

# WASHINGTON COUNTY FAIR COMPLEX

Board Meeting

April 2, 2003  
Floral Building

Regular Session – 4:30 p.m.  
Executive Session – 6:30 p.m.\*

\* Time is approximate. Executive session begins after the regular session concludes



# AGENDA



# CONSENT AGENDA

County of Washington

Washington County Fair Complex  
873 NE 34<sup>th</sup> Avenue  
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## FAX MEMORANDUM

**Date:** March 27, 2003

**To:** Board Members  
Washington County Fair Board

**From:** Don G. Hillman, Executive Director  
Washington County Fair Complex



**Re:** February Financial Statements

Find attached the February 2003 Financial Statements.

The statements are still being prepared on the cash basis with hopes that the statements beginning in July 2003 can be converted to the accrual method of accounting.

It should be noted that January payroll invoices were not received from the Washington County payroll office until February; therefore two months of payroll (January and February 2003) were reimbursed and charged to February 2003. It should also be noted that the Year-to-Date Personnel Services are more than the previous year's total. This is due in part to a change in practice of employing staff during fairtime verses contracting with service groups. In addition, Personnel Services costs are greater than last year's since for a period of time in early FYE 2001-02, the interim Executive Director was paid on contract rather than as a County employee.

It is expected that Treasurer Day will review the February 2003 financial statements with staff prior to the April Board Meeting. Any other anomalies will be brought to the attention of the full Board at the April 2<sup>nd</sup> meeting.

Attachment

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview February 2003

	A	C	D	E	F	G	H
1		February	February	Year to Date	Year to Date	Budget	Percent
2	INCOME	2003	2002	July-Feb 2003	July-Feb 2002	FYE Jun 30/03	of Budget
3	STATE FUNDS	\$ -	\$ -	\$ 40,868	\$ 43,056	\$ 43,056	95%
4	DEDICATED FUNDS - Hotel Tax	\$27,498	\$29,573	\$416,772	\$412,735	\$600,000	69%
5	INTERIM INCOME						
6	010B · Main Exhibit Hall	\$ 8,037	\$ 2,744	\$ 56,870	\$ 46,115	\$ 86,894	65%
7	010C · Cloverleaf Building	1,033	1,899	11,692	15,572	25,000	47%
8	010D · Arts & Crafts Building	517	247	6,286	5,575	5,000	126%
9	010E · Friendship Square	-	-	844	1,242	2,000	42%
10	010F · Floral Building	200	32	1,164	3,129	2,000	58%
11	010G · Grounds/General	1,270	150	13,042	11,859	10,000	130%
12	010H · Main Arena	-	-	450	4,487	3,000	15%
13	010J · RV/Boat Storage/Barns	36	-	2,937	3,453	10,000	29%
14	010K · Interim Use Concessions	349	195	943	1,378	2,000	47%
15	010 - Rent & Storage Other	-	710	-	9,911	10,000	0%
16	Total Rent & Storage	\$ 11,442	\$ 5,977	\$ 94,228	\$ 102,721	\$ 155,894	60%
17	014 · Interest Income	\$2	\$722	\$3,617	\$12,084	\$8,000	45%
18	015 · Shows/Entertainment	-	-	-	-	100,000	0%
19	016 · Parking Fees	-	-	32,358	13,876	17,000	190%
20	017 · Miscellaneous Income	26	3,515	1,991	8,065	12,000	17%
21	020 - ATM Fees	-	-	351	120	300	117%
22	Total Miscellaneous Income	\$ 28	\$ 4,237	\$ 38,317	\$ 34,145	\$ 137,300	28%
23	018A · RV Parking/Short Term	\$520	\$360	\$14,843	\$11,105	\$17,000	87%
24	018B · RV Parking/Long Term	-	-	1,079	1,010	3,000	36%
25	Total RV Parking	\$ 520	\$ 360	\$ 15,922	\$ 12,115	\$ 20,000	80%
26	TOTAL INTERIM INCOME	\$ 39,488	\$ 40,147	\$ 606,107	\$ 604,772	\$ 956,250	63%
27	FAIR INCOME						
28	030 - Youth Admissions	\$ -	\$ -	\$ 37,886	\$ 35,779	\$ 35,500	107%
29	031 · Other Admission	-	-	213,820	199,966	200,000	107%
30	032 · Concessions/Booths	-	-	120,695	62,341	109,000	111%
31	033 · Sponsorships	-	-	57,625	48,925	50,000	115%
32	034 · Advertising Sold	-	-	1,800	2,300	15,000	12%
33	036 · Carnival Income	-	-	50,946	49,672	50,000	102%
34	037 · Entry Fees	-	-	2,468	2,941	5,500	45%
35	038 · Parking Fees	-	-	40,491	39,804	55,500	73%
36	039 · Rodeo Sponsorships	-	-	29,090	34,490	44,800	65%
37	041 · Miscellaneous	-	-	30,734	10,712	10,700	287%
38	042 · Rodeo Admissions	-	-	4,870	4,964	5,000	97%
39	043 · Main Stage	-	-	-	21,197	-	0%
40	045 · Amphitheater Concessions	-	-	697	1,039	1,000	70%
41	046 · Rodeo Miscellaneous	220	358	3,031	1,825	3,000	101%
42	048 · ATM Fees	-	-	2,267	2,687	2,500	91%
43	050 · Rodeo Queen Activities	-	-	3,941	-	3,000	131%
44	TOTAL FAIR INCOME	\$ 220	\$ 358	\$ 600,361	\$ 518,642	\$ 590,500	102%
45	TOTAL INTERIM & FAIR INCOME	\$ 39,708	\$ 40,505	\$ 1,206,468	\$ 1,123,414	\$ 1,546,750	78%
46	PERSONNEL						
47	101 · Salaries	\$ 64,751	\$ 27,798	\$ 320,153	\$ 235,113	\$ 433,066	74%
48	102 · O.P.E.	23,651	11,904	110,830	77,417	158,808	70%
49	TOTAL PERSONNEL	\$ 88,402	\$ 39,702	\$ 430,983	\$ 312,530	\$ 591,874	73%

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview February 2003

	A	C	D	E	F	G	H
50		February	February	Year to Date	Year to Date	Budget	Percent
51	Expenses-Cont.	2003	2002	July-Feb 2003	July-Feb 2002	FYE Jun 30/03	of Budget
52	<b>INTERIM OPERATIONS</b>						
53	107 · Office Expense	\$212	\$2,407	\$6,352	\$5,811	\$4,300	148%
54	108 · Telephone	43	859	6,976	8,105	14,100	49%
55	109 · Printing	48	274	320	993	1,450	22%
56	110 · Postage	4	140	1,348	1,421	2,750	49%
57	111A · Equipment Rental	-	215	1,618	1,769	6,200	26%
58	112 · Utilities	4,630	6,614	43,660	45,523	70,300	62%
59	113B · Main Exhibit Hall R & M	-	270	490	762	1,000	49%
60	113C · Cloverleaf R & M	14	-	29	402	2,500	1%
61	113D · Arts & Crafts R & M	-	-	11	77	300	4%
62	113E · Friendship Square R & M	-	-	-	-	100	0%
63	113F · Floral Building R & M	17	-	34	253	2,000	2%
64	113G · Grounds/General R & M	460	1,810	11,913	7,062	15,000	79%
65	113H · Main Arena R & M	-	-	-	2,585	100	0%
66	113J · Barns R & M	-	-	-	1,438	2,000	0%
67	113L · Equipment R & M	137	86	5,689	4,095	20,000	28%
68	114 · General Supplies	229	359	4,290	6,917	18,050	24%
69	118 · Travel & Training	84	4,203	2,851	8,220	5,500	52%
70	119 · Legal Fees	28	395	193	1,070	3,600	5%
71	121 · Professional Svcs.	943	238	4,797	11,774	12,000	40%
72	122 · Insurance & Bond	-	-	22,059	17,390	18,500	119%
73	123 · Private Mileage	-	-	457	40	500	91%
74	124 · Car Allowance	710	-	2,130	-	4,260	50%
75	131 · Advertising & P.R.	292	603	3,873	8,715	9,500	41%
76	132 · Board Expense	11	41	198	4,032	3,500	6%
77	133 · Dues, Licenses, Fees	-	32	2,811	1,552	2,250	125%
78	149 · Misc. Materials & Svcs.	202	-	788	506	4,250	19%
79	151 · County Indirect Cost	-	-	792	-	25,811	3%
80	154A · RV Park Repair & Maint.	-	-	240	1,788	1,000	24%
81	154B · RV Park Hotel/Motel Tax	-	-	1,053	1,004	800	132%
82	155 · ATM Expenses	-	-	166	1,458	300	55%
83	<b>TOTAL INTERIM OPERATIONS</b>	<b>\$ 8,064</b>	<b>\$ 18,546</b>	<b>\$ 125,138</b>	<b>\$ 144,762</b>	<b>\$ 251,921</b>	<b>50%</b>
84	<b>FAIR OPERATIONS</b>						
85	175 · Printing	\$ -	\$ -	\$ 7,035	\$ 3,629	\$ 8,000	88%
86	176 · Utilities	-	-	11,647	14,807	15,000	78%
87	178 · Parking	-	-	5,185	12,654	2,000	259%
88	179 · Professional Svcs.	-	-	30,488	45,352	24,000	127%
89	180 · Advertising	75	75	76,374	77,917	75,000	102%
90	181 · Refunds	-	-	-	1,189	-	0%
91	182 · Miscellaneous	-	-	16,144	7,353	10,000	161%
92	183 · Decorations	-	-	4,083	3,735	4,000	102%
93	184 · Equipment Rental	-	-	9,623	14,293	10,000	96%
94	186 · Restroom Service	-	-	11,915	17,410	17,000	70%
95	187 · Repair & Maintenance	-	-	7,115	13,312	7,250	98%
96	188 · Materials & Supplies	-	-	14,491	21,991	20,000	72%
97	189 · ATM Expenses	-	105	-	105	250	0%
98	<b>TOTAL FAIR OPERATIONS</b>	<b>\$75</b>	<b>\$180</b>	<b>\$194,100</b>	<b>\$233,747</b>	<b>\$192,500</b>	<b>101%</b>

# WASHINGTON COUNTY FAIR COMPLEX

## Budget Overview February 2003

	A	C	D	E	F	G	H
99	Expenses-Cont.	February	February	Year to Date	Year to Date	Budget	Percent
100		2003	2002	July-Feb 2003	July-Feb 2002	FYE Jun 30/03	of Budget
101	<b>EXHIBITS/COMPETITIONS</b>						
102	211 · Awards FFA	\$ -	\$ -	\$ 2,575	\$ 2,672	\$ 2,750	94%
103	212 · Personnel FFA	-	-	632	968	1,000	63%
104	213 · Other FFA	-	-	1,361	1,081	1,200	113%
105	221 · Awards 4-H	-	-	5,980	7,490	7,750	77%
106	222 · Personnel 4-H	-	-	5,912	5,943	6,000	99%
107	223 · Other 4-H	-	-	9,945	7,705	8,000	124%
108	231 · Awards Open Class	-	-	25,778	32,926	34,000	76%
109	232 · Personnel Open	-	-	2,052	4,267	4,500	46%
110	233 · Other Open Class	-	-	3,627	5,315	5,750	63%
111	<b>TOTAL EXHIBITS/COMPETITIONS</b>	\$ -	\$ -	\$ 57,862	\$ 68,367	\$ 70,950	82%
112	<b>RODEO</b>						
113	311 · Prize Money	\$ -	\$ -	\$ 45,000	\$ 46,000	\$ 46,000	98%
114	312 · Personnel	-	-	18,871	21,634	21,300	89%
115	313 · Stock Contract	-	-	28,012	25,430	30,080	93%
116	314 · Special Awards	-	-	816	402	1,200	68%
117	315 · Exceptional Kid's Rodeo	-	-	712	897	2,000	36%
118	316 · Promotions	75	75	5,398	6,115	5,700	95%
119	317 · Materials & Supplies	-	-	2,957	3,354	3,500	84%
120	318 · Board Expense	-	42	3,525	1,783	3,000	118%
121	319 · Other (Fees & Dues)	70	-	2,630	2,987	2,825	93%
122	320 · Queen	-	18	2,298	3,388	4,000	57%
123	321 · Rental Equipment	-	-	7,810	6,397	6,500	120%
124	322 · Money Raising Projects	-	-	2,661	2,013	2,000	133%
125	333 · Sponsorship Fees	-	-	1,125	-	2,000	56%
126	<b>TOTAL RODEO</b>	\$145	\$135	\$121,815	\$120,400	\$130,105	94%
127	<b>SHOWS &amp; ENTERTAINMENT</b>						
128	324 · Main Stage	\$ -	\$ -	\$ 80,210	\$ 75,100	\$ 50,000	160%
129	325 · Grounds Entertainment	-	-	57,224	61,097	75,000	76%
130	326 · Associated Costs-Main	-	-	23,712	41,417	32,000	74%
131	327 · Associated Costs-Grounds	-	-	16,282	9,734	13,500	121%
132	328 · Touch & See	-	-	3,000	1,947	2,000	150%
133	329 · Special Exhibit	-	-	17,223	-	25,000	69%
134	<b>TOTAL SHOWS &amp; ENTERTAINMENT</b>	\$ -	\$ -	\$ 197,651	\$ 189,295	\$ 197,500	100%
135	<b>TOTAL FAIR</b>	\$220	\$315	\$571,428	\$611,809	\$591,055	97%
136	<b>INTERIM ENTERTAINMENT</b>					\$100,000	0%
137	<b>CAPITAL OUTLAY</b>						
138	510 · Purchase/Lease	\$ -	\$ 1,262	\$ 42,709	\$ 55,950	\$ 42,709	100%
139	511 · Land Improvements	-	-	-	1,177	-	0%
140	512 · Bldg. & Structure	-	-	-	-	10,000	0%
141	513 · Equipment	1,255	-	3,127	345	10,000	31%
142	514 · Development Reserve	-	-	10,000	25,000	-	0%
143	<b>TOTAL CAPITAL OUTLAY</b>	\$ 1,255	\$ 1,262	\$ 55,836	\$ 82,472	\$ 62,709	89%
144	<b>TOTAL EXPENSES</b>	\$ 97,941	\$ 59,825	\$ 1,183,385	\$ 1,151,573	\$ 1,597,559	74%
145	<b>NET INCOME</b>	\$ (58,233)	\$ (19,320)	\$ 23,083	\$ (28,159)	\$ (50,809)	0%

03/27/03

# Washington County Fair Complex Line Item Report February 2003

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>Income</b>					
<b>C · DEDICATED FUNDS</b>					
<b>009 · Hotel/Motel Tax</b>					
02/28/2003		Washington County...	February Hotel/Motel Tax Income	27,498.20	27,498.20
Total 009 · Hotel/Motel Tax					27,498.20
Total C · DEDICATED FUNDS					27,498.20
<b>D · INTERIM INCOME</b>					
<b>010 · Rent &amp; Storage</b>					
<b>010B · Main Exhibit Hall</b>					
02/05/2003		Dolls 4 All	Remainder of base lease on Main Exhibit Hall for 2/15/03	600.00	600.00
02/06/2003		Noho's Medford Inc.	Base Lease on Main Exhibit Hall	300.00	300.00
02/06/2003	2001-287	Collector's West	Main Exhibit Hall - Entire, on 1/18/03 for Auto Swap Meet	750.00	750.00
02/06/2003	2001-287	Collector's West	Tables	108.00	108.00
02/06/2003	2001-287	Collector's West	PA System	25.00	25.00
02/06/2003	2001-287	Collector's West	Power drops	15.00	15.00
02/06/2003	2001-287	Collector's West	Fair Complex dumpster at direct cost	86.40	86.40
02/06/2003	2001-287	Collector's West	Labor to clean building	212.50	212.50
02/06/2003	2001-287	Collector's West	Labor picking up trash outside	25.00	25.00
02/06/2003	2001-287	Collector's West	Labor scraping tape off floor	62.50	62.50
02/06/2003	2001-287	Collector's West	Labor repairing damage to lawn on the west side of the MEH and in old l...	100.00	100.00
02/06/2003	2001-288	Collector's West	Main Exhibit Hall - North on January 4 & 5 2003	1,000.00	1,000.00
02/06/2003	2001-288	Collector's West	Tables	120.00	120.00
02/06/2003	2001-288	Collector's West	Room dividers	30.00	30.00
02/06/2003	2001-288	Collector's West	Fair Complex dumpster at direct cost	43.20	43.20
02/06/2003	2001-288	Collector's West	Labor	87.50	87.50
02/07/2003	2001-292	Dolphin Communic...	Main Exhibit Hall	2,250.00	382.40
02/07/2003	2001-292	Dolphin Communic...	Move in day for the Main Exhibit Hall at 50% of the daily rate	375.00	63.73
02/07/2003	2001-292	Dolphin Communic...	Tables	200.00	33.99
02/07/2003	2001-292	Dolphin Communic...	Metal Chairs	22.50	3.82
02/07/2003	2001-292	Dolphin Communic...	Stage section	75.00	12.75
02/07/2003	2001-292	Dolphin Communic...	PA System	25.00	4.25
02/07/2003	2001-292	Dolphin Communic...	Power drops	180.00	30.59
2/07/2003	2001-292	Dolphin Communic...	Fair Complex dumpster at direct cost	86.40	14.68
2/07/2003	2001-292	Dolphin Communic...	cleaning Labor	212.50	36.12
2/07/2003	2001-292	Dolphin Communic...	Forklift Labor	122.50	20.82
02/07/2003	2001-292	Dolphin Communic...	Labor for putting up and taking down signs	75.00	12.75
02/07/2003	2001-292	Dolphin Communic...	Labor for hanging lights	25.00	4.25
02/07/2003	2001-292	Dolphin Communic...	Phone connections	170.00	28.89
02/07/2003	2001-292	Dolphin Communic...	5 gallons of diesel for lights	5.65	0.96
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(33.99)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(382.40)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(63.73)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(3.82)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(12.75)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(4.25)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(30.59)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(14.68)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(36.12)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(20.82)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(12.75)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(0.96)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(4.25)
02/07/2003	2001-292	Dolphin Communic...	Less payment made on 1/3/03 ck#16793	(650.00)	(28.89)
02/13/2003		Unique Animal Expo	Remainder of base lease on Main Exhibit Hall for 2/22 to 2/23 2003	1,125.00	1,125.00
02/13/2003	2001-293	Lisa A. Roskopf	Main Exhibit Hall - South	300.00	300.00
02/13/2003	2001-293	Lisa A. Roskopf	Tables	120.00	120.00
02/13/2003	2001-293	Lisa A. Roskopf	PA System	25.00	25.00
02/13/2003	2001-293	Lisa A. Roskopf	Portable Bleachers	70.00	70.00
02/13/2003	2001-293	Lisa A. Roskopf	sheep panels	200.00	200.00
02/13/2003	2001-293	Lisa A. Roskopf	Labor for cleaning inside of building	87.50	87.50
02/13/2003	2001-293	Lisa A. Roskopf	Labor for cleaning up the straw outside the building	62.50	62.50
02/19/2003	2001-291	Portland's Rain of ...	Base Lease of Main Exhibit Hall on 1/25 & 1/26 2003	1,500.00	372.03
02/19/2003	2001-291	Portland's Rain of ...	Base Lease of Main Exhibit Hall on 1/25 & 1/26 2003	1,500.00	372.04
02/19/2003	2001-291	Portland's Rain of ...	Base Lease of Main Exhibit Hall on 1/25 & 1/26 2003	1,500.00	372.04
02/19/2003	2001-291	Portland's Rain of ...	Second set-up day at 50% of daily rate on 1/24/03 for the Main Exhibit Hall	375.00	93.01
02/19/2003	2001-291	Portland's Rain of ...	Second set-up day at 50% of daily rate on 1/24/03 for the Main Exhibit Hall	375.00	93.01
02/19/2003	2001-291	Portland's Rain of ...	Second set-up day at 50% of daily rate on 1/24/03 for the Main Exhibit Hall	375.00	93.01
02/19/2003	2001-291	Portland's Rain of ...	Tables	264.00	65.48
02/19/2003	2001-291	Portland's Rain of ...	Tables	264.00	65.48
2/19/2003	2001-291	Portland's Rain of ...	Tables	264.00	65.48
2/19/2003	2001-291	Portland's Rain of ...	Metal Chairs	124.50	30.88
2/19/2003	2001-291	Portland's Rain of ...	Metal Chairs	124.50	30.88
02/19/2003	2001-291	Portland's Rain of ...	Metal Chairs	124.50	30.88
02/19/2003	2001-291	Portland's Rain of ...	PA System	25.00	6.20
02/19/2003	2001-291	Portland's Rain of ...	PA System	25.00	6.20
02/19/2003	2001-291	Portland's Rain of ...	PA System	25.00	6.20

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03/27/03

# Washington County Fair Complex Line Item Report February 2003

Date	Num	Name	Memo	Original Amount	Paid Am.
02/19/2003	2001-291	Portland's Rain of ...	Power drops	180.00	44.64
02/19/2003	2001-291	Portland's Rain of ...	Power drops	180.00	44.64
02/19/2003	2001-291	Portland's Rain of ...	Power drops	180.00	44.65
02/19/2003	2001-291	Portland's Rain of ...	Fair Complex dumpster at direct cost	86.40	21.43
02/19/2003	2001-291	Portland's Rain of ...	Fair Complex dumpster at direct cost	86.40	21.43
02/19/2003	2001-291	Portland's Rain of ...	Fair Complex dumpster at direct cost	86.40	21.43
02/19/2003	2001-291	Portland's Rain of ...	Phone connections	85.00	21.08
02/19/2003	2001-291	Portland's Rain of ...	Phone connections	85.00	21.08
02/19/2003	2001-291	Portland's Rain of ...	Phone connections	85.00	21.08
02/19/2003	2001-291	Portland's Rain of ...	Benches	30.00	7.44
02/19/2003	2001-291	Portland's Rain of ...	Benches	30.00	7.44
02/19/2003	2001-291	Portland's Rain of ...	Benches	30.00	7.44
02/19/2003	2001-291	Portland's Rain of ...	Labor to hang and take down signs	50.00	12.40
02/19/2003	2001-291	Portland's Rain of ...	Labor to hang and take down signs	50.00	12.40
02/19/2003	2001-291	Portland's Rain of ...	Labor to hang and take down signs	50.00	12.40
02/19/2003	2001-291	Portland's Rain of ...	Labor for cleaning	212.50	52.71
02/19/2003	2001-291	Portland's Rain of ...	Labor for cleaning	212.50	52.70
02/19/2003	2001-291	Portland's Rain of ...	Labor for cleaning	212.50	52.70
02/19/2003		Canine Action Pack	Base lease of Main Exhibit Hall South for 3/03	300.00	300.00
02/24/2003	2001-295	Dolls 4 All	Main Exhibit Hall	750.00	58.81
02/24/2003	2001-295	Dolls 4 All	Main Exhibit Hall	750.00	235.28
02/24/2003	2001-295	Dolls 4 All	Metal Chairs	116.25	9.12
02/24/2003	2001-295	Dolls 4 All	Metal Chairs	116.25	36.47
02/24/2003	2001-295	Dolls 4 All	Tables	660.00	51.76
02/24/2003	2001-295	Dolls 4 All	Tables	660.00	207.04
02/24/2003	2001-295	Dolls 4 All	Power drops	75.00	5.88
02/24/2003	2001-295	Dolls 4 All	Power drops	75.00	23.53
02/24/2003	2001-295	Dolls 4 All	Fair Complex dumpster at direct cost	86.40	27.10
02/24/2003	2001-295	Dolls 4 All	Fair Complex dumpster at direct cost	86.40	6.78
02/24/2003	2001-295	Dolls 4 All	Labor	200.00	62.74
02/24/2003	2001-295	Dolls 4 All	Labor	200.00	15.69
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 9/11/02	(150.00)	(51.76)
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 9/11/02	(150.00)	(58.81)
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 9/11/02	(150.00)	(9.12)
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 9/11/02	(150.00)	(15.69)
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 9/11/02	(150.00)	( )
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 9/11/02	(150.00)	( )
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 9/11/02	(150.00)	(6.78)
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 2/3/03	(600.00)	(207.04)
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 2/3/03	(600.00)	(23.53)
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 2/3/03	(600.00)	(27.10)
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 2/3/03	(600.00)	(62.74)
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 2/3/03	(600.00)	(7.84)
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 2/3/03	(600.00)	(36.47)
02/24/2003	2001-295	Dolls 4 All	Less Payment made on 2/3/03	(600.00)	(235.28)
02/24/2003	2001-295	Dolls 4 All	PA System	25.00	1.96
02/24/2003	2001-295	Dolls 4 All	PA System	25.00	7.84
Total 010B - Main Exhibit Hall					8,037.01
<b>010C - Cloverleaf Building</b>					
02/05/2003		Oregon Orchid Soci...	Applied deposit on Cloverleaf Building for fall show	100.00	100.00
02/05/2003		Oregon Orchid Soci...	Applied deposit on Cloverleaf Building for spring show	100.00	100.00
02/05/2003		Oregon Ki Society	Cloverleaf Building - February & March	512.00	512.00
02/06/2003		Pacific NW Tool Co...	Tables	20.00	20.00
02/19/2003	2001-291	Portland's Rain of ...	Base lease of Cloverleaf Building on 1/24/03	225.00	55.80
02/19/2003	2001-291	Portland's Rain of ...	Base lease of Cloverleaf Building on 1/24/03	225.00	55.80
02/19/2003	2001-291	Portland's Rain of ...	Base lease of Cloverleaf Building on 1/24/03	225.00	55.81
02/19/2003	2001-291	Portland's Rain of ...	Tables	92.00	22.82
02/19/2003	2001-291	Portland's Rain of ...	Tables	92.00	22.82
02/19/2003	2001-291	Portland's Rain of ...	Tables	92.00	22.82
02/19/2003	2001-291	Portland's Rain of ...	Labor for cleaning	87.50	21.70
02/19/2003	2001-291	Portland's Rain of ...	Labor for cleaning	87.50	21.70
02/19/2003	2001-291	Portland's Rain of ...	Labor for cleaning	87.50	21.70
Total 010C - Cloverleaf Building					1,032.97

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**Washington County Fair Complex  
Line Item Report  
February 2003**

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>010D - Arts &amp; Crafts Building</b>					
02/19/2003	2001-291	Portland's Rain of ...	Base lease of Arts & Crafts Building	350.00	86.81
02/19/2003	2001-291	Portland's Rain of ...	Base lease of Arts & Crafts Building	350.00	86.81
02/19/2003	2001-291	Portland's Rain of ...	Base lease of Arts & Crafts Building	350.00	86.81
02/19/2003	2001-291	Portland's Rain of ...	Second set-up day at 50% of daily rate on 1/24/03 for the Arts & Crafts B...	87.50	21.70
02/19/2003	2001-291	Portland's Rain of ...	Second set-up day at 50% of daily rate on 1/24/03 for the Arts & Crafts B...	87.50	21.70
02/19/2003	2001-291	Portland's Rain of ...	Second set-up day at 50% of daily rate on 1/24/03 for the Arts & Crafts B...	87.50	21.70
02/19/2003	2001-291	Portland's Rain of ...	Tables	120.00	29.76
02/19/2003	2001-291	Portland's Rain of ...	Tables	120.00	29.77
02/19/2003	2001-291	Portland's Rain of ...	Tables	120.00	29.76
02/19/2003	2001-291	Portland's Rain of ...	Labor for cleaning	87.50	21.70
02/19/2003	2001-291	Portland's Rain of ...	Labor for cleaning	87.50	21.70
02/19/2003	2001-291	Portland's Rain of ...	Labor for cleaning	87.50	21.70
02/19/2003	2001-291	Portland's Rain of ...	Labor Hours changing chair set-ups	50.00	12.40
02/19/2003	2001-291	Portland's Rain of ...	Labor Hours changing chair set-ups	50.00	12.40
02/19/2003	2001-291	Portland's Rain of ...	Labor Hours changing chair set-ups	50.00	12.40
Total 010D - Arts & Crafts Building					517.12
<b>010F - Floral Building</b>					
02/05/2003		Oregon Orchid Soci...	Applied deposit on Floral Building for fall show	100.00	100.00
02/05/2003		Oregon Orchid Soci...	Applied deposit on Floral Building for spring show	100.00	100.00
Total 010F - Floral Building					200.00
<b>010G - Grounds/General</b>					
02/05/2003		Specialty Vehicle In...	Rental of Quadrant Property for 2 classes	50.00	50.00
02/05/2003		Laura Wilson	Wednesday rentals for Large Covered Showring - January & February	150.00	150.00
02/05/2003		Laura Wilson	Monday rentals for Large Covered Showring - January & February	110.00	110.00
02/06/2003	2001-289	Product Developme...	Remaining amount owed for use of parking lot to park four trailers from 1...	960.00	960.00
Total 010G - Grounds/General					1,270.00
<b>010J - RV/Boat Storage/Barns</b>					
02/05/2003		J.J. Jordan	Boat/RV Storage Fee	35.84	35.84
Total 010J - RV/Boat Storage/Barns					35.84
<b>010K - Interim Use Concessions</b>					
02/13/2003			Interim Use Concessions for Glass Show	349.15	349.15
Total 010K - Interim Use Concessions					349.15
Total 010 - Rent & Storage					11,442.09
<b>014 - Interest Income</b>					
02/28/2003		West Coast	Interest	2.18	2.18
Total 014 - Interest Income					2.18
<b>017 - Miscellaneous Income</b>					
02/19/2003		Pepsi Bottling Group	Machine Commission	26.46	26.46
Total 017 - Miscellaneous Income					26.46
<b>018 - RV Parking</b>					
<b>018A - RV Parking/Short Term</b>					
02/05/2003			Short Term RV Parking	60.00	60.00
02/05/2003			Short Term RV Parking	30.00	30.00
02/05/2003			Short Term RV Parking	15.00	15.00
02/05/2003			Short Term RV Parking	15.00	15.00
02/05/2003			Short Term RV Parking	60.00	60.00
02/06/2003			Short Term RV Parking	30.00	30.00
02/13/2003			Short Term RV Parking	30.00	30.00
02/13/2003			Short Term RV Parking	30.00	30.00
02/13/2003			Short Term RV Parking	15.00	15.00
02/13/2003			Short Term RV Parking	15.00	15.00
02/13/2003			Short Term RV Parking	15.00	15.00
02/13/2003			Short Term RV Parking	30.00	30.00
02/13/2003			Short Term RV Parking	15.00	15.00
02/13/2003			Short Term RV Parking	15.00	15.00
02/13/2003			Short Term RV Parking	15.00	15.00
02/13/2003			Short Term RV Parking	15.00	15.00
02/19/2003			Short Term RV Parking	15.00	15.00
02/19/2003			Short Term RV Parking	15.00	15.00
02/19/2003			Short Term RV Parking	15.00	15.00
02/19/2003			Short Term RV Parking	30.00	30.00
02/19/2003			Short Term RV Parking	15.00	15.00

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# Washington County Fair Complex Line Item Report February 2003

Date	Num	Name	Memo	Original Amount	Paid Am
02/19/2003			Short Term RV Parking	30.00	30.00
02/19/2003			Short Term RV Parking - Dry Lot	10.00	10.00
Total 018A - RV Parking/Short Term					520.00
Total 018 - RV Parking					520.00
Total D - INTERIM INCOME					11,990.73
<b>E - FAIR INCOME</b>					
046 - Rodeo Miscellaneous					
02/06/2003			dues	220.00	220.00
Total 046 - Rodeo Miscellaneous					220.00
Total E - FAIR INCOME					220.00
Total Income					39,708.93
Gross Profit					39,708.93
<b>Expense</b>					
<b>AE - PERSONNEL</b>					
101 - Salaries					
02/07/2003		Washington County...	Pay Period 301 1/3/03 to 1/10/03	15,335.64	15,335.64
02/07/2003		Washington County...	Pay Period 302 1/17/03 to 1/24/03	12,242.37	12,242.37
02/14/2003		Washington County...	Pay Period 304 02/01/03 to 02/24/03	12,272.82	12,272.82
02/21/2003		Washington County...	Pay Period 303 01/18/03 to 01/31/03	12,272.80	12,272.80
02/28/2003		Washington County...	Pay Period 305 02/15/03 to 02/28/03	12,627.84	12,627.84
Total 101 - Salaries					64,751.47
102 - O.P.E.					
02/07/2003		Washington County...	Pay Period 301 1/3/03 to 1/10/03	5,745.06	5,745.06
02/07/2003		Washington County...	Pay Period 302 1/17/03 to 1/24/03	4,524.67	4,524.67
02/14/2003		Washington County...	Pay Period 304 02/01/03 to 02/24/03	4,531.47	4,531.47
02/21/2003		Washington County...	Pay Period 303 01/18/2003 to 01/31/2003	4,602.27	4,602.27
02/28/2003		Washington County...	Pay Period 305 02/15/03 to 02/28/03	4,247.20	4,247.20
Total 102 - O.P.E.					23,650.67
Total AE - PERSONNEL					88,402.14
<b>BE - INTERIM OPERATIONS</b>					
107 - Office Expense					
02/07/2003		Award Specialties	Signs for Front & Back office doors	20.80	20.80
02/07/2003		Award Specialties	Name Plates for Hillman, DuPre & Perkins	31.50	31.50
02/13/2003		Pitney Bowes	scale rental for 2/16/2003 to 5/15/2003	32.25	32.25
02/14/2003		Leah Perkins	1099 tax forms	36.83	36.83
02/21/2003		Boise Cascade	Copier Toner	69.38	69.38
02/21/2003		Farm House Resta...	Lunch regarding development issues	21.00	21.00
Total 107 - Office Expense					211.76
108 - Telephone					
02/13/2003		T-Mobile	Cell Phone 12/21/02 to 1/20/03	43.02	43.02
Total 108 - Telephone					43.02
109 - Printing					
02/14/2003		Washington County...	Color Frite Nite Packets	47.63	47.63
Total 109 - Printing					47.63
110 - Postage					
02/14/2003		Lisa DuPre	Mail contracts to TBA Iowa	3.85	3.85
Total 110 - Postage					3.85
111 - Equip/Bldg Rental					
111A - Equipment Rental					
02/21/2003		Citicorp Vendor Fin...	2001 property tax on previously leased copier	46.94	46.94
Total 111A - Equipment Rental					46.94
Total 111 - Equip/Bldg Rental					46.94



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# Washington County Fair Complex Line Item Report February 2003

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>112 · Utilities</b>					
02/14/2003		Portland General El...	12/31/02 to 1/29/03 Acct# 0002 28314-551488 3	46.36	46.36
02/14/2003		Portland General El...	12/31/02 to 1/29/03 Acct# 0009 45466-585399 7	2,942.44	2,942.44
02/14/2003		Portland General El...	12/31/02 to 01/30/03 acct# 0002 28314-647795 7	10.30	10.30
02/14/2003		NW Natural	Account # 76814-3 - 12/31/02 to 1/29/03	70.73	70.73
02/14/2003		NW Natural	Account # 76743-4 - 12/31/02 to 1/29/03	247.90	247.90
02/14/2003		NW Natural	Account # 76453-0 - 12/31/02 to 1/29/03	206.21	206.21
02/14/2003		NW Natural	Account # 76284-9 - 12/31/02 to 1/29/03	7.07	7.07
02/14/2003		NW Natural	Account # 76294-8 - 12/31/02 to 1/29/03	204.05	204.05
02/14/2003		NW Natural	Account # 76266-6 - 12/31/02 to 1/29/03	475.59	475.59
02/14/2003		NW Natural	Account # 76282-3 - 12/31/02 to 1/29/03	7.07	7.07
02/14/2003		Hillsboro Garbage ...	Will Call for December 2002	225.00	225.00
02/21/2003		Portland General El...	Acct 0002 28314-543406 6 1/7/03 to 2/5/03	158.21	158.21
02/21/2003		Portland General El...	Acct 0002 28314-541070 2 1/14/03 to 2/12/03	29.42	29.42
Total 112 · Utilities					4,630.35
<b>113 · Repair &amp; Maintenance</b>					
<b>113C · Cloverleaf R &amp; M</b>					
02/13/2003		Forest Grove Iron &...	water box cover	14.30	14.30
Total 113C · Cloverleaf R & M					14.30
<b>113F · Floral Building R &amp; M</b>					
02/21/2003		Home Depot	Glass drill bits	16.94	16.94
Total 113F · Floral Building R & M					16.94
<b>113G · Grounds/General R &amp; M</b>					
02/11/2003		Syndel Laboratorie...	Virkon	60.18	60.18
02/13/2003		Forest Grove Iron &...	water box covers	63.35	63.35
02/13/2003		Sign Pro	Sings for Parking Lot	120.00	120.00
02/14/2003		Hillsboro Drop Box	Drop Box Service for January 2003	216.70	216.70
Total 113G · Grounds/General R & M					460.23
<b>113L · Equipment R &amp; M</b>					
02/13/2003		Public Works Suppl...	Safety Harness and Strap	137.00	137.00
Total 113L · Equipment R & M					137.00
Total 113 · Repair & Maintenance					628.47
<b>114 · General Supplies</b>					
02/14/2003		U-Haul	Propane	31.73	31.73
02/21/2003		Cintas First Aid & S...	Re-fill Shop First Aid Kit	43.65	43.65
02/21/2003		Ferrellgas	90.4 gallons	153.59	153.59
Total 114 · General Supplies					228.97
<b>118 · Travel &amp; Training</b>					
02/12/2003		Doubletree Janzen ...	1 night lodging for OFA convention	83.63	83.63
Total 118 · Travel & Training					83.63
<b>119 · Legal Fees</b>					
02/14/2003		Office of County Co...	11/20/02 Loss of Funds	27.50	27.50
Total 119 · Legal Fees					27.50
<b>121 · Professional Svcs.</b>					
02/14/2003		Coast to Coast Eve...	12/8/02 Event	420.50	420.50
02/14/2003		Coast to Coast Eve...	11/30/02 Event	290.00	290.00
02/21/2003		Miller Consulting E...	Front Office Analysis	232.00	232.00
Total 121 · Professional Svcs.					942.50
<b>124 · Car Allowance</b>					
02/21/2003		Washington County...	Don Hillman - January 2003	355.00	355.00
02/28/2003		Washington County...	Don Hillman - February 2003	355.00	355.00
Total 124 · Car Allowance					710.00
<b>131 · Advertising &amp; P.R.</b>					
02/19/2003		Hillsboro Argus	Display Ad - January	292.00	292.00
Total 131 · Advertising & P.R.					292.00
<b>132 · Board Expense</b>					
02/07/2003		Award Specialties	Name plate for Willhoite	10.50	10.50
Total 132 · Board Expense					10.50

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# Washington County Fair Complex Line Item Report February 2003

Date	Num	Name	Memo	Original Amount	Paid Am.
<b>149 · Misc. Materials &amp; Svcs.</b>					
02/04/2003		Pizza Schmizza	Pizza for early rodeo committee meeting	57.22	57.22
02/07/2003		All Star Tents	Skirting and Clips for Board Meeting tables	144.62	144.62
Total 149 · Misc. Materials & Svcs.					201.84
Total BE · INTERIM OPERATIONS					8,108.96
<b>CE · FAIR OPERATIONS</b>					
<b>180 · Advertising &amp; Promotion</b>					
02/14/2003		Portland Rose Festi...	Starlight Parade Entry Fee - Split	75.00	75.00
Total 180 · Advertising & Promotion					75.00
Total CE · FAIR OPERATIONS					75.00
<b>EE · RODEO</b>					
<b>316 · Promotion</b>					
02/14/2003		Portland Rose Festi...	Starlight Parade Entry Fee Split	75.00	75.00
Total 316 · Promotion					75.00
<b>319 · Other Miscellaneous</b>					
02/07/2003		FarmGro Supply	goodbye gifts for Maria Meadows	69.50	69.50
Total 319 · Other Miscellaneous					69.50
Total EE · RODEO					144.50
<b>JE · CAPITAL OUTLAY</b>					
<b>513 · Equipment</b>					
02/12/2003		Textron Financial C...	Lease Payment on Mower	613.07	613.07
02/12/2003		Textron Financial C...	Lease Payment on Mower	613.07	613.07
02/12/2003		Textron Financial C...	Service Charge	29.17	29.17
Total 513 · Equipment					1,255.31
Total JE · CAPITAL OUTLAY					1,255.31
Total Expense					97,985.91
Net Income					(68,276.98)

3:27 PM  
03/24/03

Accrual Basis

# Washington County Fair Complex Balance Sheet Prev Year Comparison

As of February 28, 2003

	Feb 28, 03	Feb 28, 02	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
0900 · West Coast Bank	65,353.94	15,963.09	49,390.85	309.4%
0925 · West Coast Bank-ATM Account				
1050 · ATM Machine	0.00	(60.00)	60.00	100.0%
0925 · West Coast Bank-ATM Account - Other	0.00	18,860.00	(18,860.00)	(100.0)%
Total 0925 · West Coast Bank-ATM Account	0.00	18,800.00	(18,800.00)	(100.0)%
0950 · West Coast Bank-Premium	71.05	204.29	(133.24)	(65.2)%
1020 · Pool #4486	0.00	123,364.71	(123,364.71)	(100.0)%
1040 · Petty Cash	650.00	200.00	450.00	225.0%
1080 · Washington County Fund 200	274,415.96	243,790.95	30,625.01	12.6%
910 · West Coast Money Market	6,724.01	0.00	6,724.01	100.0%
Total Checking/Savings	347,214.96	402,323.04	(55,108.08)	(13.7)%
<b>Accounts Receivable</b>				
1200 · Accounts Receivable	3,857.17	1,833.95	2,023.22	110.3%
Total Accounts Receivable	3,857.17	1,833.95	2,023.22	110.3%
<b>Other Current Assets</b>				
1499 · Undeposited Funds	1,305.00	15.00	1,290.00	8,600.0%
Total Other Current Assets	1,305.00	15.00	1,290.00	8,600.0%
Total Current Assets	352,377.13	404,171.99	(51,794.86)	(12.8)%
<b>TOTAL ASSETS</b>	<b>352,377.13</b>	<b>404,171.99</b>	<b>(51,794.86)</b>	<b>(12.8)%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	12,203.30	1,145.46	11,057.84	965.4%
Total Accounts Payable	12,203.30	1,145.46	11,057.84	965.4%
<b>Credit Cards</b>				
01 · Home Depot	16.94	0.00	16.94	100.0%
04 · West Coast Bank Visa	0.00	3,031.35	(3,031.35)	(100.0)%
05 · WCB Visa	564.92	0.00	564.92	100.0%
06 · WCB Visa - Don Hillman	21.00	0.00	21.00	100.0%
Total Credit Cards	602.86	3,031.35	(2,428.49)	(80.1)%
<b>Other Current Liabilities</b>				
2053 · Deferred Commercial Exhibit Rev	400.00	0.00	400.00	100.0%
2065 · Rental Deposits Payable	2,369.60	800.00	1,569.60	196.2%
Total Other Current Liabilities	2,769.60	800.00	1,969.60	246.2%
Total Current Liabilities	15,575.76	4,976.81	10,598.95	213.0%
Total Liabilities	15,575.76	4,976.81	10,598.95	213.0%
<b>Equity</b>				
3000 · Opening Bal Equity	1,578.07	220.75	1,357.32	614.9%
3900 · Retained Earnings	280,308.14	413,472.33	(133,164.19)	(32.2)%
Net Income	54,915.16	(14,497.90)	69,413.06	478.8%
Total Equity	336,801.37	399,195.18	(62,393.81)	(15.6)%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>352,377.13</b>	<b>404,171.99</b>	<b>(51,794.86)</b>	<b>(12.8)%</b>



**Minutes  
Washington County Fair Board  
Wednesday, March 5<sup>th</sup>, 2003**

**Convened:** 4:35pm

**FAIR BOARD:**

President Kathy Christy  
Board Member Rich Vial – Vice-President  
Board Member Sheila Day – Treasurer

Board Member Ken Leahy - Absent  
Board Member Jane Willhoite - Absent

**STAFF:**

Don Hillman, Executive Director  
Lisa DuPre, Marketing/Events Director  
Leah Perkins, Fair Coordinator

**GUESTS:**

Cody Feinauer, Rodeo Committee Chair  
Brian Anderson, Rodeo Committee Director  
Lynn Haynes, Rodeo Committee Director  
Brandi Williams, Rodeo Associate Member  
Kat Iverson, Public Member  
John Baggott, OSU Extension Service  
Ed Kristovich, Booster Member  
Brian Love, Rodeo Committee Director  
Susan Miesch, Lights For All Season  
Glen Miesch, Lights For All Season  
Bill Duerden, Booster President

**PRESS:**

Laura Gunderson, *The Oregonian*

President Christy called the meeting to order at 4:35 p.m., welcomed everyone and called for additions to the Agenda. No additions were requested.

**1. Consent Agenda**

President Christy asked the Board and public if any items were requested to be removed from the Consent Agenda. None were requested.

**Motion by Board Member Vial to approve Consent Agenda. Second by Board Member Day. Motion carried 3-0.**

Board Member Vial noted that the minutes of the Rodeo and Boosters Committee meetings do not need to be adopted and should be under Other Matters of Information at the end of the packet. Board Member Day agreed.

**Motion by Board Member Vial to remove Rodeo and Booster Committee Meeting Minutes from the Consent Agenda and have them included under Other Matters of Information. Second by Board Member Day. Motion carried 3-0.**

**2. Special Reports**

- A. **Rodeo Report** – Rodeo Chairman Feinauer reported that he has a recommendation for the Board later in the meeting.
- B. **4-H Report** – John Baggott – Reported that there is a Fair Superintendent meeting tonight at 7:00 p.m. at the Extension Office. Also working on contacting judges and working on the budget for the upcoming Washington County Fair.
- C. **Boosters Report** – Bill Duerden – Reported that nominations will be held at tonight's meeting.
- D. **Maintenance Report** – Executive Director Hillman referred to page 21 of the Board packet and noted that staff is working on many projects. Surplus items were picked up and transferred to Salem. Staff is also working on E-Coli Education and Prevention Programs for the fair, including hand-washing stations to be built by the Banks FFA Chapter.
- E. **Other** – None

**3. Old Business**

- A. **Redevelopment Update** – President Christy noted that time is set-aside at the end of the meeting in Executive Session.
- B. **Board Development** – President Christy handed distributed information obtained from the Washington County Convention and Visitors Bureau regarding duties and responsibilities of the Bureau's Board Directors. President Christy discussed how something like this would benefit the Fair Board.
- C. **Rodeo Budget – Suggested Revisions**– Executive Director Hillman referred the Board to page 24 of the Board packet for staff

recommendations regarding the Rodeo Budget. Rodeo Chairman Feinauer referred the Board to page 25 of the Board packet for his recommendation. Rodeo Chairman Feinauer explained that these ideas came from a collaborative effort of the committee.

Board Member Vial presented an recommendation about moving the entrance of the Rodeo and charging admission separately. Discussion ensued. Board directed staff and the Rodeo Committee to come back in thirty days with additional recommendations.

- D. **Frite Nite Proposal** – Executive Director Hillman referred the Board to page 26 of the Board packet and explained that staff has come up with an agreement with a financial institution to be the presenting sponsor and finance the initial cost of the light show interest-free for the first four years and with an interest rate of less than prime for years five through eight. Discussion ensued.

**Motion by Board Member Vial to approve staff's recommendation to produce Frite Lites. Second by Board Member Day. Motion carried 3-0.**

Glen and Susan Miesch from Lights for All Seasons provided additional information to the Board about their company's role in set-up and teardown, etc. of the show.

- E. **Other - None**

4. **New Business**

- A. **Sheep Barn Status** – Executive Director Hillman referred the Board to page 35 of the Board packet. Discussion ensued.

**Motion by Board Member Vial to approve staff recommendation regarding the removal of the sheep barns. Second by Board Member Day. Motion carried 3-0.**

- B. **Additional Fair Board Policies per ORS 565.443** – Executive Director Hillman referred the Board to page 38 of the Board packet and noted that these policies required by Oregon Statutes, will be drafted and submitted to the Board at their next Board meetings.

- C. **Other, if any –**

5. **Announcements** – None other than what was in the packet

6. **Correspondence** - None other than what was in the packet



7. Board Communications - None
8. Other Matters of Information -
  - A. Newspaper Articles - None other than what was in the packet
  - B. Website Activity - None other than what was in the packet
  - C. Other - None

With no further business before the Board, President Christy adjourned the regular session at 6:15 pm to convene in to Executive Session to discuss real estate matters.

Motion by Board Member Vial to convene in to Executive Session provided by pursuant to ORS 192.610-192-690 to discuss real estate matters. Second by Board Member Day. Motion carried 3-0.

President Christy reconvened in to regular session and announced that no action was taken during Executive Session.

With no further business before the Board, President Christy adjourned the meeting at 6:30 pm.

-----  
Don G. Hillman  
Recording Secretary

-----  
Kathy Christy  
Board President

# Washington County **FAIR COMPLEX**

## FACILITY SCHEDULE, APRIL-2003

(\*No-charge events are highlighted)

### Tuesday, April 01, 2003

\**Floral Building*      *Committee Meeting*  
Main Exhibit-South      Dog Training Class  
Covered Show Ring      Dog Flyball Class  
\**Arts & Crafts Building*      *4-H Guide Dog Training*

### Wednesday, April 02, 2003

Main Exhibit-North      Dog Obedience Classes  
\**Main Exhibit-South*      *4-H Dog Club Meeting*

### Thursday, April 03, 2003

Covered Show Ring      Dog Flyball Class

### Sunday, April 06, 2003

Main Exhibit Hall/Outside Area      Motorcycle Swap Meet

### Monday, April 07, 2003

\**Arts & Crafts Building*      *4-H Guide Dog Training*  
\**Main Exhibit-North*      *4-H Dog Club*  
\**Meeting Room*      *4-H Dog Club Meeting*  
\**Main Exhibit-South*      *4-H Dog Club*

### Tuesday, April 08, 2003

\**Main Exhibit-North*      *4-H Dog Club Meeting*  
Main Exhibit-South      Dog Training Class  
Covered Show Ring      Dog Flyball Team

### Wednesday, April 09, 2003

\**Main Exhibit*      *4-H Dog Club Meeting*  
Main Exhibit-North      Dog Obedience Classes

### Saturday, April 12, 2003

Main Exhibit Hall      Hardy Plant Sale  
Quadrant Property      ATV Safety Class  
\**Cloverleaf Building*      *Wagon Train Box Social*  
Arts & Crafts Building      Belly Dance Showcase

### Sunday, April 13, 2003

Arts & Crafts Building      Belly Dance Showcase  
Main Exhibit Hall      Hardy Plant Sale  
Quadrant Property      ATV Safety Class  
\**Floral Building*      *4-H Club Meetings*  
\**Meeting Room*      *4-H Rabbit Club Meeting*

### Monday, April 14, 2003

\**Main Exhibit Hall*      *4-H Dog Club Meeting*  
\**Main Exhibit-South*      *4-H Dog Club*

### Tuesday, April 15, 2003

Covered Show Ring      Dog Flyball Team  
Main Exhibit-South      Dog Training Class  
\**Main Exhibit-North*      *4-H Dog Club Meeting*

### Wednesday, April 16, 2003

\**Main Exhibit-South*      *4-H Dog Club Meeting*  
Main Exhibit-North      Dog Obedience Classes

### Thursday, April 17, 2003

\**Floral Building*      *4-H Cooking Class*

### Saturday, April 19, 2003

\**Arts & Crafts Building*      *4-H Rabbit Show*  
Quadrant Property      ATV Safety Class

### Monday, April 21, 2003

\**Main Exhibit-North*      *4-H Dog Club Meeting*

### Tuesday, April 22, 2003

Arts & Crafts Bldg.      Dog Training Class  
\**Main Exhibit-North*      *4-H Dog Club Meeting*  
Friendship Plaza      Plume Evaluation Class  
Main Exhibit-South      Every Husband's Nightmare Bazaar  
Covered Show Ring      Dog Flyball Team

### Wednesday, April 23, 2003

Main Exhibit-South      Every Husband's Nightmare Bazaar  
Main Exhibit-North      Dog Obedience Classes

**Thursday, April 24, 2003**

Main Exhibit-South Every Husband's Nightmare Bazaar

**Friday, April 25, 2003**

Main Exhibit-South Every Husband's Nightmare Bazaar  
Arts & Crafts Purse Sale

**Saturday, April 26, 2003**

Quadrant Property ATV Safety Class  
Main Exhibit-South Every Husband's Nightmare Bazaar  
Cloverleaf/Floral Spring Orchid Show  
Arts & Crafts Purse Sale

**Sunday, April 27, 2003**

*\*Floral Building 4-H Club Meetings*  
*\*Meeting Room 4-H Rabbit Club Meeting*  
Quadrant Property ATV Safety Class  
Cloverleaf/Floral Spring Orchid Show

**Monday, April 28, 2003**

Friendship Square/Plaza Dog Agility Event  
*\*Main Exhibit-North 4-H Dog Club Meeting*  
*\*Main Exhibit-South 4-H Dog Club Meeting*

**Tuesday, April 29, 2003**

Friendship Square/Plaza Dog Agility Event  
Covered Show Ring Dog Flyball Team  
*\*Main Exhibit-North 4-H Dog Club Meeting*

**Wednesday, April 30, 2003**

Quadrant Property May Fete Mud Volleyball  
Main Exhibit-North Dog Obedience Classes



## SPECIAL REPORTS

County of Washington

Washington County Fair Complex  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, Oregon 97124  
Phone: (503) 648-1416  
Fax: (503) 648-7208  
donh@faircomplex.com  
www.faircomplex.com

## FAX MEMORANDUM

**Date:** March 27, 2003

**To:** Board Members  
Washington County Fair Board

**From:** Don G. Hillman, Executive Director  
Washington County Fair Complex

**Re:** March Operations Report

**Arts & Crafts Building** – Staff has at least two individuals interested in salvaging this facility. Its last day of interim use is scheduled to be April 26, 2003. It is expected that the facility can be removed within 30 days after the go-ahead is given.

**Surplus Property** – Staff has a request before the Board for the disposition of a number of surplus items. This is part of a continued effort to keep areas free of unneeded or outdated equipment and to maintain a clean, efficient work area.

**Picnic Tables** – Staff has completed the construction of another ten heavy-duty picnic tables for use during interim and fairtime activities. Staff intends to build at least ten picnic tables annually so as to replace those that are no longer in service due to their condition as well as build additional inventory for future demand.

**ATM Machine** – A new ATM machine should be installed in the Main Exhibit Hall by mid-April. We have been without such services since after the 2002 County Fair & Rodeo when the previous machines become inoperable.

**Additional Signage** – Spring is definitely in the air and staff is noting an increase of motorized off-road vehicles and motorcycles accessing Fair Complex parking lots off 34<sup>th</sup> Avenue to conduct speed contests and practice various maneuvers. Although non-motorized usages of the parking lots are considered acceptable, signage preventing access by motorized vehicles will be posted over time.

ADA - Review this week.

*Motor's on Hydrants  
from the City  
New Drain System for  
Floral Building  
May - Annual Fair*

County of Washington

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## MEMORANDUM

**Date:** March 27, 2003

**To:** Board Members  
Washington County Fair Complex

**From:** Lisa DuPre'  
Marketing/Events Director

**Re:** Update on Frite Lites

Presentations are continuing with potential Frite Lites sponsors. We have found them to be very enthusiastic and anticipate the firm commitments will start to be made within the next month, as most of the businesses have asked for some time to look at their budgets and advertising plans for the 4<sup>th</sup> quarter of the year. One potential sponsor liked the idea of being able to have their company employees participating in the Trick-or-Treat activity on Halloween, seeing it as a great public relations opportunity in the community. We already have a verbal commitment for 2 of the Founding sponsorship packages.

We are delighted to announce that talks are underway with a potential title sponsor. We weren't anticipating a title sponsor opportunity for the first year of the event, so we are very excited about this new development. This particular company would bring with it a number of outstanding opportunities for the event, with promotions and added exposure, and we are hopeful this partnership can be secured.

The light displays have been ordered and should be arriving in May. We will be meeting in the next several weeks with Glenn and Susan Miesch to survey the grounds in the dark to start working on the layout for some of the other activities, and determining the lighting needs for those areas. Glenn and Susan have suggested looking at the idea of having the opening weekend tied into an Oktoberfest theme, where we have a food vendor selling Bavarian Pretzels, Root Beer, German Sausage, etc. Leah Perkins has talked with a food vendor with these products who is interested in participating all month long, and setting up a dining tent, complete with themed decorations.

Work is also underway on the media aspect of the event. One of the larger radio groups in Portland, Infinity Broadcasting Corporation, is eager to be involved and would provide us with wide exposure on a variety of formats. On the television side, KPDX/KPTV

wants to take part and is bringing a new Promotions Director onboard. They have asked for some time to get that person in place and then they'll proceed with a proposal.

The promoters of the large shows in the Main Exhibit Hall in the month of October have been contacted about the change that will need to be made in their move-in/move-out procedures for their events. These shows will have to keep their vehicular traffic North of the central part of the Fair Complex in order to protect the pedestrians coming to Frite Lites. Portable fencing/panels will be brought in and moved into place each evening at 5:30 p.m. to control the traffic as the shows operate in the Main Exhibit Hall.



# OLD BUSINESS

County of Washington

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## FAX MEMORANDUM

**Date:** March 27, 2003

**To:** Board Members  
Washington County Fair Board

**From:** Don G. Hillman, Executive Director  
Washington County Fair Complex



**Re:** Rodeo Budget Recommendations

**Background** – At the February Board meeting, staff indicated that they would be working with the Rodeo Committee to re-balance their 2003-04 Rodeo Budget. This was being prompted by the overall reduction in sponsorship revenues plus recent reductions in Hotel/Motel taxes, etc.

At the March Board meeting, there was further discussion regarding other possible approaches to help solve this issue including establishing a separate admission gate specifically for the Rodeo.

On March 18<sup>th</sup>, the Rodeo Committee met again to further the discussion on this matter.

**Discussion** – The Board has a number of options to consider that could assist in re-balancing the Rodeo Budget, including but not limited to:

1. Establish a separate entrance gate to the Rodeo and charge a separate admission fee to cover the net cost of the Rodeo. Patrons can either go to the Rodeo only; Fair only; or buy a combination ticket and attend both. To cover the cost of the Rodeo only, ticket prices would need to be set at \$10 for bleacher seats and \$15 for grandstand seats. Based upon an estimated 60% capacity, this option could generate an additional \$65,000 in additional revenue.
2. Establish an additional admission fee to the Rodeo in addition to fair admission, thereby requiring patrons to pay for the additional cost of a PRCA rodeo.



Assuming \$4 for bleacher seats and \$7 for grandstand seats and an estimated 60% capacity, this option could generate an additional \$20,000 in revenue

3. Reduce prize monies to \$21,000 (\$3,000 per event) with sponsorship revenues in excess of \$30,000 being used to restore prize money up to \$42,000 (\$6,000 per event). This could be expected to provide a \$21,000 savings in budgeted expenses.

**Recommendation** – Staff recommends that the Board limit the ‘net cost’ of the Rodeo (total Rodeo expenses less sponsorship revenue, grandstand admission fee, etc.) to no more than \$40,000 to \$45,000. This amount is base upon the current Rodeo attendance (8,000 – 9,000) multiplied by the average admission to attend the County Fair & Rodeo (\$5.00). To do so will require an increase in Rodeo revenues, a decrease in Rodeo expenses or perhaps both.

# NEW BUSINESS

County of Washington

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## FAX MEMORANDUM

**Date:** March 27, 2003

**To:** Board Members  
Washington County Fair Board

**From:** Don G. Hillman  
Executive Director



**Re:** Surplus Property Disposition

Staff requests Board approval to dispose of the following surplus property. If approved, the property, except for the BINGO equipment, would be transferred to the State for disposition according to Washington County policy. In each case, the property is no longer usable or is not considered useful to interim or fairtime operations.

1. Upright Piano
2. Extra Ticket Booths (4-6)
3. Computer Desks (2)
4. ATMs (2)
5. BINGO Equipment (TVs, Console, Board, etc.)
6. Kitchen Carts
7. Calf Roping Chute
8. Blue Tug/Tow Motor
9. Copy Machine
10. Walk-in Freezer next to Chuck Wagon
11. Ford 9-N Tractor

Staff has located a local non-profit senior center to donate the BINGO equipment.

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## FAX MEMORANDUM

**Date:** March 27, 2003

**To:** Board Members  
Washington County Fair Board

**From:** Don G. Hillman, Executive Director  
Washington County Fair Complex

*DGH*

**Re:** Draft Board Policies

Find attached additional Board policies for Board consideration.

These additional policies are required by ORS 565.443 (attached) adopted during the last legislative session.

Please note that I have revised the recitals provided in the draft policies. The additional recitals are taken from ORS 565.230, which provides the framework for the Board's authority as it relates to the management of the Washington County Fair Complex.

Attachments

**565.230 Management of county fairs; licenses; disposition of proceeds; donations of real property; agreements for limitation of liability.** (1) The county fair board has the exclusive management of the ground and all other property owned, leased, used or controlled by the county and devoted to the use of the county fair, and is entrusted and charged with the entire business management and financial and other affairs of such fair.

(2) In order that the fairgrounds and buildings may be utilized to the fullest extent for pleasure, recreation and public benefit, the board shall at all times have the authority to provide park facilities for the public or to issue licenses and grant permits for the holding of any exhibitions, shows, carnivals, circuses, dances, entertainments or public gatherings upon the fairgrounds. During the progress of county agricultural or industrial fairs and not otherwise, any such businesses so licensed by the board shall not be required to pay license to any city or county other than to the board as provided in this section. The board shall fix the sum to be paid for such permits and licenses, which shall be issued and signed by the president and secretary of the board. The moneys received from the issuance of such permits and licenses shall be deposited to the credit of the fair fund and warrants drawn against it the same as upon the disbursement of any other fair funds.

(3) Donations of real property for the use of the county fair shall be made by an instrument that may be accepted for recording by a county clerk. An instrument of donation shall be recorded in the records of the county clerk where deeds are located. The donated property shall be used in compliance with the express intentions and purposes set forth in the instrument of donation.

(4) A county court may conclude that an agreement is needed to protect the county and the county court from liability relating to personnel or contractual matters. If the county court asks the county fair board to begin negotiations for an agreement, the county fair board and the county court must enter into an agreement concerning the rules, policies and procedures to be used in the conduct of fair activities for the purpose of limiting the liability of the county for personnel and contractual matters. However, if a county court determines that an agreement is unnecessary or that an existing agreement provides sufficient protection from liability, then an agreement under this subsection is not required. [Amended by 1953 c.675 §12; 1969 c.239 §4; 1969 c.693 §1; 1999 c.681 §8]

**565.240 Rules and regulations; peace officers; appointment and powers.** The board may make and enforce all rules and regulations necessary for the proper conduct and management of their respective fairs. It may appoint such marshals or police as may be necessary to keep order and preserve the peace during the time and at the place of holding the fairs and at all other times when the board deems such appointments necessary for the preservation of the peace and the protection of public and private property upon the fairgrounds. The officers so appointed have the same authority for the preservation of order and making arrests upon the grounds as would a deputy sheriff.

**565.250** [Repealed by 1981 c.134 §4]

**565.260 Fair board or agricultural society existing prior to June 4, 1913.** Where there existed on June 4, 1913, a county fair board, or an agricultural society in any county holding a county fair in such county, such board shall be considered the county fair board of such county by the provisions of ORS 565.210 to 565.310, and shall be governed under the rules and bylaws already in force of such association; provided, there shall be only one county fair held in each county.

**565.265 Abolishment of county fair board; applicability of section.** (1) As provided in this section and ORS 565.268 and 565.271, a county court may abolish the county fair board appointed under ORS 565.210.

**565.442 County fair board annual reports.** (1) On or before October 31 of each year, a county fair board must submit to the County Fair Commission, on a form approved by the commission, data for the period since the preceding report date regarding:

- (a) Use of the county fairgrounds by youths and adults;
- (b) Participation in county fairs by youths and adults;
- (c) Evidence of community involvement in county fairs;
- (d) Attendance at county fair and nonfair events;
- (e) The most recent fiscal year budget for the county fairgrounds and evidence of compliance with open meeting law pursuant to ORS 192.610 to 192.690 in developing the budget;
- (f) Compliance with public contracting and purchasing law under ORS chapter 279;
- (g) The most recent business plan for the county fairgrounds;
- (h) Maintenance of liability insurance in an amount satisfactory to the County Fair Commission; and
- (i) Use of state funds distributed to the county fairs.

(2) If a county fair board fails to timely submit the data required by subsection (1) of this section, the county fair administered by that board is ineligible for state funding, including but not limited to, funding under ORS 565.445 and section 2, chapter 796, Oregon Laws 1995, for a period determined by the County Fair Commission, not to exceed one year. A county fair may appeal a commission decision under this subsection to the Director of Agriculture, whose decision is subject to ORS 183.310 to 183.550.

(3) The County Fair Commission may contract for the collection and summarizing of data required to be submitted under subsection (1) of this section. The commission shall send a summary of the data to the Director of Agriculture. [2001 c.916 §3]

**565.443 County fair annual audits; rules.** (1) An annual audit of county fair records must include an identification of fair policies relating to matters specified in this section. The audit shall include an examination of available county fair records to check for compliance with the policies. The results of the compliance check must be included within the scope of the opinion expressed by the auditor regarding the county fair records.

(2) Fair policies that are subject to subsection (1) of this section are policies regarding:

- (a) Animal welfare;
- (b) Environmental issues;
- (c) Participation in professional development activities; and
- (d) Compliance with the federal Americans with Disabilities Act of 1990 (P.L. 101-336), as amended.



(3) The County Fair Commission may adopt rules for carrying out this section. Upon the request of a county fair or an auditor, the County Fair Commission may issue a declaratory ruling whether a particular county fair policy is a policy described in subsection (2) of this section. A county fair may appeal a commission ruling under this subsection to the Director of Agriculture, whose decision is subject to ORS 183.310 to 183.550. [2001 c.916 §2]

**565.445 County Fair Account; use of moneys.** (1) There hereby is created the County Fair Account in the General Fund of the State Treasury. All moneys in the account are continuously appropriated to the County Fair Commission. The account shall consist of a County Fair Board Subaccount and a County Fair Commission Subaccount.

(2) Subject to available funding, unless a biennial appropriation expressly provides otherwise, the County Fair Commission shall credit \$40,000 of the amount appropriated to the County Fair Account for the biennium to the County Fair Commission Subaccount. The County Fair Commission Subaccount shall be used for the administration of ORS 565.410 to 565.450. The County Fair Board Subaccount shall consist of all County Fair Account moneys that are not credited to the County Fair Commission Subaccount.

(3) Subject to ORS 565.442 (2), on the first business day of each calendar year the County Fair Commission shall disburse moneys from the County Fair Board Subaccount to the county fair boards in equal shares. Notwithstanding ORS 291.232 to 291.260, subject to availability of funds, each annual disbursement shall be one-half of the amount credited to the subaccount for the biennium. [1969 c.298 §11; 1971 c.595 §1; 1979 c.844 §2; 1989 c.463 §1; 2001 c.916 §4]

**565.446 Legislative findings.** The Legislative Assembly finds and declares that financial support of county fairs will result in economic development for areas where fairgrounds are located by promoting, expanding or preventing the decline of businesses and that the use of the net proceeds from the operation of the Oregon State Lottery to fund county fairs is an appropriate use of state lottery funds under section 4, Article XV of the Oregon Constitution, and ORS 461.540. [2001 c.811 §1]

**Note:** 565.446 to 565.449 were enacted into law by the Legislative Assembly but were not added to or made a part of ORS chapter 565 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

**565.447 Lottery proceeds allocation to County Fair Account.** (1) Subject only to the availability of unobligated net lottery proceeds, there is allocated from the Administrative Services Economic Development Fund to the County Fair Account created under ORS 565.445 an amount equal to one percent of the net proceeds from the Oregon State Lottery, but not to exceed \$1.55 million annually, adjusted biennially pursuant to the change in the Consumer Price Index, as defined in ORS 327.006, between January 1, 2001, and January 1 immediately preceding commencement of the biennium.

(2) The allocation of moneys from the Administrative Services Economic Development Fund under this section is subject to the requirements in section 4, Article XV of the Oregon Constitution, for deposit of 15 percent of the net proceeds from the Oregon State Lottery into the Education Endowment Fund and into the Parks and Natural Resources Fund and shall be made only after satisfaction or payment of:

(a) Amounts allocated to Westside lottery bonds issued under ORS 391.140 or to the reserves or any refunding related to the Westside lottery bonds in accordance with the priority for allocation and disbursement established by ORS 391.130;

# WASHINGTON COUNTY FAIR BOARD

## Policy Resolution 205

### Animal Welfare Policy


#### RECITALS

- A. WHEREAS, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- B. WHEREAS, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair;
- C. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- D. WHEREAS, ORS 565.443 requires the Washington County Fair Board to adopt policies related to animal welfare;

#### **NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

- 1. It shall be the policy of the Washington County Fair & Rodeo Board to ensure the humane handling, treatment, housing and transportation of all animals on the fairgrounds.
- 2. In application of this policy, the Washington County Fair & Rodeo shall work directly with the following agencies and organizations, as appropriate:
  - a. American Veterinary Medical Association;
  - b. Oregon State University Extension Service;
  - c. International Association of Fairs and Expositions;
  - d. Professional Rodeo Cowboy Association;
  - e. United States Department of Food and Agriculture; and
  - f. Western Fairs Association.

The Washington County Fair & Rodeo shall reference the Animal Enterprise Protection Act of 1992 for purposes of information and where applicable, to situations as noted by law.

-  3. The Washington County Fair & Rodeo Board shall appoint an Animal Welfare Committee as an advisory group comprised of Washington County Fair & Rodeo staff, board members, exhibitors, volunteers and contractors. At least one member of the committee shall be a Doctor of Veterinarian Medicine familiar with the activities and operation of the annual County Fair & Rodeo. These individuals will be called upon to review animal-related matters at the fairgrounds.

4. While following industry practices, it is the responsibility of the Animal Welfare Committee to:
  - a. Develop policies and procedures regarding the handling and care of all animals residing on the fairgrounds;
  - b. Design educational programs which promote public understanding of livestock breeding, care and training; and
  - c. Establish protocol regarding animal welfare inquires, public health issues and/or demonstrations.
5. Prior to the opening of the Washington County Fair & Rodeo to the public, each animal and animal exhibit will be inspected by a designated Animal Welfare Committee representative.
6. This policy is intended to be inclusive to all animals and animal exhibits at the annual County Fair & Rodeo including those animals being exhibited for competitive purposes as well as those animals used in exhibits such as petting zoos, pony rides and entertainment or educational activities.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2003.

ATTEST:

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board President

**WASHINGTON COUNTY FAIR BOARD**

**Policy Resolution 206**

**Environmental Issues Policy**

**RECITALS**

- A. WHEREAS, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- B. WHEREAS, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair;
- C. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- D. WHEREAS, ORS 565.443 requires the Washington County Fair Board to adopt policies related to environmental issues;

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

- 1. It shall be the policy of the Washington County Fair & Rodeo Board to comply with all applicable city, county, state and federal statutes, rules and regulations, including but not limited to, waste management, lighting, noise, dust and all other environmental issues applicable to the operations and activities associated with the annual County Fair & Rodeo.
- 2. The authority to insure compliance with this policy is vested with the Fair Complex Executive Director and his/her delegate.

**Dated this** \_\_\_\_ **day of** \_\_\_\_\_, **2003.**

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board President

**WASHINGTON COUNTY FAIR BOARD**

**Policy Resolution 207**

**Professional Development Policy**

**RECITALS**

- A. WHEREAS, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- B. WHEREAS, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair;
- C. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- D. WHEREAS, ORS 565.443 requires the Washington County Fair Board to adopt policies related to professional development activities;

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

- 1. It shall be the policy of the Washington County Fair & Rodeo Board to provide professional development opportunities to staff and Board members on an on-going annual basis.
- 2. Such professional development opportunities include, but are not limited to, attendance at activities coordinated and/or offered by the Oregon Fairs Association, Western Fairs Association, International Association of Fairs and Expositions and departments of Washington County and the State of Oregon.
- 3. The cost of professional development activities shall be provided in the annual budget.
- 4. The authority to insure compliance with this policy is vested with the Fair Complex Executive Director and his/her delegate.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2003.

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board President

**WASHINGTON COUNTY FAIR BOARD**

**Policy Resolution 208**

**Americans with Disabilities Act Policy**

**RECITALS**

- A. WHEREAS, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- B. WHEREAS, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair;
- C. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- D. WHEREAS, ORS 565.443 requires the Washington County Fair Board to adopt policies related to the Federal Americans with Disabilities Act, as amended;

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

- 1. It shall be the policy of the Washington County Fair & Rodeo Board to comply with the provisions of the Americans with Disabilities Act, as amended, with regards to the activities and programs offered by the Washington County Fair & Rodeo as well as the constructions and renovation of facilities.
- 2. The cost of compliance with the Americans with Disabilities Act shall be provided in the annual budget.
- 3. The authority to insure compliance with this policy is vested with the Fair Complex Executive Director and his/her delegate.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2003.

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Board President



# ANNOUNCEMENTS

*Calendar of Events*  
*April 2003 - August 2003*

Date	Event	Location
<b>April</b>		
1	Rodeo Committee Meeting	Floral Building (7:00 PM)
1	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
2	Board Meeting	Floral Building (4:30 PM)
2	Booster Meeting	Board Room (7:00 PM)
25-26	OFA Spring Managers Meeting	Linn County Fairgrounds
<b>May</b>		
2-5	IAFE Spring Management Conference	Williamsburg, VA
6	RFP Bid Conferene	Floral Building (10:00 AM)
6	Rodeo Committee Meeting	Floral Building (7:00 PM)
6	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
7	Board Meeting	Floral Building (4:30 PM)
7	Booster Meeting	Board Room (7:00 PM)
26	Memorial Day	Office Closed
31	Starlight Parade	Portland, OR
<b>June</b>		
3	Rodeo Committee Meeting	Floral Building (7:00 PM)
3	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
4	Board Meeting	Floral Building (4:30 PM)
4	Booster Meeting	Board Room (7:00 PM)
14	Poker Ride	Flying M Ranch
27	RFP Bid Closing	Office (5:00 PM)
<b>July</b>		
1	Rodeo Committee Meeting	Floral Building (7:00 PM)
1	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
2	Board Meeting	Floral Building (4:30 PM)
2	Booster Meeting	Board Room (7:00 PM)
4	Independence Day	Office Closed
14-18	4H Horse Fair	Fair Complex
24-27	County Fair & Rodeo	Fair Complex
<b>August</b>		
5	Rodeo Committee Meeting	Floral Building (7:00 PM)
5	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
6	Board Meeting	Floral Building (4:30 PM)
6	Booster Meeting	Board Room (7:00 PM)



## CORRESPONDENCE



cc: Board

# OREGON FAIRS ASSOCIATION

P.O. Box 771 • Salem, Oregon 97308 • (503) 370-7019 • FAX (503) 587-8063

E-mail: [assoc@wvi.com](mailto:assoc@wvi.com)

March 5, 2003

Sen. Ken Messerle, Chair  
Ways and Means Natural Resources Sub-Committee  
900 NE Court Street, Room S218  
Salem, OR 97301

RE: SB 5501

Dear Senator Messerle,

Oregon county fairs have appreciated the support provided by the Legislature over the past 70 years. As you know that assistance has allowed fairs to produce vital community events that are important economically, socially and culturally.


Our members understand the huge financial issues confronting you and your colleagues this session. Because of that we would like to propose a temporary reduction in the amount of funds going to county fairs during the 2003-05 biennium. It is our preference that these monies be used to help Oregon Department of Agriculture programs.

The OFA Board of Directors recommends the following:

- remove the money currently held in the Oregon County Fair Account. ORS 565.455—\$100,000.
- remove from the "Other Funds" allocated in the Governor's Balanced Budget for the interest on Oregon County Fair account that is to be distributed to fairs in July—\$42,195.
- reduce the lottery funds allocated to fairs in the Governor's Balanced Budget by 10.1 percent—\$319,877. ORS 565.447
- reduce to \$34,000 the amount of funds provided for the operation of the County Fair Commission. ORS 565.445
- move the pass through lottery funding for county fairs from the Oregon Department of Agriculture to the Department of Administrative Services.

Please contact me if you have any questions.

Kind regards,

  
John H. McCulley  
Executive Secretary

Cc: OFA Board  
Natural Resources Subcommittee Members  
Rep. Tom Butler  
Rep. Greg Smith  
Rep. Ben Westlund  
Sen. Bev Clarno  
Katie Coba



# COMMUNICATIONS



## OTHER MATTERS OF INFORMATION

# Washington County Fair Boosters Club

## Minutes for April 2 Meeting

**In Attendance:** Irene Barnes, Sheila Day, Bill Duerden, Jim Godfrey, Don Hillman, Ed Kristovich, Lorena Roberts, Lyle Spiesschaert

**Prior Meeting Minutes:** Approved as mailed.

**Treasurer's Report:** Al was on vacation.

### Old Business:

**Fair Board Meeting:** Sheila reported that the rodeo is trying to find more sponsor money. They would like a \$42,000 purse but their sponsorship is half of what it used to be.

The Board approved Don's project to proceed with Frite Lites.

**Fairground Redevelopment:** A document is being prepared listing the needs of a new fairground project. 84-130 acres is available. 120,000 sq. ft. of usable building space is needed. Green space will have to be worked into the project. After approval from the County Commissioners, it will be circulated in an attempt to find a developer who would make a proposal.

**Nominating Committee Report:** The committee returned the following list of candidates for officers for this year: Bill Duerden; President, Ed Kristovich; Vice-President, Irene Barnes; Secretary, Al Goldman; Treasurer. Election of officers will be done at the Boosters meeting on April 2.

**Frite Nite:** This project has been approved by the Fair Board. It will be held every Friday through Sunday in October and nightly on October 24-31. Discussion is underway with several prime sponsors: Tuality Health, Starbucks, Columbia Community Bank, Van Beveren, Hillsboro Garbage and New Seasons. Admission charges will be: Adults - \$5.00, Children - \$2.50 with an, as yet, unknown charity receiving 10% of these admissions.

The Boosters have been asked to be a Founding Sponsor. This would mean a \$10,000 contribution now or \$4,000 a year for the next three years. This will be discussed at length at the April 2 meeting.

**New Business:** The Booster concession building needs repair or replacement. Restaurant changes are being made on the fairgrounds this year. The St. Matthews booth is being torn down. Because of their seniority, they will take over the old Chuck Wagon building. Juan Cortez, from Amigo's Restaurant, would like to lease our Booster booth or area. Discussion needs to continue on the proposal for the Boosters to give him our space. The Boosters then would run the one tent at the South end of the grandstand and be more available for service in the Information Booths on the fairgrounds.

**he Next Meeting:** Wednesday, April 2, 2003 at 7:00 p.m, at the Fair Office.





## Royal scoopers The two self-made clowns attend to a rodeo queen's horse

03/17/03

MICHELLE MANDEL

HILLSBORO Lucy the quarter horse had eaten her usual breakfast of grass hay and grain. But at 10:45 a.m. Saturday, 15 minutes before the start of Hillsboro's annual St. Patrick's Day parade, Lucy had yet to do her business.

Pat Bauer and Brian Love seemed strangely pleased. That's because Lucy belongs to 20-year-old Kim Vanderzanden, this year's Washington County Fair and Rodeo Queen. And Bauer and Love, gaily dressed as clowns, are the queen's royal pooper-scoopers.

Their schtick sort of falls flat without any poop.

"More poop makes us happy," says Bauer, 38, a Hillsboro utility worker who lives in Aloha with his wife and dog. (Bauer's dog does his business in the back yard. Unlike parade poop, the mutt's work typically stays put for a month or two before someone -- Bauer's wife -- finally picks them up.)

"Fans go crazy," Bauer says of the four or five local parades he and Love work each year. "Especially when we're picking up a load. They holler and cheer like we're real celebrities."

Maybe it's their goofy attire. Love, 39, an appliance repairman from Newberg, showed up Saturday wearing green silk boxers over green-striped long underwear, a "Kiss Me I'm Irish" T-shirt, a "Cat in the Hat" stovepipe hat and shoes he painted what he called "John Deere green."

"We try to imitate the rodeo clown, not the circus clown," says Love, who is married with two children.

Not that he or Bauer have ever been rodeo clowns.

"We're not stupid," says Love, peering through shamrock-shaped sunglasses.

They are, however, playful. Sometimes they use shovels to play hockey or golf with the road apples. Other times they scoop it onto ice cream cones and pretend they're eating it.

"We go up to the spectators and ask if they want a cone, too," says Bauer with a tickled laugh.

Bauer rides a Vespa scooter, a festive waste box attached to the back, while Love walks behind, shovel in hand. Occasionally, when laughs get low, Bauer pops a wheelie, tipping the box and its contents into the street.

"If it's a big parade, like the Rose Parade, that can mean a lot of poop," Bauer says.

Which means a lot of poop for the rodeo queen, since she's the person Bauer and Love hand it over to -- "as a present" -- at the parade's end.

That came as a surprise to Vanderzanden, the Verboort-born rodeo queen.

"I didn't know I got the poop," says Vanderzanden, in her sparkly green shirt, up on Lucy moments before the parade's start. This was her first parade with Bauer and Love. "I guess I'll just take it home."

In reward for their services, Bauer and Love say the queen gives them hugs, and the occasional kiss on the cheek -- again, a surprise to Vanderzanden.

Mostly, though, the dynamic duo say their reward is a job well-done.

"It's hard work," Bauer says, sighing. "I go home afterwards and collapse."

On Saturday, though, the parade was beginning, and Lucy was on the move. That apparently got her system moving. Before hooves hit the street, Lucy lifted her tail. And gave the pooper-scoopers purpose.

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# COMMUNITY SNAPSHOT

3 | 10 | 2003

## ROAD WORK

**Oregon 8:** A lane will be temporarily closed from 8 a.m. to 5 p.m. today as workers grind asphalt on the Tualatin Valley Highway east of Southeast 32nd Avenue near the Rock Creek Bridge. Crews also will install storm sewer pipes along the highway near the east side of Hillsboro this week, but that work will not affect traffic.

## FAIR NEWS

**Light it up:** Washington County Fair Board members voted unanimously Wednesday night to buy a \$108,000 light show to decorate the fairgrounds at Halloween.

Three board members — Ken Leahy and Jane Willhoite were absent — voted to take out an eight-year bank loan for as much as \$150,000 to cover "Frite Lites," which board members say could become the autumn equivalent of

the Oregon Zoo's annual ZooLights festival.

Fair officials will buy 24 decorations from Lake Oswego-based Lights for All Seasons. The price for the decorations includes the cost of annual setup.

Frite Lites, which will require at least \$20,000 in annual sponsorships for the first eight years, could earn a profit of as much as \$15,625 each year, said Don Hillman, executive director of the fair.

Estimated ticket prices for the 17-night event are \$5 for adults and \$2.50 for children.

**Sponsors needed:** Members of the Washington County Rodeo Committee are looking for sponsors to support this summer's event.

Without additional sponsors, Washington County Fair Board members have said they might consider lowering the amount of prize money for rodeo winners.

For information, call Cody

Feinauer at 503-628-2459.

## WHAT'S UP

**Baby auditions:** "The Baby Show" is back.

Producer Will McClure is

holding an audition for the Tualatin Valley Cable Access show from 10 a.m. to noon today at the Tigard Babies "R" Us, 7805 S.W. Dartmouth St. The first 25 parents to arrive at the audition will receive a copy of the second episode of "The Baby Show," which will air at various times in March on cable Channel 21 in Washington County.

Several vendors will have exhibits at the audition, including Little Champs Gym of Sherwood, Baby-Proofers of Portland and Heidi Lamar of the "Welcome Home Show."

The audition's focus is to find mothers who have interesting or special stories about their babies, ages 6 to 24 months. McClure also

is looking for mothers who have tips or solutions that make raising their child easier.

McClure started the show in November, convinced that parents would jump at the chance to see their children on television.

For information, e-mail McClure at: [thebabyshow@earthlink.net](mailto:thebabyshow@earthlink.net).

**Assisted living events:** The Cornell Estates Retirement and Assisted Living Residence and Rosewood Specialty Care will offer a chocolate and tea tasting benefit from 2 to 4 p.m. today.

Another Bloomin' Florist of Hillsboro donated the Moonstruck Chocolates for the tasting. The admission is a \$5 donation. Proceeds benefit the Alzheimer's Association.

In addition to the tasting, Cornell Estates also offers an open house to tour the recently renovated residence on Saturday.

A complimentary champagne brunch begins at 10 a.m. and will

be followed by guest speaker Suzanne Roberts, author of "Coping in New Territory: The Handbook for Children of Aging Parents."

Cornell Estates is at 1005 N.E. 17th Ave., Hillsboro.

Reservations for the tour, which must be made by Wednesday are available by calling 503-640-2884.

## COUNTY NEWS

**New hours:** The National Alliance for the Mentally Ill of Washington County is open from 8:30 a.m. to 5:30 p.m. Monday and Wednesday, and from 8:30 a.m. to noon on Thursday and Friday. The nonprofit organization, located at 18680 S.W. Shaw St. in Aloha, provides information, education and support groups for families and friends of people with brain disorders including schizophrenia, bipolar disorder and clinical depression. For information, call 503-356-6835 or visit [www.namiwash.org](http://www.namiwash.org).



## COMMUNITY SNAPSHOT

03/07/03

Fair board OKs purchase of Halloween light show Washington County Fair Board members voted unanimously Wednesday night to buy a \$108,000 light show to decorate the fairgrounds at Halloween. Three board members -- Ken Leahy and Jane Willhoite were absent -- voted to take out an eight-year bank loan for as much as \$150,000 to cover "Frite Lites," which board members say could become the autumn equivalent of the Oregon Zoo's annual ZooLights festival.

Fair officials will buy 24 decorations from Lake Oswego-based Lights for All Seasons. The price for the decorations includes the cost of annual setup.

Frite Lites, which will require at least \$20,000 in annual sponsorships for the first eight years, could earn a profit of as much as \$15,625 each year, said Don Hillman, executive director of the fair.

Estimated ticket prices for the 17-night event are \$5 for adults and \$2.50 for children. Muslim Educational Trust presents life of Muhammad

TIGARD -- The Muslim Educational Trust invites the public to a presentation Friday evening on the life of Muhammad.

The presentation starts at 7 p.m. at the center, 10330 S.W. Scholls Ferry Road. It will include a screening of "Muhammad: The Legacy of a Prophet," the PBS biography of the founder of Islam, and comments by Naim Shaaban, president of the Islamic Society of Southwest Washington.

Refreshments including popcorn will be provided.

For more information, contact the center at 503-579-6621. Support Our Troops rally set as 'morale-booster' Saturday

NEWBERG -- A Support Our Troops rally will be held Saturday from 1 to 3 p.m. at the "Y" intersection where Oregon 99W meets First Street near Herbert Hoover Park.

"It's just a big morale-booster is all it is," said organizer Don Griswold, "This is not a political rally."

Griswold, of Newberg, said digital pictures of the rally will be taken and transmitted to military personnel serving in the Middle East. County rodeo panel seeks additional financial sponsors Members of the Washington County Rodeo Committee are looking for sponsors to support this summer's event.

Without additional sponsors, Washington County Fair Board members have said they might consider lowering the amount of prize money for rodeo winners.

For information, call Cody Feinauer at 503-628-2459. %%head%%PUBLIC MEETINGS %%endhead%%

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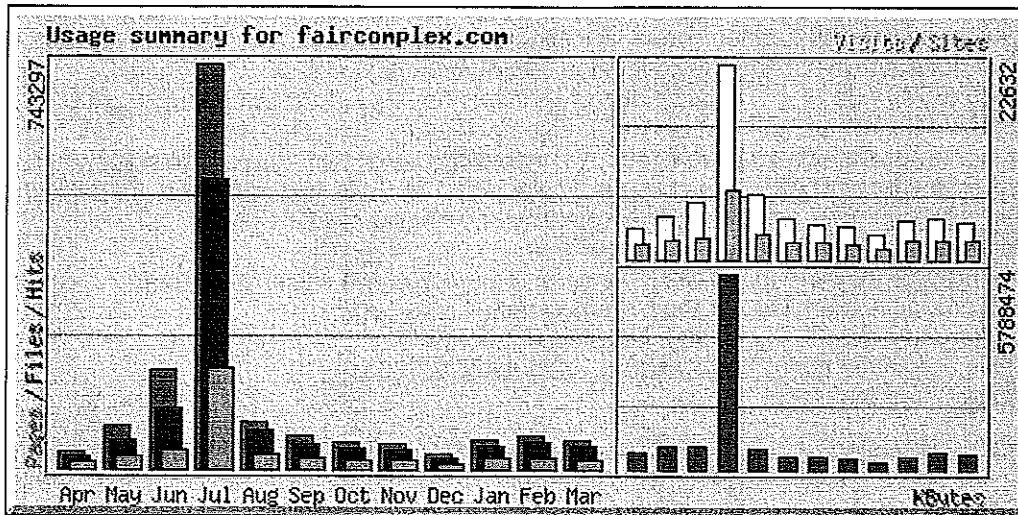
TODAY %%bodybegins%%West Linn mayor's open office hours: 2 to 4 p.m., Rosemont Room, City Hall, 22500 Salamo Road. Wilsonville passport services: 9 a.m. to noon, 1 to 4 p.m. Friday, City Hall, 30000 S.W. Town Center Loop E.

SATURDAY %%bodybegins%%League of West Linn Neighborhoods: 9:30 a.m., Three Rivers Charter School, 4975 Willamette Falls Drive. Alan Lewis of Willamette Falls Cultural History Committee presents slide show, "You Can See It From the Falls." %%head%%  
METROSOUTHWEST STAFF %%endhead%% %%bodybegins%%The MetroSouthwest News Bureau is at 15495 S.W. Sequoia Parkway, Suite 190, Portland, OR 97224. Here is how to reach us (area code for all numbers is 503): General news: 294-5984 or 968-7048; fax: 968-6061 Phil Manzano, bureau chief, 294-5966; philmanzano@news.oregonian.com Randy Lemmerman, assistant bureau chief, 294-5967; randylemmerman@news.oregonian.com Amy Wang, assistant bureau chief, 294-5974; amywang@news.oregonian.com Rick Bella, Lake Oswego/West Linn/Wilsonville cities, 294-5114; rickbella@news.oregonian.com Maya Blackmun, family, 294-5926; mayablackmun@news.oregonian.com Janet Goetze, features/arts, 294-5917; janetgoetze@news.oregonian.com Aimee Green, Lake Oswego/West Linn/Wilsonville schools, 294-5969; aimeegreen@news.oregonian.com Jim Tankersley, Tigard/Tualatin/Sherwood schools, 294-5976; jimtankersley@news.oregonian.com Kate Taylor, lifestyles, 294-5116; katetaylor@news.oregonian.com Dana Tims, growth/business, 294-5973; danatims@news.oregonian.com Emily Tsao, Sherwood/Tigard/Tualatin cities, 294-5968; emilytsao@news.oregonian.com Robert Bach, photographer, 294-5909; robertb@news.oregonian.com Phil Romans, news clerk, 294-5978; philromans@news.oregonian.com Felicia Heaton, news clerk, 294-5115; feliciaheaton@news.oregonian.com

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Mar 2003	2009	1587	652	160	2121	471690	4346	17627	42863	54267
Feb 2003	2162	1706	711	172	2262	501217	4842	19933	47778	60553
Jan 2003	1733	1327	612	146	2086	404853	4555	18988	41163	53728
Dec 2002	827	638	321	92	1347	193802	2868	9966	19778	25650
Nov 2002	1550	1204	542	126	1752	326165	3796	16284	36136	46514
Oct 2002	1612	1246	543	131	2054	376505	4088	16837	38630	49997
Sep 2002	1997	1561	687	154	2013	404058	4645	20612	46846	59933
Aug 2002	2787	2261	933	238	2887	621372	7407	28950	70108	86401
Jul 2002	23977	17050	5950	730	7853	5788474	22632	184459	528578	743297
Jun 2002	6073	3727	1153	221	2500	701228	6642	34601	111815	182200
May 2002	2504	1704	744	157	2305	677318	4873	23077	52853	77643
Apr 2002	1085	849	439	119	1746	480348	3594	13182	25479	32570
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