	0.00	5,611	178	Parking	6,000	7,258	0.00	7,258.25	0.25
42,313	0.00	35,950	179	Professional Svcs.	38,000	32,712	835.00	33,546.87	834.87
57,977	0.00	63,069	180	Advertising	65,000	68,184	0.00	68,183.72	(0.28)
2,528	0.00	783	181	Refunds	1,000	709	0.00	708.50	(0.50)
3,405	0.00	9,968	182	Miscellaneous	5,500	6,382	0.00	6,382.30	0.30
4,900	0.00	2,807	183	Decorations	3,000	3,541	0.00	3,541.00	0.00
6,520	0.00	5,194	184	Equipment Rental	5,000	4,863	0.00	4,862.98	(0.02)
0	0.00	0	185	Horse Stall Rental	4335	4500	0.00	500.00	(4,000.00)
13,056	0.00	15,353	186	Restroom Service	16,000	13,371	0.00	13,371.25	0.25
2,165	0.00	1,001	187	Repair & Maintenance	1000	6829	0.00	6,828.75	(0.25)
156,574	0.00	156,408			165,335	168,954	835.00	164,888.51	(4,065.49)
EXHIBITS/COMPETITIONS									
2,382	0.00	3,301	211	Awards FFA	3,300	3,485	0.00	3,450.27	(34.73)
1,345	0.00	1,494	212	Personnel FFA	1,500	1,063	0.00	1,062.47	(0.53)
915	0.00	1,178	213	Other FFA	1,150	1,505	55.99	1,560.49	55.49
8,414	0.00	7,133	221	Awards 4-H	7,100	9,944	0.00	9,944.14	0.14
6,259	0.00	7,984	222	Personnel 4-H	8,000	7,519	0.00	7,519.03	0.03
3,495	0.00	4,059	223	Other 4-H	4,000	3,594	150.00	3,744.09	150.09
37,983	0.00	38,305	231	Awards Open Class	38,000	39,583	0.00	39,372.18	(210.82)
3,995	0.00	7,290	232	Personnel Open	7,300	7,436	0.00	7,536.26	100.26
5,276	0.00	4,950	233	Other Open Class	5,000	3,932	709.95	4,642.41	710.41
70,063	0.00	75,695			75,350	78,061	915.94	78,831.34	770.34

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1996-JUNE 30, 1997

ACTUAL 1994-95	MARCH 1996	ACTUAL 1995-96	LINE ITEM #	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	MARCH 1997	TO DATE 1996-97	BALANCE
RODEO									
33,033	0.00	32,700	311	Prize Money	42,000	42,445	0.00	42,445.00	0.00
10,723	0.00	14,464	312	Announcer/Contractor	15,000	13,800	0.00	13,800.00	0.00
15,900	0.00	16,500	313	Stock Contract	16,500	16,500	0.00	16,500.00	0.00
0	0.00	318	314	Special Awards	800	0	0.00	0.00	0.00
0	0.00	0	315	Special Kid's Rodeo	1,000	219	0.00	218.48	(0.52)
397	0.00	315	316	Promotion	1,400	3,508	0.00	3,507.80	(0.20)
3,730	0.00	8,173	317	Materials & Supplies	8,000	10,952	0.00	10,952.44	0.44
2,252	0.00	4,545	318	Board Expense	4,500	2,145	0.00	2,144.48	(0.52)
2,295	0.00	1,428	319	Other (Fees & Dues)	1,200	822	0.00	822.00	0.00
367	175.00	2,000	320	Queen	2,000	2,000	0.00	2,444.56	444.56
0	0.00	4,860	321	Rental Equipment	4,900	5,730	0.00	5,535.00	(195.00)
0	0.00	0	321A	Money Raising Projects	2000	0	0.00	0.00	0.00
0	0.00	0	321B	Petty Cash	2000	10000	0.00	10,000.00	0.00
68,697	175.00	85,302			101,300	108,121	0.00	108,369.76	248.76
HORSE SHOWS									
5,462	0.00	0			0	0	0.00	0.00	0.00
FAIR: ENTERTAINMENT									
106850	0.00	106,300	324	Main Stage	100,000	79,500	0.00	79,500.00	0.00
48695	0.00	54,246	325	Grounds Entertainment	55,500	50,472	0.00	50,472.00	0.00
33620.7	0.00	36,472	326	Associated Costs	32,800	31,385	0.00	31,385.16	0.16
0	0.00	0	327	Associated Costs-Grounds	7000	5,032	0.00	5,031.36	(0.64)
1859.7	0.00	1,972	328	Touch & See	2,000	1,996	0.00	1,996.30	0.30
191,025	0.00	198,989			197,300	168,385	0.00	168,384.82	(0.18)
INTERIM ENTERTAINMENT									
7,989	0.00	611	375	Interim shows	100,000	0	0.00	0.00	0.00
7,989	0.00	611			100,000	0	0.00	0.00	0.00

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1996-JUNE 30, 1997

ACTUAL 1994-95	MARCH 1996	ACTUAL 1995-96	LINE ITEM #	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	MARCH 1997	TO DATE 1996-97	BALANCE
BINGO									
11,652	0.00	0	401	Personnel	0	0	0.00	0.00	0.00
2,464	0.00	22	402	Supplies	2,200	500	0.00	0.00	(500.00)
0	0.00	0	403	Mileage	0	0	0.00	0.00	0.00
1,961	0.00	0	404	Food	0	0	0.00	0.00	0.00
4,245	0.00	0	405	Advertising	0	0	0.00	0.00	0.00
0	0.00	0	406	Equipment Rental	5,000	0	0.00	0.00	0.00
435	0.00	0	407	Operating Change	0	0	0.00	0.00	0.00
1,216	0.00	70	408	Dues,Licenses,Fees	0	20	0.00	20.00	0.00
21,972	0.00	92			7,200	520	0.00	20.00	(500.00)
CAPITAL OUTLAY									
55419.89	0.00	54,380	510	Purchase/Lease	56,000	56,000	1,254.50	53,318.00	(2,682.00)
124.28	0.00	7,730	511	Land Improvements	25,000	20,123	0.00	0.00	(20,123.00)
83571.23	0.00	14,786	512	Bldg. & Structure	46,493	48,000	0.00	7,135.43	(40,864.57)
20520	836.08	11,273	513	Equipment	12,000	20,000	3,473.20	25,484.15	5,484.15
500	0.00	0	514	Equipment-Bingo	0	0	0.00	0.00	0.00
0	0.00	0	515	Horse Stalls	0	2000	0.00	0.00	(2,000.00)
160,135	836.08	88,169			139,493	146,123	4,727.70	85,937.58	(60,185.42)
CONTINGENCY									
196,042			600	Contingency	250,000	335,730			
<u>1,566,477</u>	<u>63,557.43</u>	<u>1,260,647.84</u>	<u>TOTAL EXPENSE</u>		<u>1,715,418</u>	<u>1,722,464</u>	<u>55,595.12</u>	<u>1,153,068.11</u>	<u>(233,665.89)</u>

20,000
11,970

MINUTES

WASHINGTON COUNTY FAIR BOARD

March 5, 1997

CONVENED: 4:30 PM

FAIR BOARD MEMBERS:

John Thomas
George Otten
Lyle Speisschart
Dave Lintz
Ken Leahy

STAFF:

Cal Wade
Margaret R. Garza
Bill McKinley
Mike Wold
Jim Jordan
Bonnie Petitjean
Earl Bemis
Albert Flanagan

GUESTS:

Alan Rappleyea, Assistant County Counsel
Margret McVey, 4-H Horse Advisory
Roger Egberg, 4- Horse
Ron Johnson, 4- Horse Fair Superintendent
Angelah Scott, Rodeo Queen
Patty Crop, Rodeo Board
Fred Boyles, Rodeo Board
Claude B. Werner, Rodeo Board
Cody Feinauer, Rodeo Board
Dennice Fellows, Rodeo Board
Gary McVey, Rodeo Board
Larry Gast, Rodeo Board

**WASHINGTON COUNTY FAIR BOARD MINUTES
MARCH 5, 1997
PAGE TWO**

Rocky Williams, Rodeo Board
Jack Price, Rodeo Board & Boosters
David A. Russell, Fair Booster
Linda Gray, Public
21 Rodeo Members (listing attached)

PRESS:

None present

1. **PUBLIC WELCOME by Chairman Thomas**
2. **CONSENT AGENDA**

Wade commented on the following:

- (a) Finances are about where we would expect for this time of the year. Expenditures and income are about on line. Wade noted we received our last Hotel/Motel tax for an approximate amount of \$123,000, all money received to date is within in line of the total projections for this line item.
- (b) Wade directed Board to review Page 3, line item 10. This line item breakdowns the income received per buildings. The correlating expenditures are depicted on page 5, line item 113 B. If no activity in a certain building, then no number is designated to those line items. Wade indicated this will serve as a good management tool. Fair board members entertained questions with Wade regarding some of the income, and expenditures.

SPIESSCHART MOTIONED TO ACCEPT THE CONSENT AGENDA AS PRESENTED. LEAHY SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

3. **RODEO BOARD**

Fred Boyles indicated that Wade had called him Friday and wanted him to get a hold of someone to do the beer just for the Rodeo. Boyles indicated late Friday and Monday morning he called Donna Keppler with Coors who lives in Colorado. She call Boyles last night just as he had walked in the door. She indicated they are not interested in bidding just the beer for Rodeo, they also want the Fair. This brought Boyles to another question,(issue), he distinctly remembers in the October

WASHINGTON COUNTY FAIR BOARD MINUTES

MARCH 5, 1997

PAGE THREE

meeting minutes that a motion was made by Dave Lintz and seconded by George Otten. This motion indicated that we call for bids on beer and that they be subsequently opened at a Fair Board meeting on the 5th of March or March. In the October minutes, (refers to original minutes), Boyles makes a point that this motion was not made in the minutes.

Wade indicated he had a discussion on this at the last Fair Board Meeting (not sure exactly which meeting) and Wade explained this was normally done by negotiation process for beer sponsors because of the dollars that are involved. Wade continued to comment that if we go out with sealed bids we are not going to get the response we're looking for. Wade further indicated, that when he called Boyles the other day he had told him he (Wade) had talked to these other (2) two people and had indicated to Boyles that Wade had talked to Mt. Hood. Mt. Hood suggested that the fair try to get Coors to come in and bid for the Rodeo. This was thought was suggested with the idea that it may bring more money altogether. Wade further indicated the fair needed a \$12-\$15K sponsorship. This number ranges a little every year depending on what Mt. Hood does for us. Mt. Hood suggested we talk to Coors because they said they were confident Henry's would go along with it.

Lintz indicated it was his expectation when we had that motion that while the word "bid" may be incorrect, that Wade was going to go and ask those through the distributors, probably, but ask those specific brands to provide sponsorships. That we would solicit them for sponsorship. Wade commented that that is exactly what he did. Wade further noted he had come back to with a solution before we ran around and jumped the gun here, it was suggested that we try to see if we could get a joint thing going with Henry's and Coors. Wade again indicated that was the reason he called Boyles. Wade clarified again he had called Boyles to give him some help so that we could write up a proposal to Coors to say just exactly what we're going to be doing for them, i.e. advertising etc. in the arena.

Lintz inquired why wouldn't we ask each of those brands to provide a sponsorship for the entire fair.

Wade commented we can do that. That's what I was saying. Wade felt we might get more money if we went the other route and that is why he had called Boyles asking for some help on it.

Boyles thought it was supposed to be a sealed bid.

Wade responded by saying no, that this type of item one would negotiate.

Boyles felt the proposal and that the motion Dave Lintz made was that we were going to ask for sealed bids. Boyles asked confirmation from Lintz.

Lintz indicated that was his recollection. Boyles confirmed.

Wade commented to Lintz that he had talked to him about that and it was...

Lintz commented the discussion was subsequent to the motion.

Wade commented it was subsequent to the motion.

WASHINGTON COUNTY FAIR BOARD MINUTES
MARCH 5, 1997
PAGE FOUR

Lintz indicated to Wade that we may be able to negotiate with an individual that provides the services of the proposal. we probably have an issue with how to do this with the county.

Wade indicated that we didn't have an issue with the County. Wade felt there was an issue from the standpoint of trying to negotiate out the best deal. From experience, it has been better in large amounts like this to go out and negotiate. You do go out for bid with soda pop people.

Thomas takes time to introduce Alan Rappleyea.

Rappleyea comments that whatever the board want to do and that we have the flexibility on this. We can have either a sealed bid process or we can have a negotiated process where it provides a flat service and get some money from the process. Whatever avenue we decide to pursue we will need the blessing of the board.

Thomas questions if it is the blessing of the fair board and/or the county commissioners.

Rappleyea commented that both the fair board and the county commissioners. Inquiry was made from the audience why we couldn't ask for a sealed bid with a minimum.

Wade responded that we can put the thing together anyway we want.

Comment made from the audience this way we were not under, but rather over if anything.

Wade commented the whole reason were going the other way was because he felt we'd get more money out of the deal as did the distributor. This idea come from the distributor, not Wade.

Otten had some question about who the distributor was.

Wade responded that it was Mt. Hood.

Williams commented that we needed to get back on track. What the question was is that the minutes are not correct. All the policy made at the October meeting were in full sprint. A motion was made and it was accepted. A motion was made about the beer and it was accepted at that meeting in October. But that particular motion and second was not formulated in the minutes as a motion. So those minutes were not correct.

Garza inquired as what minutes he was referring to.

Thomas commented the October minutes.

Garza inquired as to why this issue was not raised at the November meeting.

Williams indicated he did not know why they weren't. But again stated that they are not correct.

Garza inquired of Williams if he wanted to make a motion to amend the minutes.

Williams commented he is a not a board member.

Garza inquired the wish of the board.

WASHINGTON COUNTY FAIR BOARD MINUTES
MARCH 5, 1997
PAGE FIVE

Williams again stated that all he was saying is that the board should note that those minutes are not correct.

Garza commented to Speisschart that the office has the tapes of that meeting.

Lintz asked for minutes to be reviewed.

Boyles further commented that Donna Keppler is waiting for sealed bid documents.

Rappleyea commented he had talked to the Fair Board that this is not a typical bid process. Usually you see the bid process in Oregon Law where you are going to be purchasing a roof, or a fleet of vehicles, or a concrete sidewalk. This is a little bit different where we are going to be earning money from this thing. The fair can still apply the same principles to that process to maximize the public profit out of the operation. You can still do the competitive process and where possible indicate that you will receive "X" number of dollars for the privilege of serving the beer.

Lintz indicated that was exactly what the fair board was expecting.

Rappleyea indicated that was the same conversation that had been held in the past (in October).

Lintz indicated those beer manufacturers were looking for something that was all discussed and shown to the board at the same time.

Rappleyea indicated he thought there has to some care to draft this so that everybody who gets the bid on this or submit their proposal has the whole understanding and facts. That they compare apples to apples and not apples to oranges.

Lintz agreed with Rappleyea.

Thomas finishes introduction of Rappleyea to the audience. Rappleyea is the Assistant County Counsel. County Counsel is Dan Oleson. Mr. Rappleyea is here to help the Board out on issues such as the one being discussed.

Boyles gives Rappleyea a sample of the bid request presented at the October meeting.

Lintz commented that he had asked at that meeting that the staff work with you to create the language. Lintz reiterated he would like this to be done. That the language goes out to those beer suppliers have the review to make sure what you have just said is correct. They all have the same quantity of beer and related items noted.

Leahy inquired if we had some kind of deadline to be concerned with.

Thomas inquired from Wade as to how much time we have for this.

Wade indicated we needed to move on it. Wade further commented he had talked to all the vendors, all the distributors.

Rappleyea indicated this process could be as formal as the board wants it to be or as informal as the board wants it to be, as long as the board gets permission

**WASHINGTON COUNTY FAIR BOARD MINUTES
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from the Board of County Commissioners to do it that way. Rappleyea further commented that his office has been in discussions with Wade and McKinley about trying to get some permission from the Board of County Commissioners as to what type of process we choose for the beer contract, carnival contract and other types of related contracts, however the board decides.

Lintz inquired if the county commissioners could act on this at their next meeting.

Rappleyea commented that they would need more time than that.

Wade commented probably about two working weeks.

Thomas inquired what the board could do to help this along.

Wade commented that we needed to get busy and do it.

Lintz commented that all we needed to do was prepare the package that we wanted to send out.

Rappleyea indicated yes.

Lintz further added it would need to be given to the county commissioners and ask their permission to do this.

Rappleyea commented by saying yes. He noted that an explanation of how this deserves to be profit for the county, why this is a good for the county, how this is fair to the all the vendors, too. Noting that this allows all vendors to be on an equal footing and the county is maximizing profits for the county.

Wade further asked if the board wanted to put a minimum bid or offer amount.

Lintz inquired what the current sponsorship was at.

Wade indicated it would range between \$12-15K depending on the year. Depends on things like in-kind money.

Lintz inquired about the minimum cash contribution amount.

Wade indicated he was not asking for the amount. Wade knows how to determine the amount. Wade inquired if the board wanted an amount put in the bid/offer.

Wade further commented the minimum could be "x" dollars.

Lintz indicate he thought the fair board should include a minimum amount.

Wade indicated he would use the minimum used from past years.

Other comments were made by Speisschart, Lintz, Leahy, Rappleyea, Wade, Boyles relating to this topic.

LINTZ MADE A MOTION THAT THE FAIR BOARD PROVIDE ENOUGH DATA TO MAKE THEIR SPONSORSHIP BID ACCURATE. THAT THE IT GO TO A MINIMUM OF (5) BEER VENDORS, LOCAL DISTRIBUTORS. THAT THESE FOLKS GET THE SAME DOCUMENTATION AS ALL THE OTHERS. THAT THE DOCUMENTATION DEVELOPED BY COUNTY COUNSEL AND THAT ALL THE OFFERS/BIDS BE OPENED AT THE NEXT REASONABLE FAIR BOARD MEETING (APRIL, WHATEVER). ALSO THAT COUNTY

**WASHINGTON COUNTY FAIR BOARD MINUTES
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COUNSEL REVIEW THE PRCA RULES THAT MAY AFFECT THIS ISSUE. MOTION WAS SECONDED BY LEAHY. MOTION WAS CARRIED UNANIMOUSLY.

Williams also introduced the 1997 Rodeo Queen – Angelah Scott.

4. BOOSTERS

Russell indicated they were in the process of completing their organizational changes. They have completed the changes in the constitutional bylaws for their group. Boosters will be on target with most of their projects. Mentioned they have gotten a lot of new members. They have a new board member who is also a Rodeo Board member, Mr. Jack Price.

5. 4-H HORSE FAIR

Newman gave the following report:

- (a) Concerned about when the fair books are coming out since the registration date is June 1st. McKinley indicated he would comment on this in his report.
- (b) Bill Peterson wanted to thank Wade for the letter which cited the \$7000.00 allocation for the stalls.

Johnson commented that things were progressing much like last year. They expect to have about 230 participants.

Margret McVey had three things to comment on:

- (a) Building of the stalls. She inquired what the 4-Horse advisory need to do to have the Fair Complex office advance them \$2000.00 to build (2)two model stalls. She indicated that they have no money. Models need to be built in order to write grant material requests to potential sponsors. Wade agreed to advance the money. Wade further commented that \$2000 had been collected many years ago and \$5000 was approved at the last fair board meeting for the improvement of the Horse facility, for a total of \$7000. Wade commented it would take \$10,000 in section of 29. Wade suggested to the board to go ahead and build the first set; and then it would be up to them to build the next one; and us the next one; and work a deal like that. The problem Wade cited was that we waited so long that he really questions if we would be able to do this in the dates that was spoken of. Probably more realistic would be after fair in the fall.

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McVey defers to Hoeflich. Hoeflich comments they want to see what they (sponsors) are buying. Therefore the need to build two models.

Wade confirms that they are not talking about building a set of 30 or so.

Hoeflich states no, they just want to build two models.

Wade defers to Bemis, Newman and Johnson to build the first two in a prototype fashion. They are to look at the design, etc. Wade confirms money was allocated to 4-H for \$7,000.

Lintz confirmed that \$7,000 had been allocated in the budget for this use, so the board can certainly release the \$2000 for the purpose of building the prototypes. They would use their labor and the money would be spent on materials.

Otten inquired if this money was in this year's budget or next year's.

Wade confirmed that it was in this year's budget.

Speisschart commented we should the bills submitted to the Fair complex office and the office pay the bills.

McVey again makes mention that they don't have money.

Wade commented the horse people should come in and the fair office will work the payment out.

(2) Contracts for Judges. McVey indicates the horse people have always supplemented \$25.00 per day to the fair office amount of \$75.00. They have done this because horse judges require \$100 or \$125. Wade suggested to the Fair Board that this be handled by the staff to take care of this.

McVey further commented she wanted to see the contracts because last year judges didn't get paid.

She had many inquiries about payments.

Speisschart commented that maybe McKinley should copy a copy of these horse contracts for Margaret's review. If a transmittal is available, that Margret get that as well.

Lintz confirmed with Speisschart.

(3) 4-H horse people concerned with the way they have been treated in the past.

McVey commented that at the last meeting a comment was made that the 4-H horse people are 100 % satisfied and that this is not correct. She indicate they go through monthly meetings where parents are very angry because they have to pay \$65.00 per child to go to Fair to have a stall. Parents are ready to go to another fair. They are angry.

Wade gave historical perspective on stalls. Proposal was given to the fair by the horse people not fair to horse. The horse stalls are to be rented, horse groups to rent out. If Fair uses stalls, then fair pays for those days stalls are used, as would Rodeo. Wade comments this idea came from Horse Advisory committee. Margret say not the committee. She indicated she knew nothing about this plan, until the stalls were removed.

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Lintz inquires about the number of stalls needed.

McVey indicate 100 box stalls.

Discussion was held on tie stalls.

Williams commented that Sue Oxendine and 4-H Advisory negotiated rentals for the stalls. Everybody who uses the stalls pays for the stalls used.

McVey further disagrees with Williams, indicated this was not the way it was presented to her.

Gray gave input on stalls. Stalls were torn out because they were a mess. They were rotten. 4-H leaders decided the tie stalls were not safe. Stalls were removed after the Fair Board and sue decided they were unsafe. Box stalls then became an option. We would rent them to all potential users.

Thomas directed that a committee be formed to head this issue of the stalls. Committee to be made up of: Speisschart representing the board, Bill Peterson representing the Horse folks, Bill McKinley for fair, Bemis for the fabrication and Ron Egberg representing the superintendents.

McVey felt okay with the committee idea.

LINTZ MADE A MOTION THAT THIS COMMITTEE IS TO STUDY THIS ISSUE AND COME BACK TO THE BOARD AT THE NEXT BOARD MEETING WITH SOME KIND OF PLAN. MOTION WAS SECONDED BY OTTEN. MOTION CARRIED UNANIMOUSLY.

6. 1997 FAIR REPORT

Bill McKinley, Fair Coordinator, reported on the following:

- (a) Premium Books. We currently have a temporary worker working on the revisions for the premium books. Book is to be out by early April. This is 2-3 weeks earlier than last year. Fair representatives have also been incorporating state requirements into the premium books.
- (b) Judges Contracts. Most of the Judge's contracts are out. McKinley has had two (2) meetings with various superintendents to make sure contracts were out to the respective Judges. Lintz again suggested to McKinley that copies of the list and contracts be sent to Margret McVey. McKinley noted he would take care of it.
- (c) Concession revenue is continuing to come in.
- (d) Ordering tickets, credentials, arranging for ambulance
- (e) Commented on Paige Payne, a temporary employee handling the second stage and walk around entertainment. She is also helping McKinley organize Fair related items. She is a tremendous help and team player.

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- (f) Working on documenting special awards for the '97 Fair.
- (g) Cited the two unusual attractions: (1) Human Cannon Ball; (2) High Tech Exhibit (in the armory). McKinley mentioned the aspect of diversification factors for fairs. Folks are excited about the exhibits.
- (h) Also working on many other detailed issues that come up on a daily basis.

7. MARKETING REPORT

Garza, Marketing Representative, mentioned the following:

- (1) Referred Fair Board to pages 24 – 25 in their packets for the March, 97 activities. Cited that DJ's Motorcycle Swap was here now mobilizing for the weekend event. Gem & Mineral Show is scheduled for the middle part of March. March continues to be a good month for the Fair Complex in that we have weekends available to rent facilities. Good month from a revenue standpoint.
- (2) Other activities not so readily visible by the handouts are the following: (a) in the Cloverleaf we have 3 receptions, 1 Unified Sewerage Dept meeting, 1 Dept of Corrections public hearing and 4 bingo nights; (b) in the Floral, the Civil Air Patrol continues to rent every Monday night; (c) in the Arts & Crafts we have 3 evenings of dog training of which most of them are private vs. 4-h; (d) in the Main Exhibit, we also have 3 nights of dog training; (e) in the Armory we have scheduled 1 public dance, 1 religious organizational meeting, and one private birthday function.
- (3) Garza continued to state that January was slow, February the activities picked up and now in March the complex is much busier. Garza expects April-October, 97 to very busy. Additionally she added that she typically receives about 30-40 calls a day.

8. MAINTENANCE REPORT

Albert Flanagan, Jr., Maintenance Team Member gave the following report:

- (a) Wold has been very busy working on the drains, the grounds and other related fair complex duties.
- (b) Bemis has been cleaning and fabricating, repairing and maintaining buildings, as well as helping with the event set up and tear down when necessary.
- (c) Jordan continues to work hard at the mechanical work and electrical work of the fair complex. He has also helped with the set up and tear down of events.

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- (d) Flanagan, Jr. has very busy setting up events for the month of February, 97. He has also been helping the rest of the maintenance team on other projects as deemed necessary.

9. OLD BUSINESS

- (a) Report on Progress of Audit.
Wade commented he had met with Personnel, Purchasing, and Finance. McKinley and Garza accompanied Wade to those meetings. Wade also mentioned he had meeting scheduled with Purcell to discuss items on the Audit. As noted, progress in well on its way. Wade suggested that a committee be organized to review and design the mandatory changes. This should be done within another month or so. Committee should consist of Fair Board members to go over and discuss changes and decide what makes sense and what is feasible and realistic. Once this is done, then this committee would present it to the entire Board.
- (b) Minnick Law Suit.

This is the lawsuit that involves the woman that got kicked in the covered show rings by a horse. Our attorney feels the Fair Complex will prevail. The trial is set for August 26, 1997. It is a two day trial.
- (c) Reminder of the Larry Helms seminar entitled:
Managing the Speed of Change. This seminar is to be held on March 17, 1997 at the Clark County Fairgrounds. Wade referred Fair Board members to page 29 for the letter regarding this event. Wade encourage Fair Board members, Rodeo members and staff to attend.
- (d) Appraisal of Dog Leg.
Wade commented they wanted a legal description of the property. They apparently have done appraisal and putting the documents together. Lintz requested Rappleyea to follow up on the status of the appraisal.

10. NEW BUSINESS

- (a) Ladder truck
Our ladder truck is non-certifiable. Jordan indicated to Wade that a \$5,000 fine could be imposed for using a non-certifiable ladder truck. Ladder truck would not pass OSHA and workmen comp agencies for safety

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purposes. The fair complex purchased a bucket truck for \$6,000, they gave us a trade-in value of \$2,000 for our old truck; which left us with a net of \$4,000. Wade further indicated that the Board needed to declare the old ladder truck as surplus so that we could be legal with the property disposal. This truck was out of certification. Jordan did comment on the specifics of the bucket truck.

SPEISSCHART MOVED THAT THE FAIR BOARD DECLARE THE OLD TRUCK AS SURPLUS. MOTION WAS SECONDED BY OTTEN. MOTION CARRIED UNANAMOUSLY.

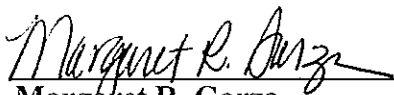
11. ANNOUNCEMENTS

- (a) Next board meeting is scheduled for April 2, 1997.
- (b) Plaque was presented by the Fair Board to Linda Gray for her three year commitment to the board.

12. ADJOURNMENT: 6:10 PM

MOTION WAS MADE BY LEAHY TO ADJOURN THE FAIR BOARD MEETING. MOTION WAS SECONDED BY LINTZ. MOTION CARRIED UNANAMOUSLY.

MINUTES APPROVED THIS 27th DAY OF MARCH, 1997.


Margaret R. Garza
Recording Secretary

John Thomas
Chair

Washington County

FAIR COMPLEX

872 N.E. 28th Street • Hillsboro, Oregon 97124 • (503)648-1416 • FAX (503)648-7208

April Activities

April 5

City of Hillsboro AUCTION & SALE

Saturday: Preview 8 - 10
Sale 10 - Close

Arts & Crafts Building. Cars & trucks, tools, unclaimed property, bicycles, computers and many other items.

April 5 - 6

Collector's West GUN SHOW

Saturday 9 - 5
Sunday 9 - 4



Main Exhibit Hall/North. Gun show and sale. Knives, militaria, related items, coins, jewelry, and much more. Buy, sell, and trade. Free appraisals. Cash buyers. Contact Collectors West at (503)644-5952.

April 12 - 13

Oregon Daffodil Society DAFFODIL SHOW

Saturday 2 - 6
Sunday 10 - 5

Arts & Crafts Building. Over 2000 of this year's finest blooms. FREE Admission.

April 12 - 13

Hardy Plant Society PLANT SALE

Saturday 10 - 3
Sunday 10 - 3

Main Exhibit Hall/Entire. The premier plant sale of ferns, perennials, grasses, trees and other desirable plants for the Northwest. Master Gardeners will be available to answer your questions and help your garden grow! Contact Linda Beutler (503)238-8571 or Hardy Plant Society of Oregon 224-5718.

April 18 - 20

Southwestern Gallery ART SHOW & SALE

Friday - Sunday 10 - 5

Floral Building. Sterling silver hand-made Navajo, Zuni, and Hopi jewelry. Pueblo pottery, Navajo and Zapotec rugs, Kachina dolls, paintings, baskets, drums, works by award winning artists John Balloue, Jimmy Calabaza, Justin Morris, Tony Moore, Carmenlity Dunlap, Lutz Whitebird and more.

April 15-19

Every Husband's Nightmare BAZAAR

Weekdays 10 - 8
Saturday 10 - 5

Main Exhibit Hall/South. Top quality handicraft show with 225 crafters featuring collectibles, tole, dried floral, dolls, garden art, Oregon gourmet foods. No retail merchandise. Contact Sharon (503)648-6375.



April 19

SAVOR THE FLAVOR

OF HILLSBORO
Saturday Noon - 10

Main Exhibit Hall. Second Annual Food, wine and Brew Festival presented by the Hillsboro Chamber of Commerce. Taste delectable offerings for \$3.00 or less. Live entertainment. Family center sponsored by McDonalds. Culinary demonstrations. Raffles. Contact Judy Wiley (503)648-1102 at the Chamber of Commerce.

April 26

MASTER GARDENER CLINIC

Saturday 9 - Noon



Floral Demonstration Gardens. Washington County Chapter of Master Gardeners. Container Gardener & Composting. come discuss and hear ideas about early spring planting. Admission is free. Contact Loretta Richardson 645-7549.

April 26

TACK SALE

Sponsored by the
Washington County Horse Advisory
Saturday 9 - 3

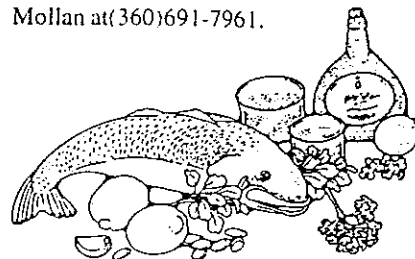
Arts & Crafts Building. New and used tack & horse related items. Consignments and spaces must be arranged in advance. Contact (503)647-2828.

April 26 - 27

Northwest TLC CAT SHOW

Saturday & Sunday 10 - 4

Main Exhibit Hall/Entire. Fabulous Felines! This show welcomes all breeds of cats from Abyssinian, Devon Rex, Scottish Folds, American Shorthairs and more! All cats will be on display for the entire show. Experts will be available to answer your questions. Admission: Adults \$3.00, Students/Seniors \$2.00. Contact Linda Mollan at (360)691-7961.



FACILITY USE - April 1 - 30, 1997

Washington County Fair Complex 872 NE 28th St., Hillsboro, OR 97124
Ph. 648-1416 Fax 648-7208

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6 MAIN EXHIBIT-NO/MAIN Collectors Gun Show	7 CLOVERLEAF Rodeo Board Meeting FLORAL Civil Air Patrol MAIN EXHIBIT-MAIN/SO. Dog Training ARMORY Boys Scouts	8 CLOVERLEAF Glencoe Bingo ARTS & CRAFTS Dog Training MAIN EXHIBIT - MAIN Dog Training FRIENDSHIP SQUARE ARMORY Home Depot Training	9 MAIN EXHIBIT-NORTH Dog Training FRIENDSHIP PLAZA DEQ Training ARMORY Home Depot Training	10 ARTS & CRAFTS Dog Training MAIN EXHIBIT - SOUTH Girls Scouts Meeting FRIENDSHIP PLAZA DEQ Training 34th GRAVEL LOT Capitol Bus Parking ARMORY Home Depot Training	11 ARMORY Home Depot Training	12 FLORAL Private Wedding Reception ARTS & CRAFTS Oregon Daifodil Society MAIN EXHIBIT - ENTIRE Hardy Plant DOG LEG ATV Safety Institution COVERED SHOW RINGS 4-H Dog Show
13 CLOVERLEAF Church Potluck ARTS & CRAFTS Oregon Daifodil Society MAIN EXHIBIT - ENTIRE Hardy Plant DOG LEG ATV Safety Institute ARMORY Natl' Guard Use - Drill	14 FLORAL Civil Air Patrol FRIENDSHIP SQUARE Dog Training ARMORY Boys Scouts	15 CLOVERLEAF Glencoe Bingo ARTS & CRAFTS Dog Training MAIN EXHIBIT - SOUTH Nightmare Bazaar FRIENDSHIP SQUARE MEETING ROOM 4-H Hunt Club Meeting	16 MAIN EXHIBIT - SOUTH Nightmare Bazaar MAIN EXHIBIT - NORTH Dog Training FRIENDSHIP SQUARE Dog Training	17 ARTS & CRAFTS Dog Training MAIN EXHIBIT - SOUTH Nightmare Bazaar ARMORY Dept of Correction-Hearing	18 FLORAL Native American Art Show MAIN EXHIBIT - SOUTH Nightmare Bazaar ARMORY Public Dance	19 CLOVERLEAF Private Birthday Party FLORAL Native American Art Show ARTS & CRAFTS 4-H Rabbit Show MAIN EXHIBIT - SOUTH Nightmare Bazaar MAIN EXHIBIT-NO/MAIN Savor the Flavor
20 FLORAL Native American Art Show DOG LEG ATV Safety Institute ARMORY Natl' Guard Use - Drill	21 FLORAL Civil Air Patrol MAIN EXHIBIT-SO./MAIN ARMORY Boys Scouts	22 CLOVERLEAF Glencoe Bingo ARTS & CRAFTS Dog Training MAIN EXHIBIT - MAIN Dog Training FRIENDSHIP SQUARE Dog Training ARMORY National Guard Use	23 CLOVERLEAF 4-H Wagon Train MAIN EXHIBIT-NORTH Dog Training	24 ARTS & CRAFTS Dog Training	25	26 CLOVERLEAF 4-H Spring Horse Classic FLORAL DEMO GARDENS Demo Clinic FLORAL 4-H Wagon Train Box Social ARTS & CRAFTS 4-H Horse Adv/Tack Sale MAIN EXHIBIT - ENTIRE Cat Show
27 CLOVERLEAF Private Baptismal Party MAIN EXHIBIT - ENTIRE Cat Show DOG LEG ATV Safety Institute	28 FLORAL Civil Air Patrol MAIN EXHIBIT - SO./MAIN Dog Training SHOW RING/DOG LEG/ MEETING ROOM/FLORAL Farm Equipment Show	29 ARTS & CRAFTS Dog Training MAIN EXHIBIT - MAIN Dog Training FRIENDSHIP SQUARE Dog Training ARMORY/Guard Use	30 MAIN EXHIBIT-SOUTH Mother Daughter Tea MAIN EXHIBIT-NORTH Dog Training SHOW RING/DOG LEG MEET. ROOM/FLORAL Farm Equipment Show	29th continued SHOW RINGS/DOG LEG MEETING ROOM/FLORAL Farm Equipment Show 28th continued ARMORY Boys Scouts		

March 21, 1997

Atten: Roy Peasley
Mt. Hood Beverage
3601 N. Yeon
Portland, OR 97210
(503) 274- 9990
FAX: 727- 3282

REQUEST FOR QUOTES
FROM BEER BREWERS

This is a request for quotes (RFQ) for sponsorship from beer brewers or distributors in compensating for the expense of providing sound and lights at the main showcase stage and arena for the six days of the annual Washington County Fair (July 29 – August 3, 1997).

Compensation should be made no earlier than July 1st, and no later than August 1st 1997.

The award of the contract will be made to the brewer/distributor that provides the most sponsorship dollars. There will be a minimum bid of \$8300.00, plus additional in-kind value of \$4,000.00 or cash equivalent. The successful bidder shall have been in the business of brewing or distributing it's product for more than ten (10) years and have a demonstrable ability to perform as specified.

Promotional Opportunities:

- A. Beer signage all six (6) days of the Fair at the Main Stage, Sound Mix and Rodeo Arena.
- B. Full page ad in the Entertainment Guide handed out to everyone at the gate.
- C. Brand logo will be incorporated as a major sponsor in advertising for the Event which will appear in local television, radio and print media.

The Washington County Fair Board is asking for sealed quotes to be opened at the regularly scheduled April board meeting, April 2, 1997 at 4:30 p. m. at the Washington County Fair Complex office located at 872 NE 28th Avenue, Hillsboro, OR 97124.

* For your quote to be considered, your document(s) must be in the possession of the Washington County Fairboard at the above address prior to the scheduled April 2, 1997 4:30 PM sealed quote opening.

Additional Information:

- Attendance – 120,000
- Four days PRCA rodeo
- Truck Pull (1 day)
- Six draft horse performances
- Nightly mainstage entertainment
- The sponsor would have it's logo on electronic and print media
- Live announcer mentions at arena events and mainstage

Please call the Washington County Fair Complex at for any additional information.

Bill McKinley
Fair Coordinator

cc: Cal Wade

REQUEST FOR QUOTES
FROM BEER BREWERS
MARCH 1997

Bob Kinney
Columbia Distributors
6840 N. Cutter Circle
Portland, OR 97217
(503) 289- 9600
FAX: 240- 8666

Randy Harris
Maletis Beverage
7000 N. Cutter Circle
Portland, OR 97217
(503) 735- 2300
FAX: 735- 2302

Donna Keffeler
Coors Brewing Company
PO Box 4030 / NH 440
Golden, CO 80401
(303) 948- 8854
FAX: 277- 2746

Roy Peasley
Mt. Hood Beverage
3601 N. Yeon
Portland, OR 97210
(503) 274- 9990
FAX: 727- 3282



872 NE 28th Street
Hillsboro, OR-97124

(503) 648-1416
FAX (503) 648-7208

March 17, 1997

Bill Peterson
32655 NW Beach Rd
Hillsboro, OR 97124

Dear Bill,

Below, you will find the provisions discussed at last Thursdays meeting. Please review the following agreed to points and advise if there was anything missed or needs to be a clarified.

Letter of Understanding:

- 4-H is responsible to build two prototype stalls for use for 97 Fair.
- Bill Peterson will take responsibility for the construction.
- Fair Board will release \$2000 for the construction of the prototypes.
- Material and cost list will be submitted to the Fair by 4-H in May no later than June 1st.
- 4-H will build and complete the prototype pens except with the possible exception of welding.
- 4-H will deliver to the Fair no later than July 1st the (tack) welded prototypes at which time a determination will be made as to the practicality of finishing the "stick" welding "in house" or contract out.
- 4-H will install the prototype.

Cordially,

Bill McKinley
Fair coordinator

cc Lyle Spiesschaert
Cal wade