

Washington County Fair Board Meeting Agenda

April 7, 2021
4:30 pm to 6:00 pm

ZOOM Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89613770869?pwd=MjVjT1hxQStjcytGVkYzVDZUajNiQT09>

Or Telephone:

+1 669 900 6833 US

Meeting ID: 896 1377 0869

Fair Board

Gary Seidel, President
Andy Duyck, Vice President

Bill Ganger, Board Member
David Noyes, Board Member
Bob Rollinger, Board Member

Jerry Willey, Board Member
Ajoy Navin, Board Member

A. Call to Order

B. Oral Communications I

This is the time when members of the audience may 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. February 2021 Fair Board Meeting Minutes

D. Reports

1. Approval of January & February 2021 Financial Report for FY 20/21
2. 4-H Update, if any
3. Educational Fund Update, if any
4. FAC update, if any

E. Old Business

1. County Fair 2021
 - a. Oregon Health Authority requirements update
 - b. Proposed Modified Fair plans with budgets and staff plans
2. Other, if any

F. New Business

1. Other, if any

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

Washington County Fair Board Meeting Minutes

February 3, 2020

4:30 pm

Zoom Meeting

Fair Board

Gary Seidel, President
Andy Duyck, Vice President

Bill Ganger, Board Member
David Noyes, Board Member
Ajoy Navin, Board Member

Bob Rollinger, Board Member
Jerry Willey, Board Member

- A. Call to Order:** Meeting was called to order by President Gary Seidel at 4:32 pm. Seidel noted that Board Member Ganger is absent. All other members present.
- B. Oral Communications I:** None
- C. Approval of the Minutes:** Board Member Duyck made a motion to accept the October 21, 2020 minutes as presented. 2nd by Board Member Noyes. Motion carried 6-0.
- D. Reports**
 - 1. Approval of October, November, and December 2020 Financial Report for FY 20/21:** Fair Manager Perkins-Hagele walked the board through the financials. Motion by Board Member Rollinger to accept the Financials as presented. 2nd by Board Member Noyes. Board Member Willey began a discussion regarding the TLT allocation being down due to COVID, but noted that expenses were also down yet 50% of costs are interdepartmental charges from the County. Willey asked how that amount is calculated. Perkins-Hagele explained how the interdepartmental charges are calculated. Motion carries 6-0.
 - 2. 4-H update:** 4-H Extension Agent Pat Willis reported to the board that 4-H is up and running virtually with no in-person interactions since last March. Willis noted that enrollment is down. Willis reported that a meeting with the superintendents is forthcoming, and that Perkins-Hagele will be attending to discuss the Fair and what is required for COVID guidelines. Horse Fair is also being discussed on what they might be able to do. Lastly, Willis reported that Beef Weigh-in for the livestock auction will be occurring outdoor on the Fairgrounds and will adhere to all the OHA requirements.
 - 3. Educational Fund update:** Board Member Rollinger reported they have no update at this time.
 - 4. FAC update:** Board President Seidel reported there has not been a meeting, nothing to report.
- E. Old Business**
 - 1. 2021 County Fair:** Perkins-Hagele provided the board with an update on the staff, noting that most of the staff has been re-deployed to other County departments and that herself and Albert are the only staff that remain fulltime. Redeployment will likely last until late Spring or early Summer 2021. She continued by providing the board a comprehensive review of the Oregon Health Authority Risk Levels and operating requirements and event production challenges. Perkins-Hagele provided the board several examples of how an in-person Fair might occur, what type of programming might be done and discussed financial feasibility, profitability and return on investment, safety, and liability concerns. Discussion ensued. She noted that if the Fair must be limited in numbers that providing in-person programming for 4-H & FFA participants would be the number one priority. Perkins-Hagele provided a staff recommendation to the board: Approve budget for a normal 4-day Fair with any COVID requirements that may be necessary and no concerts. Direct staff to develop Fair model options dependent on OHA requirements and associated budgets for the board to consider for approval no later than the May board meeting. Board Member Rollinger made a motion to approve the staff recommendation. 2nd by Board Member Noyes. Motion carried 6-0.

F. New Business

1. **Board Elections:** President Seidel reminded the board about the requirements for board elections as noted in Fair Board bylaws article #4. Seidel opened the floor for nominations for Fair Board President. Board Member Rollinger commented that during this time with the pandemic that it would not be in the Fair or the Fair Board's best interest to change leadership and made a motion to nominate the current slate of officers to serve another year. 2nd by Board Member Duyck.
2. **Fiscal Year 2021-2022 Proposed Budget:** Perkins-Hagele presented the proposed budget based upon a known 4-day Fair model. This is the 2019 Fair actuals minus the concerts. This proposed budget does not mean that this is what will occur, this is more of a placeholder budget to allow for budget authority as we prepare for a modified Fair budget that will be brought back to the board in April. One major change is how TLT is allocated into the Fair budget. By ordinance, TLT dollars flow into the Fairgrounds budget for the County Fair and year-round operation of the Fairgrounds. Moving forward all the TLT will flow into the Fairgrounds budget and the County Fair will be subsidized for the amount of TLT support it needs. Board Member Duyck asked if the ordinance specified if the TLT dollars are required to be under the control of the Fair Board. Perkins-Hagele reported that it does not. Board Member Willey asked if the ordinance specified that the TLT allocation go for just the Fair. Perkins-Hagele read the ordinance to the Board and noted that it says, "to the Washington County Fair for tourism, maintenance and operation of the Fairgrounds". Board Member Rollinger made a motion to accept the budget as presented. 2nd by Board Member Navin. Motion carries 6-0.

G. Other Matters of Information

1. **County Administrative Office Update:** Interim Assistant County Administrator Sia Lindstrom reported to the board that the county continues to look at the financial picture for the fair and fairgrounds given the COVID impact on TLT revenue. Lindstrom noted that the Board of Commissioners will hold a work session in February to look at the financial projections for TLT, the Fair & Fairgrounds, and Wingspan financial programs and noted that the county CFO projects that TLT should rebound in the next 18-24 months.

H. Oral Communication II: None

I. Adjourn at 5:30 pm

Washington County Fair
801 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
leah_perkins-hagele@co.washington.or.us
www.bigfairfun.com

MEMORANDUM

Date: April 2, 2021

To: Washington County Fair Board

From: Leah E. Perkins-Hagele, Venue Manager

Re: Financial Reports

The financial report through February 2021 for Fiscal Year 2020_2021 are attached.



Monthly Financial Report

Washington County

Washington County

Fund=200 (Fairplex), Program=981010 (Annual County Fair)

Account	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	YTD-Actual	Budget	Remaining Budget	Use
Intergovernmental Rev																
41025 Transient Lodge Tax	\$ -	\$ (21,704.50)	\$ (26,866.80)	\$ (27,590.50)	\$ (26,332.90)	\$ (19,966.60)	\$ (16,765.90)	\$ (18,888.00)					\$ (158,115.20)	\$ (644,950.00)	\$ (486,834.80)	25%
43156 Dept Ag Lot. Funds		\$ (53,166.66)	\$ -										\$ (53,166.66)	\$ -	\$ 53,166.66	
TOTAL	\$ -	\$ (74,871.16)	\$ (26,866.80)	\$ (27,590.50)	\$ (26,332.90)	\$ (19,966.60)	\$ (16,765.90)	\$ (18,888.00)	\$ -	\$ -	\$ -	\$ -	\$ (211,281.86)	\$ (644,950.00)	\$ (433,668.14)	33%
Charges for Seivces																
44511 Camping Fees													\$ -	\$ (8,700.00)	\$ (8,700.00)	0%
44514 Comm Booth Rent													\$ -	\$ (310,000.00)	\$ (310,000.00)	0%
44515 Parking Fees													\$ -	\$ (230,000.00)	\$ (230,000.00)	0%
44516 Concert Admission													\$ -	\$ (750,000.00)	\$ (750,000.00)	0%
44517 Sponsorship Fees													\$ -	\$ (20,000.00)	\$ (20,000.00)	0%
44518 Carnival Fees													\$ -	\$ (390,000.00)	\$ (390,000.00)	0%
44522 Livestock Entry Fees													\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,708,700.00)	\$ (1,708,700.00)	0%
Miscellaneous Revenues																
48195 Reimburse of Exp													\$ -	\$ (5,000.00)	\$ (5,000.00)	0%
48205 Concessions													\$ -	\$ (420,000.00)	\$ (420,000.00)	0%
48225 Other Misc Rev													\$ -	\$ (3,000.00)	\$ (3,000.00)	0%
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (428,000.00)	\$ (428,000.00)	0%
Total Revenues	\$ -	\$ (74,871.16)	\$ (26,866.80)	\$ (27,590.50)	\$ (26,332.90)	\$ (19,966.60)	\$ (16,765.90)	\$ (18,888.00)	\$ -	\$ -	\$ -	\$ -	\$ (211,281.86)	\$ (2,781,650.00)	\$ (2,570,368.14)	8%
Personal Services																
51105 Wages & Salaries	\$ 5,383.65	\$ 3,862.80	\$ 2,761.74	\$ 3,419.94	\$ 3,760.86	\$ 5,723.41	\$ 4,088.94	\$ 4,109.28					\$ 33,110.62	\$ 254,476.00	\$ 221,365.38	13%
51115 Overtime/Other Pay	\$ 16.02	\$ -	\$ 664.29	\$ 37.60	\$ 200.53	\$ 75.20	\$ -	\$ -					\$ 993.64	\$ 1,000.00	\$ 6.36	99%
51125 FICA	\$ 410.07	\$ 293.68	\$ 262.62	\$ 263.35	\$ 301.34	\$ 443.36	\$ 308.85	\$ 310.12					\$ 2,593.39	\$ 19,495.00	\$ 16,901.61	13%
51130 Workers Comp	\$ 34.56	\$ 23.54	\$ 14.63	\$ 20.30	\$ 22.87	\$ 34.88	\$ 25.33	\$ 25.63					\$ 201.74	\$ 2,239.00	\$ 2,037.26	9%
51135 Employer Paid Workday	\$ 1.40	\$ 0.86	\$ 0.73	\$ 0.62	\$ 0.88	\$ 1.07	\$ 0.75	\$ 1.07					\$ 7.38	\$ 93.00	\$ 85.62	8%
51140 Pers Contribution	\$ 1,076.43	\$ 1,046.33	\$ 1,198.95	\$ 936.01	\$ 1,071.37	\$ 1,559.79	\$ 1,087.42	\$ 1,091.13					\$ 9,067.43	\$ 59,180.00	\$ 50,112.57	15%
51150 Health Insurance	\$ 2,282.82	\$ 826.33	\$ (278.80)	\$ 713.03	\$ 804.03	\$ 826.39	\$ 893.84	\$ 909.30					\$ 6,976.94	\$ 71,984.00	\$ 65,007.06	10%
51155 Life, Long Term Disabilit	\$ 25.56	\$ 9.25	\$ (3.25)	\$ 7.94	\$ 8.92	\$ 9.20	\$ 9.82	\$ 10.10					\$ 77.54	\$ 847.00	\$ 769.46	9%
51160 Unemployment Insurance	\$ 1.82	\$ 1.01	\$ 0.45	\$ 3.10	\$ 3.48	\$ 5.28	\$ 3.87	\$ 3.94					\$ 22.95	\$ 111.00	\$ 88.05	21%
51165 Tri-Met Tax	\$ 37.59	\$ 25.83	\$ 22.34	\$ 22.88	\$ 26.48	\$ 38.87	\$ 27.40	\$ 27.55					\$ 228.94	\$ 1,982.00	\$ 1,753.06	12%
51180 Other Employee Allow	\$ 26.60	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00	\$ 42.00	\$ 28.00	\$ 28.00					\$ 236.60	\$ 364.00	\$ 127.40	65%
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ 6,500.00	\$ 6,500.00	0%
TOTAL	\$ 9,296.52	\$ 6,117.63	\$ 4,671.70	\$ 5,452.77	\$ 6,228.76	\$ 8,759.45	\$ 6,474.22	\$ 6,516.12	\$ -	\$ -	\$ -	\$ -	\$ 53,517.17	\$ 418,271.00	\$ 364,753.83	13%

<i>Account</i>	<i>July 2020</i>	<i>Aug 2020</i>	<i>Sept 2020</i>	<i>Oct 2020</i>	<i>Nov 2020</i>	<i>Dec 2020</i>	<i>Jan 2021</i>	<i>Feb 2021</i>	<i>Mar 2021</i>	<i>Apr 2021</i>	<i>May 2021</i>	<i>June 2021</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
Materials and Supplies																
51205 Supplies - Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0%
51210 Supplies- General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00	0%
51285 Services -Professional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	\$ 300,000.00	0%
51295 Advertising & Public Not	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	0%
51305 Communications - Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,250.00	\$ 187.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,437.99	\$ 6,000.00	\$ 3,562.01	41%
51310 Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	0%
51320 Repair & Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
51340 Lease & Rentals - Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,800.00	\$ 7,800.00	0%
51345 Lease & Rentals - Equipm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000.00	\$ 225,000.00	0%
51350 Dues & Membership	\$ 266.67	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 63.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380.01	\$ 1,000.00	\$ 619.99	38%
51355 Training & Education	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.34	\$ 2,000.00	\$ 1,884.66	6%
51360 Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0%
51365 Private Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00	0%
51390 Permits, Licenses & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	0%
51465 - Postage & Freight	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00	0%
51475 Printing- Internal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0%
51495 Telephone Monthly	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ 700.00	0%
51550 Other Materials & Servic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0%
TOTAL	\$ 266.67	\$ -	\$ -	\$ -	\$ 50.00	\$ 2,365.34	\$ 251.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,933.34	\$ 864,000.00	\$ 861,066.66	0%
Other Expenditures																
52005 Bank Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0%
52130 Other Special Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00	0%
52139 Concert Expenses	\$ -	\$ 598.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 598.00	\$ 950,000.00	\$ 949,402.00	
52146 Entertainment Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	0%
52147 Open Class Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	0%
52148 4-H Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00	0%
52149 FFA Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	0%
52156 Parking Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	0%
TOTAL	\$ -	\$ 598.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 598.00	\$ 1,502,000.00	\$ 1,501,402.00	0%
53010 Interdpt Chg - Indirect C	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ -	\$ -	\$ 47,218.64	\$ 70,828.00	\$ 23,609.36	67%
53055 Interdpt Chg - General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ 5,902.33	\$ -	\$ -	\$ 47,218.64	\$ 70,828.00	\$ 23,609.36	67%
Total Expenditures	\$ 15,465.52	\$ 12,617.96	\$ 10,574.03	\$ 11,355.10	\$ 12,181.09	\$ 17,027.12	\$ 12,627.88	\$ 12,418.45	\$ -	\$ -	\$ -	\$ -	\$ 104,267.15	\$ 2,855,099.00	\$ 2,750,831.85	4%
TOTAL REVENUES	\$ -	\$ (74,871.16)	\$ (26,866.80)	\$ (27,590.50)	\$ (26,332.90)	\$ (19,966.60)	\$ (16,765.90)	\$ (18,888.00)	\$ -	\$ -	\$ -	\$ -	\$ (211,281.86)	\$ (2,781,650.00)	\$ (2,570,368.14)	
TOTAL EXPENDITURES	\$ 15,465.52	\$ 12,617.96	\$ 10,574.03	\$ 11,355.10	\$ 12,181.09	\$ 17,027.12	\$ 12,627.88	\$ 12,418.45	\$ -	\$ -	\$ -	\$ -	\$ 104,267.15	\$ 2,855,099.00	\$ 2,750,831.85	
													\$ (107,014.71)	\$ 73,449.00	\$ 180,463.71	