

# **NOTICE OF MEETING**

## **Washington County Fair Board**

Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Ave, Hillsboro OR 97124  
Wednesday, April 4, 2018  
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold a meeting on Wednesday April 4, 2018 from 4:30 p.m. to 6:00 p.m. in the Cloverleaf Building at the Washington Fair Complex. 873 NE 34<sup>th</sup> Ave, Hillsboro, OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

# **Washington County Fair Board Meeting Agenda**

Washington County Fair Complex, Cloverleaf Building

Wednesday, April 4, 2018

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

873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124

## **Fair Board**

Erin Carroll, President  
Bill Ganger, Vice President  
Gary Seidel, Board Member

Andy Duyck, Board Member  
David Vilalpando, Board Member

David Noyes, Board Member  
Bob Rollinger, Board Member

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### **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 of Minutes**

1. January & March 2018 Fair Board Meeting Minutes

### **D. Reports**

1. Financial Report
2. 4-H Update
3. Educational Fund Update

### **E. Old Business**

1. County Fair 2018 planning update

### **F. New Business**

1. Appointment of new members to the Washington County Educational Fund
2. 2018\_2019 Budget
3. Recommended changes to the MOU

### **G. Other Matters of Information**

1. County Administrative Office Update, if any
2. Other, if any

### **H. 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.

### **I. Adjourn**

**Next Meeting – May 2, 2018**

# Washington County Fair Board Meeting Minutes

Washington County Fair Complex  
Cloverleaf Building  
873 NE 34th Ave, Hillsboro, Oregon 97124  
Wednesday, January 10, 2017  
4:30 p.m. to 6:00 p.m.

## 1. Call to Order

a. Vice President Ganger called the meeting to order at 4:30 pm and noted all Fair Board Members were present except for David Villalpando.

## 2. Oral Communications I

a. Nick Vial spoke regarding the policy and procures for managing Livestock contact at the Washington County Fair. Bulleted paragraph number 2, the part that “keeps animals and the public from crossing paths” concerns him that the public won’t be able to pet the cows.

## 3. Approval of Minutes

a. Board Member Rollinger made a motion to approve the December minutes. Second by Board Member Noyes. Motion carried 5 -0.

## 4. Reports

### a. Financial Report

Fair Manager Perkins- Hagele reported the financials through December of 2017. Board Member Seidel made a motion to approve the January Financial Report. Second by Board Member Rollinger. Motion carried 5-0.

### b. 4-H Update

Fair Manager Perkins- Hagele reported that she met with Pat and Darsy from 4-H earlier that day and that the 4-H season had started and they have begun holding their monthly topic meetings.

### c. Educational Fund Update

Fair Manager Perkins- Hagele reported that they have a fundraiser coming up on April 7<sup>th</sup> at the Cloverleaf building.

## 5. Old Business

### a. County Fair 2018 planning updates

Fair Manager Perkins- Hagele reported that she is still working on concerts for Thursday and Saturday. The Friday concert is confirmed with Dustin Lynch via the partnership with the country radio station. Perkins-Hagele also reported that contracts with grounds entertainers are in process as well as contracts for vendors and concessions. Perkins-Hagele also presented the new concept to replace the traditional static exhibits contests and move forward with educational programs aimed at teaching people home arts by having classes and demonstrations rather than people making things at home and bring it in to be judged. The board agreed with this concept and authorized staff to proceed.

## **6. New Business**

### **a. Board Elections**

Vice President Ganger asked all the board to open their binders and go the By-Laws Tab #4 and then turn to page 2 and locate article 4. Explain that per Fair Board By-Laws Article #4, each January an election of Board Officers must occur. The officers consist of the President and Vice President only. The terms are one-year. The Secretary position is held by a staff person according to By-Law Article 8. The first position to be filled will be for President. Ganger opened the floor for nominations and Board Member Noyes, nominated Board member Gary Seidel for President. Hearing no other nominations Ganger announced that Board Member Gary Seidel will be the new President. Ganger then opened nominations for Vice President. Board Member Rollinger nominated Vice President Ganger for Vice President. Hearing no other nominations Ganger announced that he will continue to serve as Vice President

### **b. Draft Bio-Security Policy**

Fair Manager Perkins-Hagele provided an overview of the proposed policy. The board felt that the proposed policy matched their direction provided at the previous meeting. Nic Vial voiced concern from the audience. (word for word excerpt regarding this conversation is attached on the next page at the request of the board).

Board Member Duyck made a motion to accept the Washington County Fair Board Policy 209 Policy and Procedures for Managing Livestock Contact at the Washington County Fair. Fair Board Member Seidel seconded it. Motion carried 5-0.

## **7. Other Matters of Information** None

## **8. County Administrative Office Update if any.**

a. April 17<sup>th</sup> Joint Committee Meeting with County Commissioners. Information regarding the Event Center is on the website.

## **9. Oral Communication II**

a. None

## **F. Adjourn**

a. Vice President Bill Ganger adjourned at 5:25 pm

## January 10, 2018 Fair Board Minutes

### Under 6. New Business, b. Draft Bio-Security Policy.

The conversation that took place as follows:

Gary Seidel, Board Member

Leah Perkins-Hagele, Fair Complex Manager

Bill Ganger, Vice President

Bob Rollinger, Board Member

Andy Duyck, Board Member

Nick Vial, Member of the community

**Nick Vial, Community Member:** Again, thank you for voting on a touch policy for our county. That's a big deal. At our last meeting, over the course of the last month we've had a chance to meet and work on this Bio-security procedure.

**Leah:** Policy.

**Nick:** Policy and procedure. Okay, it's on the agenda. I'm still uncomfortable with particularly bullet point number 2. How it talks about the public, from keeping them from crossing paths with the livestock. That language is used quite a bit throughout the whole thing. The public not using the same pathways. Again, minimizing the interactions between the public and the livestock and the way it's written, for beef in particular, because their a haltered animal, it will be very difficult to make a separation and I'm just wanting to make sure that that's the directions that we want to go. So that's all I got for now, if you have any questions later on, that's the concern that I do have, that's it.

**Gary:** I believe when we put in the minimizing impact of foot traffic, I think that's when all of a sudden we're moving animals out to the show rings we want to do is, keep the patrons out, stop for a while. If we need to clean anything then clean it then open it back up. I think that's the intent of foot traffic.

**Leah:** It's for all foot traffic. You know when you guys are moving to the show rings. We will still have public pathways in the barns and have them kept clear as much as possible, but it's really for all foot traffic.

**Gary:** Yeah, I did a comparison Nick to what we had done and the amendments after that and compared to what county put together and didn't see any negative in there. They took out some language in there that we had that wasn't as strict, which was kind of nice. So like I said, it looks like its pretty good, so I think it's the intent of what you and I had originally worked on.

**Nick:** My, my concern is the way it can be interpreted. Because it doesn't really change a whole lot from last year's policy in terms of how this is written. Except for the no touch language comes out.

**Leah:** Right.

**Gary:** Yes.

**Nick:** So as I read it the interpretations could be that we are going back to having a public pathway and a livestock pathway and those being completely separated.

**Gary:** Yes

**Leah:** That's accurate. That is what we're doing. We will have animals that will walk in different places than people. Even in the barns. There's going to be times when it's not possible, but we are going to do that again.

**Gary:** Yeah, okay the same thing you do with pigs

**Nick:** But with a pig that's very easy.

**Gary:** Yeah, that's going to be, but with a haltered animal it'll be little tougher.

**Leah:** The public will walk through the barn, in a segregated manner, but if they want to touch the animal or if you want to bring them forward to have people pet them that's what we're going to do. We are still going to have to have separate pathway.

**Nick:** And that's my concern, is that it be very difficult to maintain a touch policy and have separate pathways as it pertains to the beef. To the cattle, to the dairy and beef.

**Leah:** I think we need to see how it goes.

**Gary:** Because we can bring this up and we can change it.

**Leah:** Yeah.

**Gary:** If it doesn't work, we'll see what we can do.

**Nick:** Yeah Okay

**Leah:** When an animal is haltered and tied up to the wall, there's not a lot of people that are walking up and probably petting them.

**Nick:** Oh yeah, there are quite a few.

**Leah:** Do we really want them petting the rear end of your animal?

**Nick:** No, but they don't go up to the rear end, they go up to the calf.

**Leah:** And they walk up through the bedding which is what we are preventing.

**Nick:** And that, and that's the concern.

**Leah:** And that's where we have to actually be, bottom line. Things are going to change, we can't have everything be the way it's always been. That's how the world works. Things change. At this point you guys need to, as a group say okay we want to make sure that people have interactions so we're going to make it happen. Nick, 2 of your kids are going to be up here near the pathway with their animals and have kids be able to pet and interact as they walk through the barns. Then they're going to take a break and 2 other kids and their animals will take their place. There's going to have to be some give and take, we cannot have the public going through the bedding to pet an animals face.

**Nick:** I just didn't think that was the intention of the board.

**Leah:** That was the intention I took from the last meeting and board vote.

**Nick:** This is concerning to me.

**Leah:** That was the intention that was presented and I took from the board last month. You know we don't want people walking through the bedding.

**Gary:** Okay, I will agree to that, can we have the person with the animal bring it up and then the kids can touch it so the people aren't walking through the bedding?

**Leah:** You guys are going to have to actually give some too. We are doing the best we can. And there is going to have to be some give and take. If we have to come up with some sort of a plan where we have educational points where clubs and kids and people take turns having animals available for petting.

**Nick:** I understand where you are coming from. The concern is that this is different than from anywhere around the country that those haltered animals are being exhibited. If you want to attract open class exhibitors to our county it will not happen with the way you're seeing thing.

**Leah:** I think open class exhibitors are here to show their animals and get premiums. I don't know that they are that interested in having little kids pet their animals, I could be wrong.

**Nick:** Bill?

**Bill:** I know right now that I'm the only one exhibitor this year. And people are concerned about the rules that are laid out and I understand there's change and it's hard to take change.

**Nick:** Gary, on the conversation that we had, the barns were going to be open and then we were going to have a separate walk path from the barn to the show rings that we would use just for moving animals in and out of the show.

**Leah:** Well that's not what we talked about when we met over there in the barn.

**Nick:** It's not?

**Leah:** No, we talked about, we even set up with a demo, we painted lines on the grounds, we said the animals would be here, and there'll be a pathway where people will walk here.

**Nick:** That was like 3 months ago.

**Gary:** Yeah, but we did talk about that. They would walk out the back and come up a separate path to head to the show ring. So you will minimizing the path way when we're moving animals over to the show ring.

**Leah:** Right, when you're moving animals. But when the public is walking through the barns we will still not have them walking in the path of the animals who are moving to and from the barns.

**Nick:** And again to maintain a touch policy and open interaction policy with the kids and public and all of that, I promise, the kids are not going to make an effort to take their animals to someone.

**Leah:** That's disappointing.

**Nick:** It is disappointing, but it's the reality. But when a kid is walking through the barns and they say, hey there's a calf, I want to come touch the calf, and there is another kid setting there in our seating area, they jump up and they walk over and they pet they go calf with the other kid.

**Leah:** And they can do that, it's just that the people will be in this path, and when you are moving to and from this path right next to the other path they can stop and still pet them.

**Leah:** This is not this hard.

**Gary:** They are still going to be able to pet animals. Even the way we used to do it. I know whenever I would bring my grandkids in Bill always moved the calf to the grandkids.

**Leah:** We just can't have people walking through the bedding to pet an animal. That's what we have to do. So there's going to have to be some effort on your part. We're going to have a lot of work on our part, but we cannot have people walking through the bedding to pet an animal.

**Gary:** Why don't we try it, like we said and if it doesn't work then we can see what we need to do to amend it and to be able to make sure the touch policy works.

**Nick:** It's cutting the interactions off. It really is.

**Gary:** The way I look at it, I don't see that.

**Leah:** Yeah, I don't either, so.

**Gary:** That wasn't the intent that you and I had. That's what I'd like to see, let's see how it works.

**Leah:** And it's not our intentions to cut off the interactions, our intention is to keep people out of the bedding. So I think that it's, it's going to work better than you think it is.



**Nick:** But again, we don't know what that is, based off of this wording. It could be a number of things.

**Leah:** Okay, I don't interpret it that way.

**Gary:** Let's just say during the fair, let's just say, someone interprets it wrong. We're going to bring it up to discuss it and see what's happening. We can always get members together to make sure that we correct it.

**Leah:** You have to understand how a policy works. This is your policy and then the staff will take this policy and this is how we will operate the fair. So we're going to set up the barns and set up the pens, set up the pathways, and set up you know all the things we have to do to according to this policy. It could change from year to year. The policy won't change, our operations of how we set it up. One year we might set it up this way, and it worked pretty good, but we want to make some tweaks, but as long as the operations is adhering to the meat of the policy we're fine. We don't have to have the Fair Board have a special meeting to change an operational thing. Operations stuff can change on the fly. I just don't think that what Nick is talking about is really a problem. We met over there that day, we had paint on the ground, we had panels set up, we said this is what it's going to look like, you were there Bill and Suzie were there, and Troy was there and they all said this doesn't look like a problem. Let's give it a try. So Nick's the one that's concerned but we had 3 other livestock beef exhibitors that day that said they didn't think it was a problem.

**Nick:** They aren't here to say, but they are still hesitant.

**Leah:** Okay, that day in the barn they told us differently.

**Gary:** When we set it up before the fair we wanted to make sure we don't have a potential problem like we had like last year. Based on the intent I think we can still get a good petting policy.

**Leah:** I think so too.

**Nick:** My question is where, what dictates that we can't have people going in and out of the bedding?

**Leah:** The Policy.

**Gary:** The Bio-security policy. We can't have them walking in an area that could be contaminated.

**Nick:** That could be contaminated but if, for example the beef and dairy, we're constantly cleaning those out. In the pig area they clean them out maybe once or twice a day, and the sheep area the same thing. The beef area, we have people cleaning them out within 10 minutes of them crapping on the ground.

**Leah:** Yeah, sheep and goat folks tell us that too.

**Andy:** It's disappointing that we've gotten to this stage that there is still controversy over it. It was pretty well established by this board that we recognize that there is a bio-security hazard, we

may disagree with how much of a hazard it is, but we thought this was a good workable solution that addressed it. It's not the status quo, or what was the status quo. To move toward more security is needed but it still allows the touch which wouldn't have been allowed otherwise. So, I hope that we adopt it because it gives us what we agreed.

**Nick:** Again, I think we need to see what the layout really is.

**Leah:** But that's not part of this policy.

**Nick:** I understand that but the way that this particular wording can be interpreted, can mean a lot of different things.

**Gary:** It say right here under this policy, the Fair Manager shall gather the information from livestock superintendents and make the best decision based upon this input, and other factors such as the number of animal entries. So is that prior to each fair?

**Leah:** Yeah.

**Nick:** And we tried that last year and it didn't work.

**Leah:** Well, this is a new year.

**Nick:** I understand that.

**Gary:** Yeah, but remember this policy wasn't in affect last year.

**Nick:** What's keeping us from getting to a week before fair, and things being completely different from what we get.

**Andy:** I'm going to go ahead and make a motion that we adopt this policy.

**Gary:** I'll go ahead and give you a second on it.

**Andy:** Thank you.

**Bill:** Motion made and seconded. Maker of the motion has the floor.

**Andy:** Again, I know we can't resolve every issue and lock it down as exactly as we all think we understand it, but I believe the policy gives us enough flexibility that we can address whatever goes wrong.

**Leah:** And that's what a policy always needs to be.

**Bill:** Yes, a guideline so we have some path to follow.

**Leah:** That way you're not redoing policies constantly.

**Bob:** We talked about this at our last meeting. Our intent is to make it work, not make it not work. What I really sense is a lot of distrust on your end Nick, and I'm going to ask you to do this. We'll personally be down there and listen and if there's a problem we will make it workable.

**Nick:** I appreciate that.

**Bob:** I'm meeting you half way here. You know, jump in and work with us. If you had to be personally liable and they could track a death back to you, would you be willing to pay that? You wouldn't. So we are trying to minimize the risk. My favorite part of this whole fair is the animals. Does this sound fair?

**Nick:** I understand completely. I just want to voice my concern as to the language of this. So we all know where we are going.

**Bob:** We are hearing that loud and clear.

**Bill:** Yeah.

**Nick:** I appreciate it.

**Bill:** Another thing about this policy is that it tells the attorneys that are coming after us, for say an outbreak, we have the intentions of making it safe. And we're bringing it to the board's attention and we're trying to do something about it.

**Leah:** That is what they tell us in the IAFE training that some of us have been to, is that as long as you're making an effort, you're demonstrating effort to do better every year and you're not just ignoring it, that you will at least do better in a court situation.

**Gary:** Especially with all the people we had involved with Dr. Baumann and the health department.

**Leah:** And speaking about Dr. Baumann, on March 7<sup>th</sup> is a 4-H training night and Dr. Baumann and Kathleen Reese from the health department that presented last month are going to do a training here. We are going to present this policy as the fair board policy. Albert's hoping he's going to have some mock set ups. We hope to have some mapping that night so we can do some training. Dr. Baumann and Kathleen Reese will do training on why Bio-security, why e-coli, what she did for you guys. We'll talk about the policy, by then we should have a good map of what everything may look like. We're hoping we're going to have some barns set up, hopefully. It's 2 months away. So we still need to setup our first committee meetings as well as talk about a few things about the move of the beef to the other barn, and the goats and sheep over here. I know that the goats and sheep are excited to move over to a bigger space. They've been squashed but we need to go walk around with them but we haven't had a chance to do that yet.

**Bill:** Any more discussion on the policy? All of those in favor of the policy say Aye, All Aye's, Motion carries. Bio-Security Policy passes.

## **Washington County Fair Board Meeting Minutes**

Washington County Fair Complex, Cloverleaf Building

Wednesday, March 7, 2018

4:30 pm to 6:00pm

873 NE 34<sup>th</sup> Avenue, Hillsboro OR 97124

### **Fair Board Present**

Gary Seidel, President

Bill Ganger, Vice President

Erin Carroll, Board Member

David Noyes, Board Member

Bob Rollinger, Board Member

### **Fair Board Absent**

Andy Duyck, Board Member

David Villalpando, Board Member

#### **A. Call to order**

President Seidel called the meeting to order at 4:29 pm. President Seidel made a statement to the audience asking that those wishing to speak during public comment time to please keep their comments specific to the County Fair event. Seidel explained that the FAC and the Board of Commissioners are those that manage the fairgrounds property and the facilities on the Fairgrounds. The Fair Board provides oversight to the County Fair event only and has nothing to do with the operation or policies of the Fairgrounds or the buildings. Those that have written testimony regarding the Fair property or the buildings, we will make sure that the County Commissioners get them but we ask that you keep your testimony tonight to how the County Fair is ran.

#### **B. Oral Communications I**

- Jessica Lincoln – Member of Hooves up 4-H Beef Club, 4-H Metros ambassador, Washington County Livestock Association Liaison to 4-H, and Oregon Delegate to 4-H National Conference. Lincoln voiced her concern that barns are being taken down and only tents being put up in their place. She feels that the Fair Board should be required to bring all the buildings up to code but the removal of the restrooms, milking parlor and sheep barn are not required by code. She also noted that the bio-security policy is a way to keep people away from animals
- Troy VanRoekel – Voiced concerns about the building that have been removed over the years and not replaced.
- Suzie Ganger - Shared her memories of 50+ years of being at the Fair.
- Madilyn Marsh - Contented Munchers Dairy Cattle 4-H- Concerned how cows will be milked without the Milking Parlor. Also concerned that all the budget money has been spent.

#### **C. Approval of Minutes**

President Seidel received from Nic Vial a statement that he was miss quoted in the minutes. Member Bob Rollinger moved that we table the minutes until next month, seconded by Member Erin Carroll.

## D. Reports

1. **Financial Report** – Fair Manager Leah Perkins-Hagele reported the monthly financials. Noted there is not much activity right now, but that the Oregon State funds came through. Board Member Rollinger made a motion to accept the financials as presented. Board Member Carroll seconded the motion. Motion carried 5-0.
2. **4-H Update** – OSU 4-H Extension Agent Pat Willis reported that Horse Fair superintendents and Fairgrounds staff did a walk around to prepare for 4-H Horse Fair. Horses are going to try to all fit in the two barns that have had all the permanent stalls removed. Horse folks are excited about the possibility of being under one roof. Pat noted that staff is still working on arena space for horses for 2019 and moving forward. Pat explained that due to the Main Exhibit Hall being removed, 4-H will be moving to the Cloverleaf building and staff will be renting a tent to put outside in the grass to provide extra space. Pat invited Fair Board members to attend the 4-H meeting after tonight's Fair Board meeting. Pat said the Health Department is coming tonight to talk about Bio-Security.
3. **Education Fund** – Board Member Carroll reported that there is new Board Member for the Education Fund Committee and they will be introduced next month for approval. The Casino Night fundraiser is well on its way and reminded Fair Board members to buy their tickets.

## E. Old Business

### 1. County Fair 2018 planning update & discussion

Fair Manager Perkins-Hagele reported that staff is working on getting the Main Exhibit Hall taken down before fair and we should know more at the next meeting. Perkins-Hagele reported that the County Commissioners voted to have the Milking parlor repaired or replaced and will be meeting with a contractor for next week, hopefully can have it done prior to the Fair, if not portable milking machines will be used. Perkins-Hagele noted that staff will have more information to take to the Board of Commissioners regarding the Sheep Barn and the Livestock Restroom in two weeks. Perkins-Hagele gave an overall update on the Fair and reported that ZZ Top has been confirmed for Saturday, Dustin Lynch for Friday night, and staff is working on options for a "Faith and Family" night with top Christian acts which we will have more information about next month. Perkins-Hagele reminded the board that we are expanding our reserved concert seating from 1000 to 2000. She continued by reporting that we have a motorcycle stunt show for the arena, the new large exhibit replacing Brad's Reptiles; Bugology, and the other grounds entertainment for the Growing Grove, the Tap House Stage and the Family Stage have all been secured. Perkins-Hagele further noted that the all the Food & Beverage Concessionaire spots are full, and staff is working on expanded outdoor vendor spaces to make-up for the loss of indoor vendor spaces from the Main Exhibit Hall. Perkins-Hagele also reported that our Marketing staff is working on

billboard designs, commercials and advertising. Lastly, she reported that the permanent wood pens in the 2 large west barns have been removed. This project will allow for expanded use of the facility so we can use it for animals other than cattle. For this year Horses will be in this improved space for Horse Fair and for County Fair sheep and goats will be housed in this location. This project also allows for us to have a wider use of that barn throughout the year for our rental program. President Seidel reported that he has spoken to Hillsboro Motorsports about a sponsorship trade for the Fair.

**F. New Business**

1. None

**G. Other Matters of Information**

**1. County Administrative Office Update, if any**

Deputy County Administrator Sia Lindstrom reported the FAC heard the concern about the buildings at their last meeting and they voted to recommend that the Board of Commissioners remove the Main Exhibit Hall, Repair or Replace the Milking Parlor, and look at options to “shore up” the Sheep Barn and Livestock Restroom prior to the 2018 County Fair if possible with the Sheep Barn as the priority. The Board of Commissioners will be considering options for these at their next meeting on March 20<sup>th</sup> at 10:00 am, in the Hillsboro Civic Center Auditorium. Lindstrom reported that the new Event Center is on track to break ground in the fall of 2018 and open in the Fall of 2020. The next two years have been dubbed “The Construction Fairs”. Renderings of the event center can be found on the County website. Lastly, Lindstrom noted that on the back table there are handouts with questions and answers regarding the structures and the event center and the information can also be found on the Fair Complex and the County websites.

**H. Oral Communications II**

- Jan Harer – 4-H Livestock Advisory Committee President and 4-H Horse resource leader, Concerned with the removal of the sheep barn will impact the horse fair. She noted her appreciation for the supportive meeting that she and others had with Leah and Albert. Noted the groups concerns about where the future horse arena will be, but she feels that voices were heard about it and further work will be done.
- Brian VanDuyck- Concerned that with the loss of the events that used to be held here on the grounds such as Happy Days. He asked how will maintenance on the buildings continue without the income from the Main Exhibit Hall. He also noted that he attended the Washington County Commissioners Board meeting and the buildings was listed as off docket and the doors were locked and he wasn’t allowed into the meeting. Doesn’t believe the county is being transparent.
- Rich Vial – Started coming to the Fair as a family 30 years ago. He feels that as a lawyer and state legislator you have to look at the risk. Here in Washington County the Fair is self-insured. It’s a matter of where you put your money for the risk. Paying for more policy is of no greater cost spending it on doing what we are doing.

- Nic Vial - Farm Bureau Member and 4-H beef leader. Noted that he continues to have issues with the Bio-Security policy and communication.
- Troy VanRoekle – Wanted it on the record that he has been told that local dairy farmers and paid for and built the milk parlor.

Meeting adjourned at 5:33

**Washington County Fair**  
**873 NE 34<sup>th</sup> Avenue**  
**Hillsboro, Oregon 97124**  
**Phone: (503) 648-1416**  
**Fax: (503) 648-7208**  
**leah\_perkins-hagele@co.washington.or.us**  
**www.bigfairfun.com**

## **MEMORANDUM**

**Date:** March 26, 2018

**To:** Washington County Fair Board

**From:** Leah E. Perkins-Hagele, Fair Complex Manager

**Re:** Financial Reports

The 2017\_2018 YTD Financials through March will be available at the meeting.



**Washington County Fair**  
**873 NE 34<sup>th</sup> Avenue**  
**Hillsboro, Oregon 97124**  
**Phone: (503) 648-1416**  
**Fax: (503) 648-7208**  
**leah\_perkins-hagele@co.washington.or.us**  
**www.bigfairfun.com**

## **MEMORANDUM**

**Date:** March 26, 2018

**To:** Washington County Fair Board

**From:** Leah E. Perkins-Hagele, Fair Complex Manager

**Re:** Education Fund Board Appointment Request

Betty Atteberry, Chair of the Washington County Educational Fund, is requesting appointment of two new board members; Barbara Mason and Dan Kutzkey. Applications are attached.

These board members would replace Don McCoun who resigned in February and Dan Lewis who resigned in 2017.

Washington County Fair Education Fund  
Board of Directors Application

Date: B 2-2-18 Name: Barbara Mason

Address:

Home Phone:

E-Mail:

Occupational Background:

ARTIST - BUSINESS OWNER (manufacturing)  
CFPLASTICS, INC.

Educational Background:

BYRIS COLLEGE  
ART SCHOOL

What would your interests be as a member of the board?

Public Safety

Why do you want to be a member of the board?

SUPPORT BETTY + THE ORG'S INTERESTS.  
FUNDRAISING

Are you able to make a personal commitment of 5-10 hours per month to board service?

YES

As a board member, will you commit personal and/or professional resources, such as time, expertise, financial contributions or other support?

YES

Indicate what special skills, expertise or experiences qualify you to serve on the board

- Fundraising/Grant Writing
- Education
- Event Planning
- Taxes/Law
- Finance/Accounting
- Community Service

- Community Development
- Civic Engagement
- Volunteering/Community Service
- Advertising/Marketing/Media
- Advocacy

References (Name, Phone & Email)

1. BETTY AHEBERRY
2. GLEN MASON
3. MELISSA MOORE

The Directors of the Educational Fund Board serve without monetary compensation.

# Washington County Fair Education Fund Board of Directors Application

Date: 2/7/16 Name: Dan Kutzkey

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Occupational Background:

Financial Planner (Current owner/Founder Maxwell Financial Group, Inc.)

### Educational Background:

- MBA - 2004 - University of Phoenix
- BS - 2002 - University of Phoenix - Business mgmt
- BS - 2001 - San Jose State University - Biochemistry (Kinesiology)

What would your interests be as a member of the board?

- Contributing my expertise/experience to causes benefitting education.
- meeting like-minded individuals
- Being involved in my community

Why do you want to be a member of the board?

I find the best way to help an organization is by getting involved in the management of that organization.

Are you able to make a personal commitment of 5-10 hours per month to board service?

Yes.

As a aboard member, will you commit personal and/or professional resources, such as time, expertise, financial contributions or other support?

Of course

Indicate what special skills, expertise or experiences qualify you to serve on the board

- |  |  |
|--|--|
| <input type="checkbox"/> Fundraising/Grant Writing     | <input checked="" type="checkbox"/> Community Development          |
| <input checked="" type="checkbox"/> Education          | <input checked="" type="checkbox"/> Civic Engagement               |
| <input checked="" type="checkbox"/> Event Planning     | <input checked="" type="checkbox"/> Volunteering/Community Service |
| <input checked="" type="checkbox"/> Taxes/Law          | <input checked="" type="checkbox"/> Advertising/Marketing/Media    |
| <input checked="" type="checkbox"/> Finance/Accounting | <input type="checkbox"/> Advocacy                                  |
| <input checked="" type="checkbox"/> Community Service  |  |

References (Name, Phone & Email)

1. Wendy Wells
2. Keith Mays
3. Lana Painter

The Directors of the Educational Fund Board service without monetary compensation

**Washington County Fair**  
**873 NE 34<sup>th</sup> Avenue**  
**Hillsboro, Oregon 97124**  
**Phone: (503) 648-1416**  
**Fax: (503) 648-7208**  
**leah\_perkins-hagele@co.washington.or.us**  
**www.bigfairfun.com**

## **MEMORANDUM**

**Date:** March 26, 2018

**To:** Washington County Fair Board

**From:** Leah E. Perkins-Hagele, Fair Complex Manager

**Re:** FY 2018\_2019 County Fair Budget

Attached is the proposed FY 2018\_2019 County Fair Budget.

**County Fair 2018-19 Budget Summary - Proposed**

				2018-19 Draft	2017_18	%	Justification's
Fund	Program	Account	Account Name	Budget	Adopted Budget	Change	
<b>981010 Fair Revenue</b>							
200	981010	41025	Transient lodgings tax	\$ (585,408.00)	\$ (591,300.00)	-1%	Estimate provided by County Finance
200	981010	43156	Dept of Agriculture Lottery Funds	\$ (53,000.00)	\$ (50,000.00)	6%	Based upon 2017-18
200	981010	44511	Camping Fees	\$ (8,000.00)	\$ (9,000.00)	-11%	Based upon 2017-18
			Sunday Arena		\$ (23,000.00)		
200	981010	44514	Commercial Booth Rentals	\$ (62,500.00)	\$ (100,000.00)	-38%	Based upon 2017-18 less Main Exhibit Hall booths
200	981010	44515	Parking Fees	\$ (145,000.00)	\$ (100,000.00)	45%	Based upon 2017-18
200	981010	44516	Concert Admissions	\$ (375,000.00)	\$ (50,000.00)	650%	2 Fair produced shows
200	981010	44517	Sponsorship Fees	\$ (15,000.00)	\$ (10,000.00)	50%	Based upon 2017-18
200	981010	44518	Carnival Fees	\$ (260,000.00)	\$ (220,000.00)	18%	2017 actual was \$240,000
200	981010	44522	Entry Fees	\$ (1,400.00)	\$ (1,800.00)	-22%	Livestock Exhibitor entry fees. Based upon 2017-18
			Thursday Arena		\$ (15,000.00)		
200	981010	48195	Reimbursement of expenses (operating)	\$ (1,000.00)	\$ (3,000.00)	-67%	Electrical fees & prizes paid by others
200	981010	48205	Concessions	\$ (300,000.00)	\$ (220,000.00)	36%	Food & Beverage including alcohol. 2017 actual was \$282,000
200	981010	48225	Other miscellaneous revenue-operating	\$ (3,200.00)	\$ (2,000.00)	60%	
<b>Total 981010 Fair Revenues</b>				<b>\$ (1,809,508.00)</b>	<b>\$ (1,395,100.00)</b>	<b>30%</b>	
<b>981010 Fair Expenditures</b>							
200	981010	51105	Wages and salaries	\$ 203,565.00	\$ 203,806.00	0%	
200	981010	51110	Temporary salaries	\$ 11,350.00	\$ 11,038.00	3%	
200	981010	51115	Overtime and other pay	\$ 6,000.00	\$ 6,000.00	0%	
200	981010	51125	FICA	\$ 16,493.00	\$ 16,435.00	0%	
200	981010	51130	Workers compensation	\$ 1,417.00	\$ 881.00	61%	
200	981010	51135	Employer paid work day tax	\$ 102.00	\$ 109.00	-6%	
200	981010	51140	Pers contribution	\$ 42,820.00	\$ 43,299.00	-1%	
200	981010	51150	Health insurance	\$ 50,319.00	\$ 56,004.00	-10%	
200	981010	51155	Life and long term disability insurance	\$ 721.00	\$ 741.00	-3%	
200	981010	51160	Unemployment insurance	\$ 109.00	\$ 117.00	-7%	
200	981010	51165	Tri-Met tax	\$ 1,630.00	\$ 1,611.00	1%	
200	981010	51180	Other Allowances	\$ 683.00	\$ 683.00	0%	
200	981010	51199	Misc Personal Services	\$ -	\$ -		
<b>Total Personal Services</b>				<b>\$ 335,209.00</b>	<b>\$ 340,724.00</b>	<b>-2%</b>	
200	981010	51205	Supplies-office, general	\$ 1,000.00	\$ 2,000.00	-50%	General office supplies.
200	981010	51210	Supplies- general	\$ 40,000.00	\$ 40,000.00	0%	Janitorial supplies, ticket stock, signs & banners, table covers, etc.
200	981010	51285	Services -professional services	\$ 185,000.00	\$ 185,000.00	0%	Electrician, Security, Service Groups, temps, website, etc.
200	981010	51295	Advertising and public notice	\$ 150,000.00	\$ 150,000.00	0%	Fairtime Media Plan
200	981010	51305	Communications-services	\$ 3,000.00	\$ 3,000.00	0%	Radios, Website Hosting
200	981010	51310	Utilities	\$ 37,000.00	\$ 25,000.00	48%	Garbage & Recycling, PGE, NW Natural, Water/Sewer, Propane
200	981010	51320	Repair & maint services-general	\$ 2,500.00	\$ 2,000.00	25%	Misc repairs to Fair related items
200	981010	51340	Lease and rentals - space	\$ 6,600.00	\$ 6,600.00	0%	Office Lease & Port Property Lease
200	981010	51345	Lease and rentals - equipment	\$ 135,000.00	\$ 80,000.00	69%	Generators, Tents, Tables, Chairs, Fencing, Tractor/Other Equipment, etc.

200	981010	51350	Dues and membership	\$	850.00	\$	750.00	13%	OFA, WFA, IAFE, OFEA, Chamber. Split between programs.
200	981010	51355	Training and education	\$	3,000.00	\$	3,000.00	0%	Staff - Professional Development & Training
200	981010	51355	Training and education	\$	600.00	\$	600.00	0%	Fair Board - All board members to OFA & 2 Board
200	981010	51360	Travel expense	\$	2,500.00	\$	2,500.00	0%	Fair Board - All board members to OFA & 2 Board
200	981010	51360	Travel expense	\$	5,000.00	\$	5,000.00	0%	Staff - Professional Development & Training
200	981010	51365	Private mileage	\$	300.00	\$	300.00	0%	Staff - Private mileage to conduct Fair business
200	981010	51365	Private mileage	\$	50.00	\$	50.00	0%	Fair Board - Private mileage for board training
200	981010	51390	Permits, licenses and fees	\$	500.00	\$	1,000.00	-50%	Livestock Scales, Water Meter, etc
200	981010	51465	Postage and freight- Internal	\$	100.00	\$	500.00	-80%	Fairtime Postage based upon 2017-18
200	981010	51475	Printing- Internal	\$	1,500.00	\$	2,000.00	-25%	Daily Sheets, Parking Tags, Letterhead, Envelopes
200	981010	51495	Telephone monthly- internal	\$	400.00	\$	400.00	0%	Based upon 2017-18
200	981010	51550	Other materials and services	\$	1,000.00	\$	2,000.00	-50%	Based upon 2017-18
<b>Total Materials and Supplies</b>				<b>\$</b>	<b>575,900.00</b>	<b>\$</b>	<b>511,700.00</b>	<b>13%</b>	
200	981010	52005	Bank Service Charge	\$	500.00	\$	2,941.00	-83%	ATM, Credit Card & Merchant Fees
200	981010	52130	Other Special Expenditures	\$	65,000.00	\$	62,000.00	5%	Beverage purchase & other special expenditures.
200	981010	52139	Concert Expenses	\$	410,000.00	\$	125,000.00	228%	Purchase of two concert, Production for 3 concerts (1 radio). Sounds, Stage Lights, equipment
200	981010	52146	Entertainment Expenses	\$	200,000.00	\$	135,000.00	48%	Small Stages, Grounds Acts, Exhibits & associated costs
200	981010	52147	Open Class Expenses	\$	20,000.00	\$	30,000.00	-33%	Livestock Only. Premiums, Judges, Ribbons, etc
200	981010	52148	4-H Expenses	\$	25,000.00	\$	25,000.00	0%	\$15,000 directly to 4-H. The rest retained for support services & shared costs
200	981010	52149	FFA Expenses	\$	15,000.00	\$	15,000.00	0%	Premiums, Judges, Ribbons, Clerks.
200	981010	52151	Sunday Arena			\$	30,000.00		
200	981010	52152	Saturday Arena			\$	3,000.00		
200	981010	52153	Thursday Arena			\$	25,000.00		
200	981010	52156	Parking Expenses	\$	50,000.00	\$	20,000.00		All expenses related to parking cars during the Fair. Based upon 2017-18
200	981010	53010	Interdpt chg-indirect charges	\$	76,495.00	\$	73,733.00	4%	4% Increase for county service charges
<b>Total Other Expenditures</b>				<b>\$</b>	<b>861,995.00</b>	<b>\$</b>	<b>546,674.00</b>	<b>58%</b>	
<b>Total 981010 Fair Expenditures</b>				<b>\$</b>	<b>1,773,104.00</b>	<b>\$</b>	<b>1,399,098.00</b>	<b>27%</b>	

<b>Total Revenue</b>	<b>\$ (1,809,508.00)</b>	<b>\$ (1,395,100.00)</b>	<b>30%</b>
<b>Total Expenses</b>	<b>\$ 1,773,104.00</b>	<b>\$ 1,399,098.00</b>	<b>27%</b>

(36,404)

**Washington County Fair**  
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## **MEMORANDUM**

**Date:** March 26, 2018

**To:** Washington County Fair Board

**From:** Leah E. Perkins-Hagele, Fair Complex Manager

**Re:** Recommendations for changes to the MOU

At the 2017 Joint Meeting with the Washington County Board of Commissioners, staff was directed to come back to the 2018 Joint Meeting with recommendations for updates to the Fair Board/Board of Commissioners MOU.

The following is the list of recommendations; a redline version of the MOU will be provided at the meeting.

- Deleted outdated ORS citations
- Delete transition language
- Update annual meeting requirements
- Ensure consistency with Fair Board Bylaws