

# Fair Complex Board Meeting Notice

## Washington County Fair Complex Board

Wednesday, December 5, 2007

4:30 - 6:30 p.m.

Floral Building - Washington County Fair Complex

873 NE 34th Ave, Hillsboro, OR 97124

Chair  
W. Rafe Flagg

Vice Chair  
Dan Logan

Treasurer  
A. Richard Vial

Secretary  
Kathy Christy

Board Member  
Don McCoun

Board Member  
Herbert Hirst

Board Member  
Michael Steward

Executive Director  
Don G. Hillman

## Standing Committees

Airshow & Airport Interface  
Herbert Hirst, Board Member

Booster /Coalition Liaison  
Dan Logan, Board Member  
Michael Steward, Board Member

Development Committee  
A. Richard Vial , Chair  
Herbert Hirst, Board Member  
W. Rafe Flagg, Board Member

Fair & Facility Management Committee  
Kathy Christy, Chair  
Herbert Hirst, Board Member  
Don McCoun, Board Member

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.

The agenda items listed below are provided in PDF format. The latest free Acrobat reader may be downloaded from: [www.adobe.com](http://www.adobe.com)

Fair Complex Board Agenda  
Oral Communications  
Consent Agenda  
Special Reports  
Old Business  
New Business  
Announcements  
Correspondence  
Other Matters of Information  
Oral Communication  
Executive Session  
Meeting Procedures

# FAIR COMPLEX BOARD AGENDA



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## Call to Order

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### Oral Communications for Non-Agenda Items

Oral Communication is limited to two minutes per individual, fifteen minutes total. Individuals may select only one oral communication opportunity.

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## 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, the Chair will indicate when it will be discussed in the regular agenda.

1. Financial Statements ([PDF](#))
    - a. Budget Overview - October 2007 ([PDF](#))
    - b. Balance Sheet - October ([PDF](#)) 2007
    - c. Other, if any
  2. Fair Complex Board Minutes - November 2007 ([PDF](#))
  3. Facility Use Schedule - December 2007 ([PDF](#))
  4. Other, if any
- 

## Special Reports



1. Airshow & Airport Interface Committee - Herbert Hirst, Board Member
  2. Fair and Facilities Management Committee - Kathy Christy, Board Member
  3. Booster/Coalition Liaison - Dan Logan, Board Member
  4. Treasurer's Report - A. Rich Vial , Board Member
  5. 4-H Report - Terry Palmer, OSU Extension Agent
  6. Operations Report - Don G. Hillman, Executive Director ([PDF](#))
  7. Other, if any
- 

## Old Business



1. Redevelopment Update, if any ([PDF](#))
  2. 2008-09 Budget Draft - ([PDF](#))
  3. Frite Lites - Discussion
  4. Other, if any
-

## New Business



1. Other, if any
- 

## Announcements



1. Calendar of Events ([PDF](#))
  2. Other, if any
- 

## Correspondence



1. Letters and Cards, if any ([PDF](#)) ([PDF](#))
  2. Other, if any
- 

## Board Oral Communications



## Other Matters of Information



1. Booster Meeting Minutes - November 2007 ([PDF](#))
  2. Newspaper Articles ([PDF](#))
  3. Other, if any
- 

## Executive Session, if necessary



Pursuant to ORS 192.610 - 192.690

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## Adjourn



**County of Washington**

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

## **FAX MEMORANDUM**

**Date:** November 28, 2007

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

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

**Re:** October 2007 Financial Statements

Find attached the October 2007 Budget Overview and Balance Sheets. They were produced by the Washington County Finance Department's WIZARD program and reflect accounting activity for October 2007.

The Fair Complex continues to maintain a strong fund balance with an ending fund balance for October in excess of \$850,000, and this balance is after more than \$150,000 in capital improvements requested by the City of Hillsboro Fire Marshall.

There are still expenditures associated with the 2007 Frite Lites that will be reflected in the November 2007 Budget Overview.

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	October 2006	July 2007	August 2007	September 2007	October 2007	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
1	Opening Balance	\$ 638,504	\$ 627,250	\$ 818,755	\$ 670,238		\$ 627,250	\$ 469,660		
2										
3	Interim Operating Revenues									
4										
5										
6	Parking	\$ -	\$ 40	\$ 29,911	\$ -	\$ -	\$ 29,951	\$ 21,000	143%	Blue Angels Performed in 2007.
7	RV Park	740	80	1,780	1,380	1,540	4,780	10,000	48%	
8	Rentals	(964)	-	7,376	28,250	37,414	73,040	200,000	37%	
9	Concessions	-	38	100	757	-	895	3,000	30%	Professional Services Reimbursement.
10	Misc Income	2,333	430	52	1,335	880	2,697	15,000	18%	
11										
12	Total Interim Operating Revenues	\$ 2,109	\$ 588	\$ 39,219	\$ 31,722	\$ 39,834	\$ 111,363	\$ 249,000	45%	
13	Interim Operating Expenses									
14	Personal Services	\$ 28,038	\$ 13,235	\$ 41,029	\$ 25,434	\$ 26,297	\$ 105,995	\$ 389,208	27%	Air Show Parking.
15	Supplies	4,102	453	2,249	2,901	895	6,498	25,000	26%	
16	Professional Services	237	328	3,390	1,785	6,383	11,886	12,500	95%	
17	Advertising	-	-	1,200	-	-	1,200	1,000	120%	Split between Interim and Fairtime.
18	Printing	-	-	-	-	-	-	-	0%	
19	Communications (ATM)	70	-	18	17	21	56	500	11%	
20	Utilities	2,061	5,493	222	5,245	2,840	13,800	65,000	21%	Split between Interim and Fairtime.
21	Repair and Maintenance	9,610	5,844	3,262	4,950	1,873	15,929	57,000	28%	
22	Rentals	95	-	243	747	476	1,466	5,000	29%	
23	Dues and Memberships	-	125	482	50	-	657	1,500	44%	Split between Interim and Fairtime.
24	Training and Travel	-	211	33	29	153	426	1,500	28%	
25	Insurance	-	12,533	-	432	-	12,965	16,000	81%	
26	Postage	38	-	43	58	58	159	500	32%	Split between Interim and Fairtime.
27	Printing internal	-	-	-	-	-	-	500	0%	
28	Telephones	566	-	924	-	1,137	2,061	6,000	34%	
29	Special Expenses	636	451	1,084	184	906	2,625	5,000	53%	Split between Interim and Fairtime.
30	County Legal Counsel Fees	6,273	1,304	1,269	-	-	2,573	5,000	51%	
31	County Indirect Costs	1,494	1,643	1,643	1,643	1,643	6,572	19,711	33%	
32										
33										
34	Total Interim Operating Expenses	\$ 53,220	\$ 41,620	\$ 57,091	\$ 43,475	\$ 42,682	\$ 184,868	\$ 610,919	30%	
35										
36	Net Interim Income/(Loss)	\$ (51,111)	\$ (41,032)	\$ (17,872)	\$ (11,753)	\$ (2,848)	\$ (73,505)	\$ (361,919)		

WASHINGTON COUNTY FAIR COMPLEX Budget Overview July 2007 - June 2008										
	Description	October 2006	July 2007	August 2007	September 2007	October 2007	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
37	<b>Fair Revenues</b>									
38										
39	Commercial Booth Rentals	\$ -	\$ 89,950	\$ 1,150	\$ 450	\$ -	\$ 91,550	\$ 82,500	111%	Received in November 2007.
40	Dept of Agriculture	-	-	-	-	-	-	46,000	0%	
41	Parking Fees	-	73,082	8,190	(50)	-	81,222	77,500	105%	See Truck Pull and Demo Derby.
42	Admissions	14	-	-	-	-	-	-	0%	
43	Sponsorships	939	45,850	15,850	3,450	-	65,150	56,500	115%	
44	Carnival Income	-	99,541	-	-	-	99,541	80,000	124%	
45	Advertising	-	-	-	-	-	-	1,500	0%	
46	Entry Fees	-	8,096	30	-	-	8,126	6,500	125%	
47	Concessions	-	73,897	19,502	1,949	-	95,348	83,000	115%	
48	Other Revenues	-	1,675	8,021	135	900	10,731	10,000	107%	
49										
50	<b>Total Fair Revenues</b>	<b>\$ 953</b>	<b>\$ 392,091</b>	<b>\$ 52,743</b>	<b>\$ 5,934</b>	<b>\$ 900</b>	<b>\$ 451,668</b>	<b>\$ 443,500</b>	<b>102%</b>	
51										
52	<b>Fair Expenses</b>									
53	Personal Services	\$ 12,461	\$ 8,191	\$ 38,826	\$ 11,105	\$ 11,688	\$ 69,810	\$ 177,625	39%	Includes Hospitality and Sponsor Fees.
54	Supplies	2,202	5,081	4,819	1,185	5	11,090	12,000	92%	
55	Professional Services	9,330	8,461	44,380	4,122	-	56,963	59,000	97%	Split between Interim and Fairtime.
56	Advertising, Promotions, etc.	6,540	12,988	75,338	13,381	-	101,707	99,000	103%	
57	Printing	-	2,325	27	-	-	2,352	1,500	157%	Split between Interim and Fairtime.
58	Utilities	-	-	7,353	3,640	-	10,993	12,500	88%	
59	Repair & Maintenance	-	1,730	-	-	-	1,730	2,500	69%	
60	Rentals	-	1,055	13,330	507	-	14,892	16,000	93%	
61	Dues and memberships	1	-	-	20	-	20	1,000	2%	
62	Travel and Training	146	-	-	610	339	949	4,000	24%	
63	Insurance	-	12,534	-	197	-	12,731	16,000	80%	
64	Postage	126	-	-	223	55	278	500	56%	
65	Telephone	-	1,291	-	799	-	2,090	2,500	84%	
66	County Legal Counsel Fees	-	-	-	-	-	-	500	0%	
67	Other/Special Expenses	23,277	76,440	1,835	22,612	-	100,887	100,000	101%	
68	Competitive Programs and Awards	-	51,838	-	(1,014)	65	50,889	45,000	113%	
69	County Indirect Costs	1,494	1,643	1,643	1,643	1,643	6,572	19,710	33%	
70										
71	<b>Total Fairtime Expenses</b>	<b>\$ 55,577</b>	<b>\$ 183,577</b>	<b>\$ 187,551</b>	<b>\$ 59,030</b>	<b>\$ 13,795</b>	<b>\$ 443,953</b>	<b>\$ 569,335</b>	<b>78%</b>	
72										
73	<b>Net Fairtime Income/(Loss)</b>	<b>\$ (54,624)</b>	<b>\$ 208,514</b>	<b>\$ (134,808)</b>	<b>\$ (53,096)</b>	<b>\$ (12,895)</b>	<b>\$ 7,715</b>	<b>\$ (125,835)</b>		

	WASHINGTON COUNTY FAIR COMPLEX Budget Overview July 2007 - June 2008									
	Description	October 2006	July 2007	August 2007	September 2007	October 2007	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
74	<b>Truck Pull Revenues</b>									
75	Admissions	\$ -	\$ 13,730	\$ 270	\$ -	\$ -	\$ 14,000	\$ 12,500	112%	Late Sponsorship Cancellation.
76	Sponsorships	-	2,250	2,413	-	-	4,663	8,000	58%	
77	<b>Total Truck Pull Revenues</b>	<b>\$ -</b>	<b>\$ 15,980</b>	<b>\$ 2,683</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,663</b>	<b>\$ 20,500</b>	<b>91%</b>	
78										
79	<b>Truck Pull Expenses</b>									
80	Supplies	\$ -	\$ -	\$ -	\$ 52	\$ -	\$ 52	\$ -	0%	
81	Professional Services	-	6,713	134	316	-	7,163	7,000	102%	
82	Advertising and Hospitality	-	-	-	394	-	394	500	79%	
83	Rentals	-	-	997	254	-	1,251	2,000	63%	
84	Other Miscellaneous	-	-	-	375	-	375	-	0%	
85	Prize Money	-	-	-	-	-	-	-	0%	
86										
87	<b>Total Truck Pull Expenses</b>	<b>\$ -</b>	<b>\$ 6,713</b>	<b>\$ 1,131</b>	<b>\$ 1,391</b>	<b>\$ -</b>	<b>\$ 9,235</b>	<b>\$ 9,500</b>	<b>97%</b>	
88										
89	<b>Net Truck Pull Income/(Loss)</b>	<b>\$ -</b>	<b>\$ 9,267</b>	<b>\$ 1,552</b>	<b>\$ (1,391)</b>	<b>\$ -</b>	<b>\$ 9,428</b>	<b>\$ 11,000</b>		
90										
91	<b>Rodeo Revenues</b>									
92	Admissions	\$ -	\$ 23,830	\$ 1,900	\$ (80)	\$ -	\$ 25,650	\$ 25,000	103%	
93	Sponsorships	-	15,950	6,710	6,000	-	28,660	27,500	104%	
94	Queen Fees	-	-	-	-	-	-	-	0%	
95	Miscellaneous	-	68	-	-	-	68	-	0%	
96										
97	<b>Total Rodeo Revenues</b>	<b>\$ -</b>	<b>\$ 39,848</b>	<b>\$ 8,610</b>	<b>\$ 5,920</b>	<b>\$ -</b>	<b>\$ 54,378</b>	<b>\$ 52,500</b>	<b>104%</b>	
98										
99	<b>Rodeo Expenses</b>									
100	Supplies	\$ -	\$ 872	\$ -	\$ 275	\$ -	\$ 1,147	\$ 250	459%	
101	Professional Services	123	29,000	5,823	1,375	-	36,198	35,000	103%	
102	Advertising and Hospitality	-	-	6,569	(2,183)	-	4,386	3,000	146%	
103	Rentals	-	-	1,995	807	-	2,802	3,500	80%	
104	Training and Travel	-	-	-	-	-	-	-	0%	
105	Other Misc Expenses	-	1,703	582	300	-	2,585	3,000	86%	
106	Prize Money	-	4,000	-	-	-	4,000	4,000	100%	
107										
108	<b>Total Rodeo Expenses</b>	<b>\$ 123</b>	<b>\$ 35,575</b>	<b>\$ 14,969</b>	<b>\$ 574</b>	<b>\$ -</b>	<b>\$ 51,118</b>	<b>\$ 48,750</b>	<b>105%</b>	
109										
110	<b>Net Rodeo Income/(Loss)</b>	<b>\$ (123)</b>	<b>\$ 4,273</b>	<b>\$ (6,359)</b>	<b>\$ 5,346</b>	<b>\$ -</b>	<b>\$ 3,260</b>	<b>\$ 3,750</b>		

WASHINGTON COUNTY FAIR COMPLEX Budget Overview July 2007 - June 2008										
	Description	October 2006	July 2007	August 2007	September 2007	October 2007	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
111	<b>Demo Derby Revenues</b>									
112	Admissions	\$ -	\$ 19,150	\$ 280	\$ -	\$ -	\$ 19,430	\$ 20,000	97%	
113	Sponsorships	-	3,800	(1,638)	-	12,500	14,662	8,000	183%	Cricket Sponsorship Received October.
114	Other Revenue	-	950	3,800	950	-	5,700	-	0%	VIP Tournament Fees.
115	<b>Total Demo Derby Revenues</b>	<b>\$ -</b>	<b>\$ 23,900</b>	<b>\$ 2,442</b>	<b>\$ 950</b>	<b>\$ 12,500</b>	<b>\$ 39,792</b>	<b>\$ 28,000</b>	<b>142%</b>	
116										
117	<b>Demo Derby Expenses</b>									
118	Supplies	\$ -	\$ -	\$ -	\$ 113	\$ -	\$ 113	\$ -	0%	
119	Professional Services	-	13,501	3,133	312	-	16,946	9,000	188%	Added Cost for VIP Tournament.
120	Materials	-	-	-	-	-	-	-	0%	
121	Advertising and Hospitality	-	-	-	769	-	769	500	154%	
122	Rentals	-	-	998	254	-	1,252	4,000	31%	
123	Other Miscellaneous	-	-	-	120	-	120	-	0%	
124	Prize Money	-	1,500	-	-	-	1,500	-	0%	
125	<b>Total Demo Derby Expenses</b>	<b>\$ -</b>	<b>\$ 15,001</b>	<b>\$ 4,131</b>	<b>\$ 1,568</b>	<b>\$ -</b>	<b>\$ 20,700</b>	<b>\$ 13,500</b>	<b>153%</b>	
126										
127	<b>Net Demo Derby Income/(Loss)</b>	<b>\$ -</b>	<b>\$ 8,899</b>	<b>\$ (1,689)</b>	<b>\$ 2,711</b>	<b>\$ -</b>	<b>\$ 19,092</b>	<b>\$ 14,500</b>		
128										
129	<b>Frite Lite Revenue</b>									
130	Admissions	\$ 38,955	\$ -	\$ -	\$ -	\$ 100,992	\$ 100,992	\$ 45,000	224%	
131	Concessions	-	-	-	-	-	-	1,000	0%	Payment Received in November.
132	Sponsorships	5,023	-	-	-	-	-	30,000	0%	More Sponsors Expected for 2008.
133	Other Revenues	376	-	-	-	-	-	1,000	0%	Reimbursements Due in November.
134	<b>Total Frite Lites Revenues</b>	<b>\$ 44,354</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,992</b>	<b>\$ 100,992</b>	<b>\$ 77,000</b>	<b>131%</b>	
135										
136	<b>Frite Lites Expenses</b>									
137	Personal Services (Temp. Salaries)	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 10,500	0%	Most Expenses Paid in November.
138	Supplies	2,923	-	-	229	2,932	3,161	5,000	63%	Most Expenses Paid in November.
139	Professional Services	394	-	-	185	2,445	2,630	25,000	11%	Most Expenses Paid in November.
140	Advertising	-	-	-	300	850	1,150	17,500	7%	Most Expenses Paid in November.
141	Other Expenses	208	-	-	-	1,642	1,642	4,000	41%	Most Expenses Paid in November.
142	<b>Total Frite Lites Expenses</b>	<b>\$ 3,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 714</b>	<b>\$ 7,869</b>	<b>\$ 8,583</b>	<b>\$ 62,000</b>	<b>14%</b>	
143										
144	<b>Net Frite Lites Income/(Loss)</b>	<b>\$ 40,829</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (714)</b>	<b>\$ 93,123</b>	<b>\$ 92,409</b>	<b>\$ 15,000</b>		



WASHINGTON COUNTY FAIR COMPLEX Budget Overview July 2007 - June 2008										
	Description	October 2006	July 2007	August 2007	September 2007	October 2007	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
145	<b>Non-Operating Revenues</b>									
146	Hotel/Motel Taxes	\$ 145,390	\$ -	\$ 12,437	\$ 12,988	\$ 171,228	\$ 196,653	\$ 645,000	30%	Some October Interest Not Posted.
147	Transfer from General Fund	-	-	-	-	-	-	-	0%	
148	Interest	2,506	2,487	3,232	2,221	633	8,573	22,500	38%	
149										
150	<b>Total Non-Operating Revenues</b>	<b>\$147,896</b>	<b>\$2,487</b>	<b>\$15,669</b>	<b>\$15,209</b>	<b>\$171,861</b>	<b>\$205,226</b>	<b>\$667,500</b>	<b>31%</b>	
151										
152	<b>Non-Operating Expenses</b>									
153										
154	Purchase/Lease	\$ 503	\$ 503	\$ 11,739	\$ 503	\$ 503	\$ 13,248	\$ 104,483	13%	Easements Yet to be Completed.
155	Land Improvements - Fire Hyd. Proj.	68	400	-	3,950	-	4,350	-	0%	
156	Bad Debt Expense	-	-	-	-	-	-	-	0%	
157	Buildings and Structures - ME Hall	-	-	-	-	-	-	25,000	0%	
158	Equipment	800	-	538	-	-	538	40,000	1%	
159	Development Reserve	148	-	-	-	-	-	20,000	0%	
160										
161	<b>Total Non-Operating Expenses</b>	<b>\$1,519</b>	<b>\$903</b>	<b>\$12,277</b>	<b>\$4,453</b>	<b>\$503</b>	<b>\$18,136</b>	<b>\$189,483</b>	<b>10%</b>	
162										
163	<b>Net Non-Operating Revenues/Expenses</b>	<b>\$146,377</b>	<b>\$1,584</b>	<b>\$3,392</b>	<b>\$10,756</b>	<b>\$171,358</b>	<b>\$187,090</b>	<b>\$478,017</b>	<b>39%</b>	
164										
165	<b>Total Fair Complex Revenues</b>	<b>\$150,958</b>	<b>\$474,894</b>	<b>\$121,366</b>	<b>\$59,735</b>	<b>\$225,095</b>	<b>\$881,090</b>	<b>\$1,461,000</b>	<b>60%</b>	
166										
167	<b>Total Fair Complex Expenses</b>	<b>\$113,964</b>	<b>\$283,389</b>	<b>\$277,150</b>	<b>\$111,205</b>	<b>\$64,849</b>	<b>\$736,593</b>	<b>\$1,503,487</b>	<b>49%</b>	
168										
169	<b>Net Fair Complex Revenues/Expenses</b>	<b>\$81,348</b>	<b>\$191,505</b>	<b>(\$155,784)</b>	<b>(\$48,141)</b>	<b>\$248,738</b>	<b>\$245,489</b>	<b>\$34,513</b>	<b>711%</b>	
170										
171	<b>Ending Fund Balance/Contingency</b>	<b>\$719,900</b>	<b>\$818,755</b>	<b>\$670,238</b>	<b>\$620,920</b>	<b>\$880,203</b>	<b>\$897,149</b>	<b>\$504,173</b>	<b>178%</b>	

# Washington County Fair Complex

## Balance Sheet Preliminary

October 31, 2007

### ASSETS

#### Current Assets

##### Cash

Fairplex..Petty cash..	\$ 250
Fairplex..Petty cash.Finance- Petty Cash.	-
Fairplex..Cash drawer..	2,000
Fairplex..Cash drawer.Frite Lites.	1,000
Fairplex..General Cash Account..	243,602
Fairplex..USNB WASHCO ACH Clearing..	-
Fairplex..CCB-General Account..	4,901
Fairplex..CCB-Money Market Account..	593,589
Fairplex..CCB-ATM Account..	5,758
Fairplex..Gasb 31 cash general port..	-
Fairplex..CCB-ATM Cash Drawer..	100
Total Cash	<u>\$ 851,200</u>

##### Accounts Receivable

Fairplex..Accounts receivable - Sub..	\$ 25,643
Fairplex..Accounts receivable-on ac..	-
Fairplex..Due from other funds.Other 4-H.	(10)

##### Prepays

Prepaid items	\$ 14,878
---------------	-----------

#### Total Current Assets

\$ 891,710

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

Fairplex..Accounts Payable..	\$ (324)
Fairplex..Accounts payable- other..	-
Fairplex..Deposits payable-subsidia..	(300)
Fairplex..Retainage payable..	-
Total Payables	<u>\$ (624)</u>

##### 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.	(80)
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.	15,600
Fairplex..Unearned Revenue.Deferred Concession Reven.	(3,500)
Fairplex..Unearned Revenue.Deferred Sponsorship Inco.	(9,353)
Fairplex..Unearned Revenue.Deferred Facilities Renta.	(12,355)
Fairplex..Unearned Revenue.Livestock Entry Fees.	56
Fairplex..Unearned Revenue.Camping Fees.	20
Total Deferred Revenues	<u>\$ (10,880)</u>

#### Total Liabilities

\$ (11,504)

#### Equity

Fairplex..Fund Balance..	\$ (620,923)
Net (Income)/Loss for the Period	(259,283)

#### Net Equity

\$ (880,206)

#### Total Liabilities and Equity

\$ (891,710)

**Minutes**  
**Washington County Fair Complex Board**  
**Wednesday, November 7, 2007**

**Convened:** 4:30 pm

**FAIR COMPLEX BOARD:**

President Rafe Flagg  
Vice President Dan Logan – Excused  
Board Member Rich Vial – Excused  
Board Member Kathy Christy  
Board Member Herb Hirst  
Board Member Mike Steward – Excused  
Board Member Don McCoun

**STAFF:**

Lisa DuPre', Marketing/Events Director

President Flagg called the meeting to order at 4:30 p.m., and welcomed the audience.

President Flagg noted that Board Members Vial, Logan, and Steward will be absent.

President Flagg gave explanation on change in the agenda from his point forward, saying in looking at the last six months of minutes and the comments made in the Second Oral Communications Session, it was clear it would have done the Board more good to hear those comments before it discussed the items on the agenda.

President Flagg explained that, as a result, the First Oral Communication Session is now extended from 10-minutes to 15-minutes, and the Second Oral Communication Session has been eliminated. Flagg then opened public oral communication time for agenda and non-agenda items.

**Oral Communications**

**Jerry Anderson, Hillsboro, OR, and Ken Keudell, Portland, OR, OSU Extension Service Master Gardeners Program.**

Anderson explains the Master Gardeners have been doing the landscaping around the Floral Building and in their demonstration gardens since 1989. They have given a presentation to the Redevelopment Task Force and felt it was also time to come to the Fair Complex Board.

Anderson explains they went before the Redevelopment Task Force because they noticed the Master Gardeners area was not included in the drawings of the proposed new development. He said they have been in a holding pattern for a number of years, just maintaining their projects, but not going forwards as they didn't know what was happening with the Fair

Complex. But, with encouragement from the Task Force and a reassurance they would be included in the future development, they now are coming forward with four projects they would like to work on.

The first is constructing a bench around the redwood tree near the garden area; the second is to install a drainage system in the demonstration garden in a joint effort with the Tualatin Valley Garden Club. The third project is to install new drip irrigation system in the Master Gardeners area, saving on water, and the water run-off. The fourth project and largest is to work with community resources to demolish the manufactured home and remove it, and then develop a home orchard display garden with grapes, berries, and small fruit trees. Anderson said they need the blessing of the Board to move forward with each phase. He said they have money in their budget to do all but the fourth project.

President Flagg confirms with Mr. Anderson that they have made a presentation to the Revitalization Task Force and have consulted with Steve Siegel, the Task Force consultant, and asks what the result of that was. Anderson says the result is that the Master Gardeners are now back on the map with the architect and they were asked by some on the Task Force if people even know they are at the facility. Anderson says that has been a problem over the years, so there was some discussion on utilizing the Master Gardeners for beautification projects at a new facility that could tie-in with their garden area.

President Flagg says working with Mr. Siegel and the LRS Architects is the best way to assure a spot in the future plan. President Flagg went on to say that he doesn't know if he would recommend investing a lot of money and time now knowing that their location could change in these future plans.

Board Member Christy said she got the impression the Master Gardeners were now very clearly marked on the map by the architects. Board Member McCoun concurs.

Board Member McCoun references a garden area he saw at the California Exposition & State Fair this year that had fresh vegetables being grown, and asked if that has been done here.

Anderson says things like that have been done in their garden area. Ken Keudell also gives examples of things they have done for children.

Board Member Hirst says he believes this all is a great idea and while the current plan has the Master Gardeners earmarked for a location, he too would be careful about spending any money until they are more certain of a permanent location. Board Member Hirst says it would be a shame to spend money on stuff that has to later be torn out. He says the Revitalization Task Force should have more of a plan by the end of December to early January then by May will have a better idea of where they funding will come from. He reiterated he would hate to see money spent now, but he thinks what the Master Gardeners want to do is great.

Anderson states he appreciates now knowing a timeline. He said the big project of tearing down the manufactured home couldn't begin until January at the earliest. Keudall says some

of the projects would be labor lost with a move, but the pump, drip irrigation, etc., could be moved elsewhere and the seating area would be moveable also.

President Flagg gave encouragement to have the Master Gardeners meet with Executive Director Don Hillman upon his return to either schedule work they want to do, knowing there's always a risk that it could be torn out, but there's no negative comments from the Board on what they want to do.

Board Member Christy thanks them and asks how people learn about what they do. Anderson mentions their webpage, newsletter, etc.

Board Member Hirst suggests offering a link to their site from the Fair Complex website.

**1. Consent Agenda**

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

**2. Special Reports**

**A. Airshow & Airport Report** – Board Member Hirst said there is nothing to report at this point.

Board Member McCoun says he is on his way to an Airshow meeting later this same evening and will learn more then.

**B. Fair & Facilities Management Committee** – Board Member Christy said this committee was given the charge to come back to the Board with ideas on how the facility could be managed and structured in the future. She says a meeting was held with six members of the community who offered some enlightening comments and another meeting is planned for this next Tuesday. They are working to find a variety of people to talk to for ideas and also are researching other large facilities to see how they operate.

Board Member Christy explained their other task is related to dealing with Executive Director Don Hillman's retirement and for historical purposes, outlined the timeline used when Hillman was hired.

Board Member McCoun explained Hillman's current part-time status and said the committee reviewed the duties of the Executive Director for the Fair Complex and with looking at those responsibilities and the progress of the Revitalization Task Force, the committee determined it is financially beneficial to county taxpayers to have Hillman part-time as it was felt an Executive Director is definitely needed on-site. Board Member McCoun said the committee will be prepared to request applications by the spring of 2008 and they will be attending the Oregon Fairs Association Conference in January of 2008 as it would be a good site for recruiting.

Board Member McCoun went on to say the committee is suggesting the Board ask Hillman to stay on as Executive Director on a part-time basis until May or June of 2008.

Board Member Christy said with that in mind, because the Board still doesn't know the Revitalization Committee's recommendations, the committee is looking at a timeline for hiring the new Executive Director that consists of having the Job Description in place by April 15, 2008, post it for about six weeks ending approximately May 31, 2008, review applications, interview, and hire a candidate in June, and have the new person onboard by the 2008 County Fair.

Board Member Hirst said what the Revitalization Task Force comes up with is very important related to what we ask the new Executive Director to do. He went on to say the meeting with the community members was very good, with fine give and take, and it was clear everyone was very genuine and concerned with doing what is best for the Complex and not just the County Fair. Board Member Hirst said it's important to note that while the Revitalization Task Force is supposed to conclude its work in December, there has now been discussion of keeping it in place and working through April, and if that happens, it will impact the Fair Board's timeline in hiring a new Executive Director, as what we expect out of the Executive Director will be driven by what funding mechanism there is to do any development and when that's in place. He said if that funding isn't for another 10 years, then it doesn't make much sense to worry about whether the new Executive Director has any experience with construction of a new facility, but if construction on a new facility could start in 2009, then it might be beneficial to hire someone with such experience.

Board Member Hirst said as a result, there is still much to do, and they want to continue working and meeting with people from the community as it's already been helpful. He said he feels it will take longer than anticipated and keeping Hillman on at least through the County Fair keeps the facility in a position of having that leadership and support there for the staff.

President Flagg said it's apparent there's still more work to be done and ask if there's enough to make a motion.

**Motion by Board Member Hirst to continue Don Hillman's status as part-time with a date certain of on or before the end of July, 2008, depending upon what transpires. Second by Board Member Christy.**

In discussion, President Flagg said he supports the motion of asking Hillman to stay through that time-frame, but said he's not certain the hiring date for a new Executive Director should be April.

Board Member Hirst said the motion doesn't really lock the Board in one way or the other, pointing out that Hillman serves at the pleasure of the Fair Board, and the desire is to really maintain management and give the staff someone to turn to and to

approve expenditures and Hillman can offer his experience, and to do something other than this at this time wouldn't be prudent. Also, keeping Hillman beyond July is also an option and the motion puts the Board in the position of making that recommendation and at the same time, Hillman could always come to the Board and say he wants to move on, but this is the best option at this time.

**Motion carried 4-0.**

**C. Treasurer Report** – President Flagg said since Board Member Vial is absent the Treasurers report is in the packet and he looked it over and has nothing to add, feeling the numbers are impressive and getting better and better.

**D. 4-H Report** – Terry Palmer, OSU Extension Agent, reminded the Board of the 4-H Awards Banquet is coming up Saturday night, November 10, 2007, in the Cloverleaf Building and the Board is invited, noting the Boosters will be recognized for what they do for the 4-H Program as well, and the 4-H Wagon Train reunion will also be held that same night in the Floral Building. Palmer also applauded the Master Gardeners and said they would be an excellent part of any new development and she's excited they are being included in the plan.

**E. Boosters/Coalition Liaison Report** – Board Member Logan is absent, so President Flagg read a report forwarded to him by Board Member Stewart saying the Boosters are engaged in the Revitalization Task Force and have submitted some changes in the overall Master Plan. The Boosters are also pleased to be the recipient of donations given for Don Logan, Board Member Dan Logan's father, upon his passing. The Boosters are also looking forward to the award from the 4-H Leaders Association, and finally, the Boosters holiday dinner meeting will be December 5, 2007.

**F. Operations Report** – With Executive Director Don Hillman being absent, Fair Complex Marketing/Events Director, Lisa DuPre' reported that Frite Lites went incredibly well.

President Flagg concurred based on the numbers, telling the Board there were 12,599 in attendance and \$135,143.08 in gross revenue generated. President Flagg gave the comparison figures to 2006, noting the event experienced over a 100% increase in attendance this year and the gross revenue went up roughly \$90,000 from 2006.

President Flagg said it turned out to be a fantastic event, and DuPre' pointed out that Haunting Productions only put together their portion of the event in about a month and a half, and now are already working on plans for 2008 for a major expansion of the event.

Board Member McCoun asked what the Fair's net revenue would be and President Flagg and DuPre' both stated those figures would be available in December.

President Flagg confirmed that the maintenance project estimates are still being worked on by the staff.

**G. Other, if any** – None

**3. Old Business**

**A. Redevelopment Update** – President Flagg apologized to the Board for being too ill to attend the last Revitalization Task Force meeting. He said prior to the meeting he did talk with consultant Steve Siegel related to the funding options he was looking at. He said the Phase One part of the development would cost approximately \$54 million and the funding options are three-pronged.

The first \$10-\$11 million would come from the City of Hillsboro for the extension of Grant Street and to build The Plaza. In exchange, the city would get the ball fields.

The second funding portion is a general obligation bond put out by Washington County for approximately \$39 million tentatively predicted to go on the ballot in November of 2008.

The third funding portion would be from a revenue stream generated out of the operations with the risk held by the City of Hillsboro at approximately \$5million. It amounts to about \$300,000 of operating revenue over 20 years.

Board Member McCoun said the meeting also revealed there's some shifting and moving still going on related to the placement of structures. He also said a very good explanation was given as to why Grant Street has to come through the property.

Board Member Hirst said there was a lot of give and take and good questions at the meeting, adding there are still discussions underway with the Port of Portland on what can be done with the Runway Protection Zone with getting extra parking. Board Member Hirst said it appeared to him the Task Force thought it would be ready to vote by the next meeting on what the plan would be.

**B. Other, if any** – None

**4. New Business.**

**A. Draft 2008-2009 Budget** – President Flagg said having this now puts the Board 2-1/2 months ahead of where it was a year ago with the budget process. He said he felt last year's process of forming a Budget Review Committee was a good one and he would like to see that process used again this year.

Board Member Flagg asked each Board member to nominate one non-Board member to serve on the Budget Review Committee and then the Treasurer will convene that committee in December, with a report brought back to the Board in January.



**B. Eagle Scout Project**– Josh Salame addressed the Board and said he is working on his requirements to become an Eagle Scout. He is with Troop 855 in Hillsboro. He is currently 17 years old, and turns 18 in June, which means his time is running out to complete his requirements to become an Eagle Scout before his 18<sup>th</sup> birthday.

He asked the Board for permission to carry out his Eagle Scout project at the Washington County Fair Complex by building three Information Kiosks about 7-ft. tall, in a “Y” shape, with a roof, and with a total of six spaces to hold information. He said the kiosks could have many purposes from displaying posters of upcoming events to historical facts about the Fair Complex. He said he estimates each kiosk would cost approximately \$300 depending on how much wood he would have available from the Fair Complex storage to use.

Salame estimates he can have the kiosks built by May of 2008 with the help of his troop and other volunteers. He said with the Board’s help, and with his fundraising, he should be able to come up with the funding for construction.

President Flagg asked if it was correct that he was at the meeting because Tom Black was working with him from a public service project perspective. Salame confirmed that.

Board Member Christy said she was curious about the design and where he got the idea. Salame said the idea actually came from Mr. Black, and it was Mr. Black who thought of this, and Mr. Black said the Fair Complex is in need of something like this to display things from the PCC archives, that PCC has old items that could be put on the kiosks because they wouldn’t be designed to just tack things to, but they could also be like a case that could display things that couldn’t be touched.

Board Member Christy asked if it was correct that there then is no place to actually see an example of one and Salame said no, he didn’t have an example of one, that this all had come from Mr. Black.

Board Member McCoun voiced his support of the Eagle Scout Project and President Flagg said, theoretically this sounds like a marvelous idea, and he doesn’t think there’s any need for a motion on it.

President Flagg said the direction would be to now go and work with Executive Director Hillman to finalize what may be a design and work through some of the details and have Director Hillman bring the results back to the Board before work starts.

Salame says what would probably have to come back to the Board is the funding because he will be asking for some sort of donation from the Board to help him and then he would do fundraising for the rest of it. Salame said he has a design in mind

that would be semi-permanent, meaning they could be moved at some point if need be, but could stay if not.

Board Member Christy ask President Flagg for clarification that Salame is to go and work with Executive Director Hillman and then a recommendation will come back to the Board, and President Flagg said, yes, he would like the Staff to work with Salame rather than really running it all through the Board, and if there's anything necessary to bring back to the Board, Executive Director Hillman can decide that, but he said it certainly sounds like a great idea to him.

**C. Other, if any –**

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

**With no further business before the Board, President Flagg adjourned the meeting at 5:40 p.m.**

**Motion by Board Member Hirst to adjourn. Second by Board Member Christy. Motion carried 4 -0.**

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

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**Rafe Flagg**  
**Board President**

# WASHINGTON COUNTY FAIR COMPLEX FACILITY SCHEDULE

## December-2007

***\*\*Highlighted events are no-charge***

### **Saturday, December 01, 2007**

Main Exhibit Hall      Hmong New Year

### **Sunday, December 02, 2007**

Main Exhibit Hall      Hmong New Year  
**\*\*Floral Bldg.**      **4-H Meeting**

### **Tuesday, December 04, 2007**

Main Exhibit-North      Dog Training

### **Wednesday, December 05, 2007**

**\*\*Floral Bldg.**      **Fair Board Meeting**  
**\*\*Floral Bldg.**      **Boosters Meeting**  
**\*\*Entire Complex**      **4-H Night**

### **Thursday, December 06, 2007**

Main Exhibit-South      Holiday Breakfast

### **Saturday, December 08, 2007**

Cloverleaf Bldg.      Alpaca Judges Testing

### **Sunday, December 09, 2007**

Cloverleaf Bldg./MEH- Alpaca Judges Testing

### **Monday, December 10, 2007**

Cloverleaf Bldg./MEH- Alpaca Judges Testing

### **Tuesday, December 11, 2007**

Main Exhibit-North      Dog Training

### **Wednesday, December 12, 2007**

**\*\*Entire Complex**      **4-H Night**

### **Friday, December 14, 2007**

Main Exhibit Hall      Last Chance Christmas Sale

### **Saturday, December 15, 2007**

Main Exhibit Hall      Last Chance Christmas Sale

### **Sunday, December 16, 2007**

Main Exhibit Hall      Last Chance Christmas Sale

### **Tuesday, December 18, 2007**

Main Exhibit-North      Dog Training

### **Wednesday, December 19, 2007**

**\*\*Entire Complex**      **4-H Night**

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

## MEMORANDUM

**Date:** November 28, 2007

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

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

**Re:** November 2007 Operations Report

**Frite Lites** – The 2007 edition of Frite Lites concluded on October 31, 2007. Gross receipts exceeded \$135,000 with attendance at 12,599. This year's event included the addition of the 13<sup>th</sup> Door Haunt. Discussions with representatives from the 13<sup>th</sup> Door Haunt are ongoing about possible programming elements for 2008. Staff will provide more information at the December Board Meeting.

**Fire Hydrant Project** – An easement with the City of Hillsboro is being completed and should be before the County Commissioners in December or January. In discussions with the CAO Office, Fair Complex Board approval of the easement is not required since the property is held in the name of the County.

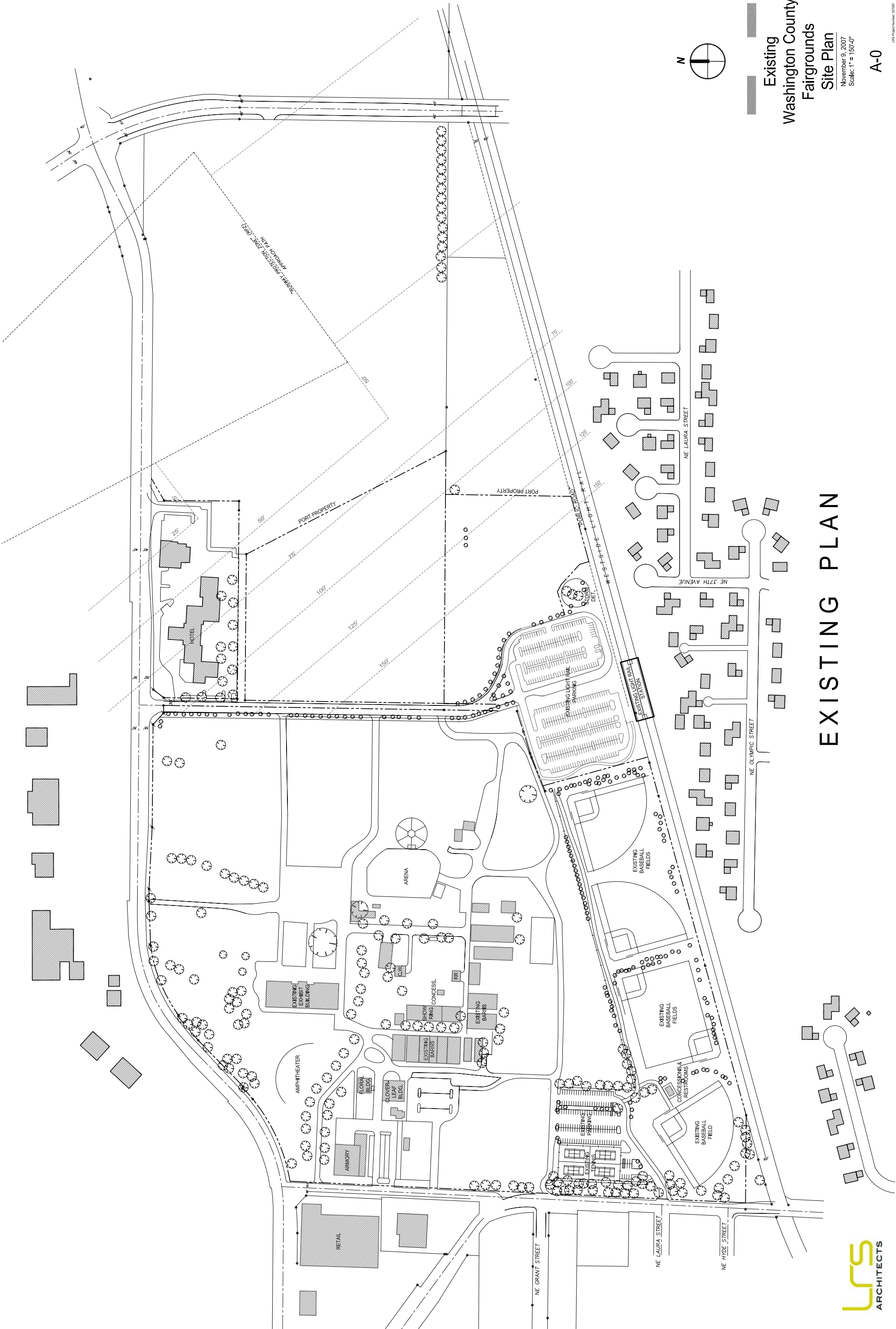
**Maintenance Project Estimates** – Staff is beginning to work on estimates for those projects discussed at the October Board meeting. It may be advisable to hire a consultant to insure that the estimates are as accurate as possible.

**Christmas Tree Recycling** – At the request of the Hillsboro Parks Department, the Fair Complex will serve as the site for Christmas tree recycling. This program has traditionally been sited at the Hillsboro Stadium, but that site is unavailable this year due to the construction activities. The Fair Complex will be stock piling the material for later use around the grounds.

**OFA Convention** – Those Board members attending the OFA Convention at the Salem Convention Center in Salem, Oregon (January 10 – 13) are requested to complete the

registration form in the December Board packet and forward it to staff by mid-December. Fair Complex Board members are reimbursed for their meals, lodging and travel expenses. Guests or spouses of Board Members are not eligible for reimbursement. If you have a guest or spouse attending as well, please submit a check or credit card information for any meal charges.

**Hillsboro Naturally Digital Photo Contest** – Staff will be meeting with representative from Intel and the Hillsboro Chamber of Commerce about having the Hillsboro Naturally digital photo contest as part of the 2008 County Fair. More information should be available at the December Board meeting.



EXISTING PLAN

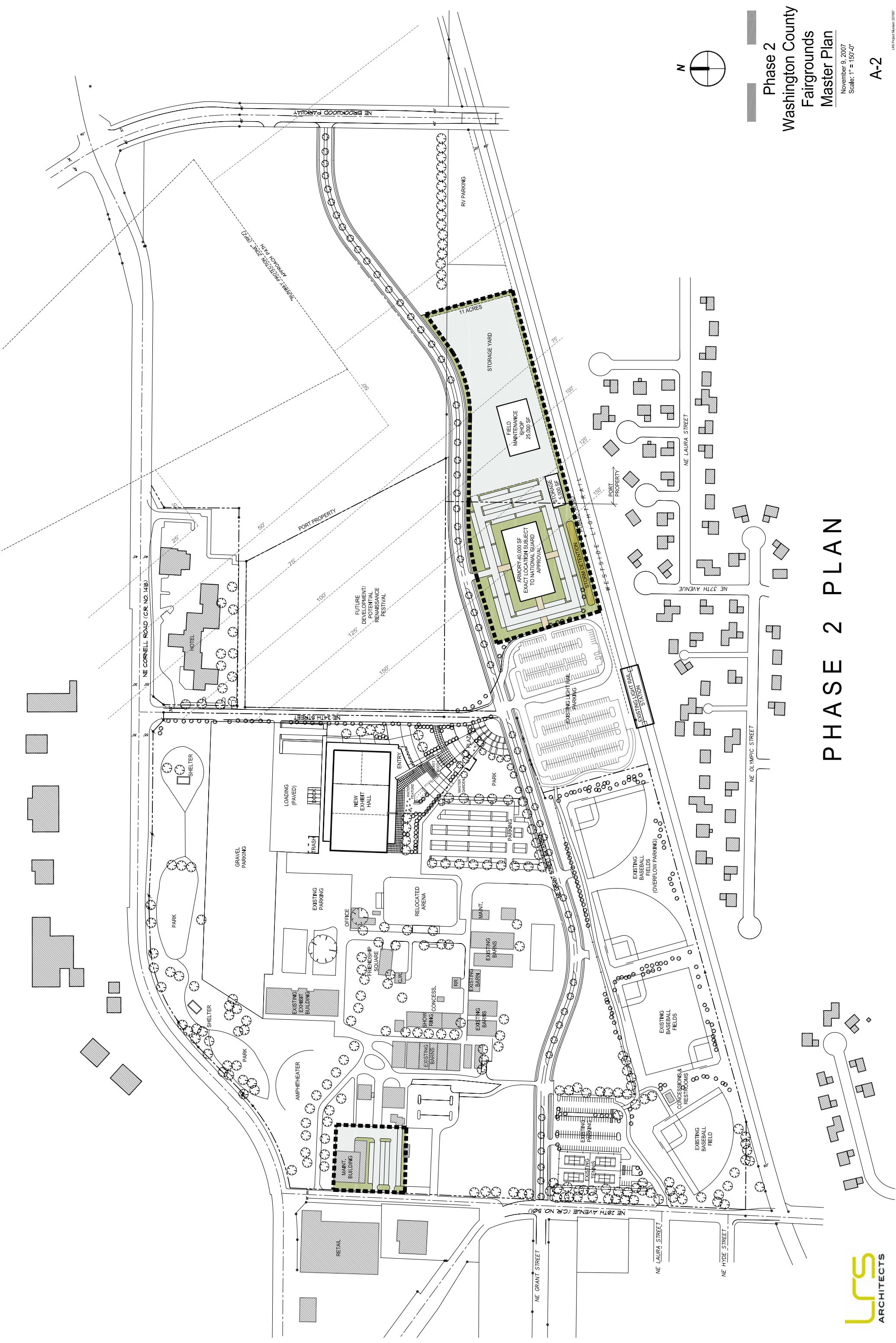
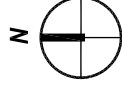
















PHASE 3 PLAN

Phase 3  
Washington County  
Fairgrounds  
Master Plan

November 9, 2007  
Scale: 1" = 150'-0"



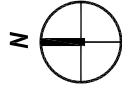








# MASTER PLAN







<b>Washington County Fair Grounds</b> Master Plan Hillsboro, Oregon LRS Architects Probable Cost Budget	<b>Architectural Cost Consultants, LLC</b> James A. Jerde, AIA - Stanley J. Pszczolkowski, AIA 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223 Phone (503) 718-0075 Fax (503) 718-0077	Estimate Date: 9-Nov-07 Document Date: 5-Nov-07 Print Date: 09-Nov-2007 Print Time: 12:00 AM Construction Start: as noted
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Component	DCC & Program Contingency	Inflation	Soft Costs	Subtotal	Total	Comments
<b><u>Scheme 5</u></b> Phase 1 Phase 2 Phase 3 Phase 4 <b>Total Project Cost Scheme 5</b>	35,022,000	7,480,000	8,500,000	51,002,000		
	220,000	77,000	30,000	327,000		
	25,452,000	10,646,000	5,415,000	41,513,000		
	0	0	0	0		NIC - By others
	<b>\$60,694,000</b>	<b>\$18,203,000</b>	<b>\$13,945,000</b>		<b>\$92,842,000</b>	

Escalation / Inflation Assumptions:

	2008	7.00%	7.00%
	2009	7.00%	14.49%
Phase 1	2010	6.00%	21.36%
Phase 2	2011	6.00%	28.64%
Phase 3	2012	5.00%	35.07%
Phase 4	2013	5.00%	41.83%
Phase 5	2014	5.00%	48.92%
Phase 6	2015	5.00%	56.36%
Phase 7	2016	5.00%	64.18%
Phase 8	2017	5.00%	72.39%

The above costs are rounded to the nearest 1,000.

<b>Washington County Fair Grounds</b> Master Plan Hillsboro, Oregon LRS Architects Probable Cost Budget	<b>Architectural Cost Consultants, LLC</b> James A. Jerde, AIA - Stanley J. Pszczolkowski, AIA 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223 Phone (503) 718-0075 Fax (503) 718-0077	Estimate Date: 9-Nov-07 Document Date: 5-Nov-07 Print Date: 09-Nov-2007 Print Time: 12:00 AM Construction Start: as noted
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Component	Area	\$ / SF	Subtotal	Total	Comments
<b><u>Scheme 5 - Phase 1</u></b>					
Demolition					
buildings	7,212 sf	6.00	43,000		
site / pavement / amenities	35.56 acre	5,000	178,000		
Subtotal				221,000	
Site Development					
1 A - Landscaping - @ Cornell	442,123 sf	2.00	884,000		
- Shelter (2 ea)	3,000 sf	125.00	375,000		
1 B - Parking - North	277,447 sf	2.50	694,000		gravel, lighting
1 C - Loading - North	104,623 sf	8.50	889,000		curbs, ac pvmnt, light, Indscape
1 D - Parking - South	134,529 sf	8.50	1,143,000		curbs, ac pvmnt, light, Indscape
1 E - Commons / Plaza	86,474 sf	20.00	1,729,000		
- Water Feature	1 sum	150,000	150,000		allowance
- Entry Features / Ticket Booth	1 sum	500,000	500,000		allowance
1 F - Exhibit Hall Structure	119,073 sf	150.00	17,861,000		2001 MP 105.00 / sf x escalation = 146.50
1 G - Existing Barns	1 sum	300,000.00	300,000		allowance
1 H - Existing Exhibit Hall	1 sum	200,000.00	200,000		allowance
1 I - Landscape @ NE 34th St - East	686 lf	25.00	17,000		
1 J - Landscape @ Plaza	37,304 sf	3.50	131,000		
1 K - Park @ Plaza	36,684 sf	3.50	128,000		
1 L - Grant Street	4,401 lf				\$4,291,000 total
earthwork, paving, curb & sidewalk	4,401 lf	450.00	1,980,000		assume 70' boulevard section w/ turn lane
landscape, irrigation, street trees	4,401 lf	106.25	468,000		
utilities, street lighting - allowance	4,401 lf	418.75	1,843,000		storm, sanitary, water, street lights
1 M - 28th / Brookwood Interface	1 sum	100,000	100,000		power, cable, data NIC
Covered Walkways	400 lf	500.00	200,000		allowance, frontage improvements
Ornamental Fencing	5,000 lf	125.00	625,000		allowance
Outdoor Arena relocation	1 sum	50,000.00	50,000		allowance
Cornell Interface	1 sum	50,000	50,000		allowance, frontage improvements
Infrastructure					
water, fire & domestic	1 sum	250,000	250,000		
storm	1 sum	400,000	400,000		
sanitary	1 sum	125,000	125,000		
lighting	1 sum	250,000	250,000		
telephone / cable / etc.	1 sum	125,000	125,000		
Gates / Control	1 sum	150,000	150,000		allowance
Subtotal				31,617,000	
<b>Subtotal Scheme 5 - Phase 1</b>				<b>31,838,000</b>	
Program / Owner Contingency	10.0%		3,184,000		
Inflation assume 2010	21.4%		7,480,000		
				10,664,000	
<b>Subtotal Direct Construction Cost</b>				<b>42,502,000</b>	
Soft Costs	20.0%		8,500,000		
<b>Total Project Cost</b>				<b>\$51,002,000</b>	

<b>Washington County Fair Grounds</b> Master Plan Hillsboro, Oregon LRS Architects Probable Cost Budget	<b>Architectural Cost Consultants, LLC</b> James A. Jerde, AIA - Stanley J. Pszczolkowski, AIA 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223 Phone (503) 718-0075 Fax (503) 718-0077	Estimate Date: 9-Nov-07 Document Date: 5-Nov-07 Print Date: 09-Nov-2007 Print Time: 12:00 AM Construction Start: as noted
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Component	Area	\$ / SF	Subtotal	Total	Comments
<b><u>Scheme 5 - Phase 2</u></b>					
Site Development					
2 A - Armory	1 sum	0.00	0		NIC - By others
2 B - Existing Armory	1 sum	200,000.00	200,000		allowance
Subtotal				200,000	
<b>Subtotal Scheme 5 - Phase 2</b>				<b>200,000</b>	
Program / Owner Contingency	10.0%		20,000		
Inflation assume 2012	35.1%		77,000		
				97,000	
<b>Subtotal Direct Construction Cost</b>				<b>297,000</b>	
Soft Costs	10.0%		30,000		
<b>Total Project Cost</b>				<b>\$327,000</b>	

<b>Washington County Fair Grounds</b> Master Plan Hillsboro, Oregon LRS Architects Probable Cost Budget	<b>Architectural Cost Consultants, LLC</b> James A. Jerde, AIA - Stanley J. Pszczolkowski, AIA 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223 Phone (503) 718-0075 Fax (503) 718-0077	Estimate Date: 9-Nov-07 Document Date: 5-Nov-07 Print Date: 09-Nov-2007 Print Time: 12:00 AM Construction Start: as noted
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Component	Area	\$ / SF	Subtotal	Total	Comments
<b><u>Scheme 5 - Phase 3</u></b>					
Demolition					
buildings	43,236 sf	6.00	259,000		
site / pavement / amenities	30.95 acre	5,000	155,000		
Subtotal				414,000	
Site Development					
3 A - Park / Landscape	29,711 sf	2.00	59,000		
3 B - Park / Landscape	90,299 sf	2.00	181,000		
3 C - Play Field	76,770 sf	2.00	154,000		see note below
3 D - Commons	109,863 sf	2.00	220,000		allowance, verify
3 E - Open Pavilion w/ support space	102,600 sf	125.00	12,825,000		
3 F - Multipurpose Building North	17,323 sf	100.00	1,732,000		metal building
3 G - Landscape	13,415 sf	2.00	27,000		
3 H - Walkways	184,604 sf	2.00	369,000		
3 I - Parking	41,890 sf	8.50	356,000		
3 J - Parking	496,575 sf	8.50	4,221,000		
3 K - Parking North	277,447 sf	6.00	1,665,000		paving over exist gravel
3 L - Parking S. of Grant	90,574 sf	8.50	770,000		
3 M - Landscaping	8,682 sf	2.00	17,000		
3 N - Landscaping	1,251 sf	2.00	3,000		
Ornamental Fencing	1,000 lf	125.00	125,000		allowance
Subtotal				22,724,000	
<b>Subtotal Scheme 5 - Phase 3</b>				<b>23,138,000</b>	
Program / Owner Contingency	10.0%		2,314,000		
Inflation     assume 2013	41.8%		10,646,000		
				12,960,000	
<b>Subtotal Direct Construction Cost</b>				<b>36,098,000</b>	
Soft Costs	15.0%		5,415,000		
<b>Total Project Cost</b>				<b>\$41,513,000</b>	
<p>Note: New ball field cost not included - area only developed to park-like standard. Estimated additional cost for field improvements to be determined working with the Parks Department.</p> <p>Existing ball field cost improvements not included.</p> <p>Estimated additional cost for existing field improvements to be determined working with the Parks Department.</p>					

<b>Washington County Fair Grounds</b> Master Plan Hillsboro, Oregon LRS Architects Probable Cost Budget	<b>Architectural Cost Consultants, LLC</b> James A. Jerde, AIA - Stanley J. Pszczolkowski, AIA 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223 Phone (503) 718-0075 Fax (503) 718-0077	Estimate Date: 9-Nov-07 Document Date: 5-Nov-07 Print Date: 09-Nov-2007 Print Time: 12:00 AM Construction Start: as noted
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Component	Area	\$ / SF	Subtotal	Total	Comments
<b><u>Scheme 5 - Phase 4</u></b>					
Demolition					
site / pavement / amenities	15.3 acre	0	0		NIC - future
Subtotal				0	
Site Development					
5 A - Future Development	667,835 sf	0.00	0		NIC - future
5 B - NE 34th St - Landscape	289 lf	0.00	0		NIC - future
Subtotal				0	
Structures					
Buildings	sf	0.00	0		NIC - future
Subtotal				0	
<b>Subtotal Scheme 5 - Phase 4</b>				<b>0</b>	
Program / Owner Contingency	10.0%		0		
Inflation     assume 2014	48.9%		0		
				0	
<b>Subtotal Direct Construction Cost</b>				<b>0</b>	
Soft Costs	0.0%		0		
<b>Total Project Cost</b>				<b>\$0</b>	



## PROCESS FOR FINALIZING TASK FORCE RECOMMENDATION

Activity	Date
Initial review of recommendations at Task Force Meeting	14-Nov
Task Force transmits First-Round comments and/or suggested revisions to Siegel. Pac/West transmits First Round comments received from public to Siegel	19-Nov
Possible meeting with Co-Chairs to resolve issues	20-Nov or 21-Nov
Siegel amends recommendations based on First-Round comments and distributes Second-Round draft to Task Force	26-Nov
Second-Round draft posted on web site for public review.	26-Nov
Task Force transmits Second-Round comments and/or revisions to Siegel; Pac/West transmits Second-Round comments received from public to Siegel.	30-Nov
Siegel meets with Co-Chairs to determine comments/refinements to be included in Third-Round draft	3-Dec
Siegel amends recommendations based on Second Round comments. Third draft of recommendations distributed to Task Force by Pac/West	7-Dec
Third-Round draft recommendations posted on web site	7-Dec
Final Task Force meeting on Third-Round recommendations; public comment, final revisions, Task Force approval	12-Dec





1                   **Preliminary Findings and Recommendations of the**  
2                   **Fairgrounds Revitalization Task Force**  
3                   **Draft 2**  
4                   **11-26-07**

5  
6  
7   **To the Washington County Commission, Hillsboro City Council,**  
8   **Washington County Fair Board, and Citizens of Washington County:**  
9

10   *This report presents the preliminary findings and recommendations of the*  
11   *Fairgrounds Revitalization Task Force. We submit this report for public*  
12   *review and comment. It is our intent to reconvene by April 2008 to review*  
13   *comments received during the public review period and the results of*  
14   *additional due diligence undertaken by Task Force staff, refine our*  
15   *preliminary recommendations as may be necessary, and report our final*  
16   *recommendations to the County Commission, Hillsboro City Council, and*  
17   *Fair Board for final action.*

18  
19   **Background**  
20

21   In March 2007, the Washington County Commission appointed the Fairgrounds  
22   Revitalization Task Force to develop recommendations on how to revitalize the  
23   fairgrounds property. The Task Force represented a broad range of interests from  
24   throughout Washington County:  
25

- 26       • **Washington County Commission:** Chair Tom Brian, Task Force Co-Chair
- 27       • **City of Hillsboro:** Mayor Tom Hughes, Task Force Co-Chair
- 28       • **Fair Board:** W. Rafe Flagg
- 29       • **Fair Boosters:** Dave Rohrer
- 30       • **Washington County Commission:** Andy Duyck
- 31       • **User Groups:** Alan Van Volkinburgh

- **Chamber of Commerce:** Deanna Palm
- **County Business Community:** Tino Ornelas
- **Convention and Visitors Businesses:** Terry Goldman
- **County Agriculture-Related Businesses:** Tad VanderZanden
- **Hillsboro Citizen Representative:** Jim Darr
- **Western County At-Large Citizen:** Bob Terry
- **Eastern County At-Large Citizen:** Jack Franklin
- **Northern County At-Large Citizen:** John Leeper
- **Southern County At-Large Citizen:** Delna Jones

The Task Force was charged with recommending a plan to:

- Revitalize the Washington County Fair Complex site to ensure its long term economic viability and service to the Washington County community
- Enhance existing uses of the site and ensure the future viability of the annual county fair.
- Identify additional uses that foster the full utilization of the site for the benefit of all citizens in Washington County
- Identify principles for establishing an appropriate management structure for the Complex and stable funding for year-round activities.

The Task Force held eight public meetings, heard from financial consultants, architects/master planners, survey research firms, fair and exhibition facility specialists, and sought input from a series of users and potential users for the Fairgrounds complex. In shaping its recommendations, the Task Force sought public input from a broad range of interests from throughout Washington County by:



organizational events. The redevelopment of the site must provide for these traditional uses.

**Deleted:** That role must be continued and enhanced in t

1.3 The proposed Master Plan (Figure 1) creates a campus of venues and facilities that will serve the year-round needs of wide-range of County residents for exhibitions, consumer shows, fairs, festivals, trade shows, civic functions, and family entertainment. The primary elements called for by the Master Plan include:

1.3.1 **Exhibit Halls:** A new, high-quality exhibition hall of about 120,000 square feet consisting of about 90,000 square feet of divisible, column-free flat-floor space, and related meeting, break-out, pre-function, and accessory spaces (Figure 2) [NOTE SEE LRS RENDERING]. This facility is designed to serve the needs of exhibitors, consumer and trade shows, the county fair, clubs, and civic groups, including middle/high school graduations. In addition, the existing exhibit hall will be retained for small and secondary shows and events or office and meeting space for community organizations.

**Deleted:** administrative

1.3.2 **Pavilion:** A covered pavilion consisting of about 100,000 square foot (including support space), free of interior columns, that supplements the market served by the new exhibit hall by providing for open-air events such as rodeos, concerts, theatrical events, farmer markets, and out-door exhibits and trade shows.

1.3.3 **National Guard Facility:** An 11-acre site will be conveyed to the Oregon National Guard, which will construct a new armory of about 40,000 square feet, a 24,000 square foot field maintenance facility, and accessory facilities. The National Guard will entertain partnership opportunities that create synergies with the event center, such as incorporating administrative or other space in the new Armory for the City, County, or

civic organizations, shared-use parking, and shared-use kitchen facilities.  
In addition, the armory will include training facilities that could be used  
by local law enforcement.

1.3.4 **Future Development Site:** The possibility should be explored of leasing  
the 15-acre future development site east of NE 34<sup>th</sup> Street to the  
Renaissance Festival, which would fund and construct a theme park that  
includes an arena, stages, and food and craft booths; all designed in a  
medieval motif. If approved, the Renaissance Festival would run 6-8  
weekends per year, prior to the County Fair. During the remainder of the  
year, the Festival grounds would be available at no cost to event center  
management, which would lease the Festival grounds to show promoters  
and others for such events as office picnics, fund-raising events for civic  
groups, and Halloween, wine and food festivals. The event center would  
retain all profits from these events. If not leased for the Renaissance  
Festival, the future development site may be used for parking on an  
interim basis until a long-term use is identified.

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1.3.5 **Parks and Recreational Areas:** Under the Master Plan, the existing ball  
fields and tennis courts will be retained, and an additional ball field  
constructed. A park will be constructed along Cornell Road to provide an  
active greenway for company picnics and park-goers. Over the long-term,  
this area can be used for the future development of performing arts  
theaters and other cultural venues. In addition, the Heritage Commons,  
the heart of the historic fairgrounds will be retained and enhanced, to be  
used by fairgoers and users of the exhibit halls.

1.4 Implementation of the Master Plan will:

1.4.1 Promote a sense of community among residents of Washington County  
and strengthen the County's role in the Metro region as a center for  
diverse educational, recreational, and civic programs

1.4.2 Foster the burgeoning arts, crafts, entertainment, and tourist industry in the  
County by providing venues for events and shows

1.4.3 ~~Promote~~ public events and festivals that reinforce the County's role as a  
cultural and entertainment center capable of meeting the needs of County  
residents as well as attendance and business from outside the County

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1.4.4 Provide additional opportunities for civic groups and non-profits to hold  
events, ~~raise funds and offer life-long learning experiences, with a~~  
particular emphasis on youth.

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1.4.5 Preserve the annual County Fair & Rodeo and its' heritage and provide a  
quality venue to promote Washington County's agricultural industry.

1.4.6 Promote tourism in the County

1.4.7 Capture the opportunity for new jobs and small business growth

1.5 To ensure an efficient and fiscally prudent redevelopment of the site, the Master  
Plan will be implemented in phases. The size and mix of facilities of later phases  
will be based on the actual results of earlier phases to make certain they match  
community needs and market demand.

1.6 To promote an operationally efficient and financially viable business model by  
developing new venues that are designed and sized to meet emerging industry and  
market requirements, and by rehabilitating, where economically viable, existing  
facilities for community organizations that need less expensive space.

## 2. Phase I of the Master Plan (Figure 3) [NOTE: SEE LRS SITE PLANS]

2.1 In Phase I (Figure 3), the fairground is transformed into an events center campus  
by:

2.1.1 Constructing the new 120,000 square feet exhibit hall.

2.1.2 Developing the internal traffic and pedestrian circulation system for the site; this includes constructing:

- Grant Street as a 2- and 3-lane, landscaped roadway (with median), bike, and pedestrian facility. The design of Grant Street must ensure the safety of site-users, and should incorporate special precautions, including the ability to close Grant Street as a through-facility during large events such as the County Fair.
- A transit-oriented connection between light rail and the exhibit hall as a plaza with an adjoining green-space. The plaza should incorporate a water feature designed to mitigate impacts on airport operations.
- Initial parking areas.

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2.1.3 Upgrading the visual appearance of the site by installing landscaping, decorative fencing, covered walkways, lighting, electronic signage, and park facilities.

2.1.4 Undertaking a limited amount of critical rehabilitations of existing auxiliary facilities.

2.2 Phase 1 is planned to be designed in 2008 and built in 2010. To meet this schedule, the funding for Phase I must be in place and the architect or design-builder must be selected and under contract by December 2008.

2.3 Phase I is estimated cost:

#### Estimated Phase I Capital Costs



(in millions of dollars)

	<b>Current (2007) Dollars</b>	<b>Inflated (2010) Dollars</b>
<b>Grant Street</b>	\$ 5.664	\$ 6.874
<b>Plaza</b>	\$ 2.822	\$ 3.425
<b>Site Prep, Utilities, Landscaping</b>	\$ 3.317	\$ 4.026
<b>New Exhibit Hall Pavilion</b>	\$24.237	\$29.413
<b>Parks</b>	\$ 1.662	\$ 2.017
<b>Accessory Facilities</b>	\$ 0.726	\$ 0.881
<b>Parking and Loading</b>	\$ 3.598	\$ 4.366
<b>Sub-Total</b>	\$42.026	\$51.002
<b>Owner's Contingency</b>		\$ 4.000
<b>Phase I Total</b>		\$55.002

2.4 The recommended funding plan for Phase I is:

**PHASE I FUNDING PLAN SUMMARY:  
SOURCES AND USES  
(in millions of inflated dollars)**

<b>USES</b>	<b>Amount</b>
Estimated Capital Cost	\$51.002
Owners Contingency	\$ 4.000
	\$55.002

<b>SOURCES</b>	<b>Amount</b>
County GO Bond	\$39.792
City TIF: Grant St	\$ 6.874
City TIF: Transit Connection (Plaza)	\$ 3.415
City Backed Revenue Bonds	\$ 5.000
	\$55.081

2.5 The following actions must be taken to implement the Phase I finance plan:

2.5.1 The City, County, and Fair Board must prepare and execute by May 2008 an intergovernmental agreement wherein each party commits to undertake its portion of the finance plan.

2.5.2 As part of the intergovernmental agreement described above, City Council must commit to issue prior to the start of Phase I construction a limited general obligation bond in the amount of \$5 million for development of Phase I of the Master Plan in return for a commitment by the Fair Board to convey to the City \$300,000 per year of net revenues from the event center for a period of 20 years.

Deleted: must commit

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Deleted: In return, the City must commit to issue a limited general obligation bond in the amount of \$5 million for development of Phase I of the Master Plan.

2.5.3 In addition, the City must dedicate about \$10.3 million of its TIF funding to design and construct Grant Street and the transit-oriented plaza connection to LRT.

2.5.4 The County must place a general obligation bond of about \$39.8 million on the November 2008 ballot. This G.O bond is estimated to cost 6-cents per \$1000 of assessed value in the first year of debt service and average 3-cents per \$1000 of assessed value of its 30-year term.

2.6 Marketing of the event center should start soon after passage of the bond measure. The event center will be a significant attractor of tourism for the County, and an important component of the destination marketing strategy implemented by the Washington County Visitor Association (CVA). The Task Force recommends that beginning in 2009 the CVA include in its strategic plan a multi-year commitment of marketing funds for the event center from its tourism enhancement fund.

2.7 Operational efficiencies can be achieved through a consolidated staffing plan for the event center and fair; an integrated staffing plan should be developed and implemented.

2.8 The financial strategy for the Master Plan is based on a funding partnership between the County Commission, City Council of Hillsboro, and the Fair Board. An Event Center Oversight Committee of these parties should be established and

1 charged with overseeing major financial issues related to the development and  
2 operations of the Master Plan.

3  
4 2.9 Phase I includes a minimally acceptable amount of parking. The capacity must be  
5 developed to accommodate overflow parking for large or simultaneous events on  
6 the site by developing agreements with:

Deleted: taking the following steps

7  
8 2.9.1 The Port of Portland to use its property for Renaissance Festival and  
9 overflow event parking

Deleted: Develop an agreement with

10  
11 2.9.2 The Oregon National Guard to use any unrestricted portions of its parking  
12 area for overflow event parking

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13  
14 2.9.3 The City of Hillsboro to use parking adjacent to ball fields for overflow  
15 event parking, and that continues the existing agreement allowing parking  
16 on the ball fields when needed.

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### 17 18 3. Renaissance Festival Development

19  
20 3.1 The Renaissance Festival (Figure 4 – to be added) can add to the vibrant mix of  
21 family entertainment and civic organization opportunities provided by the event  
22 center. The County should explore the possibility of bringing the Renaissance  
23 Festival to the event center site by summer, 2009.

Deleted: undertake activities to bring

24  
25 3.2 As part of exploring the possibility of the Renaissance Festival, the County should  
26 enter negotiations with Royal Faires to identify a mutually acceptable financial  
27 arrangement and project design by May 2008. The lease should incorporate the  
28 following provisions:  
29

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3.2.1 When not in use by the Renaissance Festival, the County should have the right to use or lease the Festival grounds for events, and retain any profits from its use.

3.2.2 Overnight tent camping on the Festival or event center site by Festival employees and tenants will not be permitted.

3.2.3 All structures must comply with Oregon building code.

3.2.4 A good neighbor agreement establishing code of conduct and safety and security standards.

3.2.5 First source hiring/contracting provisions that offer County civic organizations and community groups priority for certain jobs for fund-raising purposes.

3.3 Require the Renaissance Festival grounds to be functionally and physically integrated with the remainder of the event center site. In particular, determine if the arena built for the Renaissance Festival can be designed to accommodate rodeos and other arena-events that would otherwise be accommodated at the event center.

3.4 The development and operations of the Renaissance Festival ~~must~~ be funded entirely with private revenues. No public subsidy will be provided to the Festival. However, if certain features of the Festival, such as the arena, are specifically expanded or designed to meet event center needs, public funds may be used to pay the marginal cost of accommodating event center needs.

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#### 4. Phase II of the Master Plan (Figure 5) [NOTE: SEE LRS SITE PLANS]

1 4.1 The National Guard's desire for a new armory presents a unique opportunity to  
2 provide for the safety and security needs of county residents in a manner that  
3 complements the overall use of the event center. Phase II of the Master Plan  
4 includes:

5  
6 4.1.1 The development of a new National Guard armory and a field  
7 maintenance facility on the site.  
8

9 4.1.2 Rehabilitation/conversion of the old National Guard armory into a  
10 facility serving the event center.  
11

12 4.2 The National Guard facility requires a development parcel of at least 11 acres.  
13 The Master Plan designates a site in the southeast corner of NE 34<sup>th</sup> and Grant  
14 Street for the National Guard facility. In this designated area, only four acres are  
15 currently owned by the County. The County should work with Port of Portland  
16 and National Guard to secure the remainder of the needed development parcel.  
17

18 4.3 Once the Port property is secured, the County should execute a property exchange  
19 agreement with the National Guard in which the County provides the 11-acre  
20 development parcel near Grant/NE 34<sup>th</sup> to the National Guard and in return  
21 receives the existing armory building and site. If the market values of the  
22 exchanged properties are unequal, the transaction will be equalized by a net  
23 payment by the owner of the lower-valued property to the higher-valued owner.  
24

25 4.4 Federal funding for the new armory is planned for the year 2014, but could  
26 potentially be accelerated to as early as 2010 by making the development site  
27 available to the National Guard. The County should take the steps necessary to  
28 accelerate the National Guard development, including:  
29

1 4.4.1 Prepare a Memorandum of Understanding with the National Guard by  
2 April 2008 that establishes the terms and conditions of exchanging the  
3 County property with the National Guard's armory.

4  
5 4.4.2 Seek Port/FAA approval by December 2008 of conveying the seven acres  
6 of Port property for National Guard use.

7  
8 4.4.3 Undertake appraisals, inspections and due diligence necessary to  
9 consummate property exchange by December 2008.

10  
11 4.4.4 Prepare and execute property exchange contract by March 2009.

12  
13 4.4.5 After the property exchange and during the development of the National  
14 Guard site, the County will lease-back the existing armory to the National  
15 Guard at a market rent.

16  
17 4.4.6 Net revenues, if any, paid to the County by the National Guard for the  
18 property exchange and the lease-back of the armory should be dedicated to  
19 the development of the Master Plan.

20  
21 4.5 The National Guard will entertain incorporating administrative or other space in  
22 the new Armory for the City, County, or civic organizations if funding is  
23 available for constructing or leasing the space. This potentially could include  
24 shared-use parking or kitchen facilities. The County and National Guard should  
25 work together to identify partnering opportunities, and, when identified, enter into  
26 a Memorandum of Understanding to implement the partnership.

27  
28 4.6 The Master Plan anticipates that the existing armory will be converted to a  
29 maintenance facility after the National Guard relocates to the new Armory.  
30 However if demand and available funding warrant, consideration should be given

to converting the existing armory to an office/meeting facility for community organizations.

- 4.7 The cost of the new armory and field maintenance facility will be borne by the National Guard; no local funds will be used to subsidize the National Guard's costs. The proposed funding plan for Phase II is:

**PHASE II FUNDING PLAN SUMMARY:  
SOURCES AND USES  
(in millions of inflated dollars)**

<b>USES</b>	<b>Amount</b>
Cost of New Armory	TBD
Cost of Rehabbing Old Armory	\$0.327
Owners Contingency	\$0.023
	<hr/> \$0.350
<hr/>	
<b>SOURCES</b>	<b>Amount</b>
National Guard	Pay Cost of New Armory
Event Center Revenues	\$0.350
	<hr/> \$0.350

**5. Phase III of the Master Plan (Figure 6) [NOTE: SEE LRS SITE PLANS]**

- 5.1 During Phase III additional facilities will be constructed in the year 2013 to support a larger and more diverse mix of events at the event center. Depending on the availability of funding, Phase III may be implemented in sub-phases over time.

- 5.2 As currently envisioned, Phase III (Figure 6) completes the build-out of the event center by constructing the following:

- 5.2.1 A covered pavilion consisting of about 100,000 square foot (including support space), free of interior columns, that supplements the market

1 served by the new exhibit hall by providing for open-air events such as  
2 rodeos, concerts, farmer markets, and out-door exhibits and trade shows.

3 5.2.2 A multi-purpose building to replace antiquated auxiliary buildings on the  
4 site and provide additional area for other needed uses.

5 5.2.3 Additional parking

6 5.2.4 Additional park space, landscaping, and other site amenities.

7  
8 5.3 The long-term viability of the existing 24,000 square foot Exhibit Hall as a  
9 supplementary venue for small or secondary events should be assessed during the  
10 initial years of operating the new Exhibit Hall. If it is determined that the  
11 supplementary venue is not necessary, a re-use plan should be prepared to convert  
12 the small exhibit hall to another use needed by the event center, in lieu of  
13 constructing the new multi-purpose facility currently anticipated in Phase III.

14  
15 5.4 The size and design of the pavilion should be re-assessed during the initial  
16 operating years of the new exhibit hall; and, if necessary, refined based on market  
17 requirements observed for the event center during its initial years of operation.

18  
19 5.5 As currently envisioned in the Master Plan, Phase III is estimated to cost:  
20

**Estimated Phase III Capital Costs  
(in millions of dollars)**

	<b>Current (2007) Dollars</b>	<b>Inflated (2013) Dollars</b>
<b>Grant Street Plaza</b>		
<b>Site Prep, Utilities, Landscaping New Exhibit Hall</b>	\$ 1.208	\$ 1.713
<b>Pavilion</b>	\$16.224	\$23.010
<b>Parks</b>	\$ 0.498	\$ 0.707
<b>Accessory Facilities</b>	\$ 2.469	\$ 3.502
<b>Parking and Loading</b>	\$ 8.870	\$12.581
<b>Sub-Total</b>	\$29.269	\$41.513
<b>Owner's Contingency</b>		\$ 2.000
<b>Phase III Total</b>		\$43.513



5.6 The recommended funding plan for Phase III is

**PHASE III FUNDING PLAN SUMMARY:  
SOURCES AND USES  
(in millions of inflated dollars)**

<b>USES</b>	<b>Amount</b>
Cost	\$41.513
Owners Contingency (5% of cost)	\$ 2.076
	<u>\$43.589</u>

<b>SOURCES</b>	<b>Amount</b>
State Lottery Bonds (50% of uses)	\$21.795
Second Revenue Bond based on Net Revenues in Current Pro Forma	\$ 5.000
Additional Revenues	\$16.800
	<u>\$43.595</u>

5.7 The following actions must be taken to implement the Phase III finance plan:

5.7.1 Issue a second event center revenue bond in the amount of \$5 million, provided that actual net revenues are in line with pro forma results.

5.7.2 The Event Center Oversight Committee must preserve for the development of future phases of the Master Plan any revenues associated with the event center that are not used in the Phase I finance plan. These may include such revenues as:

- Net revenues from property exchange with the National Guard and lease-back of the armory to the Guard prior to completion of the new armory.
- Net revenues from the lease with the Renaissance Festival.
- Owner's contingency applied to future phases and Interest earnings on bonds during the construction period.

1       5.7.3 The Event Center Oversight Committee must undertake efforts to  
2       supplement revenue sources not currently addressed in the pro forma, such  
3       as:

- 4       • Naming rights
- 5       • Advertising revenues
- 6       • Attracting additional revenue-generating events and exhibitions that  
7       are not incorporated in the current pro forma, such as concerts, and  
8       other entertainment events.
- 9       • Net revenues from the operation of the pavilion
- 10       • Ground lease revenues from any restaurants attracted to the site
- 11       • Form an “Event Center Foundation” to accept gifts from private  
12       individuals and organizations.

**Deleted:** Incorporating concerts in the mix of events at the event center¶

13  
14  
15       5.7.4 Seek a state lottery bond authorization of about \$21.8 million, representing  
16       a 50:50 match ratio with local funds, during the 2013 legislative session.

## RECOMMENDED ACTION PLAN

### December 2007 – May 2008

### Responsible Party(ies)<sup>1</sup>

Undertake public outreach on preliminary Task Force recommendations	City, County
Prepare Memorandum of Understanding between National Guard and County regarding the relocation of the Armory on the site	County, National Guard
Prepare Memorandum of Understanding regarding development of the Renaissance Festival on the site	County, City, Royal Faires
Prepare Memorandum of Understanding regarding use of Port property for the proposed Master Plan	County, City, Port of Portland
Undertake continued due diligence on proposed Master Plan	City, County, Fair Board
Prepare final recommendations to City, County, Fair Board; including ballot title	Task Force, City, County, Fair Board
Reconvene Task Force, adjust Master Plan if necessary based on continued outreach and due diligence; final recommendation to County, City, and Fair Board	Task Force
Approval of Recommendations	City, County, Fair Board

### June 2008 - December 2008

Continue public information process	County, City
Secure FAA approval of property transactions between County and Port	Port of Portland
Continue due diligence and follow-up activities National Guard	County, City, National Guard
Finalize transaction with Renaissance Festival	County, Royal Faires
Undertake RFQ/RFP process for architect or design/builder, and make selection	County, City, Fair Board
Commence design and construction of Renaissance Festival	Royal Faires

### December 2008 - May 2009

<sup>1</sup> In the "Action Plan," depending on the context, County means the staff or governing board of Washington County government, City means the staff or governing board of the City of Hillsboro government, Fair Board means the staff or governing board overseeing the Fair Complex, Port of Portland means the staff of the Port, FAA means the Federal Aviation Agency, National Guard means the staff and executive officers of the Oregon National Guard, and Royal Faires means the management of the Renaissance Festival.

Seek supplemental marketing funds from recent increase to lodging tax	County, City, Fair Board
Undertake detailed design and engineering studies for Phase I	County, City, Fair Board
Begin marketing of facility	Fair Board
Complete property transactions with Port of Portland	County, Port of Portland
Complete appraisals, due diligence, and property transactions with National Guard; Lease-back existing armory to Guard	County, National Guard
If desired, prepare and execute partnership agreement describing space requirements/ sharing to be incorporated in new armory for event center	County, City, Fair Board, National Guard
Pursue federal funds for new armory	National Guard
Complete construction of Renaissance Festival grounds	Royal Faires

Hold vote on G.O. Bond

County

#### **May 2009 - June 2010**

Secure federal appropriation for new armory	National Guard
Start operations of Renaissance Festival	Royal Faires

#### **July 2010 - December 2012**

Complete construction of Phase I Master Plan	County, City, Fair Board
Design and construct new armory (if federal funds accelerated]	National Guard
Re-assess size and scope of Phase III of Master Plan based on operating results to date of the event center	County, City, Fair Board
Undertake activities necessary to secure local funding for Phase III of Master Plan	County, City, Fair Board

#### **January 2013 - July 2014**

Seek legislative approval of lottery bond component of Phase III finance plan	County, City, Fair Board
Design and construct new armory [if federal funds not accelerated]	National Guard
Design and construct Phase III improvements	County, City, Fair Board



**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:** October 26, 2007

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

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

**Re:** FYE 2008-09 Draft Budget

Find attached the first draft of the FYE 2008-09 Budget.

This draft budget is a work-in-process and will be updated over the next couple Board Meetings prior to submission to Washington County following the February 2008 Board Meeting.

At this point in time, we have updated our 2007-08 estimates based upon the 2007 County Fair, parking for the 2007 International Air Show, and salary savings with the Executive Director position at part-time. It is too early to estimate where non-fairtime revenues and expenditure will finish by the end of the current budget year, so these categories still reflect amounts adopted as of June 30, 2007.

Also at this point, Frite Lites has yet to be concluded for this year. The second draft of the budget will include results for 2007.

Since the Revitalization Task Force has yet to issue their recommendations, we have not suggested any major maintenance projects at this time. Such projects can be added to the budget before it is adopted by the Fair Complex Board.

The next step would be for the Board to identify any on-going programs or activities that need attention and send the draft budget back to the staff and/or Budget Committee for further refinement or revision.



**WASHINGTON COUNTY FAIR COMPLEX**  
**Budget FYE 6/30/2009 (FRIST DRAFT)**

The Washington County Fair Complex, home of the annual County Fair & Rodeo, is funded primarily through its entrepreneurial business operations and industry tax subsidies. Approximately 55 percent of the Fair Complex funding comes from operating revenues generated from user fees and services generated through facility rental, event services parking, food & beverage businesses, RV Park, and annual County Fair & Rodeo. The remaining 45 percent comes from lodging industry tax subsidy, government loans (if any) and investment earnings. The Washington County Fair Complex receives no property tax support for operations.

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.
4. Commitment to life-long learning with a special emphasis on youth.
5. Promote year-round facilities for consumer trade shows, public exhibitions, and special gatherings.
6. Promote a sense of community among residents of Washington County.

	Description	Actual 2004/05	Actual 2005/06	Actual 2006/07	Estimated 2007-08	Proposed 2008-09	COMMENTS
1	<b>Opening Balance</b>	\$ 397,999	\$ 456,459	\$ 634,348	\$ 627,250	\$ 830,626	
	<b>Interim Operating Revenues</b>						
2	Parking	\$ 36,732	\$ 21,088	\$ 11,826	\$ 29,951	\$ 21,000	No Jet Team in 2006. No July 4th or AKC Dog Shows.
3	RV Park	10,706	8,035	12,955	10,000	10,000	Estimated at 2007/08 Levels.
4	Rentals	225,938	266,057	199,667	200,000	200,000	No Rent Increase Scheduled. No Boat/RV Storage. No AKC Dog Show.
5	Concessions	5,660	5,317	2,055	3,000	3,000	No July 4th or July Dog Show.
6	Misc Income	13,770	12,209	21,116	15,000	15,000	Pre-Paid Event Security, Surplus Equipment Sales Proceeds, etc.
7	<b>Total Interim Operating Revenues</b>	<b>\$ 292,806</b>	<b>\$ 312,706</b>	<b>\$ 247,619</b>	<b>\$ 257,951</b>	<b>\$ 249,000</b>	
	<b>Interim Operating Expenses</b>						
8	Personal Services (Includes OPE)	\$ 336,244	\$ 354,372	380,172	\$ 336,852	\$ 389,208	Budgeted at 2007-08 Adopted amounts. Will be adjusted by County when adopted.
9	Supplies	20,589	23,931	27,951	25,000	25,000	Janitorial & First Aid Supplies, Office Supplies, Electrical Supplies, Computers, etc.
10	Professional Services	8,862	13,595	15,184	12,500	12,500	Pre-Paid Event Security, Webmaster, Electrician, etc.
11	Advertising and Marketing	4,141	2,072	1,073	1,200	1,000	Special Announcements, etc.
12	Communications (ATM)	526	1,199	406	500	500	Telephone Fees Associated with ATM.
13	Utilities (Water/Sewer/Elect/Natural Gas)	56,611	58,949	53,347	65,000	65,000	Electricity, Natural Gas, Garbage Service, Front Office/Floral Bldg. Propane, etc.
14	Repair and Maintenance	48,815	46,505	56,189	57,000	57,000	Ongoing Activities Associated with Facility and Grounds,
15	Equipment Rentals	4,531	3,484	2,597	5,000	5,000	Photo Copier. Miscellaneous Equipment Rentals.
16	Dues and Memberships	1,052	1,975	814	1,750	1,500	Chamber Dues, etc.
17	Training and Travel	944	569	2,226	1,500	1,500	Associated with non-Fair Activities.
18	General Liability & Equipment Insurance	13,037	13,539	16,188	13,000	15,000	Split Between Fairtime & Interim.
19	Postage	435	209	442	500	500	Split Between Fairtime & Interim.
20	Printing Internal	4,107	333	19	500	500	Non-Fairtime Printing.
21	Telephones	5,723	6,770	6,797	6,000	6,000	Split Between Fairtime & Interim.
22	Special Expenses	5,799	3,428	5,334	5,000	5,000	Board Related Expenses, etc.
23	County Counsel - Legal Services	1,913	5,321	10,220	5,000	5,000	Non-Fairtime Activities.
24	County Indirect Cost	13,276	14,904	17,972	19,711	21,000	County Administrative Expenses Split Between Fairtime & Interim.
25	<b>Total Interim Operating Expenses</b>	<b>\$ 526,605</b>	<b>\$ 551,155</b>	<b>\$ 596,931</b>	<b>\$ 556,013</b>	<b>\$ 611,208</b>	
26	<b>Net Interim Revenues/Expenses</b>	<b>\$ (233,799)</b>	<b>\$ (238,449)</b>	<b>\$ (349,312)</b>	<b>\$ (298,062)</b>	<b>\$ (362,208)</b>	





	Description	Actual 2004/05	Actual 2005/06	Actual 2006/07	Estimated 2007/08	Proposed 2008/09	COMMENTS
	<b>Fair Revenues</b>						
27	Admissions	\$ -	\$ -	\$ -	\$ -	\$ -	Free Admission Fair since 2004.
28	Commercial Booth Rentals	48,557	78,575	94,950	91,550	86,500	Expected between 2005 & 2006 levels.
29	Dept of Agriculture	35,141	46,456	46,456	46,000	46,000	Lottery Funds distributed to each County Fair via Dept. of Agriculture.
30	Parking Fees	77,810	74,665	81,879	81,222	78,000	Expects Continued Increase in MAX Ridership.
31	Admissions (Truck Pull/Demo Derby)	32,152	24,739	25,160	-	-	See Truck Pull and Demo Derby Categories before 2007.
32	Sponsorships	62,000	64,433	66,289	65,150	72,500	See Truck Pull and Demo Derby for additional Sponsorships reported after 2006.
33	Carnival Income	67,572	77,361	81,865	99,541	90,000	Expected between 2006 & 2007 levels.
34	Advertising	1,450	-	-	-	-	Miscellaneous Advertising - Auction Ring, Show Rings, etc.
35	Entry & Camping Fees	4,486	40	7,968	8,126	8,000	Estimated at 2007 Levels.
36	Food and Beverage Concessions	79,242	83,106	83,838	95,348	87,500	Expected between 2006 & 2007 levels.
37	Other Revenues (ATM/Merch/Etc.)	7,974	8,426	11,361	10,500	10,000	Miscellaneous Revenues.
38	<b>Total Fair Revenues</b>	<b>\$ 416,384</b>	<b>\$ 457,801</b>	<b>\$ 499,766</b>	<b>\$ 497,437</b>	<b>\$ 478,500</b>	
	<b>Fair Expenses</b>						
39	Personal Services (Includes OPE)	\$ 163,705	\$ 170,257	\$ 177,242	\$ 146,737	\$ 172,525	Budgeted at 2007-08 Adopted amounts. Will be adjusted by County when adopted.
40	Supplies	11,362	8,848	16,005	10,920	12,000	Paper Products, Shop Supplies, Office Supplies, Office Furniture, Computers, etc.
41	Professional Services	76,173	63,754	58,323	56,963	60,000	Security, Parking, Cleanup, etc.
42	Advertising, Promotions, etc.	98,506	99,040	98,544	100,544	105,000	No Pre-Publicity Event Proposed.
43	Printing	1,198	1,718	1,095	2,352	2,500	Flyers, Daily Schedules, etc.
44	Utilities (Water/Sewer/Elect/Natural Gas)	3,035	6,739	11,892	10,993	12,500	Portion of July Charges.
45	Repair & Maintenance	3,207	2,265	2,521	1,730	2,500	Minor Repairs to support Fairtime related activities.
46	Equipment Rentals	5,927	24,759	19,504	14,385	16,000	Bleachers, ADA Ramp, Food Court Generators, Light Towers, etc.
47	Dues and Memberships	965	580	1,556	1,000	1,000	Association Dues - OFA, WFA, IAFE, etc.
48	Travel and Training	4,303	5,512	5,112	4,000	4,000	Related to Fairtime Activities.
49	General Liability & Equipment Insurance	13,009	13,539	15,057	12,731	15,000	Split Between Fairtime & Interim.
50	Postage	825	437	309	500	500	Split Between Fairtime & Interim.
51	Telephone	1,306	742	2,241	2,500	2,500	Split Between Fairtime & Interim.
52	County Counsel - Legal Services	-	642	-	500	500	Related to Fairtime Activities.
53	Other/Special Expenses	134,355	113,928	104,139	100,887	105,000	Family/Community/Main Stages, Walk-Around, Tents, Special Exhibit, etc.
54	Awards & Competitive Exhibits Program	43,228	26,828	46,910	50,824	50,000	4H, FFA and Open Class Judges, Premiums and Related Expenses.
55	Indirect County Charges	13,786	14,904	18,120	19,710	21,000	County Administrative Charges Split Between Fairtime & Interim.
56	<b>Total Fairtime Expenses</b>	<b>\$ 574,890</b>	<b>\$ 554,492</b>	<b>\$ 578,570</b>	<b>\$ 537,276</b>	<b>\$ 582,525</b>	
57	<b>Net Fairtime Revenues/Expenses</b>	<b>\$ (158,506)</b>	<b>\$ (96,691)</b>	<b>\$ (78,804)</b>	<b>\$ (39,839)</b>	<b>\$ (104,025)</b>	



	Description	Actual 2004/05	Actual 2005/06	Actual 2006/07	Estimated 2007/08	Proposed 2008/09	COMMENTS
58	<b>Truck Pull</b>						
59	Admissions				\$ 14,000	\$ 13,000	Admissions at \$10.
60	Sponsorships				4,663	4,500	Title Sponsor plus prorated share of arena sponsors.
61	Other Revenues				-	-	
62	<b>Total Truck Pull Revenues</b>				<b>\$ 18,663</b>	<b>\$ 17,500</b>	
63	<b>Truck Pull Expense</b>						
64	Supplies				\$ 52	\$ 100	
65	Professional Services				7,163	7,500	Producer Fee, Security, EMTs, etc.
66	Advertising, Promotions & Hospitality				394	500	Sponsor Hospitality.
67	Rentals				1,251	1,500	Prorated share of bleachers, ADA Ramp, etc.
68	Other Miscellaneous Expenses				375	500	
69	Prize Money				-	-	
70	<b>Total Truck Pull Expenses</b>				<b>\$ 9,235</b>	<b>\$ 10,100</b>	
71	<b>Truck Pull Net Revenues/Expenses</b>				<b>\$ 9,428</b>	<b>\$ 7,400</b>	
	<b>Rodeo Revenues</b>						
72	Admissions	\$ 37,431	\$ 29,956	\$ 25,923	\$ 25,650	\$ 25,000	NPRA Sanctions - Admissions: \$10.
73	Sponsorships	28,222	43,365	23,175	28,660	29,000	Estimated higher than 2007 levels with NPRA sanctions for third year.
74	Queen Fees	-	-	-	-	-	No fundraising activities anticipated - Use NPRA Queen where possible.
75	Other Revenues	1,393	-	-	68	-	Forego merchandise sales - costs higher than revenues.
76	<b>Total Rodeo Revenues</b>	<b>\$ 67,046</b>	<b>\$ 73,321</b>	<b>\$ 49,098</b>	<b>\$ 54,378</b>	<b>\$ 54,000</b>	
	<b>Rodeo Expenses</b>						
77	Supplies	\$ 2,575	\$ 720	\$ 291	\$ 1,147	\$ 750	Miscellaneous.
78	Professional Services	37,114	50,312	33,081	36,198	37,000	Rodeo Producer, EMTs, Security, etc.
79	Advertising, Promotions & Hospitality	4,556	8,758	2,770	4,386	4,500	Includes Sponsor Hospitality.
80	Rentals	9,870	6,814	3,184	2,802	3,000	Bleachers, Generators, Tents, etc.
81	Training and Travel	-	77	-	-	-	None Expected.
82	Other Miscellaneous Expenses	5,594	10,606	2,689	2,585	2,500	Includes Sponsor Fees.
83	Prize Money	37,396	1,300	4,000	4,000	4,000	Fair Complex to contribute \$500 per event.
84	<b>Total Rodeo Expenses</b>	<b>\$ 97,105</b>	<b>\$ 78,587</b>	<b>\$ 46,015</b>	<b>\$ 51,118</b>	<b>\$ 51,750</b>	
85	<b>Net Rodeo Revenues/(Expenses)</b>	<b>\$ (30,059)</b>	<b>\$ (5,266)</b>	<b>\$ 3,083</b>	<b>\$ 3,260</b>	<b>\$ 2,250</b>	



	Description	Actual 2004/05	Actual 2005/06	Estimated 2006/07	Budget 2006/07	Proposed 2007/08	COMMENTS
	<b>Demo Derby</b>						
86	Admissions				\$ 19,430	\$ 18,500	Admission at \$10.
87	Sponsorships				14,626	14,500	Title plus share of arena sponsors.
88	Other Revenues				5,700	5,700	VIP Tournament Fees.
89	<b>Total Demo Derby Revenues</b>				<b>\$ 39,756</b>	<b>\$ 38,700</b>	
	<b>Demo Derby Expenses</b>						
90	Supplies				\$ 113	\$ 150	
91	Professional Services				16,946	17,000	Producer fees, security, EMTs, etc.
92	Advertising, Promotions & Hospitality				769	1,500	Sponsor Hospitality
93	Rentals				1,252	1,500	Share of bleacher, ADA Ramp, etc.
94	Training and Travel				-	-	
95	Other Miscellaneous Expenses				120	150	
96	Prize Money				1,500	1,500	Incentive monies for drivers.
97	<b>Total Demo Derby Expenses</b>				<b>\$ 20,700</b>	<b>\$ 21,800</b>	
98	<b>Net Demo Derby Revenues/Expenses</b>				<b>\$ 19,056</b>	<b>\$ 16,900</b>	
99	<b>Total Fair Revenues/(Expenses)</b>	<b>\$ (188,565)</b>	<b>\$ (101,957)</b>	<b>\$ (75,721)</b>	<b>\$ (8,095)</b>	<b>\$ (101,775)</b>	
	<b>Frite Lites Revenues</b>						
100	Admissions	\$ 14,874	\$ 37,464	\$ 41,324	\$ 45,000	\$ 45,000	Admission Fees.
101	Concessions	-	1,075	741	1,000	1,000	Food and Beverage. Boosters paid no concession fee in 2004.
102	Sponsorships	32,100	31,000	5,023	30,000	30,000	Sponsors. No title sponsor in 2006 or 2007.
103	Other Revenues	832	653	1,635	1,000	1,000	Truck Rides, Glow Sticks, etc.
104	<b>Total Frite Lites Revenues</b>	<b>\$ 47,806</b>	<b>\$ 70,192</b>	<b>\$ 48,723</b>	<b>\$ 77,000</b>	<b>\$ 77,000</b>	
	<b>Frite Lites Expenses</b>						
105	Personal Services (Temp. Salaries)	\$ 1,677	\$ 2,055	\$ 1,394	\$ 10,500	\$ 10,500	Setup Labor, Admissions Staff, etc.
106	Supplies	3,036	6,962	3,331	5,000	5,000	Glow Sticks, Candy, etc.
107	Professional Services	2,497	26,406	21,856	25,000	25,000	Haunted Houses (2005, 2006 & 2007), Security, Canopies, etc.
108	Advertising	19,645	31,466	14,746	17,500	17,500	TV, Print, Radio, etc.
109	Other Expenses	7,142	4,701	4,281	4,000	4,000	Replacement bulbs, etc.
110	<b>Total Frite Lites Expenses</b>	<b>\$ 33,997</b>	<b>\$ 71,590</b>	<b>\$ 45,608</b>	<b>\$ 62,000</b>	<b>\$ 62,000</b>	
111	<b>Net Frite Lites Revenues/(Expenses)</b>	<b>\$ 13,809</b>	<b>\$ (1,398)</b>	<b>\$ 3,115</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	



	Description	Actual 2004/05	Actual 2005/06	Estimated 2006/07	Budget 2006/07	Proposed 2007/08	COMMENTS
	<b>Non-Operating Revenues</b>						
112	Hotel/Motel Taxes	\$ 563,038	\$ 645,664	\$ 683,808	\$ 680,000	\$ 680,000	Estimated at 2006/07 Budget Levels.
113	Loan from County (Bleachers)	-	123,901	-	-	-	No additional County loans expected for FYE 2007/08.
114	Interest	8,610	17,901	27,354	22,500	22,500	Higher Rates and Higher Monthly Balances.
115	Sports Complex Lease - City of Hillsboro	-	-	-	-	-	No Revenues Budgeted.
116	<b>Total Non-Operating Revenues</b>	<b>\$571,648</b>	<b>\$787,466</b>	<b>\$711,162</b>	<b>\$702,500</b>	<b>\$ 702,500</b>	
	<b>Non-Operating Expenses</b>						
117	Lease Payments (Principal & Interest)	\$ 70,034	\$ 101,987	\$ 99,594	\$ 104,483	\$ 116,061	Quadrant Property/Fork Lift/Light Displays/Bleachers.
118	General Equipment	18,483	138,255	48,273	40,000	40,000	Continue to replace older equipment.
119	Fire Marshall Deficiencies (2007/08)	-	-	-	15,000	15,000	Fire Marshall Deficiencies corrected as necessary.
120	ME Hall Fire System Upgrades (2006/07)	-	-	26,098	-	-	2006/07 - Main Exhibit Hall Fire Alarms and Extend Sprinkler System.
121	Fire Hydrants Project (2006/07)	-	-	134,270	10,000	-	2007/08 - Project completed with easements, etc.
122	Development Reserve/Expenses	16,803	28,781	4,476	10,000	10,000	Consultants, Market Studies, Fees to Support Blue Ribbon Committee Work.
123	<b>Total Non-Operating Expenses</b>	<b>\$105,320</b>	<b>\$269,023</b>	<b>\$312,711</b>	<b>\$179,483</b>	<b>\$181,061</b>	
124	<b>Net Non-Operating Rev/(Expenses)</b>	<b>\$466,328</b>	<b>\$518,443</b>	<b>\$398,451</b>	<b>\$523,017</b>	<b>\$521,439</b>	
125	<b>Total Fair Complex Revenues</b>	<b>\$ 1,395,690</b>	<b>\$ 1,701,486</b>	<b>\$ 1,556,368</b>	<b>\$ 1,589,266</b>	<b>\$ 1,561,000</b>	
126	<b>Total Fair Complex Expenses</b>	<b>\$ 1,337,917</b>	<b>\$ 1,524,847</b>	<b>\$ 1,579,835</b>	<b>\$ 1,385,890</b>	<b>\$ 1,488,544</b>	
127	<b>Total Net Revenues/(Expenses)</b>	<b>\$ 57,773</b>	<b>\$ 176,639</b>	<b>\$ (23,467)</b>	<b>\$ 203,376</b>	<b>\$ 72,456</b>	2006-07 Included upwards of \$200K in Equipment Purchases and FM Upgrades.

NOTES:





***Calendar of Events***  
***December 2007 – May 2008***

<b>Date</b>	<b>Event</b>	<b>Location</b>
<b><i>December</i></b>		
5	Board Meeting	Floral Building (4:30 PM)
5	Booster Meeting	Floral Building (7:00 PM)
12	Revitalization Task Force	Hillsboro Civic Ctr. (1:00 PM)
25	Christmas Holiday	Office Closed
<b><i>January</i></b>		
1	New Year's Day	Office Closed
2	Board Meeting	Floral Building (4:30 PM)
2	Booster Meeting	Floral Building (7:00 PM)
7 - 10	Western Fair's Annual Convention	San Diego, CA
10 - 13	Oregon Fair's Association Convention	Salem Convention Center
21	Martin Luther King Jr.'s Birthday	Office Closed
<b><i>February</i></b>		
6	Board Meeting	Floral Building (4:30 PM)
6	Booster Meeting	Floral Building (7:00 PM)
18	Presidents Day	Office Closed
<b><i>March</i></b>		
5	Board Meeting	Floral Building (4:30 PM)
5	Booster Meeting	Floral Building (7:00 PM)
<b><i>April</i></b>		
2	Board Meeting	Floral Building (4:30 PM)
2	Booster Meeting	Floral Building (7:00 PM)
<b><i>May</i></b>		
5	Memorial Day	Office Closed
7	Board Meeting	Floral Building (4:30 PM)
7	Booster Meeting	Floral Building (7:00 PM)

***Subject to Change Monthly***

**AGENDA**

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**Agenda Category:** Boards and Commissions (All CPOs)

**Agenda Title:** **APPOINT MEMBER TO THE WASHINGTON COUNTY FAIR BOARD**

**Presented by:** Robert Davis, County Administrative Office

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**SUMMARY** (Attach Supporting Documents if Necessary)

Due to the expiration (12/31/07) of Richard Vial's, District 3 position, the Board of County Commissioners (the Board) is asked to make an appointment to the Washington County Fair Board. Mr. Vial has chosen not to reapply for this position.

Applications from 17 individuals have been received for this appointment and were reviewed by the Board at a Worksession on November 27, 2007.

Fair Board terms are three years in duration, and today's appointee will begin January 1, 2008 and serve through December 31, 2010. The Fair Board meets monthly, develops the Fair Complex's annual operating budget, and provides overall policy direction for management of Fair Complex events and facilities. A summary of the applicants and current Fair Board membership is attached.

**DEPARTMENT'S REQUESTED ACTION:**

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**COUNTY ADMINISTRATOR'S RECOMMENDATION:**

Appoint Renee Cannon to the Fair Board to fill a term beginning January 1, 2008 through December 31, 2010.

Agenda Item No.	_____
Date:	11/27/07



## Fair Board

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**Description** The Fair Board is comprised of seven members appointed by the Board of County Commissioners. The Fair operation, 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 Board meets monthly, develops the Fair Complex's annual operating budget, and provides overall policy direction for the management of Fair Complex activities and facilities.

**Members** 7

**Length of Term** 3 years

**Current Vacancies** 1 **Applicants** 17

<b>Candidates</b>	<b>Represents District (Resident of District)</b>	<b>Term Expires</b>	<b>First Appointed</b>
<i><u>Resigning Member</u></i>			
Richard Vial	3 (3)	12/31/07	1999
<i><u>New Applicants</u></i>			
Christopher Barry	4		
Thomas Black	4		
Renee Cannon	3		
Merle Eakin	4		
Bill Ganger	4		
Inez Griffels	4		
Edmin Kristovich	4		
Katherine Luttrell	4		
Judy Marsh	4		
Judy Palumbo	4		
Ronald Reichen	4		
David Russell	4		
Byron Schmidtkofer	4		
Lyle Spiesschaert	4		
Cindy Sturm	1		
Kathy Wnorowski	4		
Al Young	4		

### Continuing Members

W. Rafe Flagg	2 (2)	12/31/09	2004
Daniel Logan	4 (4)	12/31/09	2004
Herbert Hirst	At-Large (4)	12/31/09	2004
Don McCoun	At-Large (4)	12/31/09	2007
Kathy Christy	1 (2)	12/31/08	1998
Michael Steward	4 (4)	12/31/08	2006



# OFA Shakin' it up in Salem! 2008

Salem Conference Center

January 10 - 13, 2008

As the Service Advisory Director, I want to personally invite you to attend the 2008 Oregon Fairs Association Convention and Tradeshow. We're SHAKIN' IT UP IN SALEM! This year is sure to surprise you with exciting changes in the format and content. Don't miss this key opportunity!

Here are a few of the highlights:

- Spacious and elegant facilities at the Salem Conference Center and adjoining Phoenix Grand Hotel. For hotel reservations call 877-540-7800 and request the OFA group rate.
- No formal Service Member introductions eating up lunchtime. INSTEAD Fair Members and Service Members will get keyed up with fun, rapid fire Speed Dating style introductions!
- A total of four hours of Tradeshow time with no conflicting meetings scheduled!
- Enjoy a relaxed and inviting Tradeshow with hospitality stations, a no-host bar, auction item viewing and a few key surprises.
- A convention schedule designed to maximize opportunity for professional development and social interaction.
- Mix it up at mealtimes and meet key people in the industry.
- And finally, the key element...THE KEY HUNT! Collect keys for fun. Collect keys for bragging rights. Collect keys for improving your odds of winning the BIG PRIZE...and we mean BIG baby! Lots of keys wait to be found, but only one will unlock the BIG PRIZE. So get keyed up for convention because we are SHAKIN' IT UP IN SALEM!

I look forward to seeing you there! If you have any questions or need assistance, please don't hesitate to contact me by phone or e-mail.

Elisa Hays  
OFA Service Advisory Director  
(253) 278-6410  
elisa@CutestShow.com







# OREGON FAIRS ASSOCIATION

P.O. Box 771 • Salem, Oregon 97308 • (503) 370-7019 • FAX (503) 587-8063

E-mail: [assoc@wvi.com](mailto:assoc@wvi.com) • [www.oregonfairs.org](http://www.oregonfairs.org)

TO: OFA Members  
FROM: John McCulley, Executive Secretary  
SUBJECT: 2008 OFA Convention Information and Other Materials  
DATE: November 9, 2007

Get ready for one of the best OFA Conventions ever. As you can see from the enclosed program, the 2008 convention is packed with plenty of professional development opportunities set in a wonderful atmosphere at the new Salem Conference Center.

Enclosed are a number of items related to the 2008 OFA Convention as well as other materials that require your attention. This packet includes the following:

- Convention Registration Form
- Preliminary Convention Program
- Auction Form
- Showcase Schedule
- Distinguished Service Award Form
- "Whoops" Award Nomination Form
- Local Fair Supporter Award Nomination
- Youth Support Award Nomination
- 2007-08 Dues Statement

## Deadline Summary

Registration Form	January 2, 2008
Room Reservations	December 11, 2007
Auction Form	December 21, 2007
Distinguished Service Award Form	December 5, 2007
Whoops Award Form	December 5, 2007
Local Fair Supporter Award	December 5, 2007
Youth Support Award	December 5, 2007

## Reception/Swap Meet

Clean out your closets and storage areas and bring your unused promotional items (hats, shirts, mugs, magnets, etc.) to swap with other fair folks. The swap meet will be part of a special reception scheduled for Thursday evening that includes entertainment.

## The Facility

The Salem Conference Center is connected to the Phoenix Grand Hotel in downtown Salem. Please contact the hotel if you have special requirements. You should make your room reservations directly with the hotel by calling (877) 540-7800. To get our special rate (\$89+10% tax) be sure to identify yourself as a member of the Oregon Fairs Association. The hotel is two years old, features excellent rooms and a very nice breakfast.

## **Registration Form/Dues Invoice**

The registration fee is \$100 per fair for the convention. The fee includes a discount lunch on Friday. Please note on the registration form any special dietary requirements of your delegates. Tickets will be required for each meal function. Also remember to put the names on the registration form as they should appear on the name badge. A separate billing for OFA dues is enclosed with this packet. Please consider a gift to the Oregon Fairs Foundation as well.

## **Convention Duties**

Each fair should bring a centerpiece for the Saturday banquet. The fairs in the areas shown below are asked to either bring a door prize or help put centerpieces on the tables for the Saturday night banquet. Area directors will coordinate these activities..

Door Prizes

All fairs in Areas 2, 5, 6

Put centerpieces on tables, Saturday banquet All fairs in Areas 1, 7

## **Auction**

Each fair member is asked to bring two items for auction. The auction committee will determine which items go into the oral auction and which in the silent. Please return your completed auction forms so an accurate catalog can be developed. The item shown on any form returned after January 2 will automatically go in the silent auction. Auction organizers already have lined up some excellent auction items.

## **Local Supporter Award**

The Awards Committee wants to give special recognition to people or organizations in your community that should be recognized for the significant contributions they make to your fair. Please send the nomination form so the committee can select winners.

## **Special Youth Project Award**

The Awards Committee would like to recognize fairs that do an outstanding job supporting youth. Specifically the committee wants fairs to nominate themselves for any project the fair may have implemented during the year that was directed toward young people. This could be a project associated with the fair itself or something done on the grounds or even a cooperative effort with others in the community. Really any project where the fair assisted young people.

## **Questions?**

It's hard to cover everything here. So if you have questions please call the OFA office.

**OREGON FAIRS ASSOCIATION**  
**2008 CONVENTION REGISTRATION FORM**  
**January 10-13 • Salem Conference Center • Salem, Oregon**

Fair Name \_\_\_\_\_

Name of Delegate(s) (Please type or print as you would like it to appear on nametag)	Check if first time attendee	Friday Lunch \$14	Friday Welcome Banquet \$30	Saturday Lunch \$18	Saturday Dinner \$32	Sunday Breakfast \$17	Check for Vegetarian Meal	Spouse's First Name	Friday Lunch \$14	Friday Welcome Banquet \$30	Saturday Lunch \$18	Saturday Dinner \$32	Sunday Breakfast \$17	Check for Vegetarian Meal	Total

**Please Note: No refunds on meals.**

**Indicate Special Dietary Requirements**

Registration Fee \$ 100.00

Total Meals \_\_\_\_\_

Total This payment \_\_\_\_\_

Balance Due \_\_\_\_\_

**Dues must be  
paid prior to or  
with  
registration**

I am paying by: ☐ Cash ☐ Check/Money Order

or charge my: ☐ Visa ☐ Mastercard

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**REGISTRATION FORM DUE JANUARY 2, 2008**

**Return to:**  
**Oregon Fairs Association**  
**PO Box 771**  
**Salem, OR 97308**

Please make a copy of the completed registration form for your records.

**(503) 370-7019**  
**Fax: (503) 587-8063**



# Shakin' it up in Salem!

Salem Conference Center

January 10 - 13, 2008

## 2008 OFA Convention Preliminary Program

### Thursday, January 10

10:00 – noon	Grant Writing Workshop–Ed Armstrong
1:00 – 2:00	Board Meeting
2:00 – 3:00	Convention Committee Meeting
3:00 – 5:00	Repeat Grant Writing Workshop–Ed Armstrong
4:00 – 7:00	Registration Open
5:30 – 8:30	Welcome Reception – Swap Meet– Mini–showcase
9:00	President's Hospitality

### Friday, January 11

8:00 – 6:00pm	Registration Open
8:15 – 9:15	Roundtables
9:30 – 10:30	OPENING SESSION <i>"How to Reach Your Full Potential"</i> – Joe Puckett, Code 4
11:00 – 2:00	Tradeshow Set Up
11:00 – 12:15	WORKSHOPS 1. Attracting youth to your fair Teen zone – Harold Phillips, Douglas Cell phone contest – Clara Rice, Hood River Guitar hero – Rayven Davis, Clackamas 2. Fair management systems 3. Economic impact studies made easy Tracking your impact on the community – Dan Despotopoulos, Deschutes
12:45 – 2:00	WORKSHOPS (box lunch) 1. Add pizzazz to your displays – Henry Miller Oregon State Fair 2. Partnering to landscape your grounds Why I partner and sponsor the State Fair – Doug Hart, Hart's Nursery 3. Internet marketing – Why??? – Mo Sherifdeen, Travel Oregon
2:15 – 2:25	First Time Attendees
2:15 – 3:15	SPEED DATING with the Service Members <i>Everyone who attends gets a key!</i>
3:30 – 5:30	TRADESHOW & Silent Auction + <i>key hunt</i>
5:30 – 6:00	Reception w/ mini–showcase strolling entertainment + <i>key hunt</i>

6:00 – 8:30	WELCOME DINNER –3 Showcases + <i>key hunt</i>
8:30	Hospitality suites open + <i>key hunt</i>
<b>Saturday, January 12</b>	
8:00 – 5:00	Registration Open
8:30 – 9:30	Area meetings
9:00 – 9:30	County Fair Commission Meeting
9:00 – 9:30	Committee Meetings
9:30 - 10:30	WORKSHOPS:
	1. Internet marketing – How???
	Reaching the techie generation – Eileen, Out Of The Box Corp.
	2. State Fair – New contests and ideas – Connie Bradley, State Fair
	3. How to create an effective kids’ area – Elisa Hays, Let’s Pretend Entertainment
	4. CFC Workshop – Good Ideas from 2007 Fairs – slide show
10:45 – Noon	WORKSHOPS:
	1. Sponsorships—interactive stage show with a major sponsor
	The good, the bad and the ugly way to partner with a sponsor
	Gloria Schell US Bank: Dan Despotopulos Deschutes; Cindy Bedingfield, Coos
	2. File Maker Pro
	Use for premium books and reports – Mel Morris, Jackson County
	3. Horse Racing Update
	4. Partner with your 4–H & school systems on science projects – Roger Rennekamp,
	State 4–H leader; Elissa Wells, Coos County 4–H Agent
Noon – 2:00	LUNCH, Business Meeting & 2 showcases + <i>key hunt</i> , Speaker from legislature
2:00 – 3:00	Oregon Fairs Foundation Meeting
2:30 – 4:30	TRADESHOW & Preview Auction Items + <i>key hunt</i>
4:30 – 5:30	Tradeshow tear down
5:00 – 5:30	Reception w/ mini-showcase strolling entertainment + <i>key hunt</i>
5:30 – 7:00	Oral Auction (Chance to try your key–winner and prize announced at reception)
7:00 – 9:00	DINNER & 2 Showcases+ <i>key hunt</i>
9:00	PAST PRESIDENT’S RECEPTION & Key Prize Give-Away!!
9:30	Hospitality Suites Open
<b><u>Sunday, January 13</u></b>	
8:30 –9:30	BUFFET BREAKFAST, Community Support, Youth Support awards
9:30 – 10:00	Board Meeting

## 2008 OFA Convention Workshop Updates and Descriptions

- Thursday's grant writing workshop is a four-hour class, two hours in the morning and two hours in the afternoon.
- Friday, 11:00 workshop "Fair management systems" should be "Fairs management interactive" with Steve Bologiano
- Friday, 12:45 workshop add 1b "Innovative staging for floral design and horticulture" with Joan Cooper of Curry County.
- Saturday, 9:30 workshop presenter is Eileen Taylor

### **Landscape Your Grounds! – Friday, January 11, 12:45**

More than 8,000 annuals and perennials and over 150 different plants from around the world are available for viewing in 'Hart of the Garden' during the Oregon State Fair. Patrons vote for their favorite new plant varieties and may visit the Hart of the Garden information booth and meet Doug Hart of Hart's Nursery and his staff of experts. Mr. Doug Hart will present why he is so passionate about his involvement and sponsorship of the Oregon State Fair's Garden District.

### **Add Pizzazz to Create Visual Impact – Friday, January 11, 12:45**

By working with a professional set designer, you can add pizzazz and create tremendous visual impact to your exhibits, displays and stages. Set designer—Mr. Henry Miller of TW Productions (and set designer for the Oregon State Fair) will be on hand to show you examples of designs and explain the visual excitement created with design elements that will attract visitors instantly.

### **State Fair---New Contests and Ideas – Saturday, January 12, 9:30**

More county fair to state fair contests and competitions are on their way! The Oregon Fryer Commission (OFC) has generously agreed to expand the backyard grilling competition to include more county fairs across Oregon. With a few small changes made to streamline and organize the grilling contest process – making it even easier for each county to participate.

The Oregon State Fair in partnership with Oregon Restaurant Education Foundation (OREF) has added a new county to state cooking competition for High School aged students. Connie Bradley and special guests from OFC and OREF will be sharing new contest information and procedures.

### **Partner with 4-H and Schools on Science – Saturday, January 12, 10:45**

Teamwork divides the task and multiplies the success, so the proverb says, but it is sure easier said than done! Partnering with local organizations strengthens community relations, creates energy and helps us reach common goals. This class will use examples of real life partnerships between fairgrounds, 4-H and schools to highlight the benefits and challenges of collaboration. You will take home project ideas as well as tips for creating and maintaining year-round partnerships. Roger Rennekamp is the Oregon 4-H Program Leader and Head of the 4-H Youth Development Department at Oregon State University. Elissa Wells is the 4-H Youth Development Agent for Oregon State University Extension Service in Coos County.

### **Filemaker Pro – Saturday, January 12, 10:45**

This off-the-shelf computer program tracks and reports fair entries, placing, premiums, exhibitors and classes. It's easy to use with a friendly format.





**Oregon Fairs Association  
Convention Auction Form  
(One Item per Form)**

Please complete this form for each auction item and return to the OFA office by **December 21, 2007**, so we can prepare the auction catalog. One "key" earned for each form received by the deadline. **The item shown on a form received after that date will go in the silent auction.** Please photocopy this form if you have more than one item.

Name of donor: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Item (Please describe for catalog and auctioneer's use — provide information which may be of special interest to the audience, i.e. if made by an association member): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All baskets should have a list of contents attached – it's hard to see all items.**

Estimated Value: \_\_\_\_\_ Minimum Bid (if any): \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ I will ship the auction item to arrive by December 21, 2007

\_\_\_\_\_ I will bring the auction item to the registration desk **upon arrival** on January 10, 2008.

Return this form by **December 21, 2007**, so the Auction Committee can make the necessary preparations for the auction. Fax the form to:

**OFA  
(FAX) 503-587-8063**

If sending the auction item, please mail it to:

**Oregon Fairs Association  
PO Box 771  
Salem, OR 97308**

If the item is sent other than US mail, the shipping address is: 3415 Commercial St SE, Suite 107; Salem, OR 97302



## **2008 OFA SHOWCASE SCHEDULE**

### **Thursday Hospitality, January 10**

6:00–6:20 CR Wells

6:40–7:00 Buck, Elizabeth & Peter

### **Friday Hospitality, January 11**

5:40–6:00 Kathy Boyd & Phoenix Rising

### **Friday Evening**

Master of Ceremonies: Don Slone

6:40–7:00 Brandon Cash

7:10–7:30 Henrik Bothe

7:40–8:00 Joe Shinkle & 99West

### **Saturday, Afternoon, January 12**

12:50–1:10 Skip Banks the Balloon Man

1:20–1:40 The Kenzie Hruby Band

### **Saturday Evening, January 12**

Mistress of Ceremonies: Karen Quest

8:00–8:20 Adam the Great

8:30–8:50 Shane Dwight Band



## **Distinguished Service Award Nomination Form**

We are pleased to nominate the following person for the Distinguished Service Award. We believe this person is qualified for such high recognition because of significant contributions made to the fair industry on a statewide level.

Name of person nominated \_\_\_\_\_

Name of OFA member submitting nomination \_\_\_\_\_

**What has been this person's involvement with fairs on a local level?**

**How has this person participated within the fair industry on a statewide level?**

**How this person has contributed to the betterment of the fair industry? (use back if you need more space)**

**Please return by December 5, 2007  
OFA • P.O. Box 771 • Salem, Oregon 97308 • FAX (503) 587-8063**



## **"Whoops!" Award Nomination Form**

The OFA Awards Committee wants to present this laugh-at-ourselves award to a fair person or organization that made an outrageous mistake this past year. The award will be given at the OFA convention.

Name of Person Nominated: \_\_\_\_\_

Fair/Service Member/Other: \_\_\_\_\_

Please describe why you are nominating this person:

For more information, contact: \_\_\_\_\_ phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please return this form to the OFA office by December 5, 2007

P.O. Box 771  
Salem, Oregon 97308  
(FAX) 503-587-8063





## Local Fair Supporter Award Nomination Form

The OFA Awards Committee recognizes the vital contributions that local organizations and individuals make to the success of our fairs. The committee wants to receive nominations for those whose unique or special efforts have made a significant impact on your fair.

Those selected to receive this statewide award will be given a certificate, with the top nominee receiving a plaque.

Name of Organization or Person Nominated: \_\_\_\_\_

Name of Fair: \_\_\_\_\_

Person to contact for more information: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please describe why you are nominating this organization/person: \_\_\_\_\_

Please return this form to the OFA office by **December 5, 2007**

P.O. Box 771  
Salem, Oregon 97308  
(FAX) 503-587-8063



## Youth Project Nomination Form

Has your fair produced or been involved with a special project that benefits young people? Just describe it here and send it to the OFA office. The Awards Committee wants to recognize the good work that fairs do for our primary audience—the youth of Oregon.

Name of Fair: \_\_\_\_\_

Project Title: \_\_\_\_\_

Please describe your project:

For more information, contact: \_\_\_\_\_ phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please return this form to the OFA office by December 5, 2007

P.O. Box 771  
Salem, Oregon 97308  
(FAX) 503-587-8063



*Washington County Fair Complex Boosters*  
**MEETING MINUTES - Nov. 7, 2007**

The meeting was called to order by Judy Marsh, as President Dave Rohrer was out of town. Those present introduced themselves. Minutes from the last meeting were approved with the following correction: Paul Goldmann did not volunteer for the task related to the potted plants we provide for the Fair. The Treasurers report was approved, as was the payment of fee for our Post Office box.

- **Kathy Schmidtkofer** reported on the Fair Board meeting tonight. A Boy Scout has offered to build some kiosks for the Fair Complex. The Fair Board chair instructed him to talk with Fair Director. All Fair Board was not present, so meeting was shorter.
- **Lyle Spiesschaert** reported on the Fair Grounds Revitalization Task Force. He went over points of concern that relate to financing the redevelopment. The Air Show will have an impact on rentals, since their future show dates are uncertain. Many of our rental customers have moved to other facilities due to increased costs at the Fair Complex. The Sports Complex is being included in the revitalization effort, yet it is still unclear how the County would be compensated for the land. Long term financing is also a concern. It was requested that the complete list of issues from the Boosters be passed onto the Task Force. Motion made, seconded and approved to send the total report to the Fairgrounds Task Team. Additional discussion held on the issue of Grant St. going through the Fair Complex.
- **Nominating Committee:** The committee submitted the following people for the election that will be held at the December meeting: President - Lyle Spiesschaert, Vice-President - Jim Darr, Charlie Vandehey, Treasurer - Dave Rohrer, Secretary - to be announced.
- **Potluck at December meeting:** Bring your spouse or "significant other". Eating utensils, plates, etc will be provided. Coffee and beverage will also be provided. We will eat first, prior to the meeting.

Respectfully submitted,  
Sheila Day, Secretary

**NEXT MEETING**  
**WITH POTLUCK**  
**7:00 PM December 5, 2007**  
**in Floral Building**

RECEIVED NOV 26 2007





## Task force hoping for April fairgrounds recommendation

Monday, November 19, 2007

**By Kurt Eckert**  
**The Hillsboro Argus**

The Argus

In its seventh session, The Washington County Fair Complex Task Force hoped Wednesday that it is moving closer to finding a way to pay for the revitalization of the aging county fairgrounds.

Consultant Steve Siegel provided a mark-up draft of about 67 recommendations for consideration by the task force. The task force expects to approve a revised master plan for the 101-acre tract in December, followed by four months of public outreach to collect more citizen input. The property tax measure could be on the November 2008 ballot, said task force co-chairman Tom Brian.

"I hope by April we have a final report so we can proceed on down the path," Brian said. "If there's going to be an election, let's hold one."

While a property tax bond measure must be passed to pay for the first phase of construction, members were clear that they didn't want to ignore other possible revenue sources to pay for the \$93 million project.

Siegel said future revenue sources could include selling corporate naming rights, advertising, concerts, a restaurant on Cornell Road and Northwest 34th Avenue and state lottery bonds.

Dave Rohrer, president of the decades-old Fair Boosters organization, said it was time for optimism and action.

"I feel we should go with what the plan is, and we can have all these things brought in as supplemental income," Rohrer said. "Let's be positive. Let's get it on the road."

Siegel said it was prudent to show economic viability before asking for help from investors.

"To get other money, you better get your own money first," Siegel said.

The first phase of construction includes a 126,000 square-foot exhibition hall, extending Northeast Grant Street to bisect the fairgrounds and making improvements to the existing exhibit hall and other salvageable buildings. Hillsboro traffic planners say the Grant Street extension is key to relieving traffic pressure for commuters heading from areas in the northwest part of the city to their homes to the east and the south.

The total bill for the first phase comes in at around \$54 million when budgeted for inflation, and could be completed as early as 2010 if approved.

A 30-year county bond of \$39,600,000, at 5 percent interest, would collect 6 cents per \$1,000 property value in the first year, and would go down after that, Siegel said.

Traffic impact fees in the amount of about \$11 million would pay for the street extension, Hillsboro Mayor Tom Hughes, co-chair of the task force, said.

City-backed revenue bonds for \$5 million cover the rest, Siegel said.

Later phases add a 102,000 square foot open pavilion, a soccer field and a new location for the National Guard armory.

In a slight change, Portland's LRS Architects included a small amount of green space and further shrunk the size of an entranceway plaza on the south, near the MAX line.

About 15 acres west of 34th would be set aside for future development. Siegel emphasized that nothing was finalized, but the recommendations did include entering into a contract with Royal Faires Inc., a Minnesota firm that specializes in large-scale Renaissance fairs. If approved, Royal Faires would construct its own buildings and would operate on six to eight summer weekends. Otherwise, the county could use the festival's buildings free of charge.

The next task force meeting is scheduled 1 to 4 p.m. Wednesday, Dec. 12, at the Hillsboro Civic Center, 150 E. Main St.

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## **Fair Board will ask Hillman to stay on Four-vote quorum unanimously asks director to remain part time until June 2008**

Friday, November 09, 2007

**By Kurt Eckert**  
**The Hillsboro Argus**

The Argus

The Washington County Fair Complex Board of Directors voted 4-0 to petition the complex's executive director to stay on at least through early next summer.

A subcommittee formed to map out the future of fairgrounds management recommended a job description for Don Hillman's replacement be formulated by April of 2008, with an eye to making a hire in June of that year.

Fair board members Don McCoun, Kathy Christie and Herb Hirst were named to the subcommittee in September to consider what role a new executive director would play, or if the board should consider other management options.

McCoun said the subcommittee invited six prominent citizens to talk about different management plans. Among the ideas that emerged were turning the entire management of the fairgrounds over to the Hillsboro Parks and Recreation Department, McCoun said.

Hillman, 57, went into semi-retirement in August, working only part time as the complex's executive director.

Under Oregon's Public Employee Retirement System, he can only work up to 1,039 hours each year.

He is no longer eligible for any county-paid benefits such as medical, dental, vision, PERS or holiday pay, but earns an hourly salary of \$45.34, plus any allowable cost of living increase.

Hirst said the ultimate decisions of a fairgrounds task force formed this year were paramount to the decision the fair board must eventually make for future management.

It might make more sense to keep Hillman on through next year's fair, as his long-time experience will help the new hire adjust to the fairground redevelopment plans coming from the ideas of the task force.

"If it's 10 years down the road, it doesn't make sense to write a job description for someone to deal with construction," Hirst said. "While we're optimistic we'll come up with some more realistic timelines, I'm not sure we will."

In other fair board news:

Events Coordinator Lisa DuPre announced that the Halloween "Frite Lites" brought in \$135,000 in gross revenues during its two-week run. That's more than triple the \$42,000 earned in 2006.

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## The Register-Guard: *Home: City/Region*

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Chris Pietsch/The Register-Guard, 2005 Brightly lit carnival rides spin and swirl against the night sky at the Lane County Fair.

### **Cost to move fairgrounds could surpass \$145 million**

By Matt Cooper The Register-Guard  
Published: Wednesday, November 7, 2007

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It could cost more than \$145 million to build a new Lane County fairgrounds, and few governments elsewhere in the country have taken on such projects once they heard the price tag, consultants told the county Board of Commissioners on Tuesday.

The commissioners are studying whether to buy 100 acres near Bethel from the city of Eugene to build a new fairgrounds to replace the aging facility at 13th Avenue and Jefferson Street in Eugene. The board hopes to decide the matter next year.

For more than a decade, county officials have been vexed by the fairgrounds, officially called the Lane Events Center.

The complex, over 70 years old, consumes hundreds of thousands of dollars a year in public subsidies to operate, and it needs repairs and improvements estimated to cost more than \$10 million. But county boards have never determined that building a new one makes sense — or, for that matter, is what the public wants.

The board launched its latest study on Tuesday with a meeting at the fairgrounds at which consultants reviewed the current site, the alternative in northwest Eugene and the costs involved.

Consultant Rod Markin of Minnesota said recent fairgrounds relocations elsewhere in the nation have been done for a reason that applies at the current 55-acre county fairgrounds — the need for expanded and new facilities. But he cautioned that there

are precious few examples of fairgrounds relocations because public officials are often stymied by the cost.

“They all come up with the same thing,” Markin said — “Where are we going to get the money to do this?”

The board didn’t appear disheartened by costs, however. Commissioner Bill Dwyer said the county could get a “remarkable” complex for the price, and board chairman Faye Stewart said the actual costs won’t be known until the review is complete.

In a head-to-head comparison of the 13th Avenue locale and the potential new site just west of Jerry’s Home Improvement Center and Belt Line Highway, Markin appeared to give a slight advantage to the fairgrounds’ current home.

The current site is easier to reach and closer to people and support services, he said, although the Bethel-area spot is bigger and better able to handle expansion.

Eugene architect Bill Seider said the current site needs more than \$13 million in repairs and improvements. But it would cost \$145 million to build a similar fairgrounds elsewhere, he said, not counting the cost to buy land, improve infrastructure and deal with land-use and wetlands issues.

The board has said proceeds from selling the current grounds could help defray costs to build a new fairgrounds.

The county could get between \$10 million and \$42 million for the current fairgrounds land, depending on whether it’s used for housing or a mix that includes offices and other commercial uses, said David Suchart, the county’s management services director.

The county will spend \$50,000 in state video-lottery revenue to study fairgrounds relocation. The money is designated for economic development use and doesn’t come from the county general fund, staff said.

The fairgrounds review has also drawn offers from property owners seeking to sell or donate to the county parcels of land by Interstate 5 and Coburg, the Eugene Airport and near south Eugene. It would be easier to win the land-use approvals for a fairgrounds near Coburg, Creswell or Cottage Grove than to try to build near the Eugene-Springfield metropolitan area, County Administrator Bill Van Vactor said.

Residents and fairgrounds users have generally encouraged the board not to move the fairgrounds, and to protect or enhance the facility’s ties to agriculture and animals.

Karen Ramus, who organizes home shows at the fairgrounds for 900 exhibitors, said after the meeting that her clients don’t want to give up the convenience of the site and its closeness to the metropolitan population. “They love the location,” she said.

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## Task force likes Booster's 'green' plan compromise

Tuesday, November 06, 2007

**By Kurt Eckert**  
**The Hillsboro Argus**

The Argus

Going a little greener around the entrance-way was a popular idea for members of a county fairgrounds revitalization task force Oct. 31.

A September master plan placed more parkland on the northwestern border of the fairgrounds, but the county Fair Booster's idea was to add more green space near the planned plaza-style entrance on the south side of the complex, and replace some of the parkland along Cornell Road with parking stalls.

"Move as much parks space with trees and lawns into the light rail hub area," Booster spokesman Lyle Spiesschaert said. "This will create a 'great room' effect for the complex. It also clearly addresses the survey results indicating a strong desire for open space."

Although the task force generally supported the Booster's idea, lead consultant Steve Siegel expressed some concern about the market wisdom of the move. He said moving close-in, high value parking farther away from the entrance might not be a good idea.

After all, he said, about 40 percent of revenues for the future fairgrounds will come from parking.

"A lot of parking should be at your 100 percent corner, to use a retail term," Siegel said. "I'd be a little reluctant to make that change now."

Speaking of dollars, the task force also made its first forays into funding the first phase of development according to the master plan.

The first phase includes building a 126,000 square-foot exhibition hall, extending Grant Street to bisect the fairgrounds and make improvements to the existing exhibit hall and other salvageable buildings.

Although many, citing safety concerns, have questioned the extension of Grant Street, Hillsboro traffic planner Don Odermott said it is key to relieving traffic pressure on Cornell and Main Street for commuters heading from industrial areas in the northwest parts of the city to their homes to the east and the south.

The total bill for the first phase comes in at around \$54 million when budgeted for inflation, and could be completed as early as 2010 if approved by voters.

A 30-year county bond of \$39,600,000 was suggested at 5 percent interest. It would collect 6 cents per \$1,000 property value in the first year, and would go down after that, Siegel said.

Traffic Impact fees in the amount of about \$11 million would pay for the street extension, Hillsboro Mayor Tom Hughes, the co-chair of the task force, said.

City-backed revenue bonds for \$5 million would cover the rest, Siegel said.

Later phases call for the addition of an 102,000 square foot open pavilion containing a 35,000 square foot arena. A new soccer field would be added on the west edge of the grounds, and the National Guard could build a new armory on the southeastern corner of the property.

Twenty acres east of Northwest 34th Avenue would be set aside for future development.

"We think it continues to emerge into a better plan that will actually come to pass," Spiesschaert said.

The next task force meeting is scheduled 1 to 4 p.m. Wednesday, Nov. 14, at the Hillsboro Civic Center, 150 E. Main St.

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## County Farm Bureau honors memory of member Don Logan

Tuesday, October 30, 2007

**The Hillsboro Argus**

Makes donations

to 'Yes on 49' and

County Fair Boosters

The Washington County Farm Bureau is honoring the life of Don Logan, an active Farm Bureau member, forester and land-use advocate, by donating \$10,000 in his name to the Yes on Measure 49 campaign, and another \$10,000 to the Washington County Fair Boosters.

At its monthly meeting on Oct. 16, the Washington County Farm Bureau board of directors decided there would be no better way to honor their fellow volunteer leader than by giving to causes he was passionate about: land-use planning and keeping the tradition of the county fair alive.

Logan's family owns approximately 650 acres of farmland in Dixie Mountain, north of North Plains, and primarily raises Christmas trees and timber.

Logan was very active in land-use conservation for decades, starting as a supporter of SB 100, the 1973 bill that led to adoption of statewide land-use planning goals and created protections for farm and forest land. In the 1980s, he successfully fought off some development projects that were slated near his farming operation. Logan was an active opponent of Measure 37, but a proponent of Measure 49, which he thought offered a fair compromise between conservation and construction.

The week before he passed away, Washington County Farm Bureau Vice President Keith Fishback visited the Logan family on behalf of the organization.

"Don's wife, Elaine, had mentioned to Keith that she wished their farm had a Yes on 49 sign," says Dave Vanasche, a Farm Bureau board member. "So when we went to Don's funeral service, I took a couple of those black-and-white signs along and put them in his barnyard and house yard. Don's sons thought it was wonderful and said that they knew it was one of us 'Farm Bureau boys' who had placed them there. Just as those Yes on 49 signs say, Don loved Oregon and Oregon's land-use plan."

This is the second \$10,000 donation by the Farm Bureau to the Yes on Measure 49 campaign. The organization had joined some other Willamette Valley county farm bureaus in donating to the effort several months ago.

Logan was also very active with the Washington County Fair Boosters, a citizens' advisory group that oversees the annual event. The group works to raise money for much-needed renovations at the fairgrounds and to protect the 100-acre property from the occasional interested developer.

In this spirit, the county Farm Bureau is also donating \$10,000 in Logan's name to the Washington County Fair Boosters.

Logan gave his time and energy to other organizations as well, including the 1,000 Friends Farm Advisory Committee, the Small Woodlands Association, and the Rural Road Operations and Maintenance Advisory Committee.

Logan was 77 when he died after a battle with cancer. He is survived by his wife, Elaine, and sons David and Dan and their wives.

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