

Washington County Fair Board  
Regular Meeting  
Tuesday, December 7, 1999  
4:30p.m.

**HAPPY HOLIDAYS**

**Washington County Fair Board  
Tuesday, December 7, 1999  
4:30 p.m. Regular Meeting**

*Note: Ken Leahy not here until 5pm*

1. Call to order.
2. Public Welcome. This time is provided for members of the audience to comment on any item(s) not on the regular agenda. Audience members are also welcome to comment at the time the agenda topic is being discussed by the Board. It is respectfully requested that those addressing the Fair Board state their full name for the record.
3. Consent agenda: any item may be removed for separate consideration upon request of any Board member or any member of the audience.

A. Bills for approval and detail of income received.

1. Line Item Report for November, 1999 (pgs. 3-9)
2. Income & Expense Summary Report for November, 1999 (pgs. 10-13)
3. Balance Sheet Comparison, November, 1999 (pg. 14)
4. Budget Overview, November, 1999 (pgs. 15-18)

B. Minutes

1. Fair Board Minutes – November 3, 1999 (pgs. 19-26)
2. Rodeo Board Minutes – (handed out at November Board meeting)

*Motion amended - lead. RV. 1st RD. 2nd*

C. Facility Use Schedule – December, 1999 (pgs. 27-28)

4. Fair Organization's Report

- A. Rodeo Board, Cody Feinauer ✓
- B. 4-H Office, John Baggott ✓

*{ no show }*

5. Maintenance Team Report, Albert Flanagan, Sr. ✓

6. Old Business

- ✓ A. Executive Director Review (Date & Process) Lyle Spieschaert, Chairman
- ✓ B. Fischer Donation – Hot N' Now, Margaret R. Garza (Emree)
- ✓ C. Policy Manual: Status and Update – A. Richard Vial
- ✓ D. CPO Newsletter Update, Sheila Day (Schedule)
- E. South Lot - Pkey

*R. Bl mty →*

*Ken Leahy → Janua P.U.*

*(Sheila in writing)*

*Policy happened uniformly - policy manual - next mty - Policy on Policy*

7. New Business

- A. Fair Complex Capital Expenditures – Margaret R. Garza
- B. IAFE Update – Margaret R. Garza (pad)
- C. NFR Update – Cody Feinauer, Lyle Spiesschaert, Sheila Day

8.  General Correspondence (available at meeting)

9. Announcements

A. Next Fair Board meeting – January 5, 2000

B. General Meetings

1. Rodeo Committee Meeting, TBA *1<sup>st</sup> Monday of Mo. - Jan 3 - Rich Tial*
- ② O.F.A. (Oregon Fairs Assoc.) January 7 – 9, 2000 in Eugene, OR
- ③ W.F.A (Western Fairs Assoc.) January 23 – 26, 2000 in Anaheim, CA
4. Friend of 4-H Award, presented on November 18, 1999 to Fair Board & staff

10. Board Communications *① Airshow*

\*EXECUTIVE SESSION pursuant to ORS 192.610 – 192.690 to discuss personnel and Real Estate issues immediately following the regular Fair Board meeting.

**Washington County Fair Complex  
Line Item Report  
November 1999**

11/24/99

Date	Num	Name	Memo	Paid Amount
<b>Income</b>				
<b>C · DEDICATED FUNDS</b>				
<b>009 · Hotel/Motel Tax</b>				
11/1/1999		Washington County Finance Depart...	Refund by County/St Stanley Tharpe	(107.19)
11/1/1999		Washington County Finance Depart...	Hotel/Motel Tax Payment	6,586.25
11/2/1999		Washington County Finance Depart...	Hotel/Motel Tax Payment	31,644.90
11/4/1999		Washington County Finance Depart...	Refund by County/Louis Siegal	(120.04)
11/5/1999		Washington County Finance Depart...	Hotel/Motel Tax Payment	1,820.97
Total 009 · Hotel/Motel Tax				39,824.89
Total C · DEDICATED FUNDS				39,824.89
<b>D · INTERIM INCOME</b>				
<b>010 · Rent &amp; Storage</b>				
<b>010A · National Guard Armory</b>				
11/18/1999	1134	NW Vintage Radio Society	Deposit for Armory Rental in 5/2000	100.00
Total 010A · National Guard Armory				100.00
<b>010B · Main Exhibit Hall</b>				
11/1/1999	1091	The Pet Consultants	Rental of MEH/South for dog classes	150.00
11/2/1999	1097	Iglesia de Cristo El Shaddai	MEH Rental for Church Services	371.25
11/3/1999	1107	Herb Fest Northwest	Deposit for MEH rental on 7/8-9/2000	375.00
11/5/1999	1122	Tualatin Valley Gem & Mineral Club	Deposit for MEH/South on 3/17-19/2000	200.00
11/9/1999	99-160	Feathered Friends	Base Lease of MEH/North on 8/7-8/99	700.00
11/9/1999	99-160	Feathered Friends	2.5 X 8' Tables	261.00
11/9/1999	99-160	Feathered Friends	Padded Chairs (156 used, 50 free w/renta...	53.00
11/9/1999	99-160	Feathered Friends	Power Drops	45.00
11/9/1999	99-160	Feathered Friends	Labor Hours to clean building	60.00
11/9/1999	99-160	Feathered Friends	Fair Complex dumpster at direct cost	43.20
11/9/1999	99-160	Feathered Friends	Base Lease of MEH/North on 10/9-10/99	700.00
11/9/1999	99-167	Collector's West	2.5 X 8' Tables	303.00
11/9/1999	99-167	Collector's West	75 Plastic Chairs, 50 free w/rental	8.75
11/9/1999	99-167	Collector's West	Public Address System	25.00
11/9/1999	99-167	Collector's West	Room Dividers	36.00
11/9/1999	99-167	Collector's West	Fair Complex dumpster at direct cost	86.40
11/9/1999	99-167	Collector's West	Labor Hours to clean building	105.00
11/9/1999	99-167	Collector's West	Deposit for MEH in Jan 2000	625.00
11/9/1999	1130	Gem Faire	Base Lease of MEH/Entire on 10/1-3/99 (...)	610.59
11/18/1999	99-164	Portland Regional Gem & Mineral Sh...	Telephone Connection	36.90
11/18/1999	99-164	Portland Regional Gem & Mineral Sh...	2.5 X 8' Tables	390.03
11/18/1999	99-164	Portland Regional Gem & Mineral Sh...	200 Padded Chairs, 50 free w/rental	42.58
11/18/1999	99-164	Portland Regional Gem & Mineral Sh...	Picnic Tables	34.06
11/18/1999	99-164	Portland Regional Gem & Mineral Sh...	Public Address System	14.19
11/18/1999	99-164	Portland Regional Gem & Mineral Sh...	Labor Hour to move ticket booth	8.52
11/18/1999	99-164	Portland Regional Gem & Mineral Sh...	Fair Complex dumpster at direct cost	73.58
11/18/1999	1139	Portland Regional Gem & Mineral Sh...	Deposit on MEH Rental in 10/2000	772.00
11/18/1999	1143	Columbia-Willamette Beagle Club	Deposit for MEH Rental on 3/4-5/2000	500.00
Total 010B · Main Exhibit Hall				6,630.05
<b>010C · Cloverleaf Building</b>				
11/2/1999	1097	Iglesia de Cristo El Shaddai	CCB Rental for Church Services	123.75
11/3/1999	1109	Paula Bentson	Balance due for CCB rental on 11/20/99	260.00
11/5/1999	1117	Jeffrey Smith	Base Lease of CCB on 11/15/99	137.00
11/9/1999	1131	Markus & Markus Auctioneers	Rental of CCB on 12/11/99	130.00
11/18/1999	1144	Prince of Peace Lutheran Church	Deposit for CCB Rental on 10/1/2000	75.00
11/22/1999	26553	Paula Bentson	Add'l Inventory for 11/20/99 Rental	22.00
Total 010C · Cloverleaf Building				747.75

**Washington County Fair Complex  
Line Item Report  
November 1999**

11/24/99

Date	Num	Name	Memo	Paid Amount
<b>010D · Arts &amp; Crafts Building</b>				
11/1/1999	1090	Laurel Kangiser	Balance of inventory for 10/30/99	104.00
11/3/1999	1108	Laurel Kangiser	Extra table for A & C rental	4.00
11/9/1999	99-161	Markus & Markus Auctioneers	Base Lease of Arts & Crafts Building on 9...	105.00
11/9/1999	99-161	Markus & Markus Auctioneers	Second day of set-up on 9/24/99 at 50%	87.50
11/9/1999	99-161	Markus & Markus Auctioneers	Fair Complex dumpster at direct cost	21.60
11/9/1999	99-161	Markus & Markus Auctioneers	Labor Hours to clean building	50.00
11/18/1999	99-164	Portland Regional Gem & Mineral Sh...	Base Lease of Arts & Crafts Building on 1...	298.05
11/22/1999	26552	Columbia River Girl Scout Council	Add'l Inventory for 11/19/99 Rental	45.50
Total 010D · Arts & Crafts Building				715.65
<b>010F · Floral Building</b>				
11/3/1999	1115	Pioneer Heritage Academy	Floral Building rental/November 99	640.00
11/5/1999	1124	June Meyer	Inventory for Floral Building rental on 11/2...	78.50
11/22/1999	26551	June Meyer	Add'l Inventory from 11/20/99 Rental	11.50
Total 010F · Floral Building				730.00
<b>010G · Grounds/General</b>				
11/1/1999	1092	Product Development Corp.	Deposit for Parking Lot rental	500.00
11/18/1999	1149	Funtastic Show Inc.	Base Lease of grounds for 2000 Happy D...	4,000.00
Total 010G · Grounds/General				4,500.00
<b>010H · Main Arena</b>				
11/18/1999	99-131	Willamette Valley Herding Club	Base Lease of Grandstand Arena on 6/20...	25.00
Total 010H · Main Arena				25.00
<b>010J · RV/Boat Storage/Barns</b>				
11/1/1999	1095	Anita Ping	Boat/RV Storage Fee	75.00
11/2/1999	1100	Herman Hall	Boat/RV Storage Fee	75.00
11/3/1999	1110	James Klee	Boat/RV Storage Fee	75.00
11/3/1999	1113	Marvin Windred	Boat/RV Storage Fee	75.00
11/3/1999	1114	Randy Steck	Boat/RV Storage Fee	75.00
11/5/1999	1120	Karlene Johnson	Boat/RV Storage Fee	75.00
11/5/1999	1121	Matt Hensley	Boat/RV Storage Fee	75.00
11/18/1999	1135	Don Marshall	Boat/RV Storage Fee	75.00
11/18/1999	1136	Gale Sears	Boat/RV Storage Fee	75.00
11/18/1999	1138	Robert Fischer	Boat/RV Storage Fee	75.00
Total 010J · RV/Boat Storage/Barns				750.00
<b>010K · Interim Use Concessions</b>				
11/2/1999	26486	Laurel Kangiser	Concessions for 10/30/99 Event	40.00
Total 010K · Interim Use Concessions				40.00
Total 010 · Rent & Storage				14,238.45
<b>011 · Damage Deposits</b>				
11/3/1999	1103	Homier Distributing, Inc.	Rental Deposit Fee for Arts & Crafts Build...	200.00
11/3/1999	1105	Kenneth Logue, DMD	Rental Deposit Fee for CCB on 1/30/2000	200.00
11/5/1999	1117	Jeffrey Smith	Rental Deposit Fee for CCB on 11/15/99	200.00
11/18/1999	1132	Garner Electric	Rental Deposit Fee for Arts & Crafts Bldg	200.00
11/18/1999	1133	Joane Bozich	Rental Deposit Fee for Arts & Crafts Bldg ...	200.00
11/18/1999	1141	Pacific NW Tool Collectors	Rental Deposit Fee for CCB on 2/5 & 11/1...	200.00
Total 011 · Damage Deposits				1,200.00
<b>014 · Interest Income</b>				
11/1/1999		Pool #4486	Interest (10/99)	326.23
11/1/1999		Washington County Finance Depart...	Interest Payment (10/99)	693.74
Total 014 · Interest income				1,019.97
<b>017 · Miscellaneous Income</b>				
11/3/1999	1111	Douglas Schow	Returned check service charge	3.00
11/18/1999	1146	Misc. Income	Postage Reimb	1.00
Total 017 · Miscellaneous Income				4.00

**Washington County Fair Complex  
Line Item Report  
November 1999**

11/24/99

Date	Num	Name	Memo	Paid Amount
<b>018 - RV Parking</b>				
<b>018A - RV Parking/Short Term</b>				
11/1/1999	1093	RV Parking Fee	RV Parking (3 sites/2 nights) 11/5-6/99	90.00
11/1/1999	1096	RV Parking Fee	RV #11 10/27-29/99	45.00
11/2/1999	1100	Herman Hall	RV Parking 11/1/99	15.00
11/2/1999	1101	RV Parking Fee	RV #11 10/30-11/3/99	50.00
11/3/1999	1102	RV Parking Fee	RV Parking 11/5-6/99 (Rose City Birds)	30.00
11/3/1999	1104	RV Parking Fee	RV #7 10/30-11/1/99	30.00
11/3/1999	1106	RV Parking Fee	RV Parking	60.00
11/3/1999	1112	RV Parking Fee	RV #11 11/3/99	25.00
11/5/1999	1116	RV Parking Fee	RV #3 11/2-3/99	30.00
11/5/1999	1118	RV Parking Fee	RV #3 11/4/99	15.00
11/5/1999	1119	RV Parking Fee	RV Parking 10/31/99	15.00
11/5/1999	1123	RV Parking Fee	RV Parking/Rose City Bird 11/5-7/99	45.00
11/5/1999	1125	RV Parking Fee	RV Parking/Rose City Birds 11/5-6/99	30.00
11/9/1999	1127	RV Parking Fee	RV Parking 11/5-6/99	30.00
11/9/1999	1128	RV Parking Fee	RV #6 11/7/99	15.00
11/9/1999	1129	RV Parking Fee	RV #1 11/5-6/99	30.00
11/18/1999	99-164	Portland Regional Gem & Mineral Sh...	RV Parking Fees	717.60
11/18/1999	1137	RV Parking Fee	RV Parking/Partial Payment	5.00
11/18/1999	1142	RV Parking Fee	RV #2 11/15-20/99	90.00
11/18/1999	1147	RV Parking Fee	RV #9 11/12/99	15.00
11/18/1999	1148	RV Parking Fee	RV Parking 11/12/99	15.00
Total 018A - RV Parking/Short Term				1,397.60
<b>018B - RV Parking/Long Term</b>				
11/2/1999	1098	Richard McCall	Long Term RV Parking/Nov 1999	300.00
11/2/1999	1099	David Moncrief	Long Term RV Parking/Nov 1999	300.00
Total 018B - RV Parking/Long Term				600.00
Total 018 - RV Parking				1,997.60
Total D - INTERIM INCOME				18,460.02
<b>E - FAIR INCOME</b>				
<b>032 - Concessions/Booths</b>				
11/9/1999	1126	Barbara Jacobson	Vendor Booth Fee OS-62	300.00
11/18/1999	1140	Interlock Industries, Inc.	Vendor Booth Fee OS-20	300.00
11/18/1999	1145	Lustre Craft International	Vendor Booth Fee ME-55/56	700.00
Total 032 - Concessions/Booths				1,300.00
<b>034 - Advertising Sold</b>				
11/5/1999	99-84	Amusement Consulting Services	Advertising Sold in 1999 Ent. Guide	475.00
Total 034 - Advertising Sold				475.00
<b>037 - Entry Fees</b>				
11/3/1999	1111	Douglas Show	Entry Fees/Replace returned check	18.00
Total 037 - Entry Fees				18.00
<b>039 - Rodeo Sponsorships</b>				
11/1/1999	1094	Baker Rock	Rodeo Sponsorship for 1999	2,500.00
Total 039 - Rodeo Sponsorships				2,500.00
Total E - FAIR INCOME				4,293.00
<b>G - BINGO</b>				
<b>070 - Sessions</b>				
11/4/1999	99-168	Glencoe Football Bingo	CCB Rental/Oct 1999	1,200.00
Total 070 - Sessions				1,200.00
Total G - BINGO				1,200.00
Total Income				63,777.91

*Friberg  
still  
missing*

**Washington County Fair Complex  
Line Item Report  
November 1999**

11/24/99

Date	Num	Name	Memo	Paid Amount
<b>Expense</b>				
<b>AE · PERSONNEL</b>				
<b>101 · Salaries</b>				
11/5/1999	26488	Washington County Finance Depart...	Payroll 10/16-10/29/99	14,239.56
11/19/1999	26506	Washington County Finance Depart...	Payroll 10/30-11/12/99	14,241.16
Total 101 · Salaries				28,480.72
<b>102 · O.P.E.</b>				
11/5/1999	26488	Washington County Finance Depart...	Payroll 10/16-10/29/99	2,595.29
11/18/1999	26536	SAIF Corporation	Quarterly Payment	477.00
11/19/1999	26506	Washington County Finance Depart...	Payroll 10/30-11/12/99	2,552.80
Total 102 · O.P.E.				5,625.09
Total AE · PERSONNEL				34,105.81
<b>BE · INTERIM OPERATIONS</b>				
<b>107 · Office Expense</b>				
11/1/1999	26457	Summers Press, Inc.	OSHA Compliance Guide	101.77
11/2/1999	26467	Office Depot	Misc Office Supplies	244.13
11/3/1999	26487	Knowledge Transfer	Volunteer Literature	38.95
11/3/1999	26495	National Information Data Center	2000 Zip Code Directory	48.90
11/10/1999	26498	Melissa Williams	Misc Office Expense Reimb.	15.52
11/22/1999	26547	McBee Systems, Inc.	Reorder Checks	191.12
11/22/1999	26548	Visa	Film <i>Amem</i>	<u>51.98</u>
Total 107 · Office Expense				692.37
<b>108 · Telephone</b>				
11/2/1999	26483	A T & T Wireless	Cell Phone Charges	14.94
11/18/1999	26510	A T & T	Long Distance Charges	14.05
11/18/1999	26512	A T & T Wireless	Cell Phone Charges	19.19
11/18/1999	26525	GTE Northwest	Telephone Service	874.64
Total 108 · Telephone				922.82
<b>110 · Postage</b>				
11/2/1999	26464	Pitney Bowes	Postage Meter Ink Cart.	86.20
11/4/1999	26496	United States Postal Service	Postage Machine Refill	131.70
Total 110 · Postage				217.90
<b>111 · Equip/Bldg Rental</b>				
<b>111A · Equipment Rental</b>				
11/2/1999	26470	Copelco Capital, Inc.	Copier Rental/Insurance/Property Tax	491.68
11/18/1999	26539	United Rentals	Drain Line Repairs/Concrete Saw	250.00
11/18/1999	26540	U-Haul	Snake/Auger Rental	16.45
Total 111A · Equipment Rental				758.13
Total 111 · Equip/Bldg Rental				758.13
<b>112 · Utilities</b>				
11/2/1999	26466	Portland General Electric	Sept. Statements	140.30
11/18/1999	26516	City of Hillsboro	Water/Sewer/Storm Drain (9/9-11/8/99)	4,103.60
11/18/1999	26531	NW Natural	Oct Statements	532.04
11/18/1999	26534	Hillsboro Garbage Disposal	Dropbox/Garbage Service	1,555.20
11/18/1999	26535	Portland General Electric	Oct Statements	2,002.17
Total 112 · Utilities				8,333.31
<b>113 · Repair &amp; Maintenance</b>				
<b>113B · Main Exhibit Hall R &amp; M</b>				
11/18/1999	26528	Familian NW Hillsboro	Plumbing Repairs/MEH	84.70
11/18/1999	26530	Home Depot	Repairs/MEH	103.04
Total 113B · Main Exhibit Hall R & M				187.74

**Washington County Fair Complex  
Line Item Report  
November 1999**

11/24/99

Date	Num	Name	Memo	Paid Amount
<b>113G · Grounds/General R &amp; M</b>				
11/1/1999	26458	Northwest Oil	Disposal of Oil	45.00
11/2/1999	26468	Hillsboro Pump Service Pipe & Supp...	Drain Line Repairs	182.80
11/2/1999	26480	Applied Professional Services, Inc.	Line Locate for Drain Repairs	120.00
11/18/1999	26528	Familian NW Hillsboro	Plumbing Repairs/Grounds	214.55
11/18/1999	26530	Home Depot	General Repairs/Grounds	192.46
11/18/1999	26530	Home Depot	General Repairs/Grounds	113.00
Total 113G · Grounds/General R & M				867.81
<b>113J · Barns R &amp; M</b>				
11/2/1999	26469	Forest Grove Industrial Supply	Beef & Dairy Barn Repairs	49.00
11/2/1999	26474	Cudahy Lumber Company	Horse Stall Repairs	57.96
11/18/1999	26530	Home Depot	Barn Repairs	322.61
Total 113J · Barns R & M				429.57
<b>113L · Equipment R &amp; M</b>				
11/1/1999	26459	Tuality Medical Equipment & Supply	Wheelchair Repair/Wheel	40.63
11/2/1999	26471	Fire Extinguisher Service Center	Fire Extinguisher Maint.	77.50
11/2/1999	26477	Auto Electric & Battery, Inc.	Tow Motor #2 Repairs	46.00
11/2/1999	26478	Advanced Computer Systems	Computer Repairs	100.00
11/2/1999	26479	Aerial Equipment Specialists, Inc.	Bucket Truck Repairs	65.00
11/2/1999	26482	Windsor Security	Service Call	65.00
11/18/1999	26509	A-Boy Supply Company	Meeting Room Heating	6.48
11/18/1999	26518	Dick's Country Dodge	Dodge Van Repairs	29.95
11/18/1999	26519	Dick's MacKenzie Ford	Ford Pickup Repairs	56.73
11/18/1999	26522	Fisher Implement Company	Echo Blower Repairs	41.34
11/18/1999	26523	Forest Grove Honda	Honda 70 Repairs	33.43
11/18/1999	26526	Gratteri Tire & Wheel	Tire Maint. & Repair	68.94
11/18/1999	26533	Hillsboro Auto Parts	Equip. Repairs	797.54
11/18/1999	26541	Western Equipment Distributors, Inc.	Toro Mower Repair	418.08
Total 113L · Equipment R & M				3,155.34
Total 113 · Repair & Maintenance				4,640.46
<b>114 · General Supplies</b>				
11/2/1999	26462	Western Tool Supply	Shop Tool	10.18
11/2/1999	26465	Platt Electric	Misc Electrical Supplies	141.52
11/2/1999	26473	Ferrellgas	Fuel	152.57
11/2/1999	26475	Bob Nagel Distributing Co.	Janitorial Supplies	511.80
11/2/1999	26476	B & B Lock & Key	Shop Supplies	10.00
11/2/1999	26482	Windsor Security	Smoke Detector	35.42
11/18/1999	26507	allMRO Products	Shop Supplies	34.32
11/18/1999	26511	Airgas Nor Pac, Inc.	Shop Supplies	30.60
11/18/1999	26513	A & I Paint & Decorating Inc.	Painting Supplies	9.95
11/18/1999	26514	Bretthauer Oil Co.	Fuel Refill	565.57
11/18/1999	26517	Crystal Springs/Mt. Fresh	Shop Supply/Water	53.00
11/18/1999	26521	Eoff Electric Company	Shop/Misc Supplies	211.00
11/18/1999	26522	Fisher Implement Company	Shop Supplies	38.16
11/18/1999	26523	Forest Grove Honda	Shop Supplies	11.25
11/18/1999	26530	Home Depot	Shop Supplies	7.88
11/18/1999	26533	Hillsboro Auto Parts	Shop Supplies	24.28
11/18/1999	26537	Shute Park True Value	Shop Supplies	8.71
Total 114 · General Supplies				1,856.21
<b>118 · Travel &amp; Training</b>				
11/2/1999	26472	Visa	Las Vegas Airfare/Garza	199.50
11/22/1999	26548	Visa	Deschutes Co Tour Meals	32.02
Total 118 · Travel & Training				231.52
<b>119 · Legal Fees</b>				
11/18/1999	26515	Office of County Counsel	Legal Service, July 1999	23.25
Total 119 · Legal Fees				23.25
<b>124 · Car Allowance</b>				
11/5/1999	26488	Washington County Finance Depart...	Nov 99/Garza	325.00
Total 124 · Car Allowance				325.00

*Ford-rebuilt the  
4cyl cylinders [1373.72] define  
20hrs to rebuild*



11/24/99

# Washington County Fair Complex Line Item Report November 1999

Date	Num	Name	Memo	Paid Amount
<b>131 - Advertising &amp; P.R.</b>				
11/2/1999	26463	US West Communications	Directory Advertising	139.40
11/18/1999	26527	Hillsboro Argus	Display Advertising	266.00
Total 131 - Advertising & P.R.				405.40
<b>132 - Board Expense</b>				
11/3/1999	26489	Pasta Pronto	Board Meeting Meals 11/3/99	68.20
11/3/1999	26490	Ken Leahy	Travel (Oct 99)	20.00
11/3/1999	26491	A. Richard Vial	Travel (Oct 99)	20.00
11/3/1999	26492	Lyle Spiesschaert	Travel (Oct 99)	20.00
11/3/1999	26493	Sheila Day	Travel (Oct 99)	20.00
11/3/1999	26494	Kathy Christy	Travel (Oct 99)	20.00
11/18/1999	26542	Ken Leahy	Board Mtg Meal Reimb. <i>WORK SESSION</i>	46.20
11/22/1999	26548	Visa	Spiesschaert/Day to NFR	731.00
11/22/1999	26548	Visa	Spiesschaert/Day Convention Fee	120.00
Total 132 - Board Expense				1,065.40
<b>133 - Dues, Licenses, Fees</b>				
11/1/1999		Pool #4486	Monthly Maint. Fee	3.00
11/1/1999		West Coast Bank	Stop Payment Fee	<del>18.00</del>
11/1/1999		West Coast Bank	Service Charge	14.31
11/2/1999	26461	Oregon State Sheriffs' Association	2000 Membership Dues	25.00
11/2/1999	26472	Visa	Chamber of Commerce	25.00
11/18/1999	26532	Hillsboro Optimist Club	99-2000 Membership Dues/Mike Wold	70.00
11/19/1999	26543	Portland Oregon Visitors Association	Membership Dues	275.00
11/22/1999	26546	Hillsboro Optimist Club	99-2000 Membership Dues/Garza	70.00
11/22/1999	26548	Visa	Rotary/Chamber Meals	56.00
Total 133 - Dues, Licenses, Fees				556.31
<b>149 - Misc. Materials &amp; Svcs.</b>				
11/22/1999	26548	Visa	Misc Expense/to be reversed	26.56
11/22/1999	25268	Hillsboro Chamber of Commerce	Void Lost Check <i>(Issued by July)</i>	(1,000.00)
11/22/1999	26550	Hillsboro Chamber of Commerce	Airshow Police Meals/Reissue Lost Check	1,000.00
Total 149 - Misc. Materials & Svcs.				26.56
<b>150 - Refunds</b>				
11/2/1999	26460	Abraham Gaone	Refund Rental Deposit	150.00
11/2/1999	26484	Teamsters Local #223	Refund Rental Deposit	200.00
11/2/1999	26485	Peggy Tate	Refund Rental Deposit	200.00
11/2/1999	26486	Laurel Kangiser	Refund Rental Deposit	200.00
11/5/1999	26497	Tualatin Valley Model Railroad Club	Refund Deposit on MEH/South - Event C...	100.00
11/10/1999	26499	Oregon Estate Services	Refund Rental Deposit	200.00
11/18/1999	26505	Four Seasons Market	Refund Rental Deposit	200.00
11/19/1999	26544	Republican Party of Washington Cou...	Refund Rental Deposit	200.00
11/22/1999	26551	June Meyer	Refund Rental Deposit	200.00
11/22/1999	26552	Columbia River Girl Scout Council	Refund Rental Deposit	200.00
11/22/1999	26553	Paula Bentson	Refund Rental Deposit	200.00
Total 150 - Refunds				2,050.00
<b>151 - County Indirect Cost</b>				
11/19/1999	26506	Washington County Finance Depart...	Indirect Cost	9,041.25
Total 151 - County Indirect Cost				9,041.25
Total BE - INTERIM OPERATIONS				31,145.89
<b>CE - FAIR OPERATIONS</b>				
<b>179 - Professional Svcs.</b>				
11/10/1999	26500	Metro West Ambulance	Final Payment/Ambulance Service/Fair 99	1,068.75
Total 179 - Professional Svcs.				1,068.75
<b>182 - Miscellaneous</b>				
11/18/1999	26508	Jerry's Special Events	Beverage Support/Supplies	64.50
11/18/1999	26538	Sunrise Rotary of Hillsboro	Ice Distribution/Fair 1999	500.00
Total 182 - Miscellaneous				564.50

11/24/99

**Washington County Fair Complex  
Line Item Report  
November 1999**

Date	Num	Name	Memo	Paid Amount
<b>184 · Equipment Rental</b>				
11/18/1999	26520	Day Wireless Systems, Inc.	Final Payment/Fair 1999	300.00
Total 184 · Equipment Rental				300.00
Total CE · FAIR OPERATIONS				1,933.25
<b>DE · EXHIBITS/COMPETITIONS</b>				
<b>213 · Other FFA</b>				
11/18/1999	26524	Cavanaugh's	Hotel Charges/Knutson	36.75
Total 213 · Other FFA				36.75
<b>221 · Awards 4-H</b>				
11/2/1999	26481	Award Specialties	Awards/Fair 2000	687.50
Total 221 · Awards 4-H				687.50
<b>223 · Other 4-H</b>				
11/4/1999	26496	United States Postal Service	Postage for Premium Checks	168.30
11/18/1999	26524	Cavanaugh's	Hotel Charges/Knutson	36.75
11/22/1999	26545	OSU Extension Office	4-H Horse Fair Software	63.50
Total 223 · Other 4-H				268.55
Total DE · EXHIBITS/COMPETITIONS				992.80
<b>EE · RODEO</b>				
<b>313 · Stock Contract</b>				
11/1/1999	26456	Growney Bros Rodeo Co.	Reimb for Hotel Expense/Rodeo	882.75
Total 313 · Stock Contract				882.75
<b>317 · Materials &amp; Supplies</b>				
11/18/1999	26508	Jerry's Special Events	Rodeo Beverage Support/Supplies	330.00
Total 317 · Materials & Supplies				330.00
<b>318 · Board Expense</b>				
11/9/1999	26501	Laurie Benton	NFR Convention Expense Check	323.00
Total 318 · Board Expense				323.00
<b>320 · Queen</b>				
11/10/1999	26502	Amber Deming	Queen Expense Reimb./1999	459.37
11/10/1999	26503	FarmGro Supply	Queen Contest Prizes/2000	281.58
11/10/1999	26504	Margaret McVey	2000 Queen Expense Reimb.	179.74
11/18/1999	26529	Margaret McVey	Queen Committee Meeting/2000	81.25
Total 320 · Queen				1,001.94
Total EE · RODEO				2,537.69
Total Expense				70,715.44
<b>Net Income</b>				(6,937.53)

11/24/99

## Washington County Fair Complex Income & Expense November 1999

	Nov '99	Nov '98
<b>Income</b>		
<b>A · STATE FUNDS</b>		
001 · Racing Commission	0.00	0.00
002 · Apportionment	0.00	0.00
003 · Merit Rate	0.00	0.00
003A · Dept. of Economic Development	0.00	0.00
<b>Total A · STATE FUNDS</b>	0.00	0.00
<b>B · SPECIAL FUNDS</b>		
004 · Grants	0.00	0.00
005 · Funds Borrowed	0.00	0.00
007 · RE Sold/Leased	0.00	0.00
<b>Total B · SPECIAL FUNDS</b>	0.00	0.00
<b>C · DEDICATED FUNDS</b>		
008 · Horse Stall Construction Fund	0.00	0.00
009 · Hotel/Motel Tax	39,824.89	22,291.15
<b>Total C · DEDICATED FUNDS</b>	39,824.89	22,291.15
<b>D · INTERIM INCOME</b>		
<b>010 · Rent &amp; Storage</b>		
010A · National Guard Armory	100.00	950.00
010B · Main Exhibit Hall	6,630.05	13,243.97
010C · Cloverleaf Building	747.75	1,882.80
010D · Arts & Crafts Building	715.65	281.00
010E · Friendship Square	0.00	914.80
010F · Floral Building	730.00	857.00
010G · Grounds/General	4,500.00	4,407.37
010H · Main Arena	25.00	0.00
010J · RV/Boat Storage/Barns	750.00	975.00
010K · Interim Use Concessions	40.00	258.20
<b>Total 010 · Rent &amp; Storage</b>	14,238.45	23,770.14
011 · Damage Deposits	1,200.00	1,200.00
012 · Advertising Sold	0.00	0.00
013 · Gate Changes	0.00	0.00
014 · Interest income	1,019.97	2,147.78
015 · Shows/Entertainment	0.00	0.00
016 · Parking Fees	0.00	0.00
017 · Miscellaneous Income	4.00	306.34
<b>018 · RV Parking</b>		
018A · RV Parking/Short Term	1,397.60	960.00
018B · RV Parking/Long Term	600.00	1,260.00
<b>Total 018 · RV Parking</b>	1,997.60	2,220.00
<b>Total D · INTERIM INCOME</b>	18,460.02	29,644.26
<b>E · FAIR INCOME</b>		
030 · Youth Admission	0.00	511.50
031 · Other Admission	0.00	87.00
032 · Concessions/Booths	1,300.00	487.50
033 · Sponsorships	0.00	0.00
034 · Advertising Sold	475.00	0.00
035 · Gate Change	0.00	0.00
036 · Carnival Income	0.00	0.00
037 · Entry Fees	18.00	0.00
038 · Parking Fees	0.00	0.00
039 · Rodeo Sponsorships	2,500.00	0.00
040 · Horse Show	0.00	0.00
041 · Miscellaneous	0.00	0.00
042 · Rodeo Admissions	0.00	0.00
043 · Main Stage	0.00	0.00
044 · Arena Admissions	0.00	0.00
045 · Amphitheater Concessions	0.00	0.00

} timing element diff 98 vs 98

11/24/99

## Washington County Fair Complex Income & Expense November 1999

	Nov '99	Nov '98
046 · Rodeo Miscellaneous	0.00	0.00
047 · Horse Stall Rentals	0.00	2,990.00
<b>Total E · FAIR INCOME</b>	4,293.00	4,076.00
<b>G · BINGO</b>		
070 · Sessions	1,200.00	1,200.00
071 · Food	0.00	0.00
072 · Operating Charges	0.00	0.00
<b>Total G · BINGO</b>	1,200.00	1,200.00
<b>Total Income</b>	63,777.91	57,211.41
<b>Expense</b>		
<b>AE · PERSONNEL</b>		
101 · Salaries	28,480.72	33,047.10
102 · O.P.E.	5,625.09	5,167.07
<b>Total AE · PERSONNEL</b>	34,105.81	38,214.17
<b>BE · INTERIM OPERATIONS</b>		
107 · Office Expense	692.37	242.96
108 · Telephone	922.82	551.79
109 · Printing	0.00	162.38
110 · Postage	217.90	0.00
111 · Equip/Bldg Rental		
111A · Equipment Rental	758.13	424.46
111B · Armory Rental	0.00	2,005.00
<b>Total 111 · Equip/Bldg Rental</b>	758.13	2,429.46
112 · Utilities	8,333.31	7,199.30
113 · Repair & Maintenance		
113B · Main Exhibit Hall R & M	187.74	0.00
113C · Cloverleaf R & M	0.00	0.00
113D · Arts & Crafts R & M	0.00	1,193.51
113E · Friendship Square R & M	0.00	0.00
113F · Floral Building R & M	0.00	334.40
113G · Grounds/General R & M	867.81	1,723.53
113H · Main Arena R & M	0.00	0.00
113J · Barns R & M	429.57	398.49
113L · Equipment R & M	3,155.34	1,704.27
<b>Total 113 · Repair &amp; Maintenance</b>	4,640.46	5,354.20
114 · General Supplies	1,856.21	891.39
115 · Legal Notices	0.00	0.00
116 · Gate Change	0.00	0.00
117 · Parking	0.00	0.00
118 · Travel & Training	231.52	904.00
119 · Legal Fees	23.25	0.00
121 · Professional Svcs.	0.00	0.00
122 · Insurance & Bond	0.00	0.00
123 · Private Mileage	0.00	0.00
124 · Car Allowance	325.00	650.00
131 · Advertising & P.R.	405.40	632.78
132 · Board Expense	1,065.40	838.63
133 · Dues, Licenses, Fees	556.31	1,238.35
149 · Misc. Materials & Svcs.	26.56	1,744.59
150 · Refunds	2,050.00	1,354.40
151 · County Indirect Cost	9,041.25	8,798.25
153 · Petty Cash	0.00	0.00
154 · RV Park		
154A · RV Park Repair & Maint.	0.00	0.00
154B · RV Park Hotel/Motel Tax	0.00	0.00
<b>Total 154 · RV Park</b>	0.00	0.00
<b>Total BE · INTERIM OPERATIONS</b>	31,145.89	32,992.48

*remove from budget in 2000-2001*

*Mr. Lusk to look @ utilities bills agst Bldg Rental!*



**Washington County Fair Complex**  
**Income & Expense**  
 November 1999

11/24/99

	Nov '99	Nov '98
<b>CE · FAIR OPERATIONS</b>		
175 · Printing	0.00	0.00
176 · Utilities	0.00	0.00
177 · Gate Change	0.00	0.00
178 · Parking	0.00	0.00
179 · Professional Svcs.	1,068.75	0.00
180 · Advertising	0.00	0.00
181 · Refunds	0.00	0.00
182 · Miscellaneous	564.50	597.58
183 · Decorations	0.00	0.00
184 · Equipment Rental	300.00	0.00
185 · Horse Stall Rental	0.00	0.00
186 · Restroom Service	0.00	10,417.00
187 · Repair & Maintenance	0.00	0.00
<b>Total CE · FAIR OPERATIONS</b>	1,933.25	11,014.58
<b>DE · EXHIBITS/COMPETITIONS</b>		
211 · Awards FFA	0.00	0.00
212 · Personnel FFA	0.00	0.00
213 · Other FFA	36.75	0.00
221 · Awards 4-H	687.50	0.00
222 · Personnel 4-H	0.00	0.00
223 · Other 4-H	268.55	0.00
231 · Awards Open Class	0.00	0.00
232 · Personnel Open	0.00	0.00
233 · Other Open Class	0.00	0.00
<b>Total DE · EXHIBITS/COMPETITIONS</b>	992.80	0.00
<b>EE · RODEO</b>		
311 · Prize Money	0.00	0.00
312 · Personnel	0.00	0.00
313 · Stock Contract	882.75	0.00
314 · Special Awards	0.00	0.00
315 · Special Kid's Rodeo	0.00	160.00
316 · Promotion	0.00	447.60
317 · Materials & Supplies	330.00	2,076.00
318 · Board Expense	323.00	0.00
319 · Other (Fees & Dues)	0.00	0.00
320 · Queen	1,001.94	0.00
321 · Rental Equipment	0.00	0.00
321A · Money Raising Projects	0.00	0.00
321B · Petty Cash	0.00	0.00
<b>Total EE · RODEO</b>	2,537.69	2,683.60
<b>GE · SHOWS &amp; ENTERTAINMENT</b>		
324 · Main Stage	0.00	0.00
325 · Grounds Entertainment	0.00	0.00
326 · Associated Costs-Main	0.00	0.00
327 · Associated Costs-Grounds	0.00	0.00
328 · Touch & See	0.00	0.00
<b>Total GE · SHOWS &amp; ENTERTAINMENT</b>	0.00	0.00
<b>HE · INTERIM ENTERTAINMENT</b>		
375 · Interim Shows	0.00	0.00
<b>Total HE · INTERIM ENTERTAINMENT</b>	0.00	0.00
<b>IE · BINGO-EXPENSE</b>		
401 · Personnel	0.00	0.00
402 · Supplies	0.00	0.00
403 · Mileage	0.00	0.00
404 · Food	0.00	0.00
405 · Advertising	0.00	0.00
406 · Equipment Repairs	0.00	0.00
407 · Operating Change	0.00	0.00
408 · Dues, Licenses, Fees	0.00	0.00
<b>Total IE · BINGO-EXPENSE</b>	0.00	0.00

*late last year!*

11/24/99

Washington County Fair Complex  
Income & Expense  
November 1999

	Nov '99	Nov '98
JE · CAPITAL OUTLAY		
510 · Purchase/Lease	0.00	0.00
511 · Land Improvements	0.00	0.00
512 · Bldg. & Structure	0.00	0.00
513 · Equipment	0.00	2,632.73
514 · Equipment - Bingo	0.00	0.00
515 · Horse Stalls	0.00	0.00
Total JE · CAPITAL OUTLAY	0.00	2,632.73
Total Expense	70,715.44	87,537.56
Net Income	(6,937.53)	(30,326.15)

**Washington County Fair Complex  
Balance Sheet Comparison  
As of November 30, 1999**

11/24/99

	<u>Nov 30, '99</u>	<u>Oct 31, '99</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
0900 - West Coast Bank	15,855.89	63,602.97	(47,747.08)
0950 - West Coast Bank-Premium	141.84	174.15	(32.31)
1020 - Pool #4486	73,485.45	73,162.22	323.23
1080 - Washington County Fair Fund	272,860.18	232,341.55	40,518.63
<b>Total Checking/Savings</b>	<u>362,343.36</u>	<u>369,280.89</u>	<u>(6,937.53)</u>
<b>Total Current Assets</b>	<u>362,343.36</u>	<u>369,280.89</u>	<u>(6,937.53)</u>
<b>TOTAL ASSETS</b>	<u><u>362,343.36</u></u>	<u><u>369,280.89</u></u>	<u><u>(6,937.53)</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
3900 - Retained Earnings	358,886.79	358,886.79	0.00
Net Income	3,456.57	10,394.10	(6,937.53)
<b>Total Equity</b>	<u>362,343.36</u>	<u>369,280.89</u>	<u>(6,937.53)</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>362,343.36</u></u>	<u><u>369,280.89</u></u>	<u><u>(6,937.53)</u></u>

*Melissa -  
revenue for last  
yr. for H/M Tax?  
for Dec*

11/24/99

# Washington County Fair Complex Budget Overview

July through November 1999

4-42%

	Jul - Nov '99	Budget	% of Budget
<b>Income</b>			
<b>A · STATE FUNDS</b>			
001 · Racing Commission	0.00	0.00	0.0%
002 · Apportionment	0.00	0.00	0.0%
003 · Merit Rate	0.00	0.00	0.0%
003A · Dept. of Economic Development	41,976.34	41,000.00	102.4%
<b>Total A · STATE FUNDS</b>	<b>41,976.34</b>	<b>41,000.00</b>	<b>102.4%</b> ✓
<b>B · SPECIAL FUNDS</b>			
004 · Grants	0.00	0.00	0.0%
005 · Funds Borrowed	0.00	0.00	0.0%
007 · RE Sold/Leased	0.00	0.00	0.0%
<b>Total B · SPECIAL FUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b> ✓
<b>C · DEDICATED FUNDS</b>			
008 · Horse Stall Construction Fund	0.00	0.00	0.0%
009 · Hotel/Motel Tax	311,912.25	600,000.00	52.0%
<b>Total C · DEDICATED FUNDS</b>	<b>311,912.25</b>	<b>600,000.00</b>	<b>52.0%</b> ✓
<b>D · INTERIM INCOME</b>			
<b>010 · Rent &amp; Storage</b>			
010A · National Guard Armory	2,373.70		
010B · Main Exhibit Hall	21,603.09		
010C · Cloverleaf Building	6,366.05		
010D · Arts & Crafts Building	3,403.50		
010E · Friendship Square	1,116.80		
010F · Floral Building	3,446.70		
010G · Grounds/General	31,435.65		
010H · Main Arena	596.57		
010J · RV/Boat Storage/Barns	5,180.36		
010K · Interim Use Concessions	1,599.96		
010 · Rent & Storage - Other	0.00	182,000.00	0.0%
<b>Total 010 · Rent &amp; Storage</b>	<b>77,122.38</b>	<b>182,000.00</b>	<b>42.4%</b>
011 · Damage Deposits	4,600.00	15,000.00	30.7%
012 · Advertising Sold	0.00	0.00	0.0%
013 · Gate Changes	0.00	5,500.00	0.0%
014 · Interest Income	3,967.02	17,000.00	23.3%
015 · Shows/Entertainment	0.00	100,000.00	0.0%
016 · Parking Fees	4,906.91	20,000.00	24.5%
017 · Miscellaneous Income	7,546.53	10,000.00	75.5%
018 · RV Parking			
018A · RV Parking/Short Term	7,774.00		
018B · RV Parking/Long Term	2,820.00		
018 · RV Parking - Other	0.00	30,000.00	0.0%
<b>Total 018 · RV Parking</b>	<b>10,594.00</b>	<b>30,000.00</b>	<b>35.3%</b>
<b>Total D · INTERIM INCOME</b>	<b>108,736.84</b>	<b>379,500.00</b>	<b>28.7%</b>
<b>E · FAIR INCOME</b>			
030 · Youth Admission	30,109.00	31,000.00	97.1%
031 · Other Admission	223,487.01	220,000.00	101.6%
032 · Concessions/Booths	78,414.02	115,000.00	68.2%
033 · Sponsorships	55,500.00	46,500.00	119.4%
034 · Advertising Sold	6,140.00	7,000.00	87.7%
035 · Gate Change	57,000.00	15,000.00	380.0%
036 · Carnival Income	73,650.79	60,000.00	122.8%
037 · Entry Fees	3,297.00	4,000.00	82.4%
038 · Parking Fees	49,797.00	50,000.00	99.6%
039 · Rodeo Sponsorships	37,759.00	68,800.00	54.9%
040 · Horse Show	0.00	0.00	0.0%
041 · Miscellaneous	18,828.56	5,000.00	376.6%
042 · Rodeo Admissions	5,920.00	7,000.00	84.6%
043 · Main Stage	55,662.50	0.00	100.0%
044 · Arena Admissions	0.00	0.00	0.0%
045 · Amphitheater Concessions	3,425.35	800.00	428.2%

Actually ahead - 100 days - due to 17mo - no operation.

017 · Miscellaneous Income *print out.*

035 · Gate Change *print out*

041 · Miscellaneous *print out*

045 · Amphitheater Concessions *print out.*



11/24/99

## Washington County Fair Complex Budget Overview July through November 1999

	Jul - Nov '99	Budget	% of Budget
046 · Rodeo Miscellaneous	2,090.00	6,000.00	34.8%
047 · Horse Stall Rentals	0.00	4,550.00	0.0%
<b>Total E · FAIR INCOME</b>	<b>701,080.23</b>	<b>640,650.00</b>	<b>109.4%</b>
<b>G · BINGO</b>			
070 · Sessions	4,800.00	13,200.00	36.4%
071 · Food	0.00	0.00	0.0%
072 · Operating Charges	0.00	0.00	0.0%
<b>Total G · BINGO</b>	<b>4,800.00</b>	<b>13,200.00</b>	<b>36.4%</b>
<b>Total Income</b>	<b>1,168,505.66</b>	<b>1,674,350.00</b>	<b>69.8%</b>
<b>Expense</b>			
6999 · Uncategorized Expenses	0.00		
<b>AE · PERSONNEL</b>			
101 · Salaries	211,614.72	443,083.00	47.8%
102 · O.P.E.	55,288.34	127,208.00	43.5%
<b>Total AE · PERSONNEL</b>	<b>266,903.06</b>	<b>570,291.00</b>	<b>46.8%</b>
<b>BE · INTERIM OPERATIONS</b>			
107 · Office Expense	1,622.50	4,200.00	38.6%
108 · Telephone	3,758.86	12,000.00	31.3%
109 · Printing	1,041.00	2,000.00	52.1%
110 · Postage	1,349.90	2,500.00	54.0%
111 · Equip/Bldg Rental			
111A · Equipment Rental	2,499.95		
111B · Armory Rental	275.00		
111 · Equip/Bldg Rental - Other	0.00	8,688.00	0.0%
<b>Total 111 · Equip/Bldg Rental</b>	<b>2,774.95</b>	<b>8,688.00</b>	<b>31.9%</b>
112 · Utilities	28,526.35	70,500.00	40.5%
113 · Repair & Maintenance			
113B · Main Exhibit Hall R & M	187.74		
113C · Cloverleaf R & M	167.02		
113D · Arts & Crafts R & M	108.53		
113G · Grounds/General R & M	7,522.01		
113H · Main Arena R & M	137.75		
113J · Barns R & M	965.16		
113L · Equipment R & M	15,170.79		
113 · Repair & Maintenance - Other	0.00	50,000.00	0.0%
<b>Total 113 · Repair &amp; Maintenance</b>	<b>24,259.00</b>	<b>50,000.00</b>	<b>48.5%</b>
114 · General Supplies	10,759.00	23,000.00	46.8%
115 · Legal Notices	0.00	0.00	0.0%
116 · Gate Change	0.00	5,500.00	0.0%
117 · Parking	899.00	7,000.00	12.8%
118 · Travel & Training	762.52	4,500.00	16.9%
119 · Legal Fees	279.00	1,500.00	18.6%
121 · Professional Svcs.	12,951.00	4,500.00	287.8%
122 · Insurance & Bond	14,287.26	10,000.00	142.9%
123 · Private Mileage	424.39	1,000.00	42.4%
124 · Car Allowance	1,300.00	3,900.00	33.3%
131 · Advertising & P.R.	5,373.38	7,500.00	71.6%
132 · Board Expense	1,851.95	6,000.00	30.9%
133 · Dues, Licenses, Fees	1,361.15	3,000.00	45.4%
149 · Misc. Materials & Svcs.	2,685.40	6,000.00	44.8%
150 · Refunds	6,370.10	15,000.00	42.5%
151 · County Indirect Cost	18,082.50	36,165.00	50.0%
153 · Petty Cash	0.00	200.00	0.0%
154 · RV Park			
154A · RV Park Repair & Maint.	35.94	1,000.00	3.6%
154B · RV Park Hotel/Motel Tax	694.93	1,000.00	69.5%
<b>Total 154 · RV Park</b>	<b>730.87</b>	<b>2,000.00</b>	<b>36.5%</b>
<b>Total BE · INTERIM OPERATIONS</b>	<b>141,450.08</b>	<b>286,653.00</b>	<b>49.3%</b>

*Close adj to Budget*

*4800  
+ 9600  
14400  
- 12200  
2200*

*DUPLICATE*

*OK*

*✓*

*49.3%*

# Washington County Fair Complex Budget Overview

July through November 1999

11/24/99

	Jul - Nov '99	Budget	% of Budget
<b>CE · FAIR OPERATIONS</b>			
175 · Printing	12,905.42	11,000.00	117.3%
176 · Utilities	13,537.01	11,000.00	123.1%
177 · Gate Change	57,000.00	15,000.00	380.0%
178 · Parking	12,249.13	13,000.00	94.2%
179 · Professional Svcs.	43,294.53	30,000.00	144.3%
180 · Advertising	80,933.54	70,000.00	115.6%
181 · Refunds	457.00	1,000.00	45.7%
182 · Miscellaneous	21,673.05	8,000.00	270.9%
183 · Decorations	1,075.64	3,500.00	30.7%
184 · Equipment Rental	12,435.04	12,000.00	103.6%
185 · Horse Stall Rental	0.00	4,550.00	0.0%
186 · Restroom Service	18,784.59	20,000.00	93.9%
187 · Repair & Maintenance	9,901.64	8,000.00	123.8%
<b>Total CE · FAIR OPERATIONS</b>	284,246.59	207,050.00	137.3% ✓
<b>DE · EXHIBITS/COMPETITIONS</b>			
211 · Awards FFA	2,913.00	3,500.00	83.2%
212 · Personnel FFA	837.51	1,000.00	83.8%
213 · Other FFA	343.83	1,500.00	22.9%
221 · Awards 4-H	11,234.60	10,500.00	107.0%
222 · Personnel 4-H	4,907.50	5,500.00	89.2%
223 · Other 4-H	3,063.53	3,600.00	85.1%
231 · Awards Open Class	40,946.41	40,000.00	102.4%
232 · Personnel Open	4,307.49	7,000.00	61.5%
233 · Other Open Class	1,359.31	4,000.00	34.0%
<b>Total DE · EXHIBITS/COMPETITIONS</b>	69,913.18	76,600.00	91.3% ✓
<b>EE · RODEO</b>			
311 · Prize Money	52,000.00	52,800.00	98.5%
312 · Personnel	24,638.22	21,600.00	114.1%
313 · Stock Contract	21,798.85	19,500.00	111.8%
314 · Special Awards	420.00	1,000.00	42.0%
315 · Special Kid's Rodeo	1,347.63	2,000.00	67.4%
316 · Promotion	4,542.91	6,500.00	69.9%
317 · Materials & Supplies	7,191.66	4,000.00	179.8%
318 · Board Expense	483.13	6,000.00	8.1%
319 · Other (Fees & Dues)	2,811.26	2,000.00	140.6%
320 · Queen	2,294.31	3,000.00	76.5%
321 · Rental Equipment	6,325.00	5,000.00	126.5%
321A · Money Raising Projects	2,480.92	3,000.00	82.7%
321B · Petty Cash	0.00	0.00	0.0%
<b>Total EE · RODEO</b>	126,333.89	126,400.00	99.9% ✓
<b>GE · SHOWS &amp; ENTERTAINMENT</b>			
324 · Main Stage	90,276.00	80,000.00	112.8%
325 · Grounds Entertainment	64,160.13	65,000.00	98.7%
326 · Associated Costs-Main	39,189.75	31,500.00	124.4%
327 · Associated Costs-Grounds	10,133.24	11,000.00	92.1%
328 · Touch & See	2,187.25	2,000.00	109.4%
<b>Total GE · SHOWS &amp; ENTERTAINMENT</b>	205,946.37	189,500.00	108.7% ✓
<b>HE · INTERIM ENTERTAINMENT</b>			
375 · Interim Shows	0.00	100,000.00	0.0%
<b>Total HE · INTERIM ENTERTAINMENT</b>	0.00	100,000.00	0.0% ✓
<b>IE · BINGO-EXPENSE</b>			
401 · Personnel	0.00	0.00	0.0%
402 · Supplies	0.00	0.00	0.0%
403 · Mileage	0.00	0.00	0.0%
404 · Food	0.00	0.00	0.0%
405 · Advertising	0.00	0.00	0.0%
406 · Equipment Repairs	0.00	1,000.00	0.0%
407 · Operating Change	0.00	0.00	0.0%
408 · Dues, Licenses, Fees	0.00	0.00	0.0%
<b>Total IE · BINGO-EXPENSE</b>	0.00	1,000.00	0.0% ✓

Washington County Fair Complex  
**Budget Overview**  
 July through November 1999

11/24/99

*12,000 fixed*

	Jul - Nov '99	Budget	% of Budget
JE · CAPITAL OUTLAY			
510 · Purchase/Lease <i>Quadrant</i>	37,482.75	56,000.00	66.9%
511 · Land Improvements	8,410.00	40,000.00	21.0%
512 · Bldg. & Structure	0.00	21,000.00	0.0%
513 · Equipment	24,363.17	20,300.00	120.0%
514 · Equipment - Bingo	0.00	0.00	0.0%
515 · Horse Stalls	0.00	1,000.00	0.0%
<b>Total JE · CAPITAL OUTLAY</b>	<b>70,255.92</b>	<b>138,300.00</b>	<b>50.8%</b>
<b>Total Expense</b>	<b>1,165,049.09</b>	<b>1,695,794.00</b>	<b>68.7%</b>
<b>Net Income</b>	<b>3,456.57</b>	<b>(21,444.00)</b>	<b>(16.1)%</b>

*511-515*

*511/513      32,773      82,300*  
 √  
*49,527*

## MINUTES

### WASHINGTON COUNTY FAIR BOARD MEETING

NOVEMBER 3, 1999

CONVENED: 4:30

#### **FAIR BOARD:**

Chairman Lyle Spiesschaert  
Member: Rich Vial  
Member: Sheila Day  
Member: Ken Leahy  
Member: Kathy Christy

#### **FAIR COMPLEX STAFF:**

Executive Director: Margaret Garza  
Fair Manager: Bill McKinley  
Marketing Manager: Lisa DuPre'  
Maintenance Lead: Mike Wold  
Maintenance: Kelly Goodin

#### **GUESTS:**

Cody Feinauer: Rodeo Committee  
Dick Graff: Guest  
Dave Russell: Boosters

Chairman Lyle Spiesschaert calls the meeting to order at 4:30 with introductions of Board, Staff and Guests.

Spiesschaert adds agenda items: (1) under Old Business an item "D" which would be a discussion of our old policy manual. (2) under New Business add an item "E" , request by the CPO to help one of our Fair Board members do a monthly column.

**1. Consent Agenda:** Margaret Garza gives the report: Garza reviews, comments and explains the Fair Complex financial position for the month of October.

**Chairman Lyle Spiesschaert calls for a motion to accept the consent agenda, Rich Vial so moves, Kathy Christy seconds, the motion passes**

**2. Rodeo Committee Report:** Cody Feinauer gives the report. Feinauer mentions that Gary Price will be the "Vice Chair" of the Rodeo Committee and Feinauer will continue as Chair. Feinauer mentions the discussion the Committee was having about the Rodeo start time from 7:00 PM to 7:30 PM and asked if

WASHINGTON COUNTY FAIR BOARD MINUTES  
NOVEMBER 3, 1999  
PAGE TWO

that would be problem in the Fair scheduling. Bill McKinley comments that the hours of a fair day are orchestrated in that the object was and is to move people from one major activity to another by hour scheduling. Lyle Spiesschaert interjects that he favors the 7:00 PM start time because of the "fit" of the two major events taking place in the evening (big name entertainment and rodeo) and that it is difficult to hold a crowd for more than a few hours, and that people want to do the whole fair and take in all or as many activities and attractions as possible. Spiesschaert continued that he heard the Rodeo announcer, announce on three separate occasions, three different start times for the rodeo, that we really need to clarify the start time at 7:00 PM. Feinauer said yes they will. Feinauer mentioned that the Committee had been approached by the mounted drill team, R.C. Riders. He mentioned that their first question was, "how much will the team cost", then what campground space, power and water will your drill team be needing. The R.C. Riders said that they would like 3 or 4 campsites but did not require power or water. Feinauer then asked them how many stalls they would need. The R.C. Riders said that most will be trailering in and out and that they wouldn't need all that many. The R.C. Riders said they are going to send a tape for the Committee to review. They are a 12-member drill team, which is bigger than the one we are using. Their drill time is approximately seven and a half minutes. Feinauer told them it would have to be about 4 minutes and they said that would be fine. Feinauer wanted to remind all that next week was the Columbia River Circuit Convention and then in December was the NFR finals in Las Vegas. Margaret Garza asks if the Rodeo is considering replacing the existing drill team and had they had discussions with this team? Feinauer said we do not have an existing drill team. Garza clarifies, "the drill team we had last year". Feinauer said that they have not shown an interest or applied and we have not solicited them either. Garza then asks is there any reason why you would not solicit them given that they were the "Power Rents" team and then last year became the Washington County Fair and Rodeo Drill team. Feinauer said there are some reasons. First, there are some personality conflicts between some of the people in that organization and ours, and we are trying to get rid of as many personality conflicts as we can. Secondly, we are open for "bigger and better". And if these ladies (R.C. Riders) are better we may go with them, if not, we may be back with the same drill team as last year. Feinauer said we understand that drill team is no longer a drill team (last year's team). Feinauer further said that he knew for a fact that three of the team are no longer members. Spiesschaert said that because we are a public entity, that we must use a "process" in selecting a drill team and see if they are interested, and if they are, put both out there as possibilities and then decide using reasoning. McKinley said to "document" the process. Kathy Christy mentioned getting an announcement out and take applications. Sheila Day asks where the "R.C" in the R.C. Riders comes from?

*question*  
*Garza*

*Code first*

**WASHINGTON COUNTY FAIR BOARD MINUTES  
NOVEMBER 3, 1999  
PAGE THREE**

Feinauer said he didn't know. Garza mentioned that the group was passed on to Fair staff as a potential drill team by someone in the Boosters, Garza gave the reference to McKinley and McKinley gave it to Feinauer. Garza said she didn't know what R C stood for either. Feinauer mentioned that they won many awards during the last several years including first in state competition. They are a Washington County team. Spiesschaert said that whatever group you go with, why don't you enter into a written contract. Feinauer agreed. McKinley suggested to Feinauer that they get together for that and especially in the advertising for the drill team. Spiesschaert asked if the National Finals convention is the first of December. Feinauer said it is 1-4 of December.

**3. Booster's Report:** Dave Russell gives report. Russell is the new president of the Boosters. We had a good year and made something in the area of \$8,000 through the booster's booth. Russell said that we now have some money that we could be talking to the Board about doing something for the Fairgrounds. It might be sponsoring something that the Board itself can not sponsor. Our plans are not to hold another meeting until the 1<sup>st</sup> of February. Garza said that we will not put you on the agenda until then. Spiesschaert said that we welcome you to come to the Board meetings anytime but we will not put you on the agenda.

**4. Marketing Report:** Lisa DuPre' gives the report. DuPre's says that we are very, very busy. It looks like our December is going to be bigger than last years. We don't have enough buildings to accommodate all the Christmas related activities. She said that she just signed a new contract for another dog event. The Australian Shepherd Club of Oregon will be out here in February to do a specialty show. A contact was made with a person that wants to book a couple of dates for the vintage clothing and textile show that had been at the Seattle Center for the past many years, and are looking for a change of venue. The show would be a unique kind of event, one like we have never have had before. DuPre' said she was interested to see how the new rate increase is going to help with the year calendar year fast approaching. Spiesschaert asked if the renters were accepting the changes very well. DuPre' said that they were, and with no problem at all. Spiesschaert asked if he thought that the Haunted Caves may be coming back. Dupre' said we need to know, with them showing their sponsorship commitment, by April 1<sup>st</sup> and even if they don't show, I have two or three people that want their dates. Plus the Kiwanis have contacted me in wanting to do a haunted caves. We have people lined up for April 1<sup>st</sup> waiting to see what happens. Sheila Day mentioned the article in the Argus about the Haunted Caves.

**5. Maintenance Report:** Mike Wold gives report. Wold says the team is busy. We have replaced a couple of drain lines, and are parking RV's and boats. Rich

**WASHINGTON COUNTY FAIR BOARD MINUTES  
NOVEMBER 3, 1999  
PAGE FOUR**

Vial asked what we have done on the 4-H campground and parking lot next to the ballparks. Spiesschaert interjects that that is why we had Mike come to the Board meeting this month as he did last month to give us an update on the 4-H and south parking lot. Wold said that he sent out five bids to level the lot and plane it and only got one back for \$6,700, and that was just to level it. We are still waiting for the fill dirt to come. Vial mentioned that he talked to Lynn Hendrickson and he got bogged down in getting trees out of the area where the fill dirt is. Garza asked that we go back and clarify this situation so that everybody understand what is being discussed. McKinley provides an overview of the issues related to the 4-H Campgrounds and South Parking lot. McKinley mentions that Hendrickson is a contact that Rich Vial knew, with the idea that we could fill the ruts in the parking lot with fill dirt he could provide. McKinley relates the problems and challenges that are involved in trying to accomplish the task. He mentioned that Vial, Goodin, Wold and himself walked the area and discussed the problem and potential options at length. Staff also met with the City Parks people to discuss options considering that they use the parking area south of the 4-H campgrounds as much or more than we do. The idea of fencing and securing the area after we fill and grade was presented as an option. Discussion. The consensus was to wait until after Fair to fill and plant grass. Ken Leahy said that we can shoot some grades before that to get an idea where the water will go. He also mentioned that it did not make any sense to fence the area before it is graded and planted. Mike Wold mentioned that there were drain catchments in the 4-H parking lot, but they were set too high. Leahy mentioned that he would be glad to come out and look to see if they could be lowered. Vial said he was responding to individuals that broke axles in that area south of the access road. Vial said that Hendrickson could shoot some grades. Spiesschaert said let's do something to improve it but not spend a lot of money on this problem. He said, really, what it needs is some maintenance done on it. Spiesschaert said he thinks we can get in, in the spring to get some farm equipment in here and work that surface down and seed it without irrigation. The Board decided to hold off on the fill dirt until further notice. Vial will talk to Lynn Hendrickson. Ken Leahy said he would visit the site. Discussion ensues about the rodeo arena drainage.

**6. Old Business: (A) Executive Director review:** Spiesschaert said that a date and process has been postponed until a date for this process could be established. Spiesschaert suggests a work session in which we deal with the master plan and long range plan and then deal with our day to day operations a lot. And in a relaxed environment and get our heads together on where we want the daily operations to be going, which would include the Director's evaluation as part of that. And get into agreement as to where our long-range plan is headed.

**WASHINGTON COUNTY FAIR BOARD MINUTES  
NOVEMBER 3, 1999  
PAGE FIVE**

We are talking about a three or four hour block. Ken Leahy asks where?, here? The date of November 17 at Cavanaugh's Restaurant was scheduled for the meeting. **(B) Policy Manual:** Garza passes out copies of the Fair policies that Cal Wade compiled. Vial agreed to clean up the wording and you (Board) would be making decisions as to what you think may not be in there. Garza mentioned that since Vial had not received the faxes on this material that we may want to put it on next month's agenda. Garza suggest that the Fair Board members make time to read those policies and make comments and perhaps fax those comments back to Rich Vial.

**7. New Business: (A) Discussion on potential change of Fair dates:** Bill McKinley leads Discussion. Spiesschaert mentions that out of this discussion we hope to draft policy on fixed fair dates. McKinley mentioned he contacted various entities including POVA, and Washington County Visitor's bureau to essentially understand the scheduling of fairs, festivals and similar events that we would potentially be competing with on the proposed changed dates. Melissa Williams prepared a bar graph that was more demonstrable than a numeric or verbal representation. The information gathered indicated that there was no major conflicts with fairs/festivals in our region in the last full week in July. Our major concern was that we did not want to "overlap" Clark County which is our primary competitor in the region. Talking to the fair people at Clark County, they have made a major commitment to increase the scope of their big name entertainment effort, and that will undoubtedly adversely affect us here in Washington County. McKinley went on to say that the reason that this week became available is because of the Multnomah County Fair collapse on those dates. Spiesschaert asks in clarification, is that the reason that staff is considering changing our dates, that is, number one, to avoid an overlap with Clark, and also to avoid confusion between offerings at our two large events? Spiesschaert mentioned our conflict with Clakamas County Fair. McKinley said there is no conflict with Clakamas because they are a mid-August Fair. Spiesschaert said we just want to be clear about the potential of conflicting dates. He also said this fairly defines our conflict of schedule concerns, but then there are other concerns such as vendors, carnival, etc., to be considered. McKinley said that he had talked to other fairs including Ventura County that recently moved off the dates of Orange County Fair and the results were very positive overall. They lost a few vendors but not all that many and were able to pick up new ones. Spiesschaert said that was a strong argument to move it but from the land products point of view that may be a negative issue. Spiesschaert asked if there were any other things we want to consider. Sheila Day said that from the 4-H position, that from the time school is out until fair that the kids only have a month to prepare their projects. Day also said anything grown is just not going to be there. Feinauer asked about



WASHINGTON COUNTY FAIR BOARD MINUTES  
NOVEMBER 3, 1999  
PAGE SIX

the Horse Fair dates and if it is still going to stay a week before the Fair? Garza said yes. Discussion. Rich Vial suggested that the dates should be the last Saturday, ending on a Sunday in July. McKinley also mentions a conflict with Deschutes in terms of livestock special shows drawing away stock from our show, Spiesschaert said I think we are now talking about changing (dates). Spiesschaert said that he would personally like it later but does not want to overlap with Clark. Spiesschaert said further that if Clakamas changes or Clark ever move dates, then he'd like to revisit our decision. Discussion as to how many years out ahead do we publish our dates. Spiesschaert cautions in announcing our dates too far out, he would favor "tentative" dates two years out. Rich Vial suggests we have a policy but that we set the actual dates 18 months prior to the Fair. The dates be set at, or affirmed at the November Board meeting for the year after the next Fair. Spiesschaert states that it is highly likely that the fairs around us will change.

*without including the last Friday in July*  
*in the last Friday of July & ending on.*  
Rich Vial moves that in the year 2001 we change the Fair dates to begin on Tuesday and conclude on the last Saturday of July, ending on a Sunday. Amended to include the actual setting of the dates not less than 18 months prior to the actual dates, Kathy Christy seconds, the motion passes.

**(B) Fischer Donation:** Margaret Garza gives update. Garza passes out information. Annette and Detlef Fischer have offered to the Fair as a donation, a restaurant that was formally a "Hot and Now". Garza explains the particulars on the structure. There are several issues that we need to consider in terms of cost, etc., before we go ahead. The first consideration is the actual moving of the facility from its location in North Plains to the Fair Complex. The structure is on a "cradle system" and not on wheels. The original owner said that it would probably cost us somewhere between three to four thousands dollars if their mover moved it. Spiesschaert said "plus permits"?, Garza said that was included in the cost to move it. Garza also contacted Gene Zurbrugg and he echoed the 3 to 4 thousand to move it. Garza also asked Ken Leahy to inspect the facility to see what would be needed to be done to get it operational at the Fair Complex. One would be the foundation, then electrical, plumbing reconnects, and equipment installation which we would need that is not in the structure. Garza had contacted Boxer Northwest, Roses and Dan Pittman all are restaurant equipment supply houses, and found that some of the original equipment is still available but questioned if we needed all that. The grill alone would cost about five thousand dollars. And that the overall cost of equipping the facility would be lowered to about 7 to 5 thousand by using equipment that was more suitable to our situation. Garza also said the Fischer's would want a reappraisal of the facility for

**WASHINGTON COUNTY FAIR BOARD MINUTES  
NOVEMBER 3, 1999  
PAGE SEVEN**

tax purposes. Dave Russell helped Garza with Section 1059 of the US tax code that would allow the county to accept such a donation. Garza also checked with County legal and they said that we could legally accept that structure. Discussion. Spiesschaert said that if we brought the facility on the site that it should operate as a fair restaurant, combined with a dining area. And then we could lease it out to some catering entity to run it whenever it is needed. Our income would come on a percentage by providing the facility. Ken Leahy asked if we go out on an RFP for a caterer? Rich Vial said if this is to be open to make sandwiches or prepare food on site, why hasn't the Cloverleaf Building been open for that? Garza said each facility has been allocated by weekend for a specific event and that usage often requires the kitchen facilities. Dave Russell said that the Hot and Now facility and related costs seems pretty high. Garza suggests that we carefully look at the return on investment and also how such a purchase will effect our master plan thinking. Garza said further that the Fischer's asked for a decision by tomorrow if that's possible, and that the temporary permit runs until March of 2000. Kathy Christy asked where we would propose to place it. Lisa DuPre' shows a place using the map in the Fair food core area just south of the ME building. Discussion. Garza said that after Zurbrugg completed his analysis of costs, this information and this subject will be revisited at December's Board meeting. Finally, Garza has talked to the County Health Department to go through the facility with a checklist to see what needs to be done to be in compliance with County health regulations. **(C) Tualatin Valley Workshop Award:** Bill McKinley acknowledges an award that the staff received from the Tualatin Valley Workshop on being the outstanding advocate(s) of the year. These are the folks that do our restroom cleanup during Fair and we were honored by the award. McKinley mentioned that he attended their awards banquet. **(D) Manure Pile:** Lyle Spiesschaert comments. His observation is that the pile seems to grow bigger each year. He is looking for suggestions. Kathy Christy asked if it is "mature" enough for people to use in their gardens next year? Garza said yes and mentioned that we do advertise quite frequently in the Argus for people to take it at no charge. Spiesschaert said that the shavings are a real downer for people. Mike Wold said that it really is just the opposite. Most people want the shavings for their gardens. Kelly Goodin said that if they break down for a couple of years the material OK. Garza mentioned that she met with the County and the Zoo to see about the potential for removal. The problem is that most people want us to go through the material and separate the straw out and it becomes a real difficult task. Rich Vial suggested that we buy a manure spreader to put it on our own fields. Mike Wold said DEQ would probably not approve. Discussion. Garza said that if anyone can come up with a reasonable solution please bring it forward. **(E) Request by CPO:** Lyle Spiesschaert mentions that the CPO had asked Sheila Day if she would like to write a column

**WASHINGTON COUNTY FAIR BOARD MINUTES  
NOVEMBER 3, 1999  
PAGE EIGHT**

for the monthly newsletter. Spiesschaert said that Day is really knowledgeable about the Fair and he asked her if she would be willing to do that. That is, to have her do a regular "release" for the Fair to go to our mass media, Friends of Extension paper, to the CPO newsletter, items of public interest like perhaps the manure pile, or maybe a feature on one of our volunteers for that month. Spiesschaert said that we should accept her offer and send a copy to Margaret Garza to insure accuracy. Garza stated that she would add Spiesschaert and her name to be included on the by-line. That way it would be from the complete organization, and the County would probably approve of that. **(F) General Correspondence:** Garza mentions that we have received thank you notes from the 4-H'ers for last year's Fair, and we have about 24 so far, if anybody wants to review them they are here.

**Fair Board by acclamation adjourns at 6:33 PM to go into Executive Session**

**MINUTES APPROVED THIS 7<sup>TH</sup> DAY OF DECEMBER, 1999**

---

**Bill McKinley  
Recording Secretary**

**Lyle Spiesschaert  
Chair**

# Washington County **FAIR COMPLEX**

## Facility Schedule for December-1999

### Wednesday, December 01, 1999

Main Exhibit-South Church Service  
Meeting Room Horses Unlimited 4-H Group

### Saturday, December 04, 1999

Arts & Crafts Bldg.-N.W. Adoptive Families Holiday Party  
Large Cvd. Show Rg. Silver Shadows 4-H Horses  
Quadrant Property Heavy Equipment Auction  
Main Exhibit-South Computer Show  
Main Exhibit-North Mountain Man Trade Show

### Sunday, December 05, 1999

Main Exhibit-South Computer Show  
Main Exhibit-North Mountain Man Trade Show

### Monday, December 06, 1999

Meeting Room 4-H Kids N' Canines Meeting  
Cloverleaf Rodeo Board Meeting  
Main Exhibit Hall 4-H Dog Class

### Tuesday, December 07, 1999

Floral Pioneer Heritage Academy  
Meeting Room High School Equestrian  
Main Exhibit-South The Pet Consultants Dog Class  
Arts & Crafts 4-H Guide Dogs  
Cloverleaf Building Glencoe Football Bingo

### Wednesday, December 08, 1999

Cloverleaf Building Church Service  
Floral Pioneer Heritage Academy

### Thursday, December 09, 1999

Floral Pioneer Heritage Academy

### Saturday, December 11, 1999

Main Exhibit Reser's Company Christmas Party  
Floral Building Sheriff's Posse Christmas Party

### Sunday, December 12, 1999

Arts & Crafts George Fox University Hoe Down

### Monday, December 13, 1999

Meeting Room 4-H Dog Class  
Main Exhibit 4-H Kids N' Canines Meeting

### Tuesday, December 14, 1999

Arts & Crafts Dynamutts 4-H Club  
Floral Pioneer Heritage Academy

### Wednesday, December 15, 1999

Arts & Crafts Kitten Crew 4-H Club  
Main Exhibit Church Service  
Floral Pioneer Heritage Academy  
Cloverleaf Su Casa's Holiday Party

### Thursday, December 16, 1999

Floral Pioneer Heritage Academy

### Saturday, December 18, 1999

Large Cvd. Show Rg. Silver Shadows 4-H Horses  
Arts & Crafts Garner Electric's Christmas Party  
Armory Wedding Reception

### Sunday, December 19, 1999

Cloverleaf Building Wedding Reception

### Monday, December 20, 1999

Main Exhibit 4-H Kids N' Canines Meeting  
Main Exhibit Waggin' Masters 4-H Dog Club

### Tuesday, December 21, 1999

Cloverleaf Building Glencoe Football Bingo

### Wednesday, December 22, 1999

Main Exhibit Church Service

Washington County Fair Complex  
Line Item Report  
December 1998

12/07/99

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Income				
C · DEDICATED FUNDS				
		009 · Hotel/Motel Tax		
12/31/1998				1,428.92
		Total 009 · Hotel/Motel Tax		1,428.92
		Total C · DEDICATED FUNDS		1,428.92
		Total Income		1,428.92
		Expense		
		Net Income		1,428.92

12/07/99

**Washington County Fair Complex**  
**Line Item Report**  
 July through December 1999

Date	Num	Name	Memo	Paid Amount
<b>Income</b>				
<b>D · INTERIM INCOME</b>				
<b>017 · Miscellaneous Income</b>				
7/12/1999	676	Misc. Income	Photocopy charges	16.00
7/12/1999	681	Misc. Income	Payphone commission	6.23
7/29/1999	800	Misc. Income	John Thomas memorial donation	50.00
8/26/1999	892	Misc. Income	Collect call received by customer	10.00
8/26/1999	896	Earl Bisbee	Trailer purchase	25.00
9/9/1999	913	James Friedel	Steel Building Bid Purchase	1,111.00
9/10/1999			Misc Income/Fair 1999	77.00
9/16/1999	944	Adan Avalos Gomez	Pymt for event insurance/Gales Creek Ins...	225.00
9/21/1999	965	SAIF	Dividend Payment	2,173.00
9/28/1999	992	Hillsboro Chamber of Commerce	Petting Zoo Upgrade Sponsorship	2,000.00
9/30/1999	1007	Misc. Income	Pop Proceeds	453.06
10/4/1999	1008	Misc. Income	Unclaimed premium monies	1,233.25
10/4/1999	1023	Misc. Income	Horse stall rental	10.00
10/22/1999	1072	Misc. Income	AT&T Payphone Commission	52.99
10/25/1999	1075	Garment Graphics	Refund Overpayment	100.00
11/3/1999	1111	Douglas Schow	Returned check service charge	3.00
11/18/1999	1146	Misc. Income	Postage Reimb	1.00
Total 017 · Miscellaneous Income				7,546.53
Total D · INTERIM INCOME				7,546.53
<b>E · FAIR INCOME</b>				
<b>035 · Gate Change</b>				
7/28/1999	778	Misc. Income	Gate Change Deposit	1,241.21
7/29/1999	779	Misc. Income	Gate Change Deposit	3,586.95
7/30/1999	801	Misc. Income	Gate Change Deposit	1,865.70
8/2/1999	802	Misc. Income	Gate Change Deposit	6,627.50
8/2/1999	803	Misc. Income	Gate Change Deposit	7,444.03
8/2/1999	871	Misc. Income	Gate Change Deposit	36,234.61
Total 035 · Gate Change				57,000.00
<b>041 · Miscellaneous</b>				
7/6/1999	641	Misc. Income	Fair Camping Fees	48.00
7/6/1999	648	Misc. Income	Camping Fees	155.00
7/6/1999	654	Misc. Income	Camping Fees	108.00
7/6/1999	655	Stephanie Neil	Camping Fees	16.00
7/8/1999	657	Misc. Income	Fair Camping	136.00
7/8/1999	658	Rock Creek Jerseys	Fair Camping	20.00
7/8/1999	660	Joan Morris	Award for Grand Ch. Bull/Grand Ch. Fem...	10.00
7/8/1999	664	Misc. Income	Fair Camping	44.00
7/8/1999	672	Marie Arbogast	RV Camping/Fair	30.00
7/12/1999	674	Misc. Income	Fair Camping	288.00
7/12/1999	679	Misc. Income	Camping Fees	232.00
7/14/1999	685	Misc. Income	Camping Fees	120.00
7/14/1999	686	Debbie Pierce	Camping Fees	12.00
7/14/1999	690	Wendy Ross	Camping Fees	60.00
7/14/1999	694	Misc. Income	Miscellaneous Income/Fair	27.00
7/15/1999	698	Misc. Income	Camping Fees	72.00
7/15/1999	701	Misc. Income	Fair Camping	332.00
7/15/1999	702	Micheal Brooks	Fair Camping	88.00
7/19/1999	710	Karen Yoder	Camping Fees	48.00
7/23/1999	742	Christina Marsau	Fair Camping	24.00
7/23/1999	749	Darla Huntley	Camping Fees	8.00
7/25/1999	768	Misc. Income	Fair Camping Fees	72.00
7/29/1999	788	Winona Grange	Grange award donation	15.00
7/30/1999	804	Misc. Income	Customer shorted on 7/28/99	80.00
8/2/1999	870	Misc. Income	Steak Fry ticket sales	952.00
8/2/1999	872	Misc. Income	Ice sales	181.00
8/2/1999	873	Misc. Income	Vendor camping fees & other misc income	7,331.50
8/2/1999	871	Misc. Income	Misc Income/Fair	430.88
8/4/1999	808	Misc. Income	Ride Coupons	16.00
8/4/1999	816	Premier	Share of radio rental	825.00
8/4/1999	818	Don Logan	Camping Fees	40.00
8/4/1999	821	Misc. Income	Rotary-Ice Sales	100.00
8/4/1999	822	Misc. Income	Stall Fees	20.00

12/07/99

**Washington County Fair Complex**  
**Line Item Report**  
 July through December 1999

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
8/4/1999	830	Misc. Income	Stall Fees	20.00
8/13/1999	848	Misc. Income	Fair Camping	27.00
8/13/1999	869	Funtastic Show Inc.	Fair-Improvements	5,000.00
8/20/1999	888	Mt Hood Beverage	Refund Beverage Deposit	157.50
8/26/1999	891	Farmer's Cooperative Creamery	Fair Milkings	822.80
9/21/1999	976	Fair Boosters	Ice Sales/Fair Boosters	75.00
10/7/1999	99-156	Reedville Cafe & Catering Company	Bags of ice for Fair 1999	178.00
10/7/1999	1036	Metro West	Refund overpayment on Medic services	546.88
10/12/1999	99-155	Su Casa Imports	Bags of ice for Fair 1999	60.00
12/1/1999	1151	Portland Watch Company	RV Parking/Fair	35.00
Total 041 - Miscellaneous				18,863.56
<b>045 - Amphitheater Concessions</b>				
7/29/1999	782	Misc. Income	Amphitheater Concessions/Britney Spears	2,858.00
8/4/1999	807	Misc. Income	Amphitheater Concessions/Charlie Robison	56.35
8/4/1999	826	Steppenwolf	Amphitheater Concessions/Steppenwolf	511.00
Total 045 - Amphitheater Concessions				3,425.35
<b>046 - Rodeo Miscellaneous</b>				
8/13/1999	845	Farmgro Supply Co.	Rodeo program advertising	60.00
8/13/1999	846	Boothill	Rodeo program advertising	120.00
8/13/1999	847	Bert DeVlaeminck	Rodeo program advertising	60.00
8/13/1999	849	Component Resources	Rodeo program advertising	60.00
8/13/1999	850	W.G. Moe & Sons, Inc.	Rodeo program advertising	300.00
8/13/1999	851	Stephen Crowley	Rodeo program advertising	60.00
8/13/1999	865	Insight Electronics	Rodeo program advertising	60.00
9/21/1999	968	Misc. Income	Rodeo Merchandise	1,455.00
10/1/1999		Amy Press & William Kirk, Jr.	NSF Check/Amy Press & William Kirk, Jr.	(85.00)
Total 046 - Rodeo Miscellaneous				2,090.00
Total E - FAIR INCOME				81,378.91
Total Income				88,925.44
Expense				
<b>Net Income</b>				<b>88,925.44</b>

Harry Eisenberg  
12/7/99

**Capital Expenditure Overview for FY 1999-2000**

new steel pipe

John Deere

yes

yes

yes

1. Small pickup truck w/turf tires  
(purchase used w/ 30-40K miles; estimated cost) **\$10-13K**

2. Toro Diesel Mower - engine overhaul **\$5-6500K**

3. Telephones **\$5436**

4. Computer Networking & Internet connection **\$6000**

5. Interim equipment

a. Full platform stage (24" high) **\$4311**

b. 50 metal folding chairs **\$1089**

c. Stanchions w/ (3) 100 ft. sections of chain **\$1592**

**Subtotal \$6992**

\$ 33428

6. Caretakers home (foundation)

a. to level & place pads **\$5000**

b. complete foundation (choose a or b) **\$9000**

7. Floral Building (needs complete reroof & restrip hot mop) **\$10,000**

8. Sound system on Fairgrounds to be discussed (?)

9. Fire Suppression System for St. Matthew's booth **\$8400-10K**

10. Fuel tanks **\$14-20K**

**Total Expenditures \$70,828-86,928**

leasing portables.

available budget 49,527

go w/ better  
hw engine cost

20K

36 payment

Web page

interaction w/ superintendent

Dynamilis static

trade in

dehumidifier  
Dump  
type

Kerry + Kyle

Kelly ->

next fiscal year

Boost  
Auction



12/7/99

## Phone System Comparison Overview

**Spirit Communications:** \$5436

4 port 70 hour voicemail

6 lines x 16 stations  
(possible upgrade to 8 lines x 24 stations)

2 year warranty on phones

1 year warranty on voicemail system

**GTE:** \$6115

4 port 144 hour voicemail  
(no further expansion available)

8 lines x 16 stations  
(possible upgrade to 8 lines x 24 stations)

1 year warranty on entire system (phones & voicemail)

**GTE:** \$9215

4 port 200 hour voicemail  
(possible upgrade to 16 port)

8 lines x 16 stations  
(possible upgrade to 8 lines x 24 stations)

1 year warranty on entire system (phones & voicemail)

**Directlink Communications:** \$6497

4 port 100 hour voicemail  
(no expandability information given)

6 lines x 16 stations  
(this is maximum capacity)

2 year warranty (parts & labor)  
(no indication on whether this covers phones & voicemail)

**ABA Networks:**

**\$8706**

4 port 100+ hour voicemail  
(expandable to 8 ports)

8 lines x 16 stations  
(no indication on upgrade capacity)

1 year warranty (labor & material)



# SPIRIT COMMUNICATIONS, INC.

Your voice and data company providing network solutions for tomorrow...

## WASHINGTON COUNTY FAIR COMPLEX PROPOSAL

SPRINT CTX bid with voicemail 6 CO lines 16 stations

Qty.	Description	Unit	Total
1	Protege CTX / with 4 port 70 hour voice mail Equipped for 6 lines X 16 stations,software	\$ 3,488.86	\$ 3,928.86
9	31 Button Executive Keypad	\$ 228.76	\$ 2,207.34
1	17 Button non-Display Keypad	\$ 154.28	\$ 170.78
1	External Modem	\$ 124.60	\$ 138.35
1	Modem Cable	\$ 21.00	\$ 21.00
1	surge protector	\$ 56.66	\$ 56.66
	Misc. installation supplies		\$ 80.00
0	Installation, programming & training included		
8	Cable charge (per phone)	\$ 25.00	\$ 200.00
	<b>SUB-TOTAL</b>		<b>\$ 6,802.98</b>
	<b>DISCOUNT</b>		<b>\$ 646.00</b>
	<b>TOTAL</b>		<b>\$ 5,436.00</b>

OPTIONAL:  
ea ACS HEADSET \$ 212.00 EACH

\* includes 2 hours of onsite training  
bid is based on using existing cabling for  
phone locations

2 YEAR WARRANTY ON PROTEGE  
1 YEAR WARRANTY ON VOICE MAIL

This Quote is good for 30 days  
3/22/99

## BRINGING DIGITAL SOUND AND CAPABILITIES TO YOUR DESKTOP

Clearly confident - that's the message Protegé keysets deliver with their clean, sleek design. And Protegé keysets pay off in performance, with the clearest digital sound and powerful, flexible features.

### BUSINESS KEYSET

This 17-button phone gives you hard-working features to help you work more efficiently. Standard features include:



- 1+ • Speakerphone
- Headset Jack
- Handsfree Dialing
- Independent Volume Level Settings for Ringing, Handset, Speakerphone and Background Music
- 10-Foot Coiled Handset Cord
- Reversible Baseplate for Wall Mounting

Seven fixed keys and a programmable Redial key provide quick, easy access to the most frequently used functions:

- Hold
- Transfer/Conference
- Redial (programmable)
- Clear
- Function
- Volume Up
- Volume Down
- Speaker On/Off

The Business Keyset also provides 9 programmable dual-function keys that can be used for central office line appearances, feature keys, and as speed dial keys. Associated dual-color (red/green) LEDs provide you with important call processing and status information at a glance.

### BUSINESS KEYSET WITH DISPLAY

This 26-button keyset combines all the features of the Business Keyset with a 16-character, 2-line display and 3 interactive function keys to maximize productivity. Standard features include:



- 3 Interactive Function Keys
- Speakerphone
- Headset Jack
- Handsfree Dialing
- Independent Volume Level Settings for Ringing, Handset, Speakerphone and Background Music
- 10-Foot Coiled Handset Cord
- Reversible Baseplate for Wall Mounting

Seven fixed keys and a programmable Redial key give you quick, easy access to the most frequently used functions:

- Hold
- Transfer/Conference
- Redial (programmable)
- Clear
- Function
- Volume Up
- Volume Down
- Speaker On/Off

The Business Keyset with Display provides 15 programmable feature keys that can be used for central office line appearances and feature keys. In addition, 10 of the 15 programmable feature keys are dual-function keys that can be programmed for central office line appearances or feature keys, and as speed dial keys. Associated dual-color (red/green) LEDs provide you with important call processing and status information at a glance.



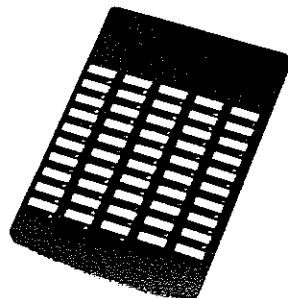
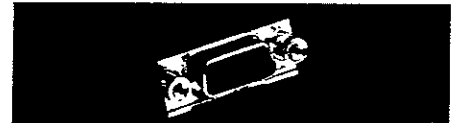
### 9+ EXECUTIVE KEYSET

The 31-button Executive Keyset comes with all the features of the Business Keyset with Display, plus even more time- and money-saving features:

- Off-Hook Voice Announce
- Reverse Off-Hook Voice Announce
- Large 16 Character, 2-Line LCD
- 20 Programmable Feature Keys, 10 of which are Dual Function all with associated Dual-Color (red/green) LEDs.

### EXECUTIVE DATA KEYSET

This keyset has all the features of the Executive Keyset plus a Data Port that provides a bi-directional serial communication link to your personal computer. The Data Port gives you a gateway for applications such as CTI, modem pooling and point-to-point data transfer.



### DSS/BLF UNIT

The Direct Station Select/Busy Lamp Field (DSS/BLF) Unit is a 50-button device that helps manage call traffic quickly and efficiently. All 50 keys are programmable, and 48 of the keys have associated dual-color

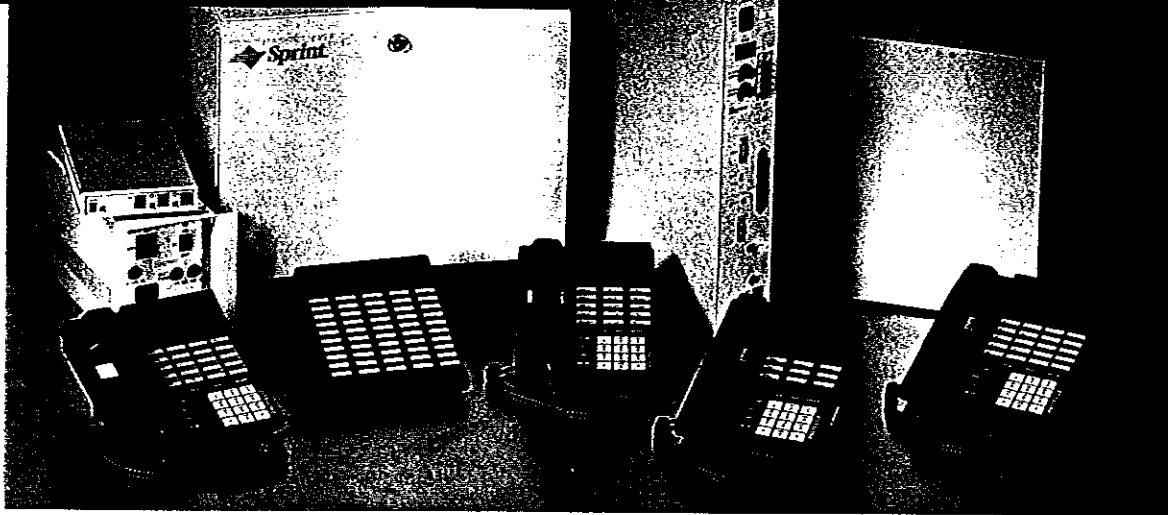
LEDs and can be programmed as direct station select keys, central office line keys, speed dial keys or other directory numbers.

When programmed as direct station select keys, busy lamp field indications include station idle, station busy, station ringing and more.

Turn this page over for a demonstration of keyset interactive display functions.

# PROTEGÉ

## DIGITAL HYBRID KEY SYSTEM



### FEATURES OF THE FUTURE HERE FOR YOU TODAY

Protegé brings you the most advanced features to help you work more productively. All these features are available with the Protegé CTX, MTX and LTX systems:

#### SYSTEM FEATURES

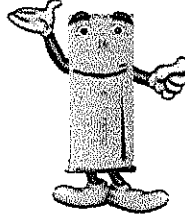
- Account Codes (Forced)
- Account Codes (Optional)
- Alternate Route for Outgoing
- Alternate Transfer Process
- Automated Attendant
- Automatic Message Notification
- Automatic Wake Up
- Class of Service Change
- Class of Service Override (Abbreviated Dialing)
- Computer Telephony Integration
- Direct Inward System Access (DISA)
- End-to-End Signaling
- Hold Reminder
- Incoming Calling Line Identification (ICLID)
- Least Cost Routing
- Line Access Assignment
- Numbering Plan (Extension)
- Numbering Plan (System)
- Preset Call Forward
- Receive Assignment
- Remote Alarm Reporting
- Ringing Position
- Room Status
- Service Mode Selection
- Station Message Detail Recording (SMDR)
- Tenant Calling
- Toll Restriction
- UCD Route Override
- Uniform Call Distribution (UCD)
- Virtual Numbers
- Voice Mail Integration
- Answering Machine Emulation
- Authority Code
- Automatic Answer
- Automatic Busy Redial (ABR)
- Automatic Conversation Record
- Automatic Hold
- Automatic Line Selection
- Automatic Transfer
- Background Music
- Call Forward Busy
- Call Forward Direct
- Call Forward External
- Call Forward Follow Me
- Call Forward Follow From
- Call Forward No Answer
- Call Operator
- Call Pickup (Directed)
- Call Pickup (Group)
- Call Transfer (Blind)
- Call Transfer (Screened)
- Callback Busy Extension
- Callback Busy Route
- Callback Busy Trunk
- Callback Idle Extension
- Calling Party Identification
- Camp On
- Cancel Miscellaneous Operations
- Clear
- CO Flash
- Conference
- Data Call
- Data Rate Selection
- Dial Access to Features
- Direct Station Select (DSS)
- Directory Dialing
- Distinctive Ringing
- DND Override
- Do Not Disturb (DND)
- Drop Time-out
- DSS Key Programming
- Extension Feature Check Status
- Feature Disable
- Group Listen
- Headset Mode
- Hold (Individual)
- Hold (System)
- Hot Keypad
- Hotline
- Hunt Group Supervisor Monitor
- Intrusion
- Key Inquiry
- Last Number Redial (LNR)
- Lock/Unlock
- Lookup Directory Numbers
- Lookup Feature Code
- Meet Me Answer (Paging)
- Message Waiting
- Messages (Premises)
- Messaging
- Music On Hold
- Mute
- No-Ring Transfer (Call Park)
- Off-Hook Voice Announce (OHVA)
- Page Receive
- Paging
- Private Talk
- Pulse to Tone Conversion
- Reminder Service
- Reverse Off-Hook Voice Announce
- Ringing Line Preference
- Saved Number Redial (SNR)
- Soft Keys
- Speakerphone Enable/Disable
- Traveling Class of Service
- UCD Agent Help
- UCD Agent Log Off/On
- UCD Agent Wrap-Up Time
- User Programmable Feature Keys
- User Saved Number Redial (USNR)
- Voice Call
- Voice to Ring Interchange

#### STATION FEATURES

- Abbreviated Dialing (System)
- Abbreviated Dialing (Individual)
- Alarm Indication Key
- Alphanumeric Display

Contact your Sprint telephone Systems Authorized Dealer to find out how Protegé can help your business succeed.

**User Friendly**  
**Computer Services**



503/553-5382

*Don Wood*

[don@user-friendly.org](mailto:don@user-friendly.org)

[www.user-friendly.org](http://www.user-friendly.org)

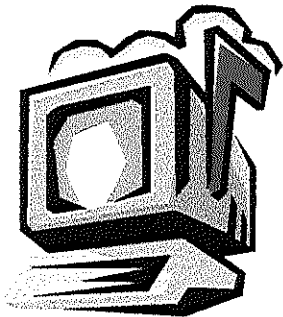
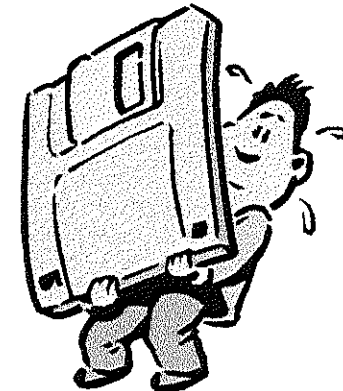
Proposal  
for  
Washington County Fair Complex

# *Why Network?*

- File and Printer Sharing

Networking allows files and printers to be shared without having to use floppy disks to transfer the data.

Some files are larger than will fit on portable disks which makes sharing them very prohibitive.



- Email

Communication between staff members is greatly improved with the use of Email. People can then communicate without having to be present for clarification.

- Internet

Networking gives access to the World Wide Web to at once. Email and research are just a click away while security and user rights are easily customized to insure productivity.

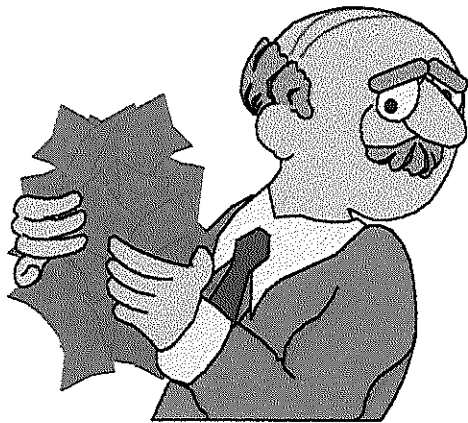


# Why Network?

*(Continued)*

- Increased Efficiency

Many small offices are not aware of the amount of redundancy which takes place until they begin using and experiencing the benefits of sharing common files on the network.



- Save Money

From employee hours to data management to resource sharing, networking your small businesses computers is the best way to increase efficiency and productivity.

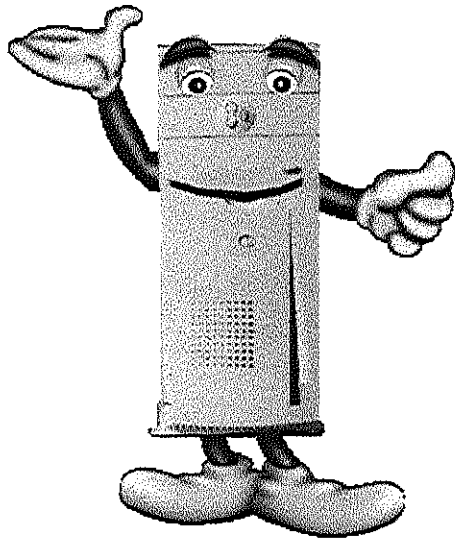


# Why User Friendly Computer Services?

- Experience

*3 yrs RTs & Labor*

We have been providing a full range of IT solutions to small businesses just like yours for over 5 years.



- Full Service

- Computer Hardware
  - National Quality
  - Local Service
  - Competitive Pricing
- Computer Software
  - Microsoft Office Suites
  - Small Business Accounting Solutions (from Inventory Control to Accounting to Payroll)
- Networking
- Internet Solutions
- Training

- Integrity

We stand behind our products and services 100%!



Linda;

I just wanted to say thank you very much for the opportunity to visit your office and survey the potential for partnering with you to enhance the computer performance of your office.

I have broken down the quote into the following sections for your convenience:

### **Phase One - Networking**

✓ Server

The Server will handle printing, file sharing, Internet Access through an ISDN connection provided by GTE, and data backup.

✓ Hubs

Standard 10/100 8 Channel Hub

✓ Network Adapters

✓ Wiring

This includes cable and mounting of wall jacks and face plates.

✓ Training

We will train all of your staff on Networking and Server Usage as well as basic training on applications used every day such as MS Office Suite.

### **Phase Two - Internet**

✓ WEB Page Development and Hosting

Your site will be hosted on a UNIX server for best performance with minimal down time.

## Project One – Office Networking and Internet Access

### Server

PII-350  
Seattle Motherboard (CPU upgrade capabilities to PIII-500)  
128 MB RAM  
4 MB AGP Video Card  
10.0 GB IDE Hard Drive  
1.44 MB Floppy Disk Drive  
100 MB Internal Zip Drive  
4/8 GB IDE Tape Backup  
32x CD-ROM  
10/100 Network Interface Card  
Sound Card & Speakers  
Extended Keyboard and Mouse  
Mid Tower Case w/ Power Supply  
15" .28 Monitor  
500 Watt UPS

- ISDN Modem will be provided by GTE for approximately \$200 – not included in this quote.

### Networking

3Com 10/100 Mbit Network Cards (Quantity 5)  
Installation of Wall Jacks and Running Cable

### Hubs

Standard 8 Port 100 Mbit Hub  
or  
Smart 8 Port 100 Mbit Hub

### Installation, Support and Training

50 Hours of Labor *75<sup>hr</sup>*

### Total for Phase One with Standard Hub\*

<b>Parts</b>	<b>2,500.00</b>
<b>Labor (Prepaid)</b>	<b>2,500.00</b>
Labor (Hourly)	3,750.00

## **Project Two – WEB Page Development and Hosting**

Web Hosting (Monthly Rate)	\$ 30.00
Domain Name Registration (One time fee)	\$ 100.00
Web Page Design	\$1,000.00

Includes 10 to 15 pages with standard graphics\* and text.  
Standard graphics would be defined as photos, artwork  
provided by the Client, and simple drawings by UFCS.

\*For complex rendering and graphics add \$100.00 per page.

12/3

Margaret,

Here's the update on stage pricing with the change to 24 inches. In looking and measuring, I do think this is a much better option. When you really see 16 inches you realize how very little height you get with that.

Platform stage—10 sections that each measure 48" x 96" and are 24" high. The sections cost **\$282.50 each**, (\$12.55 more than the 16" high section) for a total of **\$2,825.00 (\$125.50 more than the 16" high stage.)** (This would be rented as either the entire stage, or each individual section could be rented to build a stage to accommodate the size that the lessee needs. These sections are the exact measurements of our current stage sections.)

Stage steps—This is the 3-step unit for the 24"-high platforms--**\$324.50 (This is \$114.00 more than the 2-step unit for the 16"-high platforms.)**

Hand rails for steps—2 rails are provided with this unit for the steps listed above.  
**\$102.50 is the total price, \$6.00 more than 2 step unit.**

Platform Caddy—This is to store and move the stage platforms--**\$459.00**

**The total before shipping would be \$3,711.00 for the 24" high stage, an increase of \$245.50 over the 16" high stage.**

*+ 1000 est. shipping T.E. \$4311*

As for rental costs for the inventory items:

Barbur Blvd. Rentals rents a 4' x 8' stage section, which is carpeted for \$35.00 each.

Party Pros rents a 4' x 8' stage section for \$40.00 each

All Occasion Rentals rents a 4' x 8' stage section for \$2.00 per square foot, totaling \$64.00 each.

Sneads rents a 4' x 8' stage section for \$35.00 each.

The Party Place rents the 4' x 8' foot stage section for \$40.00 each.

Some of these come in 16" or 24", while others give no options on the height, and even those who offer the choice still charge the same amount per section.

It appears we could charge \$25.00 or \$30.00 a section and we would still be lower than everyone else out there. Some of them charge extra for steps, but I

think from a safety factor, it would be best to just include that with the stage set-up. It seems logical that if you have a 24" stage, there needs to be a safe way for people to get up on it.

For the Floor Standing Lecturn we purchased, the other companies rent it as follows:

Barbur Blvd. Rentals-Podium with Mic.--\$45.00

Party Pros-Podium with Mic.--\$40.00

All Occasion Rentals had nothing available

Sneads-Podium with Mic.--\$45.00

The Party Place—Podium with Mic.--\$45.00

I would say \$30 to \$35 could be our fee to stay competitive and lower than everyone else.

All Occasion Rentals charges \$5.00 each for the white stanchions and \$1.00 per ten feet of the chain.

Sneads charges \$4.00 each for the stanchions and \$2.50 per ten feet of chain.

These were the only 2 companies to stock these stanchions.

We could probably be fine at \$3.00 per stanchion and either throw in the chain at no charge or do 20 feet for \$1.00, something along those lines.

A handwritten signature in cursive script, appearing to read "Lisa".

## Details on Inventory Items for Purchase Request:

- ✓ Table Top Lecterns--\$359.00
- ✓ Floor Standing Lectern--\$382.00
- ✓ 2, 12V rechargeable batteries (1 for each lectern)--\$85.00 each, for **\$170.00 total**.

We get numerous requests for podiums/lecterns of this type. All we have is the small wooden podium that is very inferior in its' function and appearance and provides no type of sound system.

The entire shipping cost for these items has been estimated at **\$70.00** by the company representative.

*Dms*

Total for this section=**\$911.00 plus \$70.00 shipping estimate**

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*rental fees for POT (59)*

50 metal folding chairs, with the naugahyde seat and back, \$21.79 each for **\$1089.50 total**. The chairs that are in highest demand are the metal padded folding chairs, rather than the plastic chairs. Our goal is to gradually phase out the plastic models, which currently are not in good condition anyway, and replace them with the metal chairs.

*50  
x .50  
25.00 times  
43.00  
251089.50  
100  
1/2*

*height  
chairs*

Platform stage—10 sections that <sup>total</sup> each measure 48" x 96" and are 16" high. The sections cost \$269.95 each, for a total of **\$2,699.50**. (This would be rented as either the entire stage, or each individual section could be rented to build a stage to accommodate the size that the lessee needs. These sections are the exact measurements of our current stage sections.)

Stage steps—This is the 2-step unit for the 16"-high platforms--**\$210.50 each or 1 one**

Hand rails for steps—2 rails are provided with this unit for the steps listed above.  
**\$96.50**

Platform Caddy—This is to store and move the stage platforms--**\$459.00**

The company says the shipping for all of these items would be **\$491.00**

Our present stage is very inferior, and some lessees opt to rent a stage from an outside source, rather than use ours.

Total for this section-**\$4,555.00 plus \$491.00 in shipping**  
(This is **\$1089.50** for chairs, and **\$3,465.50** for the stage and its' components.)

*Current \$75/full section*

*Current proposal Δ*

*\$100 / 3465.50 times 30*

*2-3 yrs*

INVENTORY PURCHASE REQUEST (Cont.)

Page 2

*Stanchions*

25 White Stanchions--\$44.65 each for a total of **\$1,116.25**

3, 100 foot sections of white plastic chain to be used with the stanchions--  
\$130.60 per 100 feet, for a total of **\$391.80.**

The company gives a shipping estimate of approximately **\$84.00** for these items.

We currently pay \$400.00 to rent 20 of these same stanchions and 200 feet of chain every year for fair, plus with some added exhibits this year, the number to be rented will increase to reflect what is shown above. We also get requests for stanchions for interim rentals, although we have nothing of this quality on site. The lessees can either go with the inferior product we have, or most choose to rent them from an outside source.

Total for this section=**\$1508.05, plus approximate estimate of \$84.00 shipping.**

Grand total of all items listed above=**\$6,974.05 plus shipping estimates of \$645.00.**

*8  
400  
FAIR  
20 stanchions*



Dec. 2, 1999

TO: Margaret

RE: Update on the price of an inventory item

I've found a supplier who can get us the white stanchions for \$37.95 each as opposed to \$44.65 each. That will save \$167.50. The chain is \$3.00 more expensive per 100 feet from this company, so the savings is really \$157.50. I suppose you could order stanchions from 1 company and the chains from the other, but then you're adding on 2 separate shipping charges, so we probably still come out ahead by going with the 1 company with the cheaper stanchions, and pay a few bucks more for the chain.

A handwritten signature in cursive script, appearing to read "Lisa".