

NOTICE OF MEETING

**Washington County Fair Board of Directors
Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, OR 97124
Floral Building
Wednesday, April 7, 2010
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, April 7, 2010 at 4:30 p.m. at the Washington County Fair Complex Floral Building, located at 873 NE 34th Ave, Hillsboro OR 97124.

Meetings are recorded.

April 2010 Agenda & Meeting Procedures are attached

FAIR BOARD MEETING PROCEDURES

Washington County Fair Board of Directors
873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Don McCoun, President
Betty Atteberry, Vice
President
Renee Cannon, Secretary

Herbert Hirst, Board Member
Dan Logan, Board Member
Matt Pihl, Board Member

Andy Duyck, County
Commissioner and Fair
Board Ex-Officio

The Washington County Fair Board is comprised of seven members appointed by the Board of County Commissioners. Each Fair Complex Board member is appointed for a three-year term.

The primary function of the Fair Board is to oversee the planning, preparation and production of the annual County Fair.

In compliance with the American with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling (503) 648-1416 at least 48 hours prior to this meeting

All meetings are recorded.

Current Meeting Schedule

Unless otherwise noted, Fair Board Meetings are held the first Wednesday of every month at 4:30 p.m. in the Floral Building at the Washington County Fair Complex, 873 N.E. 34th Avenue, Hillsboro, Oregon 97124.

Regular Business Meetings

Regular business meetings are the time during which the Fair Board will consider the items published in their Board Agenda at the times noted above.

Generally, Board Meetings are scheduled to last no longer than two hours. At the discretion of the Board Chair, agenda items may be deferred to a later date if more discussion or consideration is required.

Quorum

To take formal action on any agenda item, at least four (4) Board members must be present. Once a quorum is established, at least a majority of these members present must vote in the affirmative to move an action or motion. The Board can still conduct business and discuss agenda items without a quorum present. However, no formal action can take place until a quorum of the Board is in attendance.

Once the Regular Business Meeting Begins

The Fair Board's formal meetings typically include the following elements:

1. **Call to Order:** At the start of the Board meeting, the Chair (or Vice Chair) of the Board will call the meeting to order. All matters noticed and listed on the agenda, in any category, may be considered for action in any order at the discretion of the Board Chair. Items not so noticed may be discussed at the discretion of the Board Chair, but cannot be considered for action.
2. **Oral Communications 1:** This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.
3. **Approval Items:** The items requiring action to be taken are typically the agenda, past meeting minutes, and fair financials.
4. **Regular Agenda Items:** Unless otherwise noted, regular agenda items will follow in the order listed on the agenda.
5. **Oral Communications 2:** As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.
6. **Adjournment:** At the conclusion of the items on the Board's agenda, the Board Chair will formally conclude the Board's regular business

Meeting Protocol

The Fair Board welcomes public attendance and participation at its meetings. Anyone wishing to speak on an agenda or non-agenda item at a regular business meeting should feel free to do so. In doing so, the Board asks that the following guidelines be observed:

1. Please follow sign-in procedures located on the table by the entrance to the meeting room.
2. When your name is announced, please be seated at the table in front and state your full name, home address and organization represented, if any, for the record.
3. Groups or organizations wishing to make a presentation are asked to designate one spokesperson in the interest of time and to avoid repetition.
4. When more than one citizen is heard on any matter, please avoid repetition in your comments. Careful attention to the previous speaker's remarks will be helpful in this regard.

Washington County Fair Board Meeting Agenda

Wednesday, April 7, 2010

4:30 p.m. to 6:00 p.m.

Washington County Fair Complex Floral Building
873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Don McCoun, President
Betty Atteberry, Vice-President
Renee Cannon, Secretary

Herbert Hirst, Board Member
Dan Logan, Board Member
Matt Pihl, Board Member

Andy Duyck, County Commissioner &
Fair Board Ex-Officio

Standing Committees

Mission Statement Committee

Lyle Spiesschaert, Fair Boosters
Renee Cannon, Board Member
Pat Willis, OSU 4-H Extension Agent

A. Call to Order

B. Oral Communications I

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

C. Approval Items – Action Required

1. Agenda
2. Fair Board Minutes – March 2010
3. Fair Financials– February 2010
4. Other, if any

D. Reports

1. 4-H Update - Pat Willis, OSU/4-H Youth Development Faculty
2. Committees, if any
3. Other, if any

F. Old Business

1. None

G. New Business

1. 2010 Fair Update and Planning Discussion – Leah Perkins-Hagele, Fair Manager
2. Special Projects
3. Other, if any

K. Other Matters of Information

1. Other, if any

L. Oral Communications II

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

M. Adjourn

Minutes
Washington County Fair Complex Board
Wednesday, March 3, 2010

Convened: 4:30 pm

FAIR COMPLEX BOARD:

President Don McCoun
Vice President Betty Atteberry
Board Member Dan Logan
Board Member Renee Cannon
Board Member Herb Hirst
Board Member Matt Pihl
Ex-Officio – Andy Duyck

STAFF:

Leah Perkins-Hagele, Fair Manager
Lisa DuPre', Marketing/Events Manager
Rod Rice, Deputy County Administrator
Brad Anderson, County Counsel

A) **Call to Order** - President McCoun called the meeting to order at 4:30 p.m. and welcomed guests. McCoun noted that all board members were present with the exception of Board Member Hirst.

B) **Oral Communications** - President McCoun opened Oral Communications. Hearing none, McCoun closed Oral Communications.

C) **Consent Agenda** –

- 1) **Vice President Atteberry moved to approve the Consent Agenda. 2nd by Board Member Cannon. Motion Carried 5-0.**

D) Special Reports

- 1) **4-H Report** – Pat Willis reported that 4-H has a new organization structure. Willis explained that each county has a newly created board and counsel and they will be having their first meeting. Willis also reported that 4-H Member Matt Ferguson has been making chemo comfort bags and he has received two national awards and a \$2000 contribution from the Komen foundation. Board Member Cannon asked about the nine 4-H events that are on the calendar for March and specifically asked about the 24th, which is during spring break and asked if they are using the whole grounds. Willis reported that they typically use the Cloverleaf of Floral. Cannon questioned if they will not be using a night do they release it so staff is not scheduled. Willis reported that they do.

***Board Member Hirst joined the meeting in progress at 4:38 p.m.**

- 2) **Operations Report** – Fair Manager Perkins-Hagele noted that the report is in the packet and verbally gave a brief update on the Cloverleaf remodel.
- 3) **Treasurers Report** – Fair Manager Perkins-Hagele noted that the Financials are in the packet.

a) **Board Member Hirst moved to accept the January 2010 Financials as presented. 2nd by Board Member Cannon. Motion Carried 6-0.**

4) **Airshow Report** – President McCoun reported that the Friday night will be the night show from 6:00 p.m. to 10:00 p.m. The Patriots Civilian Jet Team will be performing Saturday and Sunday. This year the Harrier is returning and there will be a F-15, A-10 and F-18 demo along with Rennie Price, Radio Disney, the Warbirds and a Ninkasi Beer Garden.

5) **Other, if any** - None

E) Old Business

1) **Washington County and Fair Board Memorandum of Understanding** - President McCoun opened the Public Hearing on the Fair and Fairgrounds Agreement. Assistant County Administrator Rod Rice requested that the 15 copies be waived due to the last minute addition. President McCoun agreed.

a) Bill Ganger – Fair Booster President – Ganger stated that the Boosters have serious concerns regarding the violations to the O.R.S's and provided a handout. Ganger read the statues and stated that the Fair Board is sworn in to uphold the law and the County cannot ignore the statues. Ganger also noted that the Boosters have sought legal counsel.

b) Jim Clute – Fair Boosters – Clute stated that the Boosters legal counsel has requested proof of bonding. Clute stated that the statues require the Fair Board to be bonded and the current Fair Board bond is not adequate and does not cover bad decisions such as the monumental decision that is about to be made.

c) Eileen Marxer – Fair Boosters – Marxer stated that the Fair Board is not legally seated. Several members have served more than one term. Marxer read the statues pertaining to appointments and gave definitions on the words expiring and succession as per the dictionary. Marxer said three of the six Fair Board members are serving their second or third term and the statues do not allow for this. Marxer closed by saying No Leadership, No Trust, No MOU.

d) Tom Black – Fair Boosters Vice President – Black gave an overview of what the other members had stated and pointed out the doubt to the legitimacy of the current seated Fair Board and Fair Board's of the past. Black stated that all prior Fair Board decisions are null and void. Black stated that the board is not bonded, not properly seated and requests that the MOU be scrapped and requests that the County seat a Fair Board of stakeholders. Black closed by saying No Leadership, No trust, No Understanding, No MOU.

e) Deb Cablao – 4-H Horse Leaders & Advisors President – Cablao read a prepared statement and provided it in writing. Cablao stated that a new Fair Manager is needed and is asking for an advocate. Cablao requested that funds be allocated for repairs and replacement of barns. Cablao stated that there are no plans to replace the removed wall or barn and has concerns for safety. Cablao closed by saying she does not support the MOU.

(1) President McCoun closed the public hearing.

(a) **Motion by Board Member Hirst to approve the final draft of the MOU. 2nd by Vice President Atteberry.**

(i) **Discussion:** County Commissioner Duyck requested to start addressing some concerns. Duyck reported that he has been working on this for two years and up until a couple of weeks ago had support on all sides. Duyck asked Brad Anderson from County Counsel to address the legal concerns. Anderson stated in regards to the MOU violating state law in regards to exclusive management. Anderson explained that the Fair Board is an agent of the County and the County owns the property. Nothing in state law prohibits the Fair Board from designating its statutory authority to another entity. Anderson gave examples of where the state and county designate their statutory duties to other government agencies and private organizations. Anderson stated that it is County Counsel's opinion that the Fair Board can designate the authority to the County. Duyck asked Anderson what effect this could have on other counties if this MOU is found not to be legal. Anderson reported that it would throw into doubt the other counties that have this type of MOU with their Fair Board such as Linn, Lane and Umatilla. Board Member Hirst expressed concern why anyone would challenge the authority of the Board of County Commissioners over the Fair Board and the BOCC could eliminate the whole thing if they wanted. Anderson stated again that the County is the owner and appointing authority. The Fair Board is an agency of the County and the MOU designates their authority. Anderson noted that the statutes are not consistent. Anderson further stated that the County cannot scrap having a Fair altogether. McCoun asked Duyck what the purpose is. Duyck stated that it is to clarify the role of the Fair Board and get those who wished to be involved in the Fair only and not be distracted by the other things surrounding the facility and to provide County resources to the facility. Assistant County Administrator Rod Rice recapped by saying that we believe the Fair Board has the authority to enter into this agreement. Rice explained that the County saw a model that they believed did not work and thought they could come up with a better model that can work for everyone. Anderson continued by explaining that he has reviewed the bond that we have for the Fair Board and forwarded it to the County Risk department to make sure that it is complete. Risk said it actually covers more than statutorily required. Anderson went on to explain the terms for board members. Anderson stated that the Oregon Constitution has hold over provisions, meaning that you stay in your office until a new appointment has been made. Anderson noted that Oregon Constitution always trumps state law. Anderson states that he believes that the Fair Board is legally seated. Board Member Logan asked what precludes the County from providing work out here now. Rice stated that the Fair Board controls the dollars, budget and what is purchased. The Fair Board did not always fall in line with County policy. Logan asked why the MOU makes that happen when it could happen anyway. Rice explained it's because the Fair Board currently manages the property and how money is spent. Duyck noted that it also makes negotiating on deals such as the one with the National Guard cleaner. Anderson stated that the Cloverleaf remodel is a good example, County Purchasing could have handled it. President McCoun asked for comments from each Fair Board member. Board Member Pihl stated that there is a perceived dysfunction.

Phil stated that he believed that the existing model is not the problem. The problem is the Board of County Commissioners passing over true stakeholders to be on the Fair Board. The Boosters have transparent motives and none of this would have been necessary if the true stakeholders had been appointed. Board Member Logan stated that he is concerned that there is no job description or annual evaluation for the Fair Manager. It will not work if there is no accountability. Logan also expressed concern that finances have been left out of the MOU, giving this up is setting up the Fair Boards of the future to be going hat in hand to the County Commissioners asking for money line by line. Duyck explained that there is already a good model in place with the WCVA, they don't come and ask for dollars line by line. Logan states he is not talking about the current Board of Commissioners, but ones in the future. Logan voiced concern that they will have to go through the County staff to get funds. Duyck reminded that the Hotel/Motel tax is dedicated to the Fairgrounds and the motivation of the County Staff to do something different is minimal, cannot envision a scenario where this would happen. There are checks and balances in place. Board Member Cannon stated that the reason to support this is the expertise for facilities is so much greater than it is now. Concentration on the Fair by the Fair Board will produce a better event. Board Member Hirst stated that this is an opportunity, this will free up staff time to get better usage for rentals and putting on a better Fair, the County can provide greater resources to the few staff the Fair Board has. Hirst noted that the Fair Board will still be a policy board, just making sure the job gets done, not micro-managing. Hirst stated that he is looking forward to moving ahead and hopes for less rancor, although we will never please 100% of the people. Vice President Atteberry said that the County owns the property, the Fair Board had to go to the County to get permission to do things. Focusing on just the Fair gives the Fair Board the opportunity to develop a plan and improve the event. President McCoun admitted that he was concerned about what would happen to the property. Now that he understands it he realizes that it should have been done 20 years ago. McCoun explained that he was a lessee of the facility for 30 years and it has not mattered who the manager has been, there has always been trouble. McCoun noted that he had done some research by going through over 20 years of minutes. McCoun reported that there have been 27 board members since 1980 and the fair has gotten better and better. The MOU will allow the noise during meetings to stop, it should allow people to start getting along. If the MOU is not approved, we will still be doing what has been done for 20 years and nothing will change. Board Member Logan noted that there is a typo on 14a1e, it should be 1f.

(ii) Motion by Board Member McCoun to approve the final draft of the Fair and Fairgrounds Agreement with the typo corrected. 2nd by Board Member Hirst. Motion Carried 4-2. Logan and Phil voted against.

2) **Redevelopment Update, if any** – Assistant County Administrator Rice told the board that if the MOU is approved on March 16th, staff will be provided an office and moved back on-site which will save some money. Rice explained that Chairman Brian

announced the potential land swap with the military department but there is a delta between the land they are getting as opposed to the land we are getting. To close that delta the IRT will be doing work to offset the cost. The guard is going to build a new armory and due to the delta will allow use of the armory during the Fair, Horse Fair and the Airshow. Rice also noted that the City of Hillsboro has finalized the configuration of the grant street extension. The current idea is to have a Veteran's Memorial Plaza and the road will be changed to Veteran's Way. The road will go by the plaza and then the new armory will be oriented toward the plaza. Then the current armory will be fixed up and staff will be relocated there. Board Member Cannon asked if all of this will be handled by facilities. Rice explained the County will be doing the negotiation and then facilities will oversee. Duyck pointed out that this is another reason for the MOU.

3) Other, if any – None

F) New Business

1) Election of Board Secretary – President McCoun opened nominations. Board Member Atteberry nominated Board Member Cannon. 2nd by Board Member Pihl. Motion carried 6-0.

2) Other, if any - None

G) Announcements – None

H) Correspondence - None other than what was in the packet.

I) Board Oral Communications – Board Member Pihl wanted to clarify that he thinks that it's great that the County is taking over the facilities, it's the pork barreling of the MOU and the Fair Board not controlling the Fair Manager is what he has issues with.

J) Other Matters of Information – None other than what was in the packet.

K) Oral Communications –

1) Irene Barnes – Barnes stated that she has been a participant at the Fair for many years. Barnes asked when the new Fair Board would be coming on. Commissioner Duyck stated that the MOU has not been adopted yet, but the BOCC will make that determination if it is passed.

2) Tom Black – Fair Booster Vice President – Asked for copies of the Cloverleaf bids and RFP's. Black stated that he believes the remodel was only supposed to cost \$40,000 and now it has ballooned to over \$250,000 and \$50,000 of that went to new vehicles. Someone needs to figure out where the money needs to be spent on facilities and the Fair Board needs to be involved. Black stated that the kitchen was supposed to be re-done and now is not since they are out of money. The staff needs to be fired.

L) Executive Session – if any - None

M) Adjourn - With no further business before the Board, President McCoun adjourned the meeting at 6:05 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
Board President



Washington County

Monthly Financial Report

Washington County

Period: FEB-10 Currency: USD

Submitted: 02-APR-10 13:23:01

Fund=200 (Fairplex), Program=981010 (Annual County Fair)					Remaining	%
Account	FEB-10	YTD-Actual	Budget	Budget	Use	
Intergovernmental revenue						
43156 Dept Agriculture Lottery Funds	0.00	(41,962.56)	(50,000.00)	(8,037.44)	83.90	
TOTAL	0.00	(41,962.56)	(50,000.00)	(8,037.44)	83.90	
Charges for sevicees						
44511 Camping Fees	0.00	(4,000.00)	(4,000.00)	0.00	100.00	
44512 Truck Pull Revenue	0.00	(7,400.00)	(22,000.00)	(14,600.00)	33.60	
44513 Demo Derby Revenue	0.00	(28,929.83)	(26,000.00)	2,929.83	111.30	
44514 Commercial Booth Rentals	0.00	(76,700.00)	(86,500.00)	(9,800.00)	88.70	
44515 Parking Fees	0.00	(80,459.53)	(80,000.00)	459.53	100.60	
44517 Sponsorship Fees	0.00	(46,750.00)	(60,000.00)	(13,250.00)	77.90	
44518 Carnival Fees	0.00	(83,059.18)	(100,000.00)	(16,940.82)	83.10	
44522 Entry Fees	0.00	(3,620.00)	(3,700.00)	(80.00)	97.80	
44526 Monster Truck Revenue	0.00	(28,860.00)	(26,000.00)	2,860.00	111.00	
44527 Motorsports - Misc	0.00	(10,094.37)	(22,000.00)	(11,905.63)	45.90	
TOTAL	0.00	(369,872.91)	(430,200.00)	(60,327.09)	86.00	
Miscellaneous revenues						
48195 Reimbursement of expenses (oper	0.00	(2,025.00)	0.00	2,025.00	n/m	
48205 Concessions	0.00	(119,176.13)	(87,500.00)	31,676.13	136.20	
48225 Other miscellaneous revenue-oper	0.00	(5,476.30)	(4,000.00)	1,476.30	136.90	
Total	0.00	(126,677.43)	(91,500.00)	35,177.43	138.40	
Total Revenues	0.00	(538,512.90)	(571,700.00)	(33,187.10)	94.20	
Personal Services						
51105 Wages and salaries	7,825.63	65,702.20	215,259.00	149,556.80	30.50	
51110 Temporary salaries	0.00	8,131.75	22,398.00	14,266.25	36.30	
51115 Overtime and other pay	0.00	3,885.88	5,000.00	1,114.12	77.70	
51125 FICA	598.33	5,883.59	18,181.00	12,297.41	32.40	
51135 Employer paid work day tax	3.55	36.88	127.00	90.12	29.00	
51140 Pers contribution	887.89	7,927.42	34,441.00	26,513.58	23.00	
51150 Health insurance	1,587.61	13,320.79	38,220.00	24,899.21	34.90	
51155 Life and long term disability insur	21.84	185.87	719.00	533.13	25.90	
51160 Unemployment insurance	31.92	325.38	935.00	609.62	34.80	
51165 Tri-Met tax	50.12	490.23	1,595.00	1,104.77	30.70	
TOTAL	11,006.89	105,889.99	336,875.00	230,985.01	31.40	
Materials and Supplies						
51205 Supplies-office, general	0.00	522.56	400.00	(122.56)	130.60	
51210 Supplies- general	0.00	19,850.74	17,000.00	(2,850.74)	116.80	
51250 Supplies-clothing, uniforms	0.00	(59.64)	0.00	59.64	n/m	
51270 Postage and freight	0.00	61.00	0.00	(61.00)	n/m	
51285 Services -professional services	0.00	77,736.34	78,000.00	263.66	99.70	
51295 Advertising and public notice	0.00	113,362.87	105,000.00	(8,362.87)	108.00	
51305 Communications-services	0.00	200.00	300.00	100.00	66.70	
51310 Utilities	0.00	8,996.03	12,500.00	3,503.97	72.00	
51320 Repair & maint services-general	0.00	1,566.78	2,200.00	633.22	71.20	
51345 Lease and rentals - equipment	0.00	26,419.00	25,000.00	(1,419.00)	105.70	

51350 Dues and membership	95.00	620.00	500.00	(120.00)	124.00
51355 Training and education	118.00	362.00	1,000.00	638.00	36.20
51360 Travel expense	225.42	851.92	4,000.00	3,148.08	21.30
51365 Private mileage	81.40	226.75	200.00	(26.75)	113.40
51420 Insurance	0.00	15,060.16	18,000.00	2,939.84	83.70
51475 Printing- Internal	0.00	832.40	750.00	(82.40)	111.00
51495 Telephone monthly- internal	0.00	667.64	800.00	132.36	83.50
51550 Other materials and services	0.00	773.99	1,000.00	226.01	77.40
TOTAL	519.82	268,050.54	266,650.00	(1,400.54)	100.50
Other Expenditures					
52005 Bank Service Charge	0.00	0.00	250.00	250.00	0.00
52130 Other Special Expenditures	0.00	8,777.53	3,000.00	(5,777.53)	292.60
52146 Entertainment Expenses	0.00	103,041.54	105,000.00	1,958.46	98.10
52147 Open Class Expenses	0.00	31,789.03	42,000.00	10,210.97	75.70
52148 4-H Expenses	0.00	19,604.66	23,000.00	3,395.34	85.20
52149 FFA Expenses	0.00	7,452.67	10,000.00	2,547.33	74.50
52150 Truck Pull Expenses	0.00	12,692.56	10,000.00	(2,692.56)	126.90
52151 Demo Derby Expenses	0.00	20,586.88	17,500.00	(3,086.88)	117.60
52152 Monster Truck Expenses	0.00	17,364.12	17,500.00	135.88	99.20
52153 Motorsports - Misc	0.00	13,983.96	10,000.00	(3,983.96)	139.80
Total	0.00	235,292.95	238,250.00	2,957.05	98.80
Interdepartmental Charges					
53010 Interdpt chg-indirect charges	2,081.42	16,651.36	24,977.00	8,325.64	66.70
53055 Interdpt chg-general	0.00	275.50	0.00	(275.50)	n/m
Total	2,081.42	16,926.86	24,977.00	8,050.14	67.80
Total Expenditures	13,608.13	626,160.34	866,752.00	240,591.66	72.20

<i>Total Revenues</i>	0.00	(538,512.90)	(571,700.00)	(33,187.10)	
<i>Total Expenditures</i>	13,608.13	626,160.34	866,752.00	240,591.66	
<i>Ending Balance</i>	13,608.13	87,647.44	295,052.00	207,404.56	