

WASHINGTON COUNTY FAIR COMPLEX

Board Meeting

April 7, 2004
Floral Building

Regular Session – 4:30 p.m.
Executive Session – 5:30 p.m.

AGENDA

NOTICE OF MEETING

Washington County Fair Board
Regular Meeting: Wednesday, April 7, 2004, at 4:30 p.m.
Executive Session: Wednesday, April 7, 2004, at 5:30 p.m.*
Fair Complex Floral Building
Hillsboro, Oregon

A. Richard Vial, President
Kathy Christy, Vice President W. Rafe Flagg, Member
Herbert Hirst, Member Kathy Schmidlkofer, Member

115 Days to the 2004 Washington County Fair & Rodeo

- A. **Call the Regular Meeting to Order:** All matters noticed and listed on this agenda, in any category, may be considered for action in any order at the discretion of the Board President. Items not so noticed may be discussed at the discretion of the Board President, but cannot be considered for action.
- B. **Public Welcome – Audience Time:** This time is provided for members of the audience to comment on any item(s) not on the regular agenda. At the discretion of the Board President, each individual's comments may be limited to two minutes. Audience members, when recognized by the Board President, may also comment at the time agenda topics are being discussed by the Board. It is requested that those addressing the Board state their full name, address and organization represented.
- C. **Consent Agenda:** All Consent Agenda items shall be approved without discussion and with one motion except those items removed from the Consent Agenda by a Board member or a member of the public attending the meeting so requesting. If a matter is removed, it shall then be considered, discussed and voted on individually, after the Consent Agenda has been approved.
1. Financial Statements
 - A. Budget Overview – January 2004
 - B. Line Item Report – January 2004
 - C. Balance Sheet – January 2004
 - D. Other, if any
 2. Minutes
 - A. Fair Board Minutes – March 2004
 - B. Other, if any
- A. Facility Use Schedule – April 2004
- B. Other, if any

D. Special Reports

1. Rodeo Committee Report – Cody Feinauer, Rodeo Committee Chair
2. 4-H Report – John Baggott, OSU Extension Service
3. Fair Boosters Report – Bill Duerden, Booster President
4. Operations Report – Don G. Hillman, Executive Director
5. Other, if any

E. Old Business

1. Election of Officers (Treasurer and Secretary)
2. Draft Policy – Advertising, Canvassing or Soliciting
3. Redevelopment Update, if any
4. Other, if any

F. New Business

1. Air Show Committee Appointment
2. Clear Water Services – Development Issues
3. Expansion of Board Membership
4. Other, if any

G. Announcements

1. Calendar of Events
2. Other, if any

H. Correspondence

1. Letters and Cards, if any
2. Other, if any

I. Board Oral Communications

J. Other Matters of Information

1. Booster November 2003 Meeting Minutes
2. Boosters March 2004 Meeting Minutes
3. Newspaper Articles, if any
4. Website Activity
5. Other, if any

L. Adjourn

*Executive Session pursuant to ORS 192.610-192.690 to discuss Real Estate matters and/or Personnel issues immediately following the regular Fair Board meeting if deemed necessary.

CONSENT ITEMS

County of Washington

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

FAX MEMORANDUM

Date: March 31, 2004

To: Board Members
Washington County Fair Complex Board

From: Don G. Hillman
Executive Director

Re: January 2004 Financial Statements

Find attached the January 2004 Financial Statements.

Except for timing issues relating to the receipt or payment of on-going budget items, staff notes the following observations:

Line Item 44: State Sources – Dept. of Agriculture. The January receipt represents the last receipt for this fiscal year and reflects the lower allocation of state revenues. We have been advised that next year's allocation should be no more than approximately \$35,000. This is down from a high of approximately \$42,000 in FYE 2001/02.

Line Item 114: Dedicated Funds – Hotel/Motel Tax. The January receipts decreased by approximately \$6,200 compared to January 2003. Receipts to date for the current fiscal year is approximately \$20,000 less compared to the same year-to-date budget period.

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview January 2004

Mission Statement - The mission of the Washington County Fair Complex is to provide excellent facilities and services in a self-supporting manner for the following purposes:								
1. Preserve the annual County Fair & Rodeo and its' heritage.			2. Promote the "World-Class" agriculture of the County.			3. Provide a welcoming environment for all volunteers.		
3. Provide a welcoming environment for all volunteers.			4. Commitment to life-long learning with a special emphasis on youth.			5. Promote year-round facilities for consumer trade shows, public expo:		
5. Promote year-round facilities for consumer trade shows, public expo:			6. Promote a sense of community among County residents.					
Line Item	Acct No.	Description	January 2004	January 2003	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2004-04	%
1		Beginning Fund Balance - July 1			\$ 328,352	\$ 357,171	\$ 305,426	117%
Revenues								
2		Interim Revenues	\$ 4,244	\$ 6,791	\$ 132,812	\$ 137,642	\$ 215,994	64%
3		Frite Lites Revenues	-	-	-	132,823	100,000	133%
4		Fairtime Revenues	37,592	45,880	636,693	599,627	618,050	97%
5		Non-Operating Revenues	80,585	86,955	419,048	398,852	543,000	73%
Total Revenues			\$ 122,421	\$ 139,626	\$ 1,188,553	\$ 1,268,944	\$ 1,477,044	86%
Total Revenues & Beg. Fund Balance			\$ 122,421	\$ 139,626	\$ 1,516,905	\$ 1,626,115	\$ 1,782,470	91%
Expenses								
6		Interim Expenses	\$ 37,270	\$ 60,217	\$ 459,120	\$ 306,311	\$ 501,251	61%
7		Frite Lites Expenses	103	-	-	118,164	100,000	118%
8		Fairtime Expenses	16,120	3,774	561,564	612,751	804,537	76%
9		Non-Operating Expenses					69,867	0%
Total Expenses			\$ 53,493	\$ 63,991	\$ 1,020,684	\$ 1,037,226	\$ 1,475,655	70%
10		Contingency					\$ 306,815	
Total Expenses and Ending Fund Balance							\$ 1,782,470	

Line Item	Acct No.	Description	January 2004	January 2003	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2004-04	%
Interim Operating Revenues								
11	10	Rent & Storage	\$ 3,803	\$ 6,101	\$ 82,841	\$ 92,803	\$ 180,894	51%
12	16	Parking Fees	\$ -	\$ -	\$ 32,358	\$ 26,370	9,000	293%
13	17	Miscellaneous Income	\$ 6	\$ -	\$ 2,040	\$ 3,637	10,000	36%
14	18	RV Park	\$ 405	\$ 690	\$ 15,222	\$ 14,545	15,350	95%
15	20	ATM Fees	\$ 30	\$ -	\$ 351	\$ 287	750	38%
Total Interim Operating Revenues			\$ 4,244	\$ 6,791	\$ 132,812	\$ 137,642	\$ 215,994	64%
Interim Personnel Expenses								
16	100	Interim Permanent Full-Time Positions	\$ 15,761	\$ 27,363	\$ 254,911	\$ 114,152	\$ 198,451	58%
17	101	Interim Temporary Salaries and Wages	\$ 174	\$ -	\$ -	\$ 6,787	3,075	221%
18	102	Interim O.P.E.	\$ 6,947	\$ 15,955	\$ 87,179	\$ 48,286	93,808	51%
Total Interim Personnel Expenses			\$ 22,882	\$ 43,318	\$ 342,090	\$ 169,225	\$ 295,334	57%
Interim Operating Expenses								
19	107	Office Expense	\$ 111	\$ 502	\$ 5,826	\$ 1,908	\$ 4,000	48%
20	108	Telephone	\$ 699	\$ 531	\$ 6,933	\$ 3,034	9,000	34%
21	109	Printing	\$ -	\$ 25	\$ 273	\$ 217	1,000	22%
22	110	Postage	\$ -	\$ -	\$ 1,344	\$ 523	1,750	30%
23	111	Equipment & Building Rental	\$ 439	\$ 314	\$ 1,884	\$ 3,474	5,000	69%
24	112	Utilities	\$ 8,171	\$ 9,772	\$ 39,029	\$ 37,626	70,000	54%
25	113	Repair & Maintenance	\$ 4,272	\$ 388	\$ 17,538	\$ 31,609	45,000	70%
26	114	General Supplies	\$ (208)	\$ 269	\$ 4,061	\$ 7,196	18,000	40%
27	178	Parking	\$ -	\$ -	\$ -	\$ -	-	0%
28	118	Travel & Training	\$ -	\$ 233	\$ 2,767	\$ 97	500	19%
29	119	Legal Fee to County	\$ -	\$ -	\$ 165	\$ 345	1,200	29%
30	121	Professional Services	\$ -	\$ -	\$ 3,854	\$ 19,476	10,000	195%
31	122	Insurance & Bonding	\$ -	\$ 2,600	\$ 22,059	\$ 12,351	12,100	102%
32	123	Private Mileage	\$ -	\$ 76	\$ 457	\$ 127	500	25%
33	124	Car Allowance	\$ -	\$ 355	\$ 1,420	\$ -	-	0%
34	131	Advertising & Public Relations	\$ 273	\$ 422	\$ 3,581	\$ 2,393	6,000	40%
35	132	Board Expense	\$ 9	\$ 187	\$ 188	\$ 1,185	750	158%
36	133	Due, Licenses, Fees	\$ 344	\$ 675	\$ 2,814	\$ 1,991	1,125	177%
37	149	Misc. Materials & Services	\$ -	\$ 55	\$ 586	\$ 2,043	2,500	82%
38	151	County Indirect Cost	\$ -	\$ -	\$ 792	\$ 9,992	14,992	67%
39	154	RV Park Repair & Maintenance	\$ -	\$ -	\$ 240	\$ 655	1,000	66%
40	154B	RV Park Hotel/Motel Tax	\$ 278	\$ 495	\$ 1,053	\$ 844	1,000	84%
41	155	ATM Fees	\$ -	\$ -	\$ 166	\$ -	500	0%
Total Interim Operating Expenses			\$ 14,388	\$ 16,899	\$ 117,030	\$ 137,086	\$ 205,917	67%
Total Interim Expenses			\$ 37,270	\$ 60,217	\$ 459,120	\$ 306,311	\$ 501,251	61%
Net Interim Revenues/Expenses			\$ (33,026)	\$ (53,426)	\$ (326,308)	\$ (168,669)	\$ (285,257)	59%

Line Item	Acct No.	Description	January 2004	January 2003	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2004-04	%
Frite Lites								
42	15	Frite Lites Revenue	\$ -	\$ -	\$ -	\$ 132,823	\$ 100,000	133%
43	375	Frite Lites Expenses	\$ 103	\$ -	\$ -	\$ 118,164	100,000	118%
Net Frite Lites Revenues/Expenses			\$ (103)	\$ -	\$ -	\$ 14,659	\$ -	0%

Line Item	Acct No.	Description	January 2004	January 2003	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2004-04	%
Fair Revenues								
44	4	State Sources - Dept. of Agriculture	\$ 35,141	\$ 40,868	\$ 40,868	\$ 39,200	\$ 41,000	96%
45	30	Youth Admissions	\$ -	\$ -	\$ 37,886	\$ 26,645	37,500	71%
46	31	Other Admissions	\$ -	\$ -	\$ 213,820	\$ 203,891	210,000	97%
47	32	Concessions/Booths	\$ -	\$ -	\$ 120,695	\$ 116,956	120,000	97%
48	33	Sponsorships	\$ -	\$ -	\$ 57,625	\$ 55,415	57,500	96%
49	34	Advertising Sold	\$ -	\$ -	\$ 1,800	\$ 1,150	2,500	46%
50	36	Carnival Income	\$ -	\$ -	\$ 50,946	\$ 47,865	50,500	95%
51	37	Entry & Bedding Fees	\$ -	\$ -	\$ 2,468	\$ 2,334	2,500	93%
52	38	Parking Fees	\$ -	\$ -	\$ 40,491	\$ 42,792	40,000	107%
53	39	Rodeo Sponsorships	\$ -	\$ -	\$ 29,090	\$ 26,186	29,000	90%
54	41	Miscellaneous	\$ -	\$ -	\$ 26,418	\$ 10,824	15,000	72%
55	42	Rodeo Admissions	\$ -	\$ -	\$ 4,870	\$ 19,839	4,800	413%
56	43	Main Stage	\$ -	\$ -	\$ -	\$ -	-	0%
57	45	Amphitheater Merchandise	\$ -	\$ -	\$ 697	\$ 769	500	154%
58	46	Rodeo Miscellaneous	\$ -	\$ 1,071	\$ 2,811	\$ 1,937	1,750	111%
59	48	ATM Fees	\$ -	\$ -	\$ 2,267	\$ 1,373	2,500	55%
60	49	Rodeo Queen Activities	\$ 2,451	\$ 3,941	\$ 3,941	\$ 2,451	3,000	82%
Total Fair Revenues			\$ 37,592	\$ 45,880	\$ 636,693	\$ 599,627	\$ 618,050	97%

Line Item	Acct No.	Description	January 2004	January 2003	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2004-04	%
Fairtime Personnel Expenses								
61	103	Fair Permanent Full-Time Positions	\$ 8,365	\$ -	\$ -	\$ 53,191	\$ 117,349	45%
62	104	Fair Temporary Salaries and Wages	\$ -	\$ -	\$ -	\$ 4,117	3,747	110%
63	105	Fair O.P.E.	\$ 3,615	\$ -	\$ -	\$ 20,953	\$ 59,444	35%
Total Fairtime Personnel Expenses			\$ 11,980	\$ -	\$ -	\$ 78,261	\$ 180,540	43%
Fair Operations								
64	190	Telephone	\$ -	\$ -	\$ -	\$ 2,322	\$ 3,000	77%
65	191	Car Allowance	\$ -	\$ -	\$ -	\$ -	-	0%
66	175	Printing	\$ -	\$ -	\$ 7,035	\$ 5,837	7,500	78%
67	192	Postage	\$ -	\$ -	\$ -	\$ 615	1,000	62%
68	193	Travel & Training	\$ 1,292	\$ -	\$ -	\$ 2,054	4,500	46%
69	194	Legal Fees to County	\$ -	\$ -	\$ -	\$ -	1,200	0%
70	195	Insurance and Bonding	\$ -	\$ -	\$ -	\$ 12,351	12,100	102%
71	196	Board Expense	\$ -	\$ -	\$ -	\$ 84	750	11%
72	197	County Indirect Costs	\$ 1,250	\$ -	\$ -	\$ 9,992	14,992	67%
73	176	Utilities	\$ -	\$ -	\$ 11,647	\$ 12,557	13,000	97%
74	198	Dues, Licenses and Fees	\$ 175	\$ -	\$ -	\$ 1,179	1,125	105%
75	178	Parking	\$ -	\$ -	\$ 5,185	\$ 5,732	5,200	110%
76	179	Professional Services	\$ -	\$ 1,335	\$ 30,488	\$ 61,146	76,215	80%
77	180	Advertising, Promotions, etc.	\$ -	\$ -	\$ 76,299	\$ 78,607	79,000	100%
78	182	Miscellaneous	\$ 736	\$ 168	\$ 16,144	\$ 9,604	16,500	58%
79	183	Decorations	\$ -	\$ -	\$ 4,083	\$ 4,065	4,000	102%
80	184	Equipment Rental	\$ -	\$ -	\$ 4,923	\$ 6,755	13,500	50%
81	186	Restroom Service	\$ -	\$ -	\$ 11,915	\$ 14,302	15,500	92%
82	187	Repair & Maintenance	\$ -	\$ -	\$ 7,115	\$ 59	7,000	1%
83	188	Materials & Supplies	\$ 270	\$ 267	\$ 14,491	\$ 12,302	10,500	117%
84	189	ATM Fees	\$ -	\$ -	\$ -	\$ -	250	0%
Total Fair Operations			\$ 3,723	\$ 1,770	\$ 189,325	\$ 239,563	\$ 286,832	84%

Line Item	Acct No.	Description	January 2004	January 2003	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2004-04	%
Exhibits & Competitions								
85	211	Awards FFA	\$ -	\$ -	\$ 2,575	\$ 2,126	\$ 2,340	91%
86	212	Personnel FFA	\$ -	\$ -	\$ 632	\$ 663	585	113%
87	213	Other FFA	\$ -	\$ -	\$ 1,361	\$ 1,787	1,215	147%
88	Total FFA		\$ -	\$ -	\$ 4,568	\$ 4,576	\$ 4,140	111%
4-H								
89	221	Awards 4-H	\$ -	\$ -	\$ 5,980	\$ 4,598	\$ 5,400	85%
90	222	Personnel 4-H	\$ -	\$ -	\$ 5,912	\$ 6,359	5,310	120%
91	223	Other 4-H	\$ -	\$ -	\$ 9,945	\$ 4,378	8,955	49%
Total 4-H			\$ -	\$ -	\$ 21,837	\$ 15,335	\$ 19,665	78%
Open Class								
92	231	Awards Open Class	\$ -	\$ -	\$ 25,778	\$ 20,186	\$ 23,400	86%
93	232	Personnel Open Class	\$ -	\$ -	\$ 2,052	\$ 1,957	1,845	106%
94	233	Other Open Class	\$ -	\$ -	\$ 3,627	\$ 3,042	3,265	93%
Total Open Class			\$ -	\$ -	\$ 31,457	\$ 25,185	\$ 28,510	88%
Total Exhibits & Competitions			\$ -	\$ -	\$ 57,862	\$ 45,096	\$ 52,315	86%

Line Item	Acct No.	Description	January 2004	January 2003	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2004-04	%
Rodeo								
95	311	Prize Money	\$ -	\$ -	\$ 45,000	\$ 34,500	\$ 45,000	77%
96	312	Announcer/Contractors/Personnel	\$ -	\$ -	\$ 18,871	\$ 15,685	16,600	94%
97	313	Stock Contract	\$ -	\$ -	\$ 28,012	\$ 20,000	27,000	74%
98	314	Special Awards	\$ -	\$ -	\$ 816	\$ 1,000	500	200%
99	315	Exceptional Kid's Rodeo	\$ -	\$ -	\$ 712	\$ 236	2,000	12%
100	316	Promotion	\$ -	\$ -	\$ 5,323	\$ 4,449	5,500	81%
101	317	Materials & Supplies	\$ -	\$ -	\$ 2,957	\$ 4,215	3,000	141%
102	318	Board Expense	\$ 59	\$ -	\$ 3,525	\$ 1,996	2,000	100%
103	319	Other (Fees & Dues)	\$ -	\$ 38	\$ 2,560	\$ -	2,500	0%
104	320	Queen	\$ -	\$ 996	\$ 2,298	\$ 1,190	4,000	30%
105	321	Rental Equipment	\$ -	\$ -	\$ 3,110	\$ 8,978	7,500	120%
106	322	Money Raising Projects	\$ 358	\$ 970	\$ 2,661	\$ 3,354	1,750	192%
107	333	Sponsorship Fees	\$ -	\$ -	\$ 1,125	\$ -	-	
Total Rodeo			\$ 417	\$ 2,004	\$ 116,970	\$ 95,603	\$ 117,350	81%

Line Item	Acct No.	Description	January 2004	January 2003	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2004-04	%
Fair Entertainment								
108	324	Main Stage (Artist Fees)	\$ -	\$ -	\$ 80,210	\$ 46,350	\$ 63,000	74%
109	325	Grounds Entertainment	\$ -	\$ -	\$ 57,224	\$ 39,317	42,500	93%
110	326	Associated Costs - Main	\$ -	\$ -	\$ 23,468	\$ 30,434	32,000	95%
111	327	Associated Costs - Grounds	\$ -	\$ -	\$ 16,282	\$ 23,654	15,000	158%
112	328	Touch & See	\$ -	\$ -	\$ 3,000	\$ 2,500	2,500	100%
113	329	Special Exhibit	\$ -	\$ -	\$ 17,223	\$ 11,973	12,500	96%
Total Fair Entertainment			\$ -	\$ -	\$ 197,407	\$ 154,228	\$ 167,500	92%
Total Fairtime Expenses			\$ 16,120	\$ 3,774	\$ 561,564	\$ 612,751	\$ 804,537	76%
Net Fairtime Income/Loss			\$ 21,472	\$ 42,106	\$ 75,129	\$ (13,124)	\$ (186,487)	7%

Line Item	Acct No.	Description	January 2004	January 2003	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2004-04	%
Non-Operating Revenues								
114	9	Dedicated Funds - Hotel/Motel Tax	\$ 80,177	\$ 86,395	\$ 415,433	\$ 395,611	\$ 538,000	74%
115	14	Interest	\$ 408	\$ 560	\$ 3,615	\$ 3,241	5,000	65%
Total Non-Operating Revenues			\$ 80,585	\$ 86,955	\$ 419,048	\$ 398,852	\$ 543,000	73%
Non-Operating Expenses								
116	510	Purchase/Lease	\$ 4,713	\$ 5,204	\$ 42,709	\$ 42,667	\$ 42,667	100%
117	511	Land Improvements	\$ -	\$ -	\$ -	\$ -	-	0%
118	512	Building & Structures	\$ -	\$ -	\$ -	\$ -	-	0%
119	513	Equipment	\$ 1,495	\$ 613	\$ 2,484	\$ 11,701	27,200	43%
120	514	Development Reserve	\$ 809	\$ -	\$ 10,000	\$ 7,314	-	0%
Total Non-Operating Expenses			\$ 7,017	\$ 5,817	\$ 55,193	\$ 61,682	\$ 69,867	88%

**Washington County Fair Complex
Line Item Report
January 2004**

03/26/04

Date	Num	Name	Memo	Original Amount	Paid Amount
Income					
A · STATE FUNDS					
004 · State Sources - Dept. of Ag					
01/12/2004	8131570	State of Oregon	County Fair Allotment	35,141.27	35,141.27
Total 004 · State Sources - Dept. of Ag					35,141.27
Total A · STATE FUNDS					35,141.27
C · DEDICATED FUNDS					
009 · Hotel/Motel Tax					
01/31/2004		Washington County Finance Department	January 2004	80,177.26	80,177.26
Total 009 · Hotel/Motel Tax					80,177.26
Total C · DEDICATED FUNDS					80,177.26
D · INTERIM INCOME					
010 · Rent & Storage					
010B · Main Exhibit Hall					
01/12/2004	2001-413	Sisterspirit	Base Lease plus inventory less pre-payme...	305.25	305.25
01/22/2004		Portland's Rain of Glass		725.00	725.00
01/22/2004		Janice Becker		350.00	350.00
01/22/2004		Pygora Goat Breeders Association		400.00	400.00
Total 010B · Main Exhibit Hall					1,780.25
010C · Cloverleaf Building					
01/01/2004	2001-393	Oregon Ki Society	January 2003	256.00	256.00
Total 010C · Cloverleaf Building					256.00
010G · Grounds/General					
01/12/2004	2001-399	Leo Aguilar	Base Lease, Inventory & Labor less pre-pa...	1,075.25	1,017.50
01/12/2004	2001-414	ATV Safety Institue	Rental of Quadrant Property	420.00	420.00
Total 010G · Grounds/General					1,437.50
010K · Interim Use Concessions					
01/07/2004	032903...	Tony Matic	Interim Use Concessions - Tony Matic	100.00	100.00
01/22/2004	032903...	Sweet Tweets	Interim Use Concessions	100.00	100.00
01/22/2004	032903...	Gales Creek Country Store	Interim Use Concessions	100.00	100.00
01/22/2004	032903...	Pepsi Bottling Group	Vending Commission	28.80	28.80
Total 010K · Interim Use Concessions					328.80
Total 010 · Rent & Storage					3,802.55
014 · Interest Income					
01/30/2004	DEP	Columbia Community Bank	Interest January 2004	288.42	288.42
01/31/2004		Washington County Finance Department	January Interest	119.57	119.57
Total 014 · Interest Income					407.99
017 · Miscellaneous Income					
01/22/2004	032903...	Don Hillman	3 Page Fax sent	6.00	6.00
Total 017 · Miscellaneous Income					6.00
018 · RV Parking					
018A · RV Parking/Short Term					
01/12/2004	032903...	RV Parking Fee	Short Term RV Parking	30.00	30.00
01/12/2004	032903...	RV Parking Fee	Short Term RV Parking	45.00	45.00
01/12/2004	032903...	RV Parking Fee	Short Term RV Parking	90.00	90.00
01/12/2004	032903...	RV Parking Fee	Short Term RV Parking	30.00	30.00
01/12/2004	032903...	RV Parking Fee	Short Term RV Parking	15.00	15.00
01/15/2004	032903...	RV Parking Fee	Short Term RV Parking	30.00	30.00
01/16/2004	032903...	RV Parking Fee	Short Term RV Parking	45.00	45.00
01/16/2004	032903...	RV Parking Fee	Short Term RV Parking	30.00	30.00

03/26/04

Washington County Fair Complex
Line Item Report
 January 2004

Date	Num	Name	Memo	Original Amount	Paid Am. .t
01/21/2004	032903...	RV Parking Fee	Short Term RV Parking	45.00	45.00
01/21/2004	032903...	RV Parking Fee	Short Term RV Parking	45.00	45.00
Total 018A · RV Parking/Short Term					405.00
Total 018 · RV Parking					405.00
020 · ATM Fees Income - Interim					
01/15/2004		Access Cash	ATM FEES	30.00	30.00
Total 020 · ATM Fees Income - Interim					30.00
Total D · INTERIM INCOME					4,651.54
E · FAIR INCOME					
050 · Rodeo Queen Activities					
01/14/2004		Rodeo Committee	Coronation Admission	136.00	136.00
01/14/2004		Rodeo Committee	Coronation Food & Beverage Sales	333.50	333.50
01/14/2004		Rodeo Committee	Coronation Auction less DJ paid in cash	91.00	91.00
01/14/2004		Rodeo Committee	Coronation Auction	1,890.00	1,890.00
Total 050 · Rodeo Queen Activities					2,450.50
Total E · FAIR INCOME					2,450.50
Total Income					122,420.57
Gross Profit					122,420.57
Expense					
AE · PERSONNEL					
100 · Interim Permanent F/T Salaries					
01/15/2004	40916	Washington County Finance Department	PP 0326 (PPE 12/19/2003)	8,042.47	8,042.47
01/15/2004	40917	Washington County Finance Department	PP 0401 (PPE 01/02/2004)	7,718.17	7,718.17
Total 100 · Interim Permanent F/T Salaries					15,760.64
101 · Interim Temp Salaries & Wages					
01/15/2004	40916	Washington County Finance Department	PP 0326 (PPE 12/19/2003)	110.40	110.40
01/22/2004		Employers Overload	Michael Harris	64.00	64.00
Total 101 · Interim Temp Salaries & Wages					174.40
102 · Interim O.P.E.					
01/15/2004	40916	Washington County Finance Department	PP 0326 (PPE 12/19/2003)	3,311.02	3,311.02
01/15/2004	40916	Washington County Finance Department	PP 0326 (PPE 12/19/2003)	31.59	31.59
01/15/2004	40917	Washington County Finance Department	PP 0401 (PPE 01/02/2004)	3,582.73	3,582.73
01/22/2004		Employers Overload	Michael Harris	22.00	22.00
Total 102 · Interim O.P.E.					6,947.34
103 · Fair Permanent Full-Time Salary					
01/15/2004	40916	Washington County Finance Department	PP 0326 (PPE 12/19/2003)	4,344.84	4,344.84
01/15/2004	40917	Washington County Finance Department	PP 0401 (PPE 01/02/2004)	4,020.53	4,020.53
Total 103 · Fair Permanent Full-Time Salary					8,365.37
105 · Fair O.P.E.					
01/15/2004	40916	Washington County Finance Department	PP 0326 (PPE 12/19/2003)	1,671.29	1,671.29
01/15/2004	40917	Washington County Finance Department	PP 0401 (PPE 01/02/2004)	1,944.07	1,944.07
Total 105 · Fair O.P.E.					3,615.36
Total AE · PERSONNEL					34,863.11
BE · INTERIM OPERATIONS					
107 · Office Expense					
01/13/2004		Office Depot Credit Plan	Copier paper & Notebook Binders	111.08	111.08
Total 107 · Office Expense					111.08

Washington County Fair Complex
Line Item Report
January 2004

03/26/04

Date	Num	Name	Memo	Original Amount	Paid Amount
108 · Telephone					
01/13/2004		T-Mobile	Cell Phone	42.73	42.73
01/22/2004		Integra	December Line Charges	656.56	656.56
Total 108 · Telephone					699.29
111 · Equip/Bldg Rental					
111A · Equipment Rental					
01/13/2004		Citicorp Vendor Finance, Inc.	Copier lease	215.00	215.00
01/13/2004		Pitney Bowes	Electronic Postage Scale	32.25	32.25
01/13/2004		Pitney Bowes	Postage Meter Lease	192.02	192.02
Total 111A · Equipment Rental					439.27
Total 111 · Equip/Bldg Rental					439.27
112 · Utilities					
01/13/2004		NW Natural	Acct 46266-6 Meter 483853- 12/1-12/31 2...	632.22	632.22
01/13/2004		NW Natural	Acct 76453-0 Meter 832523 12/1-12/31 20...	284.63	284.63
01/13/2004		NW Natural	Acct 76814-3 Meter 520598 12/1-12/31 20...	92.75	92.75
01/13/2004		NW Natural	Acct 76294-8 Meter 832600 11/29-12/30 2...	310.65	310.65
01/13/2004		Portland General Electric	Acct 6477957 12/02/03-1/02/04	10.30	10.30
01/13/2004		Portland General Electric	Acct 5853997 11/29/03-12/30/03	2,448.27	2,448.27
01/13/2004		Portland General Electric	Acct 5514883 11/29/03-12/30/03	36.42	36.42
01/13/2004		Portland General Electric	Acct 5434066 12/5/03-01/07/03	158.76	158.76
01/22/2004		Portland General Electric	Acct# 5410702 Unmetered Service	29.75	29.75
01/22/2004		City of Hillsboro	Water/Sewer 11/10/03 to 1/14/04	4,167.65	4,167.65
Total 112 · Utilities					8,171.40
113 · Repair & Maintenance					
113B · Main Exhibit Hall R & M					
01/13/2004		Home Depot	Paint for MEH Gables	88.97	88.97
01/13/2004		Home Depot	Supplies for MEH Gable repair	285.41	285.41
01/13/2004		Home Depot	Misc Supplies	25.56	25.56
01/13/2004		United Rentals, Inc.	Scaffold rental for ME gable project	237.32	237.32
01/13/2004		Windsor Security	Replace Fire Alarm System in MEH	500.00	500.00
01/13/2004		Parr Lumber	Lumber for ME Gable repair	332.40	332.40
01/13/2004		Parr Lumber	Lumber for ME Gable repair & office trim	317.60	317.60
Total 113B · Main Exhibit Hall R & M					1,787.26
113C · Cloverleaf R & M					
01/13/2004		Home Depot	Thermostat	99.00	99.00
Total 113C · Cloverleaf R & M					99.00
113G · Grounds/General R & M					
01/13/2004		Home Depot	Sandbags	34.90	34.90
01/13/2004		Home Depot	Sump Pumps	189.97	189.97
01/13/2004		Home Depot	2 cycle oil & toilet repair kit	115.24	115.24
01/13/2004		Home Depot	paint for LS Restrooms, Thermostat for Flo...	155.81	155.81
01/13/2004		Platt Electric	Electrical Supplies to repair Pole Lights	157.79	60.40
01/13/2004		Platt Electric	Electrical Supplies to repair Pole Lights	157.79	97.39
01/13/2004		Platt Electric	Electrical Supplies to repair Pole Lights	77.87	29.80
01/13/2004		Platt Electric	Electrical Supplies to repair Pole Lights	77.87	48.07
01/13/2004		Platt Electric	Electrical Supplies to repair Pole Lights	201.11	124.14
01/13/2004		Platt Electric	Electrical Supplies to repair Pole Lights	201.11	76.97
01/13/2004		Platt Electric	Double Paid Invoice 3811064	(66.60)	(66.60)
01/13/2004		Platt Electric	Electrical Supplies to repair Pole Lights	6.38	3.94
01/13/2004		Platt Electric	Electrical Supplies to repair Pole Lights	6.38	2.44
01/13/2004		Platt Electric	Electrical Supplies to repair Pole Lights	10.00	6.17
01/13/2004		Platt Electric	Electrical Supplies to repair Pole Lights	10.00	3.83
01/22/2004		Visa	Clean Office Carpets	215.00	215.00
Total 113G · Grounds/General R & M					1,097.47

Washington County Fair Complex
Line Item Report
January 2004

Date	Num	Name	Memo	Original Amount	Paid Amount
113L · Equipment R & M					
01/22/2004		Patterson's Repair Service	Clark Forklift repair	1,289.02	1,289.02
Total 113L · Equipment R & M					1,289.02
Total 113 · Repair & Maintenance					4,272.75
114 · General Supplies					
01/13/2004		Home Depot	Keys for CCB	5.16	5.16
01/13/2004		Platt Electric	Double Paid Invoice 3270910	(120.63)	(120.63)
01/13/2004		Platt Electric	Misc Credit	(92.48)	(92.48)
Total 114 · General Supplies					(207.95)
131 · Advertising & P.R.					
01/13/2004		Hillsboro Argus	Display Ads December 2003	240.00	240.00
01/22/2004		Qwest	Yellow pages	33.00	33.00
Total 131 · Advertising & P.R.					273.00
132 · Board Expense					
01/22/2004		Visa	Bottled Water for Board meetings	9.49	9.49
Total 132 · Board Expense					9.49
133 · Dues, Licenses, Fees					
01/02/2004		Merchant Solutions	Merchant fees	44.52	44.52
01/02/2004		Merchant Solutions	Merchant fees	79.77	79.77
01/02/2004		American Express	Merchant fees	1.46	1.46
01/22/2004		Washington Co Dept of Assesment &Tax...	Tax Exemption Filing Fee	200.00	200.00
01/30/2004		Columbia Community Bank	Automatic transfer fee	3.00	3.00
01/30/2004		Columbia Community Bank	Automatic transfer fee	3.00	3.00
01/30/2004		Columbia Community Bank	Analysis fee	12.47	12.47
Total 133 · Dues, Licenses, Fees					2
151 · County Indirect Cost					
01/13/2004		Washington County Finance Department	50% December Indirect Charges	1,249.50	1,249.50
Total 151 · County Indirect Cost					1,249.50
154 · RV Park					
154B · RV Park Hotel/Motel Tax					
01/15/2004	40915	Washington County Finance Department	4th Quarter 2003	0.00	0.00
01/15/2004	40918	Washington County Finance Department	4th Quarter Tax Payment	277.82	277.82
Total 154B · RV Park Hotel/Motel Tax					277.82
Total 154 · RV Park					277.82
Total BE · INTERIM OPERATIONS					15,639.87
CE · FAIR OPERATIONS					
182 · Miscellaneous					
01/28/2004	40931	Ashley Pfeifer	reissue ck. 7832 dated 10/15/1999	20.00	20.00
01/28/2004	40932	Ashley Pfeifer	reissued ck #9275 dated 9/21/2001	14.00	14.00
01/28/2004	40933	Cassidy Walker	reissued ck #9984 dated 10/31/2002	7.68	7.68
01/28/2004	40934	Laree Stevens	reissued ck #9936 dated 10/31/2002	8.96	8.96
01/28/2004	40935	Andrea Tardio	reissued ck #9948 dated 10/31/2002	9.60	9.60
01/28/2004	40936	Noelle Graham	reissue ck #9231 dated 9/19/2001	8.00	8.00
01/28/2004	40937	Megan Fagilano	reissued ck #8454 dated 11/01/2000	8.00	8.00
01/28/2004	40938	Ashley Cullinan	reissue ck#8083 dated 11/01/2000	19.00	19.00
01/28/2004	40939	Ashley McDonald	reissue ck #9782 dated 10/21/2002	18.24	18.24
01/28/2004	40940	Kelsey Loper	reissue ck#8483 dated 11/01/2000	10.00	10.00
01/28/2004	40941	Jeremy Patterson	reissue ck#7822 dated 10/15/1999	5.00	5.00
01/28/2004	40942	Hannah Fisher	reissue ck#8638 dated 07/29/2001	21.00	21.00
01/28/2004	40943	Madeline Duyck	reissue ck#10015 dated 11/14/2002	5.12	5.12
01/28/2004	40944	Emily Duyck	reissue ck#7609 dated 10/15/1999	10.50	10.50
01/28/2004	40945	Emily Duyck	reissue ck#9602 dated 10/14/2002	12.80	12.80
01/28/2004	40946	Angela Ward	reissued #9985 dated 10/31/2002	14.72	14.72
01/28/2004	40947	Michelle Hatch	reissue ck#9664 dated 10/14/2002	11.52	11.52
01/28/2004	40948	Lauren Sprague	reissue ck#7926 dated 10/15/1999	16.00	16.00
01/28/2004	40949	Sarah Liggett	reissue ck#9751 dated 10/21/2002	12.80	12.80

**Washington County Fair Complex
Line Item Report
January 2004**

03/26/04

Date	Num	Name	Memo	Original Amount	Paid Amount
01/28/2004	40950	Erik Zander	reissue ck#9504 dated 9/21/2001	18.50	18.50
01/28/2004	40951	Joscelyn Franck	reissue ck#8116 dated 11/1/2000	8.00	8.00
01/28/2004	40952	Kendra Rychlick	reissue ck#8315 dated 11/1/2000	14.00	14.00
01/28/2004	40953	Michelle Janik	reissue ck#9701 dated 10/21/2002	21.12	21.12
01/28/2004	40954	Catherine Conklin	reissue ck#9059 dated 9/19/2001	8.00	8.00
01/28/2004	40955	Eric Conklin	reissue ck#9508 dated 9/19/2001	14.50	14.50
01/28/2004	40956	Alex Weidon	reissue ck#9989 dated 10/31/2002	28.16	28.16
01/28/2004	40957	Essie Hengeveld	reissue ck#9212 dated 9/19/2001	19.50	19.50
01/28/2004	40958	Essie Hengeveld	reissue ck#9669 dated 10/14/2002	22.08	22.08
01/28/2004	40959	JESSIE PETERSON	reissue ck#8820 dated 7/29/2001	1.00	1.00
01/28/2004	40960	JESSIE PETERSON	reissue ck#9277 dated 9/21/2001	6.00	6.00
01/28/2004	40961	Megan O'Connell	reissue ck#7817 dated 10/15/1999	9.00	9.00
01/28/2004	40962	Melissa Chee	reissue ck#9063 dated 9/19/2001	54.00	54.00
01/28/2004	40963	Alicia Liptak	reissue check #9352 dated 9/21/2001	6.50	6.50
01/28/2004	40964	Tyler Lang	reissue ck#9149 dated 9/19/2001	12.00	12.00
01/28/2004	40965	Patrick Chamberlain	reissue ck#9068 dated 9/19/2001	23.50	23.50
01/28/2004	40966	Molly McCarter	reissue ck#9781 dated 10/21/2002	13.44	13.44
01/28/2004	40967	Anna Marie Isaacson	reissue ck#9696 dated 10/21/2002	15.04	15.04
01/28/2004	40968	Melissa Sullivan	reissue ck#9943 dated 10/31/2002	8.96	8.96
01/28/2004	40969	Owen Blakesley	reissue ck#8054 dated 11/1/2000	4.50	4.50
01/28/2004	40970	Owen Blakesley	reissue ck#7542 dated 10/15/1999	2.50	2.50
01/28/2004	40971	Megan Asuncion	reissue ck#9522 dated 10/14/2002	4.48	4.48
01/28/2004	40972	Megan Asuncion	reissue check #8035 dated 11/1/2000	13.00	13.00
01/28/2004	40973	Megan Asuncion	reissue ck#9113 dated 9/19/2001	8.00	8.00
01/28/2004	40974	Justin Duyck	reissue ck#8761 dated 7/29/2001	14.00	14.00
01/28/2004	40975	Ashley Danielson	reissue ck#9050 dated 9/19/2001	20.00	20.00
01/28/2004	40976	Courtney Franzke	reissue ck#9242 dated 9/19/2001	5.00	5.00
01/28/2004	40977	Faith Lightfoot	reissue check#8479 dated 11/1/2000	14.50	14.50
01/28/2004	40978	Holley Brandt	reissue ck#9558 dated 10/14/2002	12.48	12.48
01/28/2004	40979	Brett Eldridge	reissue check 8450 dated 11/1/2000	39.50	39.50
01/28/2004	40980	Brett Eldridge	reissue ck#9033 dated 9/19/2001	26.00	26.00
01/28/2004	40981	Lindsey Chamberlin	reissue ck#9570 dated 10/14/2002	14.72	14.72
01/28/2004	40982	Amy Evans	reissue ck#30198 dated 07/29/2002	7.75	7.75
01/28/2004	40983	Katie Merrill	reissue ck#9798 issued 10/21/2002	13.44	13.44
Total 182 · Miscellaneous					736.11
188 · Materials & Supplies					
01/22/2004		Airgas Nor Pac, Inc.		91.42	91.42
01/22/2004		Martech Systems	Blue Ribbon Upgrade	179.00	179.00
Total 188 · Materials & Supplies					270.42
193 · Fair Travel & Training					
01/13/2004		Don Hillman-	IAFE 12/2003	112.69	112.69
01/13/2004	40913	Don Hillman	WFA Convention 2004	135.00	135.00
01/13/2004	40914	Leah Perkins	OFA Convention 2004	107.88	107.88
01/22/2004		Visa	SWA Ticket to attend WFA Convention	266.80	266.80
01/22/2004		Visa	Registration & Meals for OFA Convention	176.00	176.00
01/22/2004		Visa	Hotel Charges WFA Convention	450.90	450.90
01/22/2004		Visa	Hotel Charges WFA Convention	2.69	2.69
01/22/2004		Visa	Parking WFA Convention	40.00	40.00
Total 193 · Fair Travel & Training					1,291.96
197 · Fair County Indirect Cost					
01/13/2004		Washington County Finance Department	50% December Indirect Charges	1,249.50	1,249.50
Total 197 · Fair County Indirect Cost					1,249.50
198 · Fair Dues, Licenses & Fees					
01/22/2004		Visa	IAFE Annual Dues	175.00	175.00
Total 198 · Fair Dues, Licenses & Fees					175.00
Total CE · FAIR OPERATIONS					3,722.99
EE · RODEO					
318 · Board Expense					
01/13/2004		FarmGro Supply	Gifts for Kim	58.63	58.63
Total 318 · Board Expense					58.63

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03/26/04

Washington County Fair Complex
Line Item Report
 January 2004

Date	Num	Name	Memo	Original Amount	Paid Am. t
322 · Money Raising Projects					
01/01/2004	40895	Oregon Liquor Control Commission	License for Queen's Coronation	25.00	25.00
01/22/2004		Visa	Provisions for Queen Coronation	212.85	212.85
01/22/2004		Kristen deGroen	Coronation Expenses	120.56	120.56
Total 322 · Money Raising Projects					<u>358.41</u>
Total EE · RODEO					417.04
HE · Frite Lites Expense					
376 · Printing					
01/13/2004		Washington County Central Services	Posters	103.00	103.00
Total 376 · Printing					<u>103.00</u>
Total HE · Frite Lites Expense					103.00
JE · CAPITAL OUTLAY					
510 · Purchase/Lease					
01/01/2004	40894	Washington County Finance Department	1/04 Interest Payment/Quadrant Property	4,712.73	4,712.73
Total 510 · Purchase/Lease					<u>4,712.73</u>
513 · Equipment					
01/13/2004		Home Depot	Hammer Drill/Reciprocating Saw/Circular ...	499.00	499.00
01/15/2004		Textron Financial Corp	Mower Lease Payment	613.07	613.07
01/29/2004		Textron Financial Corp	Personal property tax payment	382.70	382.70
Total 513 · Equipment					<u>1,494.77</u>
514 · Development Reserve					
01/22/2004		Office of County Counsel	RFP	808.75	808.75
Total 514 · Development Reserve					<u>808.75</u>
Total JE · CAPITAL OUTLAY					<u>7,016.25</u>
Total Expense					<u>61,762.26</u>
Net Income					<u><u>60,658.31</u></u>

Washington County Fair Complex
Balance Sheet Prev Year Comparison
As of January 31, 2004

	<u>Jan 31, 04</u>	<u>Jan 31, 03</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
0900 · West Coast Bank	0.00	(12,006.36)	12,006.36	100.0%
0950 · West Coast Bank-Premium	0.00	71.05	(71.05)	(100.0)%
1-1 · C.C.B. - General Checking	1,223.32	0.00	1,223.32	100.0%
1-3 · C.C.B. - Money Market Account	251,909.62	0.00	251,909.62	100.0%
1-4 · C.C.B. - ATM Acct	5,150.00	0.00	5,150.00	100.0%
1040 · Petty Cash	242.75	650.00	(407.25)	(62.7)%
1080 · Washington County Fund 200	167,593.23	428,794.96	(261,201.73)	(60.9)%
910 · West Coast Money Market	0.00	6,721.83	(6,721.83)	(100.0)%
Total Checking/Savings	426,118.92	424,231.48	1,887.44	0.4%
Accounts Receivable				
1200 · Accounts Receivable	8,583.80	4,720.80	3,863.00	81.8%
Total Accounts Receivable	8,583.80	4,720.80	3,863.00	81.8%
Other Current Assets				
1499 · Undeposited Funds	15.00	0.00	15.00	100.0%
2175 · ATM Suspense Account	(5,000.00)	0.00	(5,000.00)	(100.0)%
Total Other Current Assets	(4,985.00)	0.00	(4,985.00)	(100.0)%
Total Current Assets	429,717.72	428,952.28	765.44	0.2%
Fixed Assets				
220 · Equipment	10,487.06	0.00	10,487.06	100.0%
Total Fixed Assets	10,487.06	0.00	10,487.06	100.0%
TOTAL ASSETS	<u>440,204.78</u>	<u>428,952.28</u>	<u>11,252.50</u>	<u>2.6%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	(387.23)	16,378.75	(16,765.98)	(102.4)%
Total Accounts Payable	(387.23)	16,378.75	(16,765.98)	(102.4)%
Credit Cards				
01 · Home Depot	0.00	16.94	(16.94)	(100.0)%
03 · Office Depot	59.40	29.00	30.40	104.8%
05 · WCB Visa-Card# 1	(192.93)	217.65	(410.58)	(188.6)%
06 · WCB Visa - Don	0.00	369.00	(369.00)	(100.0)%
Total Credit Cards	(133.53)	632.59	(766.12)	(121.1)%

Washington County Fair Complex
 Balance Sheet Prev Year Comparison
 As of January 31, 2004

	<u>Jan 31, 04</u>	<u>Jan 31, 03</u>	<u>\$ Change</u>	<u>% Change</u>
Other Current Liabilities				
2053 · Deferred Commercial Exhibit...	1,100.00	400.00	700.00	175.0%
2059 · Deferred Sponsorship Income	6,000.00	0.00	6,000.00	100.0%
2064 · Defered Facilities Rental	6,320.00	0.00	6,320.00	100.0%
2065 · Rental Refundable Deposits	2,317.70	1,631.35	686.35	42.1%
Total Other Current Liabilities	<u>15,737.70</u>	<u>2,031.35</u>	<u>13,706.35</u>	<u>674.7%</u>
Total Current Liabilities	15,216.94	19,042.69	(3,825.75)	(20.1)%
Long Term Liabilities				
2200 · Loan - Columbia Community B...	117,047.62	0.00	117,047.62	100.0%
Total Long Term Liabilities	<u>117,047.62</u>	<u>0.00</u>	<u>117,047.62</u>	<u>100.0%</u>
Total Liabilities	132,264.56	19,042.69	113,221.87	594.6%
Equity				
3000 · Opening Bal Equity	(11,385.99)	3,952.60	(15,338.59)	(388.1)%
3900 · Retained Earnings	57,354.36	266,811.02	(209,456.66)	(78.5)%
Net Income	261,971.85	139,145.97	122,825.88	88.3%
Total Equity	<u>307,940.22</u>	<u>409,909.59</u>	<u>(101,969.37)</u>	<u>(24.9)</u>
TOTAL LIABILITIES & EQUITY	<u>440,204.78</u>	<u>428,952.28</u>	<u>11,252.50</u>	<u>2.6%</u>

Minutes
Washington County Fair Board
Wednesday, March 3, 2004

Convened: 4:30 pm

FAIR BOARD:

President Kathy Christy
Vice President Rich Vial
Board Member W. Rafe Flagg – Excused
Board Member Herb Hirst
Board Member Kathy Schmidlkofer

STAFF:

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

GUESTS:

John Baggott, OSU Extension Service
Ed Kristovich, Booster Vice President
Irene Barnes, Booster Secretary
Jerry Boohe, Citizen
Bill Duerden, Booster President
Cody Feinauer, Rodeo Committee Chair
John Knox, Grange Member
Jim Clute, Grange Member
Lynn Haynes, Rodeo Committee Director
Everett Curry, Evaluation & Selection Committee Member
Cindy Strum, Evaluation & Selection Committee Member

PRESS:

Ellen Ast, *The Hillsboro Argus*
David Anderson, *The Oregonian*

President Christy called the meeting to order at 4:30 p.m., welcomed everyone and called for additions to the Agenda. No additions were requested. President Christy noted that there would be an agenda change in that New Business would be moved to the beginning of the meeting.

1. New Business

A. Election of Officers (President, Vice-President, Treasurer, Secretary) – President Christy noted that she has served as President for three terms and felt that it was time for a change. President Christy opened the nominations for Board President, Vice President & Treasurer.

Motion by President Christy to nominate Vice President Vial as Board President. Second by Board Member Hirst. Motion carried 4-0.

Motion by Vice President Vial to nominate President Christy as Vice President. Second by Board Member Hirst. Motion carried 4-0.

President Christy called for nominations for Treasurer; Vice-President Vial requested that it be tabled until all Board members are present.

President Christy turned over the meeting to recently elected President Vial.

B. Evaluation & Selection Committee RFP Recommendation – President Vial thanked the participants of the Evaluation & Selection Committee, and then requested that Everett Curry and Cindy Strum give a summary of the committee findings and recommendation. President Vial excused Everett Curry and Cindy Strum after their presentation and asked for questions and comments from the public before voting.

Ed Kristovich commented on the proposal.

President Vial asked for Board Comments. Discussion ensued.

C. RFP Recommendation to Board of County Commissioners - President Vial called for a motion to adopt the committee findings and recommendation to send to the County Commissioners.

Motion by Board Member Hirst to adopt committee findings and recommendation to send to the County Commissioners. Second by Vice President Christy. Motion carried 4-0.

Discussion ensued regarding holding public forums and initiating a Letter of Intent with Opus. President Vial instructed staff to locate facilities and set dates for late March or early April to have two community forums by the April 7th Board Meeting.

D. New Board Member Orientation – Executive Director Hillman noted that Board Member orientation had been completed for all new board members.

E. Other, if any - None

2. Consent Agenda

President Vial asked the Board and the public if any items were requested to be removed from the Consent Agenda.

Motion by Vice President Christy to approve Consent Agenda. Second by Board Member Schmidlkofer. Motion carried 4-0.

3. Special Reports

- A. **Rodeo Report** – Rodeo Chair Feinauer had nothing new to report. Committee has not met for two months.

President Vial asked about this year's rodeo budget. Rodeo Chair Feinauer noted that he projects to be under budget. President Vial asked Rodeo Chair Feinauer how he felt about the new event model. Rodeo Chair Feinauer admitted that the Rodeo Committee was a little nervous and that they would like to see the gate ticket price lower. President Vial asked for Rodeo Committee proposals.

- B. **4-H Report** – John Baggott reported that the Superintendents have met. Working on show ring schedules, barn space, etc. Judged are being contracted and fair preparations have begun.

- C. **Boosters Report** – Bill Duerden had nothing to report.

- D. **Operations Report** – Executive Director Hillman reported that the HVAC system in the Floral Building is in need of replacement; many of the small engine items are out for repair; and the City of Hillsboro is working on a sign ordinance.

- E. **Other** – Executive Director Hillman referred the Board to a memo regarding consulting services for the Lane County Fair. Discussion ensued.

Motion by Vice President Christy to permit Executive Director Hillman to offer consulting services as an expert witness to the Lane County Fair as a Fair Complex employee. Second by Board Member Hirst. Motion carried 4-0.

4. Old Business

- A. **Cottonwood Tree Status Report** – Executive Director Hillman reported that the staff is moving forward with the removal of certain cottonwood trees. Looking for an economical way to have it done. Discussion ensued.

- B. **Livestock Entry Fees Update** – Fair Coordinator Perkins provided a report regarding livestock entry fees and bedding costs. Discussion ensued.

Motion by Board Member Hirst to adopt staff requested increase in Livestock Entry Fees to double current rates to help cover cost of bedding purchase and removal. Second by Board Member Schmidlkofer. Motion carried 4-0.

C. **Draft Policy – Advertising, Canvassing or Soliciting** – President Vial tabled this item until next month when all board members are present.

D. **Redevelopment Update** - None

E. **Other** - None

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

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

7. **Board Oral Communications** - President Vial thanked Vice President Christy for orientating new members and welcomed the new board members.

8. **Other Matters of Information** -

A. **Herbert Hirst Board Application**

B. **Kathy Schmidlkofer Board Application**

C. **Newspaper Articles, if any**

D. **Website Activity**

E. **Other, if Any**

With no further business before the Board, President Vial adjourned the meeting at 6:15 pm.

Don G. Hillman
Recording Secretary

Rich Vial
Board President



WASHINGTON COUNTY OREGON

Fair Complex

Facility Schedule—April, 2004

***Events highlighted indicate no-charge events*

Sunday, April 04, 2004

****Floral Building** 4-H Bird Club Meeting
****Floral Building** 4-H Rabbit Club Meeting
Main Exhibit Hall Motorcycle Swap Meet

Monday, April 05, 2004

****Main Exhibit-North** 4-H Club Meeting
****Cloverleaf Building** 4-H Guide Dog Meeting
****Main Exhibit-Middle** 4-H Club Meeting
****Main Exhibit-South** 4-H Dog Club Meeting
****Covered Show Ring** 4-H Archery Meeting
Covered Show Ring Dog Flyball Class

Tuesday, April 06, 2004

****Cloverleaf Building** 4-H Guide Dog Meeting
****Floral Building** Committee Meeting

Wednesday, April 07, 2004

****Main Exhibit-South** 4-H Dog Club Meeting
Main Exhibit-North Dog Training
Cloverleaf Bldg. Martial Arts Class

Saturday, April 10, 2004

Friendship Square/Plaza Festival of Color
Main Exhibit Hall Hardy Plant Sale

Sunday, April 11, 2004

Main Exhibit Hall Hardy Plant Sale

Monday, April 12, 2004

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

Wednesday, April 14, 2004

****Main Exhibit** 4-H Dog Club Meeting
Main Exhibit-North Dog Training
Cloverleaf Bldg. Martial Arts Class

Friday, April 16, 2004

****Meeting Room** 4-H Rabbit Club Meeting
Main Exhibit Hall Girl Scouts Event

Saturday, April 17, 2004

****Floral Building** Wagon Train Box Social
****Cloverleaf Building** 4-H Rabbit Show
Main Exhibit Hall Girl Scouts Event

Sunday, April 18, 2004

****Floral Building** 4-H Bird Club Meeting

Monday, April 19, 2004

****Main Exhibit-North** 4-H Club Meeting
****Main Exhibit-Middle** 4-H Dog Club Meeting
****Covered Show Ring** 4-H Archery Meeting
****Covered Show Ring** 4-H Club Meeting
Covered Show Ring Dog Flyball Class

Tuesday, April 20, 2004

Friendship Plaza Smoke School
Main Exhibit-South Bazaar

Wednesday, April 21, 2004

****Friendship Square** 4-H Dog Club Meeting
Cloverleaf Bldg. Martial Arts Class
Main Exhibit-North Dog Training
Main Exhibit-South Bazaar

Thursday, April 22, 2004

Main Exhibit-South Bazaar

Friday, April 23, 2004

Main Exhibit-South Bazaar

Saturday, April 24, 2004

****Cloverleaf Bldg.** 4-H Bird Show
Main Exhibit-South Bazaar
Main Exhibit-North Belly Dance Showcase

Sunday, April 25, 2004

****Floral Building 4-H Club Meeting**

Main Exhibit Hall-North Belly Dance Showcase

Monday, April 26, 2004

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

****Covered Show Ring 4-H Archery Meeting**

****Main Exhibit Hall 4-H Club Meeting**

Covered Show Ring Dog Flyball Class

Tuesday, April 27, 2004

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

Wednesday, April 28, 2004

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

Cloverleaf Bldg. Martial Arts Class

Main Exhibit-North Dog Training

Friday, April 30, 2004

****Meeting Room 4-H Rabbit Club Meeting**

SPECIAL REPORTS

County of Washington

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

FAX MEMORANDUM

Date: March 31, 2004

To: Board Members
Washington County Fair Complex Board

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

Re: March Operations Report

Couple of on-going updates:

Cottonwood Trees – We have removed seven cottonwood trees during the month of March. The seven trees include the four south of the Main Exhibit Hall, two next the site of the pony rides and petting zoos, and one north of the Floral Building. As previously discussed with the Board, these trees were removed due to their age, condition, and liability issues surrounding the propensity of this variety of tree to shed large branches.

We will defer planting additional trees in the same general locations until after the 2004 County Fair & Rodeo so as to first determine the traffic patterns and exhibit locations.

There are up to three other trees that have been identified for future removal consideration.

Equipment – The John Deere tractor, used primarily for arena maintenance and field mowing, continues to have some hydraulic issues and has once again been sent to the repair shop for repairs.

Most of the grounds equipment (mowers, blowers, edgers, and weed eaters) has been serviced with a number of pieces being determined not repairable due to their age and current condition.

Administrative Office – The skirting on this facility has been replaced.

OLD BUSINESS

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 302

Advertising, Canvassing or Soliciting Policy

RECITALS

- (a) **WHEREAS**, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- (b) **WHEREAS**, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair; and
- (c) **WHEREAS**, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- (1) During activities associated with the annual County Fair & Rodeo, no advertising, canvassing or soliciting, and no dissemination of written materials is permitted within the fenced-in portions of the Washington County Fair Complex property, and the air space above, except by persons exhibiting as lessees under exhibit space or sponsorship agreements signed by the Washington County Fair Complex.
- (2) During activities not associated with the annual County Fair & Rodeo, no advertising, canvassing or soliciting, and no dissemination of written material is permitted within the fenced-in portions of the Washington County Fair Complex, except in areas under the control, and rented by, a permittee(s). All such activity must be approved by the permittee(s) and confined to the areas within and/or adjacent to the facilities under the permittee's control. These areas include, but are not limited to, exhibit halls, barns, entrances, walkways and areas adjacent to such areas, such as parking lots.
- (3) During activities not associated with the annual County Fair & Rodeo, persons or groups are not prohibited from renting space in available facilities, outside the control of other permittee(s), for the purpose of advertising, canvassing or soliciting. Available facilities do not include public parking lots used or available for use during other activities or events.
- (4) No person or group shall use the properties of the Washington County Fair Complex to advertise products, goods, or services of a commercial nature, or solicit funds without the expressed written consent of the Washington County Fair Complex.
- (5) Canvassing, soliciting, and dissemination of written materials of a non-commercial nature is permitted on the Complex parking lot, if not under license, and on other property of the Washington County Fair Complex outside the fenced-in portions of the Washington County

Fair Complex. Such activities must be conducted in accordance with the following conditions:

- (a) Parking lot entrances, exits, and travel lanes must not be obstructed. Interference with traffic flow and with the duties of traffic attendants is prohibited.
 - (b) The use of land vehicles, including but not limited to cars, trucks, and other motorized vehicles, bicycles, scooters, skateboards, and skates is prohibited. Use of air vehicles is prohibited. Use of land vehicles as platforms or other temporary or permanent structures or platforms is prohibited.
 - (c) A person conducting such activity shall not place pamphlets, leaflets, or other material in or on any vehicles in the parking lots. Such activity must be conducted with pedestrians only, after their vehicles have been parked and they have exited.
 - (d) Loudspeakers and other sound devices are prohibited.
 - (e) Activity causing a crowd to gather is prohibited if pedestrian or vehicular traffic is obstructed or impeded.
 - (f) Activity conducted within twenty feet of an admission gate or ticket booth is prohibited.
 - (g) Activity conducted within five feet of an entrance or gate provided through fenced-in portions of the Washington County Fair Complex where access is provided to the general public is prohibited.
 - (h) Active obstruction of a Complex employee, contractor, subcontractor, agent or visitor's line of travel or active detention of a Fair employee, contractor, subcontractor, agent or visitor against his will is prohibited.
 - (i) Abusive language and actual or threatened physical harm directed against a Complex employee, contractor, subcontractor, agent or visitor is prohibited.
- (6) Any person or group canvassing, soliciting or disseminating materials covered by this policy must fill out a registration form and submit it along with a copy of each item to be distributed, petition to be signed, or any other materials to be used to the Washington County Fair Complex, 873 34th Avenue, Hillsboro, Oregon, 97124, at least 24 hours prior to such canvassing, soliciting or dissemination of material. Materials not submitted at least 24 hours in advance shall not be used.
- (7) Any person or group who places, or allows the placement of pamphlets, leaflets, or other material in or on vehicles or advertises or solicits funds without the expressed written consent of the Washington County Fair Complex, will be subject to a \$100 fine for each occurrence.

(8) Persons or groups are not prohibited from advertising, canvassing or soliciting on public sidewalks located on 34TH Avenue, Cornell Road or 28th Avenue, however, their activities may be restricted by city ordinance if such activities disturb the public peace, impede pedestrian or vehicular traffic, or create a public disturbance.

Dated this ____ day of _____, 2004.

ATTEST:

Recording Secretary

Board President

DRAFT

NEW BUSINESS

County of Washington

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

FAX MEMORANDUM

Date: March 31, 2004

To: Board Members
Washington County Fair Board

From: Don G. Hillman
Executive Director

Re: Air Show Committee

This agenda item has to do with discussions surrounding the appoint of a member of the Fair Complex Board to work with and/or serve on the Air Show Committee to increase communications regarding common issues relative to the Air Show and summer events booked at the Fair Complex.

County of Washington

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

FAX MEMORANDUM

Date: March 31, 2004

To: Board Members
Washington County Fair Complex Board

From: Don G. Hillman
Executive Director

Re: Expansion of Fair Complex Board

This agenda item deals with the on-going discussions of expanding the size of the Fair Complex Board. Currently Oregon Law permits a board of up to seven members.

Any increase in the number of Fair Complex Board members would require approval of the Board of County Commissioners.

ANNOUNCEMENTS

*Calendar of Events
March - July 2004*

Date	Event	Location
<i>April</i>		
6	Rodeo Committee Meeting	Floral Building (7:00 PM)
6	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
7	Board Meeting	Floral Building (4:30 PM)
7	Boosters Meeting	Main Office (7:00 PM)
7	OFA Joint Area Meeting	State Fair (9 AM - 3 PM)
30 - May 2	OFA Spring Conference	TBA
<i>May</i>		
4	Rodeo Committee Meeting	Floral Building (7:00 PM)
4	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
5	Board Meeting	Floral Building (4:30 PM)
5	Boosters Meeting	Main Office (7:00 PM)
7-10	IAFE Spring Management Conference	Calgary, Alberta, Canada
<i>June</i>		
1	Rodeo Committee Meeting	Floral Building (7:00 PM)
1	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
2	Board Meeting	Floral Building (4:30 PM)
2	Boosters Meeting	Main Office (7:00 PM)
<i>July</i>		
6	Rodeo Committee Meeting	Floral Building (7:00 PM)
6	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
7	Board Meeting	Floral Building (4:30 PM)
7	Boosters Meeting	Main Office (7:00 PM)
14 - 18	4H Horse Show	Fair Complex
29 - Aug 1	2004 County Fair & Rodeo	Fair Complex

CORRESPONDENCE

ORAL COMMUNICATIONS

OTHER MATTERS OF INFORMATION

Washington County Fair Boosters Club

Minutes for November 5, 2003 Meeting

Attendance: Irene Barnes, Sheila Day, Jim Godfrey, Al Goldman, Don Hillman, Ed Kristovich, Lorena Roberts.

Prior Meeting Minutes: Approved as mailed.

Treasurer's Report: Frite Lites made a profit of \$1,016.81. It was a group decision to divide it evenly with the Dairy Women.

Fair Board; Don Hillman reporting:

- The Rodeo has a new Queen, Kristen de Goen, of Gaston.
- John Baggett is taking over more of the 4-H.
- The Redevelopment has two proposals, one from OPUS and another from SCM. The proposals will be made public on December 9. A committee is being chosen to review the proposals.
- Some cottonwood trees are diseased. They may need to be taken down.
- The fountain will be the centerpiece of the Fair Complex entrance.
- Frite Lites had 5,005 people. The activity broke even financially for the first year.

Washington County Fair Boosters

Minutes for March 3, 2004 Meeting

Attendance: Irene Barnes, Bill Duerden, Jim Godfrey, Al Goldman, Don Hillman, Ed Kristovich, Lorena Roberts, Dale Scheller, Fred and Ruth Scheller, Kathy Schmidkofer.

Treasurers Report: \$455.22 in the checking; \$26,782.14 in Edward Jones Investments.

Old Business:

Fair Board Meeting, Don Hillman Reporting:

- Kathy Schmidkofer is a new member of the Fair Board.
- Cody Reported: All is going well with Rodeo arrangements.
- John Baggett is online with his 4-H information.
- There is a new city sign code that we will be working with.
- HVAC of Floral Building is out.
- The City is putting in new gates connecting the sports fields.
- Several trees will be cut down because of disease.
- The new Fair Board President is Richard Vial; Vice-President is Kathy Christie; The Treasurer will be chosen next month. Other new Board members are Herbert Hirst and W. Rafe Flagg. Don Hillman is the Secretary.
- Entry Fees for Open Class animals will pay for manure disposal, which was \$8,000 last year.

Fairground Redevelopment:

- Two proposals were submitted. A nine-member committee approved the OPUS proposal. That decision will be sent to the County Commissioners. Open houses for these ideas will be in late March. The County will issue revenue bonds of \$40-60 million.

Frite Lites:

- It broke even financially. We have paid off one-sixth of the show equipment costs. Next year, we will partner with a group in the North Portland area. They will have an adult lite show and we will have the family lite show. It will be 17 days continuously, just preceding Halloween.

Fair Planning:

- Jim Godfrey put new locks on the booth. Thanks, Jim. There are five keys.
- Lorena Roberts will be the new Volunteer Coordinator.

The Next Meeting will be Wednesday, April 7 at 7:00 p.m.



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Fair board picks Opus Northwest for development

03/09/04

By Ellen Ast and

Doug Browning

From Our Advertiser

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The Washington County Fair Board has chosen Opus Northwest to develop public facilities at the fairgrounds in exchange for being allowed to develop retail opportunities.

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Opus and SCM submitted proposals for new facilities last fall. The decision to turn to the private sector was made after voters rejected a \$40 million bond levy for new fair facilities in November 2002.

A nine-member evaluation and selection committee appointed to evaluate the proposals selected Opus as the preferred developer last week.

Committee members Everett Curry and Cindy Sturm noted Opus's knowledge of the area and previous project development experience and success. "Opus has a better grasp of what it's gonna take to pull off this feat," Curry said.

Sturm agreed, adding that SCM's theme park-oriented proposal may not suit the needs of the fair and the community. "Opus seemed to have a better understanding of the business," she said.

But Kathy Christy, fair board president, said she was interested in SCM's theme park idea. "I was looking for something that could bring more to the community," she said. "I would have scored it completely differently."

But in the end, Christy joined other members of the board in voting unanimously to proceed with Opus.

Open houses will be held later this month or early next month to get public input on the future of the 22-acre fairgrounds, and the conceptual design Opus submitted could change.

It will be awhile before a final agreement is reached between Opus and the county on the specifics of future development, assuming the county agrees with the fair board's decision.

And the board's acceptance would only authorize the beginning of negotiations with Opus, a national company with regional divisions. If recent experience is a guide, those negotiations could take months.

The county has been negotiating with Opus for two years on the sale of the former Durham Quarry in south county, off Interstate 5 at the Boones Ferry exit, where Opus plans to build a major new shopping mall.

Those negotiations have been discussed only in closed-door sessions. Reporters can attend such sessions but can't report results. Both sides bargained hard, a time-consuming process. That probably will be repeated in the fairgrounds negotiations.

The county's experience with Opus played a role in its winning the fairgrounds development competition. Officials say the company's financial condition is solid, and it has a track record of successful projects.

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Washington County names two to Fair Board

The new faces are Herbert Hirst, a North Plains councilor, and Kathy Schmidlkofer, a fair booster

02/27/04

LAURA GUNDERSON

HILLSBORO -- Though they are no strangers to the Washington County Fair or public service, two newcomers will help lead the summer event through a sea change in coming months.

County commissioners on Tuesday night chose Herbert Hirst, a North Plains City Council member, and Kathy Schmidlkofer, a fair booster for more than 20 years, from a pool of nine candidates for the Washington County Fair & Rodeo Board.

Commissioners, who could have renamed board veteran Ken Leahy, said they were concerned about his potential business ties to future redevelopment of the fairgrounds. They also said they wanted fresh faces rather than members who have served multiple terms.

Leahy, who owns a construction company, had served four three-year terms starting in 1991.

"Ken had some baggage, a conflict of interest," said Andy Duyck, adding that Leahy told him that his construction company probably would bid on any subcontracted work at the fairground.

"I'm happy with our appointments, both of them understand the process the fair has gone through several times now to get a redevelopment to happen," Duyck said. "They understand that if we do nothing, we'll end up with no fair."

Duyck, who interviewed the two successful candidates, appointed Schmidlkofer. She replaces Jane Willhoite, who resigned in December after a year on the board.

Commissioner Tom Brian appointed Hirst, who replaces Sheila Day, a board member for five years who did not seek reappointment.

A third Fair Board appointee, William Rafe Flagg, was sworn in Jan. 27.

The revamped board will help roll out a plan approved this month to offer free admission to this summer's fair. Instead of charging as much as \$22 for a family of four at the gate, fair officials will collect more in parking fees and from other events that have been free, including concerts, the truck pull and the demolition derby.

Board members also must settle the controversial issue of how to redevelop the Hillsboro fairgrounds, balancing a need for new construction to attract new events while preserving an annual tradition that honors the fast-growing county's rural roots.

Don Hillman, the fair's executive director, said he expects Fair Board members to make a decision

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next week on which proposal they favor for renovating the fairgrounds.

Since December, an advisory council has mulled two proposals, one from Opus Northwest, which is working with county leaders to develop the former Durham Quarry, and another from SCM of Astoria.

Fair Board members asked local developers to come up with ideas -- that could include selling or leasing the fairgrounds -- on how to renovate buildings and design an exposition center that would attract more business year-round.

Schmidkofer, a 46-year-old mother of two who lives in Forest Grove, once ran a one-woman dairy and is currently the manager of the Hillsboro Pharmacy. She is treasurer of the Washington County Dairy Women and a member of the county's Farm Bureau and Fair Boosters.

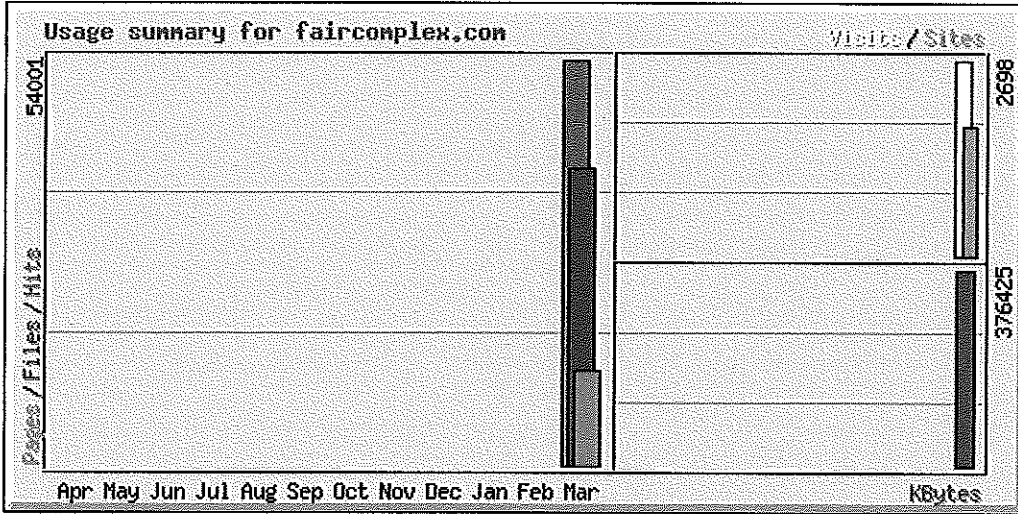
Hirst, 65, retired from the Oregon State Police in 1998 after four years as an administrator. Previously, he had worked for 16 years as a manager with the state's health division. He has served on the North Plains City Council since 1983.

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2003 Ticket Revenue (as of Sat night of rodeo)

	<u>General</u>		<u>Grandstand</u>	
Fri	1082		318	
Sat	278		333	
Sat	1290		458	
Total	2650	+	1109	= 3758 Total ticket sales
	<u>x \$4.00</u>		<u>x \$7.00</u>	
	\$ 10,600	+	\$ 7,763	= \$18,363 Total ticket revenue

Actual revenue with pre-sales = \$ 19,285

Proposal for 2004

Proposing the \$8.00 fair admission be added to last year's ticket price, projections are as follows:

	<u>General</u>		<u>Grandstand</u>	
	2500		1000	
	<u>x \$12.00</u>		<u>x \$ 15.00</u>	
	\$30,000		\$ 15,000	= \$ 45,000

PUBLIC COMMENTS

Received via email through

Tuesday, April 5, 2004

at

development@faircomplex.com

Don Hillman

From: Don Hillman [donh@faircomplex.com]
Sent: Wednesday, March 24, 2004 11:18 AM
To: karl.rinder@exgate.tek.com
Subject: RE: Fair Complex Development Forums Scheduled

Thanks for your comments Karl.

-----Original Message-----

From: Carol Divine [mailto:generaloffices@faircomplex.com]
Sent: Wednesday, March 24, 2004 11:12 AM
To: Don Hillman (E-mail); Leah Perkins (E-mail)
Subject: FW: Fair Complex Development Forums Scheduled

-----Original Message-----

From: karl.rinder@exgate.tek.com [mailto:karl.rinder@exgate.tek.com]
Sent: Wednesday, March 24, 2004 9:08 AM
To: development@faircomplex.com
Cc: lisad@faircomplex.com
Subject: RE: Fair Complex Development Forums Scheduled

Dear Developer,

We just concluded our first show at the current main building. I will comment on the things we would like to see in the new building.

1. If post are required in the center of the floor, please make sure they do not interfere with a standard 10 x 10 booth pattern and space the post in the center of an 8 ft aisle. This way, we could run all the rows the same way and fully utilize the space.
2. Have Handicapped parking closer to the doors. It is a long way for our handicapped visitors to get to the building.
3. If possible, have a door in the kitchen so they can easily have access to a outside grill. If it doesn't break any fire codes to have a grill outside.
4. We liked the ability to separate the 3 section of the current building from the other section. If it was possible to have an area like that which

could be divided in 1/4 or a 1/3 of the building.

5. We truly enjoyed have multiple doors to get vendors in and out of the building. Please keep this in mind. Also, 3 bay doors on one long side would also be nice.

6. A ticket office attached to the building would be good too.

7. Some type of locked room to store things during the show would also be good.(not too important)

I would love to add more input if there is another opportunity to talk in person, I will be out of town on the 30 - the 4th during the next meetings.

Regards,
Karl Rinder
3812 Madrona Drive
Newberg, OR 97132
Oregon Ceramic Association

Don Hillman

From: Don Hillman [donh@faircomplex.com]
Jent: Monday, April 05, 2004 2:53 PM
To: donovanvolk@hotmail.com
Subject: RE: fair development

Donovan - Thank you for your recent comments. I will share them with the Board and development team.

As to many of the issues you have described, we hope to solve many of them as we move forward with the preliminary master plan and initial building designs.

Thanks again.

-----Original Message-----

From: Carol Divine [mailto:generaloffices@faircomplex.com]
Sent: Monday, April 05, 2004 8:01 AM
To: Don Hillman (E-mail); Leah Perkins (E-mail); Lisa DuPre' (E-mail)
Subject: FW: fair developement

-----Original Message-----

From: Donovan Volk [mailto:donovanvolk@hotmail.com]
Sent: Friday, April 02, 2004 8:32 PM
To: developement@faircomplex.com
Subject: fair developement

To whom it concerns :

What gives you the right to develop public property when the public had clearly stated they did not want a new fair facilities ?

The vote was a landslide this should be a clue as to not build at the fair grounds . If Walmart can not build a superstore because of added traffic a few miles away wont this feascal that you people want to build add extra traffic ?

Why not build another or a new main exhibit building ,if you say that no one will rent any space in the current one .

I however do not think you will get anyone to rent these spots at the fair or at any other time .

I know for a fact that there is almost a dozen vendors that have not come back last year most of those .

Told me the reason why is that you charge too much for your vendor spaces .
With these new

buildings who's going to rent them and show case what , I Suppose Intel could show case a Silicon chip and the Same with the other computer places .

Come get real . Instead ruining what is at the fair now just add to the current facilities to make a larger and better fair .

Keep the flavor of yester years of a time valued place were people can visit farm animals and remember our Agricultural past .

Thank You

Donovan Volk

78242 Woodson Rd
Clatskanie , Ore 97016
503-728-0643

P.S. Im a past Washington Co resident and I attend and participate in the fair each and every year

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Don Hillman

From: Don Hillman [donh@faircomplex.com]
Sent: Monday, April 05, 2004 2:36 PM
To: jim.corbett@oregonstate.edu
Subject: RE: Washington County Fair Complex - Development and Design Planning

Jim - thank you for your well thought out comments. I will pass them on to the Board and the development team.

-----Original Message-----

From: Carol Divine [mailto:generaloffices@faircomplex.com]
Sent: Monday, April 05, 2004 7:59 AM
To: Don Hillman (E-mail); Leah Perkins (E-mail); Lisa DuPre' (E-mail)
Subject: FW: Washington County Fair Complex - Development and Design Planning

-----Original Message-----

From: Corbett, Jim [mailto:jim.corbett@oregonstate.edu]
Sent: Sunday, April 04, 2004 5:24 PM
To: development@faircomplex.com
Subject: Washington County Fair Complex - Development and Design Planning

Portland Kennel Club, Inc.
Portland, Oregon

April 4, 2004

development@faircomplex.com

On behalf of Portland Kennel Club, I would like to thank you for offering the two forums whereby customers of the Washington County Fair Complex could offer input as to the probable development and redesign of the facility. We fully recognize the need for change as facilities age, financial structures change, and the population of the county is changing.

We hope that the change can be made so that existing users of the facility will not be lost, and that new customers will be attracted to a revised

venue. From the perspective of Portland Kennel Club, a client that is a part of the all-breed dog show cluster in July, here are a few thoughts that we offer for consideration.

>From a dog show perspective, parking is a critical issue for us. At our previous site in the Vancouver area, we had 40 acres. Of that, approximately five [5] acres was used for the show proper [rings, grooming hospitality tenting, etc.], and the other approximately 35 acres was for parking - day parking and overnight parking [motor homes].

MAX is an excellent mode of transportation, but it is of limited value for dog shows. MAX would be great for spectators to visit the dog shows, but our spectator appeal is minimal, and our exhibitors and their dogs will be excluded from mass transit opportunities.

The extension of Grant Street may be necessary, but it will impact parking spaces available, as well as easy access to the Fair Complex for exhibitors with their crates and equipment.

Sale of 60 acres or so for commercial development may provide the financial backing to allow the development of the Fair Complex itself, but it may be shortsighted. Land that is sold is gone forever. In addition, this will limit space for future expansion, as well as have an immediate impact of space available for parking.

Another key issue is affordability. The EXPO Center in Portland is a well-design and well-managed facility, but the costs are rapidly exceeding what some groups can afford. A new open architecture building or two would be excellent for dog shows. The relatively new building in Albany is a prime example of a good building with a simple design, and highly usable for dog shows. It is currently affordable for dog shows, as witness three major weekends a year at the facility.

Having lived all my life in Washington County, I am well aware of the change from an agricultural county to a mixed use one, with a heavily populated and non-agricultural eastern segment of the county. [I started in 4-H Dairy in 1950, and I have watched a gradual transition, as we became a bedroom for Portland, followed by becoming the Silicone Forest. From a personal perspective I would hope that we can maintain a significant aspect of the Fair Complex that will serve 4-H, FFA, and other agricultural components of Washington County.]

Again, we would like to thank you for the input opportunity. We do ask that you consider the following in your planning:

[1] Sale of land for commercial use may have immediate benefits, but be

shortsighted in the long run.

[2] Parking is a critical need for some activities at the complex

[3] New open architecture buildings are highly desirable.

[4] Affordability must be maintained as the Washington County appeal may be to organizations that cannot afford the EXPO Center or the Convention Center.

[5] Balance the redesign so that the legacy of a rural county is recognized, and opportunities are still available for agricultural events/uses.

[6] Citizens and user groups be included in the design process.

If we can be of any help in any part of the process, please feel free to contact me.

Sincerely,

James S. Corbett, President
20665 SW Johnson Street
Aloha, OR 97006
503-649-2712 [home]
541-737-2526 [work]
jim.Corbett@oregonstate.edu