

# **NOTICE OF MEETING**

**Washington County Fair Complex Board of Directors  
Wednesday, April 2, 2008, at 4:30 p.m.  
Floral Building – Washington County Fair Complex  
873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124**

Herbert Hirst, Chair	
Don McCoun, Vice Chair	Kathy Christy, Board Member
Renee Cannon, Secretary	Dan Logan, Board Member
W. Rafe Flagg, Treasurer	

## **Standing Committees**

### **Air Show & Airport Interface**

Don McCoun, Board Member

### **Booster/Coalition Liaison**

Dan Logan, Board Member

### **Development Committee**

Dan Logan, Board Member  
Herbert Hirst, Board Member  
W. Rafe Flagg, Board Member

### **Fair & Facilities Management Committee**

Kathy Christy, Board Member  
Herbert Hirst, Board Member  
Don McCoun, Board Member

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The Washington County Fair Complex 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 Fair Complex Board has the exclusive management of the grounds, and all other property owned, leased, used or controlled by the County and devoted to the use of the Fair Complex, and is entrusted and charged with the entire business management, and financial and other affairs of the Fair Complex.

The Fair Complex, a division of the County, produces the annual County Fair & Rodeo and manages year-round facilities rented for consumer shows, public expositions and special gathering. The Fair Complex Board meets monthly or as necessary, develops the Fair Complex's annual operating budget, and provides overall policy direction for the management of Fair Complex activities and facilities. The Fair Complex's day-to-day activities are the responsibility of the Complex Executive Director, who serves at the pleasure of the Fair Board.

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 public meetings are recorded.

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### **Current Meeting Schedule**

Unless otherwise noted, Fair Complex 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.

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### **Regular Business Meetings**

Regular business meetings are the time during which the Fair Complex 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.

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### **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.

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### **Executive Sessions**

There are times when the Fair Complex Board must discuss confidential matters such as lawsuits, real estate transactions (or other sales transactions) and labor relations matters. When the Board calls an executive session (posted on the agenda), it is done under the guidelines allowed for by Oregon State law. Each type of executive session generally fits under one of three types of State Laws that allow such closed sessions. These statutes are indicated on the agenda. Although the press is allowed to remain in the room, they are not allowed to report on executive session issues. The Board recognizes the sensitivity of conducting closed sessions and only conducts them when confidentiality is required (and allowed by law) to protect the interests of the Fair Complex, Washington County and its residents.

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### **Once the Regular Business Meeting Begins**

The Fair Complex 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 for Agenda and Non-Agenda Items (Fifteen Minute Limit): This is the time when members of the audience may step forward to address the Board on agenda and non-agenda items. This opportunity is time-limited to two (2) minutes per individual. The maximum time for Oral Communications is 15 minutes. Individuals providing written testimony are requested to provide 15 copies.

3. Consent Agenda: The items on the Consent Agenda are considered routine and will be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda.

4. Regular Agenda Items: Unless otherwise noted, regular agenda items will follow in the order listed on the agenda.

5. Adjournment: At the conclusion of the items on the Board's agenda, the Board Chair will formally conclude the Board's regular business

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### **Meeting Protocol**

The Fair Complex 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.

5. Individuals providing written testimony are requested to provide 15 copies.



# AGENDA



# NOTICE OF MEETING

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## Standing Committees

### **Air Show & Airport Interface**

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Dan Logan, Board Member  
Herbert Hirst, Board Member  
W. Rafe Flagg, Board Member

### **Fair & Facility Management**

Kathy Christy, Board Member  
Don McCoun, Board Member  
Herbert Hirst, Board Member

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## **A. Call to Order**

## **B. Oral Communications for Agenda and Non-Agenda Items (Fifteen Minute Limit)**

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## **C. Consent Agenda**

The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda.

1. Financial Statements (PDF)
  - a. Budget Overview – February 2008 (PDF)
  - b. Balance Sheet – February 2008 (PDF)
  - c. Other, if any
2. Board Minutes – February 2008 (PDF)
3. Facility Use Schedule – April 2007 (PDF)
4. Other, if any

***D. Special Reports***

1. Air Show & Airport Interface Committee – Don McCoun, Board Member
2. Fair & Facility Management Committee – Kathy Christy, Board Member
3. Booster/Coalition Liaison – Dan Logan, Board Member
4. Treasurer's Report – W. Rafe Flagg, Board Member
5. 4H Report – Terry Palmer, OSU Extension Agent
6. Operations Report – Don G. Hillman, Executive Director (PDF)
7. Other, if any

***E. Old Business***

1. Redevelopment Update, if any
2. Renaissance Festival Update, if any
3. Other, if any

***F. New Business***

1. Other, if any

***G. Announcements***

1. Calendar of Events (PDF)
2. Other, if any

***H. Correspondence***

1. Letters and Cards, if any (PDF)
2. Other, if any

***I. Board Oral Communications***

***J. Other Matters of Information***

1. Boosters Meeting Minutes – March 2008 (Not available)
2. Newspaper Article (PDF)
3. Other, if any

***K. Executive Session***

In accordance with ORS 192.660 (2) (h), to consult with counsel concerning the legal rights and duties of the Board with regard to litigation or litigation likely to be filed; in accordance with ORS 192.660 (2) (e), to deliberate with persons designated by the Board to negotiate real property transactions; and/or in accordance with ORS 192.660 (2) (a), (b), (h), or (i), to discuss, review and evaluate employee-related matters. Pursuant to ORS 192.660 (3), it is Board's request that the items discussed not be disclosed by media representatives or others.

***L. Adjourn***



## CONSENT ITEMS



**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, 2008

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

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

**Re:** February 2008 Financial Statements

Find attached the February 2008 Budget Overview and Balance Sheets. They were produced by the Washington County Finance Department's WIZARD program and reflect accounting activity for February 2008.

The Fair Complex continues to maintain a strong fund balance.

Note: The FYE June 30, 2008 Budget Overview has been modified to breakout in more detail the two other arena events (Truck Pull and Demolition Derby) as recommended by the Budget Committee. This will allow better comparisons and analysis for all arena events.



**WASHINGTON COUNTY FAIR COMPLEX**  
Budget Overview July 2007 - June 2008

Description	February 2007	July 2007	August 2007	September 2007	October 2007	November 2007	December 2007	January 2008	February 2008	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
1 Opening Balance	\$ 661,807	\$ 627,250	\$ 618,755	\$ 670,238	\$ 620,820	\$ 880,205	\$ 843,368	\$ 816,792	\$ 858,311	\$ 627,250	\$ 469,660		
2													
3 Interim Operating Revenues													
4													
5 Parking	\$ -	\$ 40	\$ 29,911	\$ -	\$ 29	\$ -	\$ -	\$ -	\$ -	\$ 29,980	\$ 21,000	143%	Blue Angles Performed in 2007.
6 RV Park	600	80	1,780	1,380	1,540	940	920	640	260	7,540	10,000	75%	
7 Rentals	23,058	-	7,376	28,250	37,414	4,691	26,715	17,104	11,417	132,967	200,000	66%	
8 Concessions	100	38	100	757	-	52	100	300	200	1,547	3,000	52%	
9 Misc Income	522	430	52	1,335	880	2,226	946	1,774	950	8,593	15,000	57%	Professional Services Reimbursements.
10													
11 Total Interim Operating Revenues	\$ 24,280	\$ 588	\$ 39,219	\$ 31,722	\$ 39,863	\$ 7,910	\$ 28,681	\$ 19,818	\$ 12,826	\$ 180,625	\$ 249,000	73%	
12 Interim Operating Expenses													
13 Personal Services	\$ 28,018	\$ 13,235	\$ 41,029	\$ 25,434	\$ 26,297	\$ 24,181	\$ 25,353	\$ 24,966	\$ 37,879	\$ 218,374	\$ 369,208	56%	
14 Supplies	387	453	2,249	2,901	885	421	1,129	1,527	111	9,686	25,000	39%	
15 Professional Services	1,968	328	3,390	1,785	6,383	3,477	200	1,240	161	18,965	12,500	136%	Includes Security Reimbursements.
16 Advertising	-	-	1,200	-	-	490	-	-	-	1,690	1,000	169%	Air Show Parking & Chamber Publications.
17 Printing	-	-	-	-	-	-	-	-	-	-	-	0%	
18 Communications (ATM)	4,566	-	18	17	21	18	16	16	19	125	500	25%	
19 Utilities	3,374	5,493	222	5,245	2,840	7,838	5,147	10,334	5,225	42,344	65,000	65%	
20 Repair and Maintenance	188	5,844	3,262	4,950	1,873	785	1,701	2,703	1,371	22,489	57,000	39%	Very cold January.
21 Rentals	93	-	243	747	476	228	188	188	188	2,259	5,000	45%	
22 Dues and Memberships	474	125	482	50	-	-	385	125	219	1,386	1,500	92%	
23 Training and Travel	-	211	33	29	153	449	245	93	25	1,238	1,500	83%	
24 Insurance	39	12,533	-	432	-	-	407	-	-	13,372	16,000	84%	Split between Interim and Fairtime.
25 Postage	(29)	-	43	58	58	26	-	34	147	393	500	79%	
26 Printing Internal	1,029	-	-	-	-	-	-	-	-	-	500	0%	
27 Telephones	78	-	924	-	1,137	928	685	797	810	5,281	6,000	88%	
28 Special Expenses	-	451	1,084	184	906	1,286	266	550	155	4,882	5,000	96%	
29 County Legal	1,538	1,304	1,269	-	-	811	2,347	-	1,022	6,753	5,000	135%	
30 County Indirect Cost	-	1,643	1,643	1,643	1,643	1,643	1,643	1,643	1,643	13,143	19,711	67%	Split between Interim and Fairtime.
31													
32													
33 Total Interim Operating Expenses	\$ 41,723	\$ 41,620	\$ 57,094	\$ 43,475	\$ 42,683	\$ 42,581	\$ 39,740	\$ 44,216	\$ 48,975	\$ 360,381	\$ 610,919	59%	
34													
35 Net Interim Revenues/Expenses	\$ (17,443)	\$ (41,032)	\$ (17,872)	\$ (11,753)	\$ (2,820)	\$ (34,671)	\$ (11,059)	\$ (24,398)	\$ (36,149)	\$ (179,754)	\$ (361,919)		



WASHINGTON COUNTY FAIR COMPLEX Budget Overview July 2007 - June 2008												
Description	February 2007	July 2007	August 2007	September 2007	October 2007	November 2007	December 2007	January 2008	February 2008	Year to Date 2007/08	Budget 2007/08	%
<b>Fair Revenues</b>												
36 Commercial Booth Rentals	\$ -	\$ 89,950	\$ 1,150	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,550	\$ 82,500	111%
37 Dept of Agriculture	-	-	-	-	-	49,405	-	-	-	49,405	46,000	107%
39 Parking Fees	-	73,082	8,190	(50)	-	-	(100)	-	-	81,122	77,500	105%
40 Admissions	-	-	-	-	-	-	-	-	-	-	-	0%
41 Sponsorships	-	45,850	15,850	3,450	-	-	-	-	-	65,150	56,500	115%
42 Carnival Income	-	99,541	-	-	-	-	-	-	-	99,541	80,000	124%
43 Advertising	-	-	-	-	-	-	-	-	-	-	1,500	0%
44 Entry Fees	-	8,096	30	-	-	-	-	-	-	8,126	6,500	125%
45 Concessions	524	73,897	19,502	1,949	-	-	-	-	-	95,348	83,000	115%
46 Other Revenues	-	1,675	8,021	135	900	-	-	-	-	10,731	10,000	107%
47												
48												
<b>Total Fair Revenues</b>	\$ 524	\$ 392,091	\$ 52,743	\$ 5,934	\$ 900	\$ 49,405	\$ (100)	\$ -	\$ -	\$ 500,973	\$ 443,500	113%
<b>Fair Expenses</b>												
50 Personal Services	\$ 12,442	\$ 8,191	\$ 38,826	\$ 11,105	\$ 11,688	\$ 11,275	\$ 11,071	\$ 10,919	\$ 16,614	\$ 119,689	\$ 177,625	67%
51 Supplies	-	5,081	4,819	1,185	5	-	-	11	89	11,190	12,000	93%
52 Professional Services	-	8,461	44,380	4,122	-	100	-	-	375	57,438	59,000	97%
53 Advertising, Promotions, etc.	-	12,988	75,338	13,381	-	-	-	-	-	101,707	99,000	103%
54 Printing	(192)	2,325	27	-	-	-	-	-	-	2,352	1,500	157%
55 Utilities	-	-	7,353	3,640	-	-	-	-	-	10,993	12,500	88%
56 Repair & Maintenance	-	1,730	-	507	-	1,079	-	-	(3,680)	2,809	2,500	112%
57 Rentals	100	1,055	13,330	20	-	-	-	600	249	11,212	16,000	70%
58 Dues and memberships	784	-	-	610	339	683	551	2,375	1,015	869	1,000	87%
59 Travel and Training	-	12,534	-	197	-	-	175	-	-	5,573	4,000	139%
60 Insurance	-	-	-	223	-	-	-	-	-	12,906	16,000	81%
61 Postage	-	1,291	-	799	55	-	-	-	-	278	500	56%
62 Telephone	-	-	-	-	-	-	-	-	-	2,090	2,500	84%
63 County Legal	-	-	-	-	-	-	-	-	-	-	500	0%
64 Other/Special Expenses	147	76,440	1,835	22,612	-	-	34	-	-	100,921	100,000	101%
65 Awards	-	51,838	-	(1,014)	65	-	-	-	-	50,889	45,000	113%
66 County Indirect Costs	1,686	1,643	1,643	1,643	1,643	1,643	1,643	1,643	1,643	13,143	19,710	67%
67												
68												
69												
70												
<b>Total Fairtime Expenses</b>	\$ 14,967	\$ 183,577	\$ 187,551	\$ 59,030	\$ 13,794	\$ 14,780	\$ 13,474	\$ 15,548	\$ 16,305	\$ 504,059	\$ 589,335	89%
<b>Net Fairtime Revenues/Expenses</b>	\$ (14,443)	\$ 208,514	\$ (134,808)	\$ (53,096)	\$ (12,894)	\$ 34,625	\$ (13,574)	\$ (15,548)	\$ (16,305)	\$ (3,086)	\$ (125,835)	





**WASHINGTON COUNTY FAIR COMPLEX**  
Budget Overview July 2007 - June 2008

Description	February 2007	July 2007	August 2007	September 2007	October 2007	November 2007	December 2007	January 2008	February 2008	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
<b>Truck Pull</b>													
72 Revenues	\$ -	\$ 13,730	\$ 270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 12,500	112%	
74 Admissions	\$ -	2,250	2,413	-	-	-	-	-	-	4,663	8,000	58%	
75 Sponsorships	\$ -	\$ 15,980	\$ 2,683	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,663	\$ 20,500	91%	Late Sponsorship Cancellation.
<b>Total Truck Pull Revenues</b>													
76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Truck Pull Expenses</b>													
77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
78 Supplies	\$ -	\$ -	\$ -	\$ 52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52	\$ -	0%	
79 Professional Services	\$ -	6,713	134	316	-	-	-	-	-	7,163	7,000	102%	
80 Advertising and Hospitality	\$ -	-	-	394	-	-	-	-	-	394	500	79%	
81 Rentals	\$ -	-	997	254	-	-	-	-	-	1,251	2,000	63%	
82 Other Miscellaneous	\$ -	-	-	375	-	-	-	-	-	375	-	0%	
83 Prize Money	\$ -	-	-	-	-	-	-	-	-	-	-	0%	
<b>Total Truck Pull Expenses</b>	\$ -	\$ 6,713	\$ 1,131	\$ 1,391	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,235	\$ 9,500	97%	
<b>Net Truck Pull Income/(loss)</b>	\$ -	\$ 9,267	\$ 1,552	\$ (1,391)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,428	\$ 11,000	86%	
<b>Rodeo Revenues</b>													
90	\$ -	\$ 23,830	\$ 1,900	\$ (80)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,650	\$ 25,000	103%	
91 Admissions	\$ 1,700	15,950	6,710	6,000	-	-	-	-	-	28,660	27,500	104%	
92 Sponsorships	-	68	-	-	-	-	-	-	-	68	-	0%	
93 Queen Fees	-	-	-	-	-	-	-	-	-	-	-	0%	
94 Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	0%	
<b>Total Rodeo Revenues</b>	\$ 1,700	\$ 39,848	\$ 8,610	\$ 5,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,378	\$ 52,500	104%	
<b>Rodeo Expenses</b>													
98	\$ -	\$ 872	\$ -	\$ 275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,147	\$ 250	459%	
99 Supplies	\$ -	29,000	5,823	1,375	-	-	-	-	-	36,198	35,000	103%	
100 Professional Services	-	-	6,569	(2,183)	-	-	255	-	-	4,641	3,000	155%	
101 Advertising	-	-	1,995	807	-	-	-	-	-	2,802	3,500	80%	
102 Rentals	-	-	-	-	-	-	-	-	-	-	-	0%	
103 Training and Travel	-	1,703	582	300	-	-	-	-	-	2,585	3,000	86%	
104 Other Misc Expenses	-	4,000	-	-	-	-	-	-	-	4,000	4,000	100%	
105 Awards/Prizes	-	-	-	-	-	-	-	-	-	-	-	0%	
<b>Total Rodeo Expenses</b>	\$ -	\$ 35,575	\$ 14,969	\$ 574	\$ -	\$ -	\$ 255	\$ -	\$ -	\$ 51,373	\$ 48,750	105%	
<b>Net Rodeo Revenues/Expenses</b>	\$ 1,700	\$ 4,273	\$ (6,359)	\$ 5,346	\$ -	\$ -	\$ (255)	\$ -	\$ -	\$ 3,005	\$ 3,750	80%	



**WASHINGTON COUNTY FAIR COMPLEX**  
Budget Overview July 2007 - June 2008

Description	February 2007	July 2007	August 2007	September 2007	October 2007	November 2007	December 2007	January 2008	February 2008	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
<b>Demo Derby</b>													
110 Demo Derby Revenues													
111 Admissions	\$ -	\$ 19,150	\$ 280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,430	\$ 20,000	97%	
112 Sponsorships	\$ -	3,800	(1,638)	-	12,500	-	-	-	-	14,662	8,000	183%	
113 Other Revenue	\$ -	950	3,800	950	-	-	-	-	-	5,700	-	0%	VIP Tournament Fees.
114 Total Demo Derby Revenues	\$ -	\$ 23,900	\$ 2,442	\$ 950	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 35,792	\$ 28,000	142%	
<b>Demo Derby Expenses</b>													
115 Supplies	\$ -	\$ -	\$ -	\$ 113.0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113	\$ -	0%	
116 Professional Services	\$ -	13,501	3,133	312	-	-	-	-	-	16,946	9,000	186%	Added Cost of VIP Tournament.
117 Advertising and Hospitality	\$ -	-	-	-	-	-	-	-	-	-	-	0%	
118 Rentals	\$ -	-	-	769	-	-	-	-	-	769	500	154%	
119 Other Miscellaneous	\$ -	-	998	254	-	-	-	-	-	1,252	4,000	31%	
120 Prize Money	\$ -	1,500	-	120	-	-	-	-	-	1,620	-	0%	
121 Total Demo Derby Expenses	\$ -	\$ 15,001	\$ 4,131	\$ 1,568	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,700	\$ 13,500	153%	
<b>Net Demo Derby Income/(loss)</b>	\$ -	\$ 8,899	\$ (1,689)	\$ (618)	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 15,092	\$ 14,500	132%	
<b>Frite Lites</b>													
122 Frite Lites Revenues													
123 Admissions	\$ (139)	\$ -	\$ -	\$ -	\$ 94,972	\$ 35,043	\$ -	\$ -	\$ -	\$ 130,015	\$ 45,000	288%	
124 Concessions	\$ -	-	-	-	-	1,432	-	-	-	1,432	1,000	143%	
125 Sponsorships	\$ 674	-	-	-	-	-	-	-	-	-	30,000	0%	More Sponsors Expected for 2008.
126 Other Revenues	\$ -	-	-	-	-	551	-	-	-	551	1,000	55%	
127 Total Frite Lites Revenue	\$ 535	\$ -	\$ -	\$ -	\$ 94,972	\$ 37,026	\$ -	\$ -	\$ -	\$ 131,998	\$ 77,000	171%	
<b>Frite Lite Expenses</b>													
128 Personal Services (Temp. Salaries)	\$ -	\$ -	\$ -	\$ 229	\$ 2,932	\$ 1,831	\$ 52	\$ -	\$ -	\$ 3,362	\$ 10,500	32%	
129 Supplies	\$ -	-	-	185	2,445	74,403	-	-	35	5,079	5,000	102%	
130 Professional Services	\$ -	-	-	300	850	26,708	654	-	-	77,033	25,000	306%	
131 Advertising	\$ -	-	-	-	1,642	843	337	120	-	2,942	17,500	163%	
132 Other Expenses	\$ -	-	-	-	-	-	-	-	-	-	4,000	74%	
133 Total Frite Lites Expenses	\$ -	\$ -	\$ -	\$ 714	\$ 7,869	\$ 107,147	\$ 1,043	\$ 120	\$ 35	\$ 115,928	\$ 62,000	185%	
<b>Net Frite Lites Revenues/Expenses</b>	\$ 535	\$ -	\$ -	\$ (714)	\$ 87,103	\$ (70,121)	\$ (1,043)	\$ (120)	\$ (35)	\$ 15,070	\$ 15,000	100%	



WASHINGTON COUNTY FAIR COMPLEX Budget Overview July 2007 - June 2008													
Description	February 2007	July 2007	August 2007	September 2007	October 2007	November 2007	December 2007	January 2008	February 2008	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
Non-Operating													
Non-Operating Revenues													
Hotel/Motel Taxes	\$ 40,343	\$ -	\$ 12,437	\$ 12,988	\$ 171,228	\$ 44,202	\$ 6,860	\$ 131,650	\$ 33,603	\$ 412,968	645,000	64%	
Transfer from General Fund	-	-	-	-	-	-	-	-	-	-	-	0%	
Interest	2,393	2,487	3,232	2,221	633	4,906	2,792	2,496	2,217	20,984	22,500	93%	November includes some October Interest.
Total Non-Operating Revenues	\$ 42,736	\$ 2,487	\$ 15,669	\$ 15,209	\$ 171,862	\$ 49,108	\$ 9,652	\$ 134,146	\$ 35,819	\$ 433,952	\$ 667,500	65%	
Non-Operating Expenses													
Purchase/Lease	\$ 10,400	\$ 503	\$ 11,739	\$ 503	\$ 503	\$ 11,739	\$ 503	\$ 52,562	\$ 11,739	\$ 89,791	104,483	86%	Bleacher Payment included in January.
Land Improvements - Fire Hydrant Project	-	400	-	3,950	-	-	1,960	-	-	6,310	-	0%	Easements Yet to be Executed.
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	0%	
Buildings and Structures - Main Exhibit Hall	2,200	-	-	-	-	-	-	-	-	-	25,000	0%	
Equipment	-	-	538	-	-	-	7,834	-	-	8,372	40,000	21%	Panels and Ticket Machine.
Development Reserve	-	-	-	-	-	-	-	-	-	-	20,000	0%	
Total Non-Operating Expenses	\$ 12,600	\$ 903	\$ 12,277	\$ 4,453	\$ 503	\$ 11,739	\$ 10,297	\$ 52,562	\$ 11,739	\$ 104,473	\$ 189,483	55%	
Net Non-Operating Revenues/Expenses	\$ 30,136	\$ 1,584	\$ 3,392	\$ 10,756	\$ 171,358	\$ 37,369	\$ (645)	\$ 81,584	\$ 24,080	\$ 329,479	\$ 478,017	69%	
Total Fair Complex Revenues	\$ 69,775	\$ 474,894	\$ 121,366	\$ 59,735	\$ 320,096	\$ 143,449	\$ 38,233	\$ 153,964	\$ 48,646	\$ 1,360,383	\$ 1,538,000	88%	
Total Fair Complex Expenses	\$ 69,290	\$ 263,389	\$ 277,150	\$ 110,491	\$ 56,980	\$ 69,100	\$ 63,766	\$ 112,326	\$ 77,019	\$ 1,050,220	\$ 1,441,487	73%	
Net Fair Complex Revenues/Expenses	\$ (1,215)	\$ 191,505	\$ (155,784)	\$ (51,470)	\$ 255,247	\$ (32,798)	\$ (26,576)	\$ 41,518	\$ (28,408)	\$ 193,234	\$ 34,513	560%	
Ending Fund Balance/Contingency	\$ 682,292	\$ 818,755	\$ 670,238	\$ 618,768	\$ 880,205	\$ 843,368	\$ 816,182	\$ 857,702	\$ 829,902	\$ 857,702	\$ 504,173	170%	



**Washington County Fair Complex  
Balance Sheet Preliminary  
February 29, 2008**

**ASSETS**

**Current Assets**

**Cash**

Fairplex..Petty cash..	\$ 250
Fairplex..Petty cash.Finance- Petty Cash.	-
Fairplex..Cash drawer..	-
Fairplex..Cash drawer.Frite Lites.	-
Fairplex..General Cash Account..	140,065
Fairplex..USNB WASHCO ACH Clearing..	-
Fairplex..CCB-General Account..	3,524
Fairplex..CCB-Money Market Account..	680,273
Fairplex..CCB-ATM Account..	2,708
Fairplex..Gasb 31 cash general port..	-
Fairplex..CCB-ATM Cash Drawer..	20
<b>Total Cash</b>	<b>\$ 826,840</b>

**Accounts Receivable**

Fairplex..Accounts receivable - Sub..	\$ 12,898
Fairplex..Accounts receivable-on ac..	(631)
Fairplex..Due from other funds.Other 4-H.	(10)

**Prepays**

Prepaid items	9,797
---------------	-------

**Total Current Assets**

**\$ 848,894**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

Fairplex..Accounts Payable..	\$ 3,680
Fairplex..Accounts payable- other..	-
Fairplex..Deposits payable-subsidia..	-
Fairplex..Retainage payable..	-
<b>Total Payables</b>	<b>3,680</b>

**Other Current Liabilities**

Fairplex..Amounts due to others..	(802)
Fairplex..Conversion Account..	-
Fairplex..Payroll payable..	-
Fairplex..Due to other funds..	-
Fairplex..Deferred revenue- unavail..	-
Fairplex..Unearned Revenue..	-
Fairplex..Unearned Revenue.Main Exhibit Hall.	788
Fairplex..Unearned Revenue.Cloverleaf Building.	-
Fairplex..Unearned Revenue.Grounds/General.	(1,105)
Fairplex..Unearned Revenue.Parking-Operations.	-
Fairplex..Unearned Revenue.RV Parking-short term.	-
Fairplex..Unearned Revenue.Parking-Airshow.	75
Fairplex..Unearned Revenue.Rodeo Admissions.	-
Fairplex..Unearned Revenue.Awards Open Class.	-
Fairplex..Unearned Revenue.Deferred Advertising Inco.	(150)
Fairplex..Unearned Revenue.Deferred Airshow Income.	(75)
Fairplex..Unearned Revenue.Deferred Commercial Exhib.	4,850
Fairplex..Unearned Revenue.Deferred Concession Reven.	(3,500)
Fairplex..Unearned Revenue.Deferred Sponsorship Inco.	(9,353)
Fairplex..Unearned Revenue.Deferred Facilities Renta.	(13,471)
Fairplex..Unearned Revenue.Livestock Entry Fees.	56
Fairplex..Unearned Revenue.Camping Fees.	20
<b>Total Deferred Revenues</b>	<b>(22,666)</b>

**Total Liabilities**

**\$ (18,986)**

**Equity**

Fairplex..Fund Balance..	\$ (858,317)
Net (Income)/Loss for the Period	28,409
<b>Net Equity</b>	<b>\$ (829,908)</b>
<b>Total Liabilities and Equity</b>	<b>\$ (848,894)</b>





**Minutes**  
**Washington County Fair Complex Board**  
**Wednesday, March 5, 2008**

**Convened:** 4:35 pm

**FAIR COMPLEX BOARD:**

Chair Herb Hirst  
Vice Chair Don McCoun  
Board Member Renee Cannon  
Board Member Kathy Christy  
Board Member Dan Logan  
Board Member W. Rafe Flagg

**STAFF:**

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

Chair Hirst called the meeting to order at 4:35 p.m., and welcomed the audience. Chair Hirst made an announcement that Board Member Flagg may be late or absent and Board Member Christy is on her way, but a quorum exists, so he will proceed with the meeting. Chair Hirst opened Oral Communication time for agenda and non-agenda items. Hearing none, Chair Hirst closed Oral Communication.

**1. Consent Agenda**

**Motion by Board Member McCoun to approve the Consent Agenda. Second by Board Member Cannon. Motion carried 4 - 0.**

Board Member Christy joined meeting in progress at 4:40 pm

**2. Special Reports**

**A. Airshow & Airport Report** – Board Member McCoun reported that the dates have not changed and are still August 8, 9 & 10. They are expecting 50,000 people to come see The Patriots.

**B. Fair & Facilities Management Committee** – Board Member Christy reported that they are still trying to visit Clark County and Puyallup. Hope to have a better report next month.

**C. Treasurer Report** – Executive Director Hillman stated that the financials are in the Board packet, currently tracking well. The best months are ahead.

**D. 4-H Report – None**

**E. Boosters/Coalition Liaison Report** – Board Member Logan reported that the Boosters minutes are in the Board packet and had nothing to add.

**F. Operations Report** –Executive Director Don Hillman reported that the Rodeo office, which had been approved by the Board in May 2007 to be burned by the Hillsboro Fire Department for a Learn and Burn, had finally been burned. Hillman reminded Board members that a roof fracture that was discovered had caused water damage and lead to the discovery of asbestos in that building. The building was also not ADA compliant, had no restroom or a second emergency exit.

Hillman also reported that an appropriate place to move the staff had been located across the street at the Airport Terminal Building and the agreement will be signed tomorrow. Hillman reminded the Board that this was due to concerns for the health and safety of the staff. Hillman also explained that it had been discovered that in 1987 the building was given a three-year temporary permit.

Chair Hirst explained that staff had looked at bringing in a temporary building, but it was cost prohibitive.

Board Member Logan asked about a temporary building during the Fair.

Board Member Christy asked if the building would be removed.

Board Member Cannon asked about signage to direct people to the new office location.

Discussion ensued.

**G. Other, if any – None**

**3. Old Business**

**A. Redevelopment Update** – Chair Hirst reported that Board Member Logan had done some presentations.

Board Member Logan explained it's a listening bureau as much as it is a presentation.

Board Member McCoun suggested that we have a function or a party with story boards from LRS and do written invitations to all city officials, chambers, media, police, school officials, etc. and explain what we are doing.

Board Member Christy said that the invitations should come from Mayor Hughes and Chairman Brian.

Discussion Ensued.

**B. Renaissance Faire** – Chair Hirst reported that a delegation of people that included Task Force Members, Board Members and Staff, had visited the Arizona Renaissance Faire. Chair Hirst stated that he doesn't know what the outcome will be or when.

Board Member Cannon noted that the people from Royal Faires, Inc. would like to see it signed by June so they can notify actors and vendors for the next season. Board Member Cannon further noted that we need to ask the Task Force on what should be done at this point.

Chair Hirst explained that if the Task Force says yes to the Renaissance Festival, it will come back to the Fair Complex Board to draft a contract. If the Task Force says no, it's over.

Board Member Christy asked about the draft lease that is in the packet.

Hillman explained it was the draft lease agreement that was presented by representative of the Oregon Renaissance Festival Inc. to the Task Force back in September 2007.

Discussion ensued.

**C. Other, if any** – None.

**4. New Business.**

**A. Ambassador Program** – Executive Director Hillman reported that many fairs are going to ambassador type scholarship programs.

**Motion by Board Member Christy to authorize staff to proceed with the Ambassador Scholarship program as presented for a cost up to \$5000. Second by Board Member Logan. Motion carried 5 - 0.**

Board Member Logan asked if we were not having a Rodeo program.

Hillman reported that we were not.

Board Member Logan said he would like to see the Ambassadors stay on through November.

Discussion ensued.

**B. Other** – Board Member Logan suggested that the Task Force volunteers need to be recognized from this group.

Discussion ensued.

5. **Announcements** – None.
6. **Correspondence** - None other than what was in the Board packet.
7. **Board Oral Communications** – None.
8. **Other Matters of Information** – None other than what was in the Board packet.

With no further business before the Board, Chair Hirst adjourned the meeting at 5:33 p.m.

**Motion by Board Member Christy to adjourn. Second by Board Member McCoun.**  
**Motion carried 5 - 0.**

-----  
**Don G. Hillman**  
**Recording Secretary**

-----  
**Herb Hirst**  
**Board Chair**

**WASHINGTON COUNTY FAIR COMPLEX  
FACILITY- April, 2008**

*(Highlighted events are no-charge)*

**Wednesday, April 02, 2008**

Main Exhibit-North Dog Obedience Class

**\*\*Floral Building Monthly Meetings**

**\*\*Entire Facility 4-H Night**

**Saturday, April 05, 2008**

Main Exhibit-North Gun Show

Main Exhibit-South Kiwanis Family Day

**Sunday, April 06, 2008**

Main Exhibit-North Gun Show

**Wednesday, April 09, 2008**

Main Exhibit-North Dog Obedience Class

**\*\*Entire Facility 4-H Night**

**Saturday, April 12, 2008**

**\*\*Swine Barn Hog Weigh-In**

**Sunday, April 13, 2008**

Quadrant Property Rally Cross

**Tuesday, April 15, 2008**

Plaza Smoke School

**Wednesday, April 16, 2008**

Main Exhibit-North Dog Obedience Class

**\*\*Entire Facility 4-H Night**

**Thursday, April 17, 2008**

Main Exhibit-South County Volunteer Event

Cloverleaf Bldg. Training Seminar

**Saturday, April 19, 2008**

Cloverleaf Bldg. 4-H Small Animal Event

**Tuesday, April 22, 2008**

Main Exhibit-South Bazaar

**Wednesday, April 23, 2008**

Main Exhibit-North Dog Obedience Class

Main Exhibit-South Bazaar

**\*\*Entire Facility 4-H Night**

**Thursday, April 24, 2008**

Main Exhibit-South Bazaar

**Friday, April 25, 2008**

Main Exhibit-South Bazaar

**Saturday, April 26, 2008**

Main Exhibit-North Belly Dance Showcase

Main Exhibit-South Bazaar

**Sunday, April 27, 2008**

**\*\*Floral Bldg. 4-H Meeting**

Main Exhibit-North Belly Dance Showcase

**Wednesday, April 30, 2008**

Cloverleaf Bldg. Dog Obedience Class

**\*\*Entire Facility 4-H Night**



## 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, 2008

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

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

**Re:** March Operations Report

**Office Complex** – As noted at the March Board meeting, the administrative office has been moved to the Hillsboro Airport Terminal Building as of March 8, 2008. The previous office building was vacated due to health concerns.

**Disposition of Previous Office Complex** – Staff is interested in having the previous office complex removed to make additional exhibit space for fairtime and interim. The building is not usable in its present condition due to health concerns. The building has not had a permit in place since the temporary permit expired in 1989. It is also not ADA compliant. Repair and upgrades would make no sense as the use of manufactured homes for office space is not allowed, and repairs and upgrades would likely be cost prohibitive.

Options to consider would be to have the building used as a Learn Burn by the City of Hillsboro Fire Department; deconstructed by a contractor; or surplus the facility should anyone express interest to have it removed at their expense. Cost to bring the site back to usable condition is estimated at less than \$5,000.

**Disposition of the Caretaker Trailer** – Staff has received a request from the Washington County Chapter of the Oregon Master Gardener Association to have the Caretaker Trailer removed so as to expand their demonstration area. Their letter is found in the Correspondence Section of the Board packet.

**Executive Director Position** – With the pending departure of the current part time Fair Complex Executive Director, the Board should begin a conversation regarding filling this position, if deemed necessary, on a temporary or permanent basis.



## OLD BUSINESS



## NEW BUSINESS



## ANNOUNCEMENTS





**Calendar of Events**  
**April 2008 – July 2008**

<b>Date</b>	<b>Event</b>	<b>Location</b>
<b>April</b>		
2	Board Meeting	Floral Building (4:30 PM)
2	Booster Meeting	Floral Building (7:00 PM)
<b>May</b>		
7	Board Meeting	Floral Building (4:30 PM)
7	Booster Meeting	Floral Building (7:00 PM)
26	Memorial Day	Office Closed
<b>June</b>		
4	Board Meeting	Floral Building (4:30 PM)
4	Booster Meeting	Floral Building (7:00 PM)
<b>July</b>		
2	Board Meeting	Floral Building (4:30 PM)
2	Booster Meeting	Floral Building (7:00 PM)
4	Holiday	Office Closed
7 – 13	4H Horse Fair	Arena and Stable Area
24 – 27	Washington County Fair	Fair Complex
<b>August</b>		
-	No Board Meeting	
8	Oregon International Air Show	Hillsboro Airport
9	Oregon International Air Show	Hillsboro Airport
10	Oregon Internaitonal Air Show	Hillsboro Airport
29	OFA Meeting – State Fair	Salem, Oregon
<b>September</b>		
1	Labor Day	Office Closed
3	Board Meeting	Floral Building (4:30 PM)
3	Booster Meeting	Floral Building (4:30 PM)



## CORRESPONDENCE





## Washington County Chapter Oregon Master Gardener<sup>tm</sup> Association

Don Hillman , Exec. Officer  
Washington county Fair Board  
873 NE 34 th Ave  
Hillsboro OR, 97124

Dear Don

We, the Washington County Master Gardeners Association , request permission to remove the double wide manufactured structure located on the south end of our Demonstration Gardens and to use the space to develop a demonstration home fruit orchid , berry and grape garden. Gene Zurbrugg, owner of Zurbrugg Construction , has agreed to remove the structure at no cost to the Fair Board or to WCMGA.

An inspection report prepared by a licensed Home Inspector in 2002 shows the structure was manufactured in 1980. The report also shows that nearly all parts of the structure are worn out or are badly deteriorated. It is reasonable to conclude that the structure should be demolished and removed from the site.

Retired County Extension Agent Arden Sheets has agreed to assist the Washington County Master Gardeners in designing and constructing a demonstration orchard in the space the structure now occupies. We would plan to begin work on the orchard in 2008 and complete it in 2009.

I will attend your April 2, 2008 board meeting to answer any questions you or the Board Members may have,

Sincerely  
Kenneth Keudell  
President, WCMGA



# ORAL COMMUNICATIONS





## OTHER MATTERS OF INFORMATION





## Hillman to step down from fairgrounds post

Tuesday, March 25, 2008

The Hillsboro Argus

Don Hillman, Chief Executive Officer of the Washington County Fair Complex for the last five years, has put in a 30-day notice of his intention to fully retire.

In an e-mail sent March 22, Hillman said he could no longer dedicate the amount of time necessary to perform the duties associated with the complex. He retired to part-time status July 1, 2007.

It was agreed several months ago that he provide the board with notice when he decided to leave.

"That day has come," he wrote. "This should allow for a transition plan to be put in to place and consideration given regarding finding a replacement if deemed appropriate, either on a part-time or full-time basis."

Fair Boosters President Lyle Spiesschaert said he hopes Hillman's replacement is a visionary who builds bridges with the people.

"It's an excellent opportunity to revise the management system at the complex," Speisschaert said. "To make it more consistent with the stated mission and the task force master plan they are finalizing."

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## Fairgrounds task force launches new Web site

Friday, March 14, 2008

**The Hillsboro Argus**

The Washington County Fairgrounds Revitalization Task Force Tuesday launched a new informational Web site about the master plan recommendation for the county's 101-acre fairgrounds property south of Cornell Road.

The site, at [www.FairgroundsRevitalization.com](http://www.FairgroundsRevitalization.com), outlines the first phase of the plan, which includes a new exhibit hall, an entry plaza between the light rail and exhibit hall with adjoining green space and the extension of Grant Street from Northeast 28th Avenue to Northeast Brookwood Parkway.

Later phases call for a relocated National Guard armory and an open pavilion. Existing athletic fields would be retained and another field added. Several existing buildings and green space would be renovated. About 15 acres east of Northeast 34th Avenue would be set aside for future development.

The task force is seeking public input between now and May, when it will reconvene to finalize its recommendations to the Washington County Commission, Hillsboro City Council and the county Fair Board.

Throughout the months of March and April, task force members and representatives also will present the plan at various public, chamber and community meetings countywide.

More details about the recommendation can be found at [www.FairgroundsRevitalization.com](http://www.FairgroundsRevitalization.com). The public is encouraged to provide input by e-mailing [fairgroundscomments@gmail.com](mailto:fairgroundscomments@gmail.com).

The task force met eight times in 2007 and made its preliminary recommendation in December 2007 - to ask voters for a \$39 million bond that would be paid back over 30 years.

Those funds, plus traffic impact fees and a Hillsboro revenue bond of \$5 million, would pay the cost of the \$55 million Phase One construction.

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## County's loss as Conley fills Hillsboro assistant manager opening

Friday, March 14, 2008

The Hillsboro Argus

As of April 14 Hillsboro will once again have a full trio in the second tier of its Administrative Department.

Ellen Conley has accepted the position of assistant city manager, filling the position left vacant by the January promotion of Sarah Jo Chaplen to city manager.

Areas under Conley's oversight will include capital planning, finance, human resources, information services, risk management, purchasing, facilities, the municipal court and all internal services.

Conley has served as senior deputy county administrator for Washington County since 1996. She worked closely with county departments on policy, financial, personnel and operating issues. She has also managed the development, review and presentation of the county's \$650 million annual budget.

Conley has handled special projects including evaluation of Strategic Investment Program proposals from Intel and Genentech and upgrade of the county's financial system.

Chaplen issued this comment: "We are very pleased that Ellen will be joining our executive team. She brings years of experience working in the public sector. Her responsibilities as budget officer and her involvement with the county's financial system upgrade complement her city portfolio.

"In addition, she already has strong working relationships with many of our regional parties. Her skills, knowledge and background will strengthen our organization."

Conley indicated her excitement over the new opportunity is tempered by sadness at leaving the county. "I'm proud to be joining a team of dedicated, talented professionals committed to Hillsboro's hometown values. I have a long-term interest in local government management, and this position is a wonderful fit. I look forward to working for the city where I live," she said.

Conley has a master of public administration from Lewis and Clark College and a bachelor of science in business administration from Oregon State University.

Rob Massar and Rob Dixon are Hillsboro's other two assistant city managers. Massar has held the position since 1999. Dixon joined the city in July 2007.

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March 26, 2008

## Old buildings to be demolished

STEVE YOUNG

*syoung@argusleader.com*

Minnehaha County commissioners decided Tuesday to tear down some of the more decrepit buildings at the W.H. Lyon Fairgrounds and to tinker with the possibility of building new, too.

The commission voted unanimously to allow the Sioux Empire Fair Association to raze the horticulture building, a sheep and swine barn, the open-class rabbit barn and the maintenance storage building.

Matt Adamski, the association's director, said the buildings were old, leaked or weren't used often enough to justify renovating them. He said other buildings on the fairgrounds could serve the purposes for which they were used.

"We feel they've become more of a liability than having any value to us," Adamski said of the buildings to be removed.

Commissioners also authorized their legal counsel, deputy state's attorney Gordy Swanson, to talk with heirs of Winona Lyon about stipulations put on the fairgrounds when she originally donated the property to the county.

One of those stipulations was that some leases the county entered into would last no more than five years. The only such lease in existence now is the one with the Sioux Empire Fair Association to manage the fairgrounds.

If Lyon's heirs would agree to remove that five-year stipulation, it could open up the potential for private investment in the fairgrounds, such as the building of a hotel or restaurant, Adamski said.

"The ultimate goal for us is self-sufficiency," he said. "This could enable us to enter into a long-term lease with private partnership, which they wouldn't participate in now with only five-year lease options."

Members of the Lyon family could not be reached for comment.

Reach reporter Steve Young at 331-2306.



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The Daily News

Last Updated: Wednesday, March 19, 2008 11:20 AM CDT

## County board trying to save fair

BY DAILY NEWS STAFF



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Comments

The Oneida County Board of Supervisors has okayed a plan aimed at saving the annual county fair.

According to Dan Kuzlik of the University of Wisconsin-Extension, the county's agriculture and extension committee has hoped to hire a professional fair coordinator but that plan has since been scuttled in favor of a new approach to the fair itself.

ADVERTISEMENT

Kuzlik said while a  
number of interesting

candidates responded to the county's advertisement none of them had the exact skill set the county was looking for.

A decision was then made to organize the fair differently in the hope of generating more attendance.

Instead of a four-day fair the 2008 fair will last two days and include a 4H competition.

The fair will be held from Aug. 14-16 instead of the weekend after the Hodag Country Music Festival and admission will no longer be charged.

LOCAL NEWS ALL LOCAL N

### County board trying to save fair

The Oneida County Board Supervisors has okayed a plan aimed at saving the annual county fair. [READ MORE >](#)

[Conviction upheld in child beating case](#)

[Crandon families create Web site for memorial](#)

SPORTS ALL SPORTS

[READ MORE >](#)

BUSINESS ALL BUSINESS

[READ MORE >](#)

COMMUNITY ALL COMMUNITY

### Minocqua library hosts teen book group

Make new friends, discover new books! Join the Minocqua Public Library's book discussion group for young adults and enjoy refreshments as we talk about a different book each month. [READ MORE](#)

OUTDOORS ALL OUTDOORS

### Youth turkey hunt set

Kuzlik said the changes are meant to make the fair more user-friendly.

"We were not charging a lot (for admission) but for a family with two kids it cost about \$35 to \$40 and we were hearing that people thought they weren't getting enough for that money," Kuzlik said.

Holding the fair in August instead of July should help master gardeners and other exhibitors have better produce to present, he added.

Fair organizers are contacting a number of possible vendors for the 2008 fair and some of them may be new to the experience.

A few familiar elements of the fair, such as the carnival and the "smash'em dash'em" derby will not be held.

Kuzlik said the idea is to go back to the concept of "an old-fashioned county fair."

"By scaling it down and moving it later into the summer we believe we can produce a fair we can all be proud of," Kuzlik said.

Supervisor Paul Dean, a member of the agriculture and extension committee, said the panel is aware that the fair will not survive if no changes are made to the format.

"We all agree that the fair is dying, this is a way to breathe life into it," he said.

In other business, the board agreed without discussion to remove approximately 37 acres of county forest land adjacent to the county landfill and convert it into a leachate treatment site.

The land is currently in the Forest Law Program but the county solid waste and forestry committees believe the economic and environmental benefits derived from utilizing the land as a treatment site out-weigh the benefits of keeping the land enrolled in the County Forest Law Program.

The board also recognized county sanitarian Jeff Havens who was recently named sanitarian of the year. In an ironic twist, Havens told the board this is his last week working in Oneida County. He said he has accepted a job in Minnesota in part because his position requires him to visit taverns and restaurants frequently and Minnesota has banned smoking in bars and restaurant.

Finally, the board said farewell to supervisor Doug Hall who is retiring. Tuesday was Hall's final meeting as a board member and fittingly he made the motion to adjourn at the end of the discussion.

#### April 12-13

Wisconsin's second annual turkey hunt for young hunters will be held April 12-13 to give young hunters an opportunity to hunt turkey and gain valuable hunting experience. [READ MORE >](#)

['Missing' elk turns up after years](#)

[A good Lab can quickly become family](#)

#### OPINION

ALL OPINION

#### Be responsible; be informed

The Rhinelander School District Referendum slate April 1 raises important issues and the decision made by voters will have long-lasting effects on the district and community as a whole. With such an important decision is important that all voters be well-informed and fully aware of the ramifications of the vote. [READ MORE >](#)

Flagg, William R

---

**From:** Flagg, William R  
**Sent:** Tuesday, April 01, 2008 1:02 PM  
**To:** Tom Brian (Verizon); Desari Strader  
**Cc:** 'Herb Hirst'  
**Subject:** Rafe Flagg's Resignation from the Washington County Fair Board

Chair Brian  
Commissioner Strader

I found myself writing a similar letter to you over six months ago and didn't foresee the need to write another one. However, it is with some trepidation and sadness that I sit here crafting what amounts to be my letter of resignation from the Washington County Fair Board. I have had the pleasure of volunteering my time on this board as chair, treasurer, and member at large and sincerely appreciate the confidence and belief that you, John Leeper, and the other County Commissioners bestowed in me when you appointed me to this Board.

During the past four years, I have had the privilege and opportunity to meet, to learn from, and to work with some of the most committed individuals and staff in our community. These individuals (the dedicated facility staff, many fair board members past and present, OSU extension, 4H, master gardeners, and others) genuinely care about the fate of this complex. It has indeed been my pleasure to have been allowed to participate in and entrusted with the mission to move the complex into the 21<sup>st</sup> century with plans for new buildings, new grounds, and an old fashioned sense of community well being. I believe we kept all of these factors in mind as we considered the redevelopment, the OPUS initiative, the Renaissance Fair, and the multi use swine facility to name but a few of the controversial decisions that have come before us.

It hasn't always been easy and the board has operated in the middle of several firestorms. Chair Brian, I dearly appreciated the numerous conversations we have had to discuss many of the issues surrounding the Fair Board as well as strategy for getting the facility from point A to point B. I learned a great deal from these meetings. I honestly feel that WE (the entire Fair Board) have made great headway across the wide spectrum of issues and priorities that have complicated the redevelopment process. This isn't because of anything that I have done per se, but a result of knowledgeable and committed Board members acting for the most part as a team.

Just as they were in the fall when I had to cut back my involvement in the Commission for Children and Families, my reasons for taking this action are complex, emotional, and simple. I have run out of time - mental and physical. I have spent a number of weeks working through this decision and have come to the realization that I am currently extremely over-committed with significant new challenges on the horizon. The birth of our second child is mere weeks away and I need to spend more time with my family. Good fortune has followed me at Intel with it's cost measured in additional hours and that obligation obviously pays the bills. These and other normal life opportunities take minutes and hours which I seem to find to be increasingly finite in nature.

With all of this going on, I do not feel that I can give the Fair Board a one hundred percent commitment in the future and apologize for perhaps not giving it my fullest attention over the past few months. I wish to free up my seat for those who can and will give this organization the time, focus, and intensity it deserves as we approach a critical juncture with the November Bond levee. Now is not the time for the group to lose focus and I believe that I have. For that I apologize.

I would like to thank the extremely dedicated Fair Complex Staff, Executive Director Don Hillman, and my fellow Fair Board members for keeping me in line, working with me, and putting up with me in general. I know it has not been easy at times. On the other hand, in most respects it has been a fun and rewarding four years. I wish the Board of County Commissioners and the Fair Board success in November. This complex doesn't belong to one person, one group, or one community within Washington County. It belongs to the entire county and all communities and for that I will vote yes in the Fall. I however will not be able to continue my Fair Board duties beyond April 15, 2008. I do hope you understand.

Respectfully,  
Rafe Flagg







Main Office: 1212 Court St. NE, Salem OR 97301  
Phone: 503.763.3800 • Fax: 503.763.3900  
Toll Free: 1.800.922.2684  
Claims: PO Box 1469, Lake Oswego OR 97035  
Phone: 503.763.3875 • Fax: 503.763.3901  
Toll Free: 1.800.922.2684

Property, Liability, Workers' Compensation and **MARSH**  
Portland Oregon

**DATE:** March 25, 2008

**TO:** Jerri Yamasaki  
Marsh USA Inc.

**FROM:** Debby Hande  
CIS Sr. Underwriter

**RE:** CIS' Trustees Respond to Clarke v. OHSU Ruling

MAR 28 2008

RECEIVED

More Coverage – Better Pricing!

On behalf of the Board of Trustees we are pleased to announce that in response to the recent Clarke v. OHSU Supreme Court ruling, the Trustees have taken steps to both increase members' liability protection and to make higher limits of liability coverage more accessible.

The Trustees authorized increasing the Excess Liability Coverage Agreement for nearly all members not already there to \$4.5 million per occurrence at NO additional member cost. This new limit, in concert with the \$500,000 per occurrence General and Auto liability coverage agreement limit, ensures affected members a combined liability limit of \$5 million per occurrence. Members already purchasing limits of \$5 million or more are not affected but will receive a credit acknowledging their earlier purchase of higher limits up to the \$5 million level.

Members currently in the Special Risk Management Liability Deductible program are not eligible to participate in this increased liability coverage program and will be contacted individually.

Members needing still higher limits of liability above \$5 million and up to \$10 million per occurrence will find those limits are now available at better terms than before. The Trust continues to offer access to limits above \$10 million per occurrence on an individually underwritten and priced basis. Members in the Special Risk Management Liability Deductible program may also secure limits in excess of their current limits on an individually underwritten and priced basis. Because of the better reinsurance pricing obtained the Trust is projecting the increase to \$5 million per occurrence liability coverage to have a minimal impact on renewal pricing.

On behalf of the Trust, thank you for your support of this your risk management program. As a Trust member, your continued commitment to reducing losses combined with strong support is what makes this program work.



A Membership Service Of









## University of Nebraska Policies

### Committed to Excellence

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#### Trespass Policy

##### **Section 1. Persons Not Authorized in Non-Public Areas of University Buildings.**

The areas of University academic, research, public service, and administrative buildings of the University used for classrooms, laboratories, faculty and staff offices, and the areas of University student residence buildings used for student living quarters are not open to the general public. Any person not authorized to be or remain in any such building area will be deemed to be trespassing on University property, and may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat.  $\S$  28-520 or  $\S$  28-521.

##### **Section 2. Persons on University Property Between the Hours of 11:00 p.m. and 6:00 a.m.**

Persons who are not students, faculty, staff, tenants, licensees, agents or contractors of the University, or their employees, visitors or guests, shall not be permitted on University property between the hours of 11:00 p.m. and 6:00 a.m. Visitors and guests are expected to conduct themselves in a proper and lawful manner while on University property, and failure to do so may result in imposition of personal restrictions relating to their presence on University property. Specifically, the right of a visitor or guest to be present on University property will be restricted when the visitor or guest has harmed or has threatened to harm a member of the student body, faculty or staff. The right of a visitor or guest to be on University property will also be restricted when the visitor or guest has damaged or poses a risk of damage or loss to University property or to the property of others located on University property.

##### **Section 3. Persons in University Buildings After Closing to the Public.**

Many University Buildings are open to the public at designated times which are posted at building entrances. Some University buildings are closed and locked during the times they are not open to the public. Also, some University buildings, such as student unions, are closed to the public at designated times which are posted at building entrances, but remain unlocked for access and use by students, faculty, staff and other authorized persons. Persons who are not authorized by the University to be in a University building after the posted time of closing to the public will be deemed to be trespassing on University property, and may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat.  $\S$  28-520 or  $\S$  28-521.

##### **Section 4. Ban and Bar Notices.**

University law enforcement or security personnel may issue written notices to any person who has been contacted or observed on University property while engaged in any unlawful or unauthorized activity banning and barring such person from University property, except as may be specifically authorized in such notice. Violation of any such notice will be deemed to be trespassing on University property, and the offending party may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat.  $\S$  28-520 or  $\S$  28-521. The term "unlawful or unauthorized activity" shall mean any conduct, act or omission by any person that is in violation of (i) any law, rule, regulation or order of the State of Nebraska or of the United States, or (ii) any policy, rule or regulation of the University of Nebraska.

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[Crime Prevention & Safety](#) | [Drug Free Campus Policy](#) | [Lost and Found](#) | [Tornado Warning Policy](#) | [Trespass Warning Policy](#) | [Weapons Policy](#)

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March 31, 2008

Washington County Fair Complex Board  
873 NE 34th Ave  
Hillsboro, OR 97124

Dear Board Members,

The Fair Complex Boosters have instructed me to write you regarding the request for new swine pens and a new swine barn on the Complex. We are encouraged that the Task Force will probably amend the proposed Master Plan to add a Swine & Multi Purpose Pavilion to the general location of the current Swine Barn. This would replace that inadequate structure with a new larger multi purpose structure.

There is no doubt that this new structure is desperately needed along with new, safer pens. Our request is that the Fair Board allocate the money necessary from Capital Reserve funds to purchase the new pens. It is apparent that there is an accumulation of funds from the lodging tax that should be used for this type of need.

**"One-ninth of the lodging tax shall be distributed to the Washington County fair for promotion and maintenance of the fairgrounds"** This would seem to be a perfect match. The use of public funds is also fully consistent with the Fair Complex's Mission. Specifically it meets the goal of every part of the mission.

- Preserve the annual County Fair & Rodeo and its' heritage.
- Promote the "World-Class" agriculture of the county.
- Provide a welcoming environment for all volunteers.
- Commitment to life-long learning with a special emphasis on youth.
- Promote year-round facilities for consumer trade shows, public exhibitions, & special gatherings.
- Promote a sense of community among residents of Washington County.

Further, it is our understanding that the Fair Board has historically provided the facilities necessary to stage the annual county fair. With a huge accumulation of public funds this would be an appropriate use of these funds. The private fund raising efforts by the Evers family in memory of Brian Herinckx can then be used exclusively on the new building.

Lastly, we are concerned about the continuing deferred basic maintenance of facilities. This neglect has caused the premature destruction of useable facilities. As the new Master Plan is adopted, we would respectfully request that an aggressive maintenance schedule be adopted and implemented to protect those facilities that are slated for inclusion in the Master Plan.

Thanks for your kind attention to this request.

Sincerely,

Lyle Spiesschaert, President

Fair Complex Boosters





Dan Logan &lt;danlogan@easystreet.net&gt;

## Fair report

1 message

Palmer, Terry &lt;terry.palmer@oregonstate.edu&gt;

Wed, Apr 2, 2008 at 2:10 PM

To: danlogan@easystreet.com

I'm going to have to go to Forest Grove after all and I doubt I can get back in time before you are finished, especially if your agenda is short.

Here's what I can think of...anything you want to add, I'm ok with:

\*\*\*\*\*

4-H: There are some issues happening with some staff that is causing me to be covering more of the program than is typical. We have lost a staff person in the school program and one faculty is on Family Medical Leave. I will be covering both supervisory jobs for an unnamed amount of time. Please be patient with me and the office.

Science Fair: Our board member Chris Stein thinks we could have 100-300 entries for our science fair because of the popularity of science fairs in this county. It would really attract I think, new families that might not be familiar with 4-H or the fair to our fair event. We will limit the number of entries open if we have to put them in the Cloverleaf because of space issues. We'll look at the space and see what we can be creative with, but if we had a tent or space in another building as well, it could be good? We're open to ideas and suggestions and it could be a nice thing for sponsorship (to help pay for a tent) as well.

Computer and Technology: We're also adding a lot of events around technology. There will be robot contests, catapult contests and much more. We will provide Leah with a schedule and plan for that as soon as they are accomplished.

Fair Items: Leah and I are meeting next week to talk about the budget for 4-H and who will be administering those dollars this year. We'll be going over logistics and schedules as well.

We hope to have our Fair book finished in 2 weeks and plan to have our All Leaders Meeting to kick off fair season the end of April.

Horse Fair will be July 8-13. We have recruited judges and are looking for sponsors for hotels and food. We have 3 superintendents for the week.

Livestock: The superintendents are working on their judges and making schedules for the shows. We are concerned about shavings and the cost of those. Any ideas about donations I'm sure would be welcomed by Leah or me.

Our committee discussed the issues of closing barns early on Sunday and I will discuss this with Leah as well. As far as letting animals out it would help too if we can remove the gate (need more explanation from you Dan) it would be helpful. (please explain)

Small Animals: They are looking for some plywood to replace some of the wood that supports their cages at fair. They are getting rather aged.

Our Rabbit people thought that Open class would increase if the animals were released on Sunday. They don't want to come back on Monday because of work. The other counties that I've worked in they've cleaned it all out Sunday night with a few

HEARTH: (building items) The committee is working on getting hands-on activities and demonstrations in the Clover leaf building. They've asked for volunteers from Horse to participate as well.

Thanks

# **Washington County Fair**

## **Ambassador Scholarship Program**

The Fair Ambassador Program is open to all Washington County High School Juniors and Seniors (male and female). The 2008 competition is scheduled for March 15. Winners will receive a \$1000.00 scholarship to the educational institution of their choice.

Applications are available below and are due on or before May 24, 2008. For further information, please contact the Fair Office at (503) 648-1416.

[2008 Ambassador Program Application](#)

[2008 Ambassador Program Q & A](#)

[2008 Ambassador Program Rules](#)





# 2008 WASHINGTON COUNTY FAIR AMBASSADOR SCHOLARSHIP PROGRAM

## Q & A

The Fair is interested in those that are able to commit to service during the dates of July 7<sup>th</sup> through July 31<sup>st</sup>. Only a handful of engagements outside of the above time frame will be required of this year's ambassadors.

**Who are Ambassadors?** The program is open to all Washington County High School Junior and Seniors, male and female. Ambassadors do not have to have experience with the Fair, or with livestock. We are looking for students who are enthusiastic, want to learn and represent their community.

**What are Ambassadors?** Ambassadors are an extension of our Public Relations program. They assist with meet and greets, welcome guests and participants, introduction of events and entertainers, distribution of special awards, media interviews, serve as hosts/hostesses of special Fair events, fair information, customer service and attend speaking engagements about the Fair in the community.

**Where do the Ambassadors fulfill their duties?** For the most part, all of the Ambassadors' duties are fulfilled at the Washington County Fair Complex in Hillsboro. There will be some speaking engagements, meetings and community activities that Ambassadors will be attending throughout Washington County. On those occasions, Ambassadors will have transportation provided and will be under a chaperon's care.

**When do the Ambassadors fulfill their duties?** Once the three Ambassadors are selected, the reign will begin. The majority of duties of the Ambassadors will be in the month of July, although there will be some public appearances and meetings that will need to be attended prior to July. During the month of July, Ambassadors will have engagements that they need to attend several times a week. Beginning the Saturday prior to the County Fair and running through the close of the County Fair, Ambassadors must commit to being on site everyday, usually from 9:00 a.m. to 9:00 p.m. Granted, that sounds like very long days, but with all of the "Fair Fun", time flies by.

**Why does one want to become an Ambassador?** This is a great experience for those students who are interested in the public relations or events fields or someone who wants to represent their community. It gives you the opportunity to learn and hone skills while being part of an excellent community event. Once an Ambassador has completed their term, they will be awarded a \$1000.00 scholarship to the educational institution of their choice. They will also receive clothing for their "wardrobe", which will consist of polo shirts, slacks, and shorts and a food allowance for the Fair.

**How do I become an Ambassador?** The first step is to complete an application and return it to the Fair Complex office prior to May 16<sup>th</sup>. Once the application is returned, a committee will review them and narrow the field down to the top twelve candidates based solely upon the applications. The twelve will then take part in a competition on May 24<sup>th</sup>. Each candidate will be individually interviewed by a panel of Judges, much like a job interview. After the interview session, each candidate will present a prepared speech on the topic of their choice (5-7 minutes in length) as well as an impromptu response to a given question. At the completion of the competition, the top three scores will determine the 2008 Fair Ambassadors.

If you have any questions, please contact the Fair Coordinator, Leah Perkins-Hagele, at 503-648-1416 x 202 or [lperkins@faircomplex.com](mailto:lperkins@faircomplex.com).



# 2008 WASHINGTON COUNTY FAIR

## AMBASSADOR SCHOLARSHIP PROGRAM

### Rules and Information

Every Washington County Fair Ambassador becomes a representative of the highest ideals of the people of Washington County. What is said or done is magnified many times, for good or bad. These simple rules have been developed to make each Ambassador's duties an easy and pleasant experience. We recognize and appreciate the family members, however when serving as an Ambassador and participating in official capacities, the Ambassadors' time will be organized by Washington County Fair staff. Along with the honor of being selected as a Washington County Fair Ambassador, there are certain obligations and rules to be followed.

1. Each Ambassador must be a Washington County High School Junior or Senior at the time of the competition.
2. Contestant may not be pregnant or have a child.
3. Contestant must never have been convicted for a crime.
4. Public appearances, publicity, endorsements, gifts, photographs, etc. must have the specific approval of the Washington County Fair staff prior to any commitments.
5. Appearances during the rein will include, but are not limited to, the following: Speaking about the Fair to civic and community groups, flag ceremonies, award or special presentations, meet and greets, sponsor hospitality, entertainer or event introductions, gate greeting, auctions, media interviews, photography sessions,
6. While serving in official capacities, your activities and time will be organized by Washington County Fair staff. Ambassadors and their family members will be expected to cooperate with Fair management, staff, chaperones, and designated persons in charge of official Fair activities. Official Fair appearances and engagements will be chaperoned.
7. As an Ambassador, you must be available to serve in your position, July 7<sup>th</sup> through the 31<sup>st</sup>. Please minimize all outside commitments during this period. Ambassadors must be on time for their duties. Ambassadors unable to meet the above requirements will forfeit their scholarship.
8. While at the Fair or participating in Fair-related activities, Ambassadors will not smoke substances of any kind, chew tobacco or drink alcoholic beverages. Also, chewing gum is an activity that must be limited to times when you are not in the public eye. The use of Cellular phones, as well, will be allowed only during times when you are not in the public eye.
9. Family members and friends will not be permitted to accompany Ambassadors while there are performing their responsibilities as Ambassadors.
10. Courtesy and respect should be practiced at all times. Our goal is to have a positive experience for the public and for the Ambassadors. Ambassadors are highly visible and comments from the public will reflect on them in particular and on the Fair, as well as Washington County.
11. The Fair will furnish a portion of the clothing required as an Ambassador. The Ambassadors are required to keep their Fair wardrobe clean, ready and available at all times. The schedule may call for you to change outfits several times each day. The Fair will provide a suitable and secure changing area, as well as a schedule of attire to the Ambassadors – noting that there may be some changes as the Fair proceeds. Ambassadors will provide their own comfortable walking shoes. Open-toe shoes, sandals and flip flops will not be permitted. The Ambassadors, following successful completion of their responsibilities may keep clothing provided by the Fair.
12. Upon successfully completing the duties as an Ambassador of the Fair, each Ambassador will receive \$1000.00 scholarship that will be sent to the educational institution of their choice and may be used for tuition as well as books. The scholarship must be used within two years or must be returned to the Washington County Fair.
13. Ambassadors will also receive up to \$75.00 just prior to the Fair as a food allowance. The allowance or portion thereof will be awarded if the Fair is unable to find vendors to host lunch and dinner throughout the four days of the Fair. Ambassadors will be expected to report for duties each morning having already had a good breakfast.

Thank you for participating and representing the Washington County Fair.

I have read, understood, and accept these rules of conduct as a 2008 Fair Ambassador.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I have read, understand, and accept these rules of conduct as a parent/guardian of a 2008 Washington County Fair Ambassador. I am also aware that scheduling, managing, and administrative tasks will be the responsibility of the Washington County Fair staff.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



# 2008 WASHINGTON COUNTY FAIR

## AMBASSADOR SCHOLARSHIP PROGRAM APPLICATION

Please return this application by May 16, 2008 along with the following items to the address below.

- A color photo of yourself (approximate photo size 2 x 3, head and shoulders only).
- One letter of recommendation

Name:	Age:
Address:	
City:	Zip:
Phone Numbers:	
E-mail Address	
Parents' Names:	
How did you hear about this program?	

Please list community activities that you have participated in. Such as, service groups, volunteering, etc.

Where do you currently attend school and what grade are you in? What is your current grade point average? Where will you attend school this Fall?

What do your plans for the future include? Schooling, employment, life goals, etc.

What school activities do you participate in? Honors, clubs, sports, etc.

What are your special interests? Hobbies, etc.

This application and the letter of recommendation will be used for preliminary judging to determine the top 12 candidates. Please do not abbreviate. Attach a separate sheet if needed. Thank you.

Return to: Washington County Fair Complex  
Ambassador Program  
873 NE 34<sup>th</sup> Ave  
Hillsboro OR 97124

