

A G E N D A

Washington County Fair Board

Regular Meeting

December 8, 1998

4:30 PM

**WASHINGTON COUNTY FAIR BOARD**

**Regular Meeting**

**Tuesday, December 8, 1998**

**4:30 PM**

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 Board state their full name for the record.
3. a. Bills for approval and detail of income received.  
b. Line Item Reports for November, 1998 (pgs. 3-10)
4. a. Financial Position, October, 1998 - Reconciled (pg. 11)  
Financial Position, November, 1998 – Unreconciled (pg. 12)  
  
b. Financial Recap, November, 1998 (pgs. 13-18)
5. Fair Board Minutes – November 4, 1998 (pgs. 19-25)  
Rodeo Board Minutes (pgs. 26-27)
6. a. Facility Use Schedule – December, 1998 (pg. 28)

\*Consent agenda: any item may be removed for separate consideration upon request of any Board member or any member of the audience.

7. Fair Organization's Report
  - a. Rodeo Board, Cody Feinauer
  - b. 4-H Horse Fair, Sandy Baker
8. 1998 Fair Report
  - a. Bill McKinley
9. Fair Complex Marketing Report
  - a. Lisa DuPre
10. Maintenance Team Report
  - a. Earl Bemis

11. Old Business

- a. Travel allocation for Fair Board members (pg. 29)
- b. OFA Convention in Eugene on January 8 & 9, 1999
- c. Audit response to Bob Davis (to be distributed at meeting)

12. Announcements

- a. Next Fair Board Meeting – January 6, 1999

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

**Line Item Report**  
All Accounts  
11/1/98 Through 11/30/98

Num	Date	Payee	Memo	Amount
<b>INCOME CATEGORIES</b>				
<b>C-Dedicated Funds</b>				
<b>9 Hotel/Motel Tax</b>				
	11/24/98	Hotel/Motel Tax Deposit	November 98 Hotel/Motel Incom	18,373.25
	11/24/98	Hotel/Motel Tax Deposit	Oct 98 Hotel/Motel Income Depo	3,917.90
				<u>22,291.15</u>
<b>Total C-Dedicated Funds</b>				<u>22,291.15</u>
<b>D-Interim Use Income</b>				
<b>10A National Guard Armory</b>				
28	11/5/98	Deposit for 11/5/98	Janet & Carl Lentz/Armory Rent	530.00
28	11/5/98	Deposit for 11/5/98	NW Vintage Radio/Armory Rent	420.00
				<u>950.00</u>
<b>10B Main Exhibit Hall</b>				
28	11/5/98	Deposit for 11/5/98	Paws N' Roses/Deposit on MEH	300.00
28	11/5/98	Deposit for 11/5/98	Hillsboro Elks Lodge/MEH 10/9-	1,129.10
28	11/5/98	Deposit for 11/5/98	Pacific NW Fenton Assoc./MEH	300.00
29	11/17/98	Deposit for 11/17/98	Amish Country Traditions/MEH I	924.60
29	11/17/98	Deposit for 11/17/98	Feathered Friends/MEH Inv 98-	766.70
29	11/17/98	Deposit for 11/17/98	Hillsboro Chamber/MEH 99 Sav	300.00
29	11/17/98	Deposit for 11/17/98	Collector's West/MEH 11/28-29/	700.00
29	11/17/98	Deposit for 11/17/98	Hillsbor Chamber/MEH Inv 98-1	1,391.00
29	11/17/98	Deposit for 11/17/98	Portland Reg. Gem & Mineral/M	2,578.90
29	11/17/98	Deposit for 11/17/98	Hardy Plant Society/MEH Inv 98	1,791.12
29	11/17/98	Deposit for 11/17/98	Carmelo Villardo/MEH-S 12/19/	500.00
29	11/17/98	Deposit for 11/17/98	Columbia Will. Beagle Club/MEH	300.00
31	11/19/98	Deposit for 11/19/98	Active 20/30 Club/MEH for Haun	1,900.00
31	11/19/98	Deposit for 11/19/98	NW Regional ESD/MEH Inv 98-	362.55
				<u>13,243.97</u>
<b>10C Cloverleaf Building</b>				
28	11/5/98	Deposit for 11/5/98	Tokyo Electron/CCB Rental	253.70
28	11/5/98	Deposit for 11/5/98	Markus & Markus/CCB Rental	214.10
28	11/5/98	Deposit for 11/5/98	Angela Barraza/CCB Rental 11/	278.00
29	11/17/98	Deposit for 11/17/98	Alliance Bible/CCB Rental	338.00
29	11/17/98	Deposit for 11/17/98	Su Casa Imports/CCB Rental on	305.00
29	11/17/98	Deposit for 11/17/98	Diane Redfield/CCB Rental	319.00
31	11/19/98	Deposit for 11/19/98	Wash. Co. Jersey Cattle Club/C	175.00
				<u>1,882.80</u>
<b>10D Arts &amp; Crafts Building</b>				
28	11/5/98	Deposit for 11/5/98	Sunset Presbyterian/A & C Rent	178.25
28	11/5/98	Deposit for 11/5/98	Dan Bowlin/A & C Inventory 10/	12.75
29	11/17/98	Deposit for 11/17/98	Pet Consultants/A & C Rental 11	90.00
				<u>281.00</u>
<b>10E Friendship Square</b>				
28	11/5/98	Deposit for 11/5/98	EC Company/FS Square Rental	503.20
28	11/5/98	Deposit for 11/5/98	Tri-Met/FS Square Rental	411.60
				<u>914.80</u>
<b>10F Floral Building</b>				
29	11/17/98	Deposit for 11/17/98	Lee Hecht Harrison/Floral Bldg I	217.00
29	11/17/98	Deposit for 11/17/98	Pioneer Heritage Academy/Nov	640.00
				<u>857.00</u>

**Line Item Report**  
All Accounts  
11/1/98 Through 11/30/98

Num	Date	Payee	Memo	Amount
<b>10G Grounds/General</b>				
28	11/5/98	Deposit for 11/5/98	NW Holland Lop Rabbit/CSR 5/2	50.00
28	11/5/98	Deposit for 11/5/98	Easter Seals/24-hour Relay	3,549.18
28	11/5/98	Deposit for 11/5/98	Amusement Consulting/Hsb Hap	308.19
29	11/17/98	Deposit for 11/17/98	Treva Vaile/Treelot Rental on Pa	500.00
				<u>4,407.37</u>
<b>10J RV/Boat Storage/Barns</b>				
28	11/5/98	Deposit for 11/5/98	Richard Davis/Storage Deposit	75.00
28	11/5/98	Deposit for 11/5/98	Leecreta Potts/Storage Deposit	75.00
28	11/5/98	Deposit for 11/5/98	Randy Steck/Storage Deposit	75.00
28	11/5/98	Deposit for 11/5/98	R G Fischer/Storage Deposit	75.00
28	11/5/98	Deposit for 11/5/98	Kevin Malone/Storage Deposit	75.00
28	11/5/98	Deposit for 11/5/98	Shelly Kasmeyer/Storage Depos	75.00
28	11/5/98	Deposit for 11/5/98	George Diamond/Storage Depos	75.00
28	11/5/98	Deposit for 11/5/98	Scott Moss/Storage Deposit	75.00
28	11/5/98	Deposit for 11/5/98	Henry Jay/Storage Deposit	150.00
28	11/5/98	Deposit for 11/5/98	Frank Contino/Storage Deposit	75.00
29	11/17/98	Deposit for 11/17/98	Pam Steel/Storage Deposit	75.00
29	11/17/98	Deposit for 11/17/98	I James Crisp/Storage Deposit	75.00
				<u>975.00</u>
<b>10K Interim Use Concessions</b>				
31	11/19/98	Deposit for 11/19/98	Richi's Tacos (concessions from	258.20
				<u>258.20</u>
<b>11 Damage Deposits</b>				
28	11/5/98	Deposit for 11/5/98	Carmelo Villaraldo/MEH 12/19/9	200.00
28	11/5/98	Deposit for 11/5/98	Diane Redfield/2nd Half CCB De	100.00
28	11/5/98	Deposit for 11/5/98	Wash. Co. Rep. Comm./CCB De	200.00
28	11/5/98	Deposit for 11/5/98	Allen & Beverly Preslar/CCB De	200.00
28	11/5/98	Deposit for 11/5/98	Lisa Roskopf/Armory Deposit	100.00
29	11/17/98	Deposit for 11/17/98	Sunset Presbyterian Church/A &	200.00
29	11/17/98	Deposit for 11/17/98	Joe & Kathy Amrein/CCB Rental	200.00
				<u>1,200.00</u>
<b>14 Interest</b>				
	11/4/98	Interest Deposit	Interest Deposit (Pool #4486)	441.53
	11/4/98	Interest Deposit	Interest Deposit (Pool #4591)	18.54
	11/6/98	Interest Deposit	Hotel/Motel Interest Deposit	1,123.84
	11/24/98	Interest Deposit	Oct 98 Hotel/Motel Interest Depo	563.87
				<u>2,147.78</u>
<b>17 Miscellaneous Income</b>				
29	11/17/98	Deposit for 11/17/98	Adrian Solis/Band hook-up depo	125.00
29	11/17/98	Deposit for 11/17/98	Pioneer Heritage Adademy/Phot	43.45
30	11/18/98	Office Pop Proceeds	Office pop proceeds	41.89
31	11/19/98	Deposit for 11/19/98	State of Oregon/Surplus Procee	96.00
				<u>306.34</u>
<b>18A RV Park/Short Term</b>				
28	11/5/98	Deposit for 11/5/98	RV #2 10/26-29/98	60.00
28	11/5/98	Deposit for 11/5/98	RV #3/Ken Smith 10/30/98 & ca	20.00
28	11/5/98	Deposit for 11/5/98	Drylot Pkg 10/27/98	5.00
28	11/5/98	Deposit for 11/5/98	RV #3/Steve Zajanc 11/2-3/98	30.00
28	11/5/98	Deposit for 11/5/98	RV #10/Lynn Burlingaine 10/30/	15.00
28	11/5/98	Deposit for 11/5/98	RV #5/Wantland 10/27-11/1/98	90.00
28	11/5/98	Deposit for 11/5/98	RV(Bird Show) Teddi Wheeler	20.00
28	11/5/98	Deposit for 11/5/98	RV(Bird Show) Rose City Bird C	10.00
28	11/5/98	Deposit for 11/5/98	RV(Bird Show) Anna Colbeck	30.00
28	11/5/98	Deposit for 11/5/98	RV #3/Betty Kramer 10/23-24/9	30.00

**Line Item Report**  
All Accounts  
11/1/98 Through 11/30/98

Num	Date	Payee	Memo	Amount
28	11/5/98	Deposit for 11/5/98	RV #2/Debbi Clouse 10/23/98	15.00
29	11/17/98	Deposit for 11/17/98	RV #5/Bill Johnston 11/3/98	15.00
29	11/17/98	Deposit for 11/17/98	RV #3/Laura Zajanc 11/4-8/98	75.00
29	11/17/98	Deposit for 11/17/98	RV #11/Dorothy Tasa 11/9-10/9	30.00
29	11/17/98	Deposit for 11/17/98	RV #2/Joseph Holmes 11/6-7/9	30.00
29	11/17/98	Deposit for 11/17/98	Rose City Bird Club/RV - Add'l	5.00
29	11/17/98	Deposit for 11/17/98	RV #11/Naida Jones 11/14-15/9	30.00
29	11/17/98	Deposit for 11/17/98	RV #11/Dorothy Tasa 11/11/98	15.00
29	11/17/98	Deposit for 11/17/98	RV #9/Sandy Johnson 11/6-7/9	30.00
29	11/17/98	Deposit for 11/17/98	RV #8/Bruce Woodward 11/7/9	15.00
29	11/17/98	Deposit for 11/17/98	RV #4/G W Messchaert 11/6/98	15.00
31	11/19/98	Deposit for 11/19/98	RV #5/Vera Sanders 11/12-17/9	75.00
31	11/19/98	Deposit for 11/19/98	RV #3/Linda Tyler-Brockie 11/1	30.00
31	11/19/98	Deposit for 11/19/98	RV #4/Norm Showalter 11/13-1	30.00
31	11/19/98	Deposit for 11/19/98	RV #7/James Smith 11/13/98	15.00
31	11/19/98	Deposit for 11/19/98	RV #10/Christy Phillips 11/13-1	30.00
31	11/19/98	Deposit for 11/19/98	RV #10/Christy Phillips 11/15/9	15.00
31	11/19/98	Deposit for 11/19/98	RV #11 11/14/98	15.00
31	11/19/98	Deposit for 11/19/98	RV #3/Margie Koenig 11/17-23/	105.00
31	11/19/98	Deposit for 11/19/98	RV #5/Clifford Knox 11/18/98	15.00
31	11/19/98	Deposit for 11/19/98	RV Pkg/Mike Flaherty 9/18-19/9	30.00
31	11/19/98	Deposit for 11/19/98	RV #6/A P Boston 11/14/98	15.00
				960.00
<b>18B RV Park/Long Term</b>				
28	11/5/98	Deposit for 11/5/98	Max VanVleck/Contractor Rent	300.00
28	11/5/98	Deposit for 11/5/98	Gary Ludwig/Contractor Rent No	300.00
28	11/5/98	Deposit for 11/5/98	Joyce Taylor/Contractor Rent No	300.00
28	11/5/98	Deposit for 11/5/98	Paul Franzen/Contractors Rent	300.00
29	11/17/98	Deposit for 11/17/98	Dave Meyers/Bal. on Nov Rent (	60.00
				1,260.00
<b>Total D-Interim Use Income</b>				29,644.26
<b>E-Fair Income</b>				
<b>30 Youth Admission</b>				
28	11/5/98	Deposit for 11/5/98	THPRD/Childrens Fair Admissio	135.00
31	11/19/98	Deposit for 11/19/98	YMCA Youth Admissions	376.50
				511.50
<b>31 Other Admission</b>				
31	11/19/98	Deposit for 11/19/98	YMCA Adult Admissions	87.00
				87.00
<b>32 Concessions/Booths</b>				
28	11/5/98	Deposit for 11/5/98	99' Booth Fee/Portland Watch C	325.00
29	11/17/98	Deposit for 11/17/98	99' Booth Fee/Lyle Chasse OS-	162.50
				487.50
<b>47 Horse Stall Rentals</b>				
28	11/5/98	Deposit for 11/5/98	Washington County 4-H/Horse S	2,990.00
				2,990.00
<b>Total E-Fair Income</b>				4,076.00
<b>G-Bingo</b>				
<b>70 Sessions</b>				
28	11/5/98	Deposit for 11/5/98	Glencoe Football Bingo Oct. Ses	1,200.00
				1,200.00

**Line Item Report**  
All Accounts  
11/1/98 Through 11/30/98

Num	Date	Payee	Memo	Amount
<b>Total G-Bingo</b>				<u>1,200.00</u>
<b>TOTAL INCOME CATEGORIES</b>				<u>57,211.41</u>
<b>EXPENSE CATEGORIES</b>				
<b>A-Personnel</b>				
<b>101 Salaries</b>				
24317	11/6/98	Washington County Finance	Payroll 10/17-10/30/98	(16,790.05)
24326	11/20/98	Washington County Finance	Payroll 10/31-11/13/98	(16,257.05)
				<u>(33,047.10)</u>
<b>102 O.P.E.</b>				
24317	11/6/98	Washington County Finance	Payroll 10/17-10/30/98	(2,573.06)
24326	11/20/98	Washington County Finance	Payroll 10/31-11/13/98	(2,594.01)
				<u>(5,167.07)</u>
<b>Total A-Personnel</b>				<u>(38,214.17)</u>
<b>B-Interim Operations</b>				
<b>107 Office Expense</b>				
24284	11/5/98	Viking Office Products	Misc Office Supplies	(132.98)
24294	11/5/98	The Oregonian	Delivery (10/12-12/6/98)	(14.50)
24300	11/5/98	Horton's Sav-On Office Supply	Misc Office Supplies	(36.57)
24358	11/24/98	Viking Office Products	Misc Office Supplies	(58.91)
				<u>(242.96)</u>
<b>108 Telephone</b>				
24313	11/5/98	A T & T	Long Distance	(41.51)
24335	11/19/98	GTE Northwest	November 1998 Statements	(427.31)
24336	11/19/98	Payment Center	Long Distance Charges/October	(82.97)
				<u>(551.79)</u>
<b>109 Printing</b>				
24297	11/5/98	Lazerquick	Invitation Supplies	(97.39)
24318	11/17/98	Paige Payne	Printer Toner Cartridge	(64.99)
				<u>(162.38)</u>
<b>110 Postage</b>				
**VOID**	11/23/98	US Postmaster	Postage Meter Refill	(1,000.00)
**VOID**	11/24/98	US Postmaster	Postage Meter Refill	(500.00)
				<u>0.00</u>
<b>111A Equipment Rental</b>				
24307	11/5/98	Copelco Capital, Inc.	Copier Rental/Insurance 11/12/	(212.23)
24357	11/24/98	Copelco Capital, Inc.	Copier Rental/Insurance 12/12/	(212.23)
				<u>(424.46)</u>
<b>111B Armory Rental</b>				
24275	11/1/98	Oregon Military Department	Armory Rental (May-Sept 1998)	(1,342.50)
24315	11/5/98	Oregon Military Department	Armory Rental (Oct. 1998)	(662.50)
				<u>(2,005.00)</u>
<b>112 Utilities</b>				
24292	11/5/98	Protection One	Monitoring Charges (Sept, Oct,	(116.85)
24334	11/19/98	Enron	November 1998 Statements	(1,691.99)
24337	11/19/98	Hillsboro Garbage Disposal	Garbage Service	(518.40)
24340	11/19/98	NW Natural	11/4/98 Statements	(571.92)

**Line Item Report**  
All Accounts  
11/1/98 Through 11/30/98

Num	Date	Payee	Memo	Amount
24341	11/19/98	City of Hillsboro	Water/Sewer/Storm Drain (9/14-	(4,160.62)
24342	11/19/98	PGE	November Statements	(139.52)
				<u>(7,199.30)</u>
<b>113D Arts &amp; Crafts R &amp; M</b>				
24289	11/5/98	Pool-Gardner Lumber Company	Fire Door Installation	(115.51)
24289	11/5/98	Pool-Gardner Lumber Company	Arts & Crafts Restroom Repair	(42.58)
24308	11/5/98	Building Materials Specialties	Fire Doors on A/C Building per F	(1,027.17)
24331	11/19/98	A-Boy Supply Company Inc	Electrical Supplies for A & C Bld	(8.25)
				<u>(1,193.51)</u>
<b>113F Floral Bldg R &amp; M</b>				
24286	11/5/98	Shute Park True Value	Fluo Entry Light/Floral Bldg.	(24.29)
24287	11/5/98	Sign Pro	Sign for Floral Bldg.	(24.00)
24296	11/5/98	McClenny Refrigeration	Heating Repair & Maint. in Floral	(286.11)
				<u>(334.40)</u>
<b>113G Grounds/General R &amp; M</b>				
24286	11/5/98	Shute Park True Value	Misc Repair Parts	(8.22)
24291	11/5/98	Platt Electric Supply Company	Security Lights for Shop	(193.35)
24293	11/5/98	Northwest Backflow & Inspection	Final Payment of Testing Contra	(249.00)
24309	11/5/98	B & B Lock & Key	Replacement Keys	(56.00)
24314	11/5/98	A-Boy Supply Company Inc	Plumbing Supplies for Grounds	(55.96)
24338	11/19/98	Hutchins	Range/Dishwasher @ Caretaker	(1,100.00)
24339	11/19/98	McClenny Refrigeration	Refrigerator R & M in Armory Bl	(61.00)
				<u>(1,723.53)</u>
<b>113J Barns R &amp; M</b>				
24289	11/5/98	Pool-Gardner Lumber Company	Winterization for Barns	(160.00)
24311	11/5/98	A & I Paint & Decorating Inc	Painting Supplies for Dairy Barn	(202.25)
24331	11/19/98	A-Boy Supply Company Inc	Repair Supplies for Shed	(36.24)
				<u>(398.49)</u>
<b>113L Equipment R &amp; M</b>				
24288	11/5/98	Pac-West Distributing	Equipment repair parts	(102.69)
24295	11/5/98	Metro New Holland	Equipment Repairs	(249.44)
24299	11/5/98	Hillsboro Auto Parts	Equipment Repair Supplies	(65.39)
24303	11/5/98	Gratteri Tire & Wheel	Tire Repair & Maintenance	(62.22)
24304	11/5/98	Fisher Implement Company	Tractor Repair & Maint.	(257.35)
24316	11/5/98	Tualatin Valley Irrigation Co.	Toro Mower Repairs	(108.95)
24333	11/19/98	Doyle Truck Repair, Inc.	R & M on International	(838.48)
24362	11/24/98	A-Boy Supply Company Inc	Electrical Repair Supplies	(19.75)
				<u>(1,704.27)</u>
<b>114 General Supplies</b>				
24286	11/5/98	Shute Park True Value	Misc Shop Supplies/Hardware	(252.65)
24290	11/5/98	Pacific Safety Supply, Inc.	Misc Safety Supplies	(174.00)
24291	11/5/98	Platt Electric Supply Company	Electrical Supplies	(3.93)
24299	11/5/98	Hillsboro Auto Parts	Shop Supplies	(46.65)
24305	11/5/98	Ferrellgas	Propane	(77.00)
24312	11/5/98	allMRO Products	Shop Supplies	(81.45)
24331	11/19/98	A-Boy Supply Company Inc	Office Supplies/Phone Cords	(10.77)
24331	11/19/98	A-Boy Supply Company Inc	Misc Plumbing Supplies	(22.84)
24332	11/19/98	Crystal Springs Water Co	Water Cooler/Supplies/Rental	(30.00)
24343	11/19/98	Pacific Safety Supply, Inc.	Misc Safety Supplies	(136.59)
24344	11/19/98	U-Haul	Propane/Inv#1005156	(34.86)
24359	11/24/98	Pac West Blueprint, Copy & Fax	Misc Electric Supplies	(14.85)
24362	11/24/98	A-Boy Supply Company Inc	Office Supplies	(5.80)
				<u>(891.39)</u>
<b>118 Travel &amp; Training</b>				



**Line Item Report**  
All Accounts  
11/1/98 Through 11/30/98

Num	Date	Payee	Memo	Amount
24348	11/19/98	US Bancorp	Las Vegas/Phoenix/Airshow Con	(869.00)
24326	11/20/98	Washington County Finance	New Employee Training (William	(35.00)
				<u>(904.00)</u>
<b>124 Car Allowance</b>				
24326	11/20/98	Washington County Finance	Car Allowance (Wade/Garza) No	(650.00)
				<u>(650.00)</u>
<b>131 Advertising &amp; P.R.</b>				
24285	11/5/98	US West Communications	Directory Advertising	(132.68)
24302	11/5/98	Hillsboro Argus	Weekly Advertisement	(266.00)
24327	11/19/98	Hillsboro Chamber of Commerce	Chamber Quarterly News Flyer	(50.00)
24348	11/19/98	US Bancorp	Chamber/Rotary Meals	(184.10)
				<u>(632.78)</u>
<b>132 Board Expense</b>				
24280	11/2/98	Hillsboro Chamber of Commerce	Tribute to Cal Wade	(500.00)
24282	11/4/98	Pasta Pronto	11/4/98 Board Mtg. Meals	(74.25)
24329	11/19/98	Portland Oregon Visitors Assoc	Contrib. to Education/Scholarshi	(20.00)
24356	11/24/98	Melissa Williams	Reimb. for Board Mtg. expenses	(34.30)
24361	11/24/98	Award Specialties	Plaque/Engraving	(210.08)
				<u>(838.63)</u>
<b>133 Dues/Licenses/Fees</b>				
24301	11/5/98	Hillsboro Optimist Club	Membership Dues	(106.00)
	11/6/98	US Bank	Oct. Service Charges	(42.35)
24329	11/19/98	Portland Oregon Visitors Assoc	1998 Membership Dues	(275.00)
24330	11/19/98	Oregon Fairs Association	1999 OFA Dues	(600.00)
24347	11/19/98	Wash. Co. Dept. of Health & HS	Tourist Facility License	(215.00)
				<u>(1,238.35)</u>
<b>149 Misc. Materials &amp; Svcs.</b>				
24283	11/5/98	Mike Wold	Reimbursement for Meals @ Op	(42.45)
24298	11/5/98	IAFE	Fair Management Reference Ma	(75.00)
24310	11/5/98	Award Specialties	Plaque/Engraving	(73.24)
24328	11/19/98	Washington Co. 4-H Horse Lead	Rental Reimb. to 4-H for Wester	(100.00)
24349	11/19/98	Ronjons Unlimited, Inc.	1998 Airshow Restroom Service	(1,440.00)
24349	11/19/98	Ronjons Unlimited, Inc.	Portable Restroom/Grandstand r	(103.00)
24326	11/20/98	Washington County Finance	PERS credit from County Financ	89.10
				<u>(1,744.59)</u>
<b>150 Refunds</b>				
24276	11/1/98	Pacific Rim Association	Refund Deposit from 10/24-25/9	(200.00)
**VOID**	11/1/98	Laurel Walstead	Refund Deposit for 10/24 CCB R	(200.00)
24278	11/1/98	Sunset Presbyterian Church	Refund Deposit for 10/24 A&C R	(200.00)
24279	11/2/98	Sharron Walstead	Refund Deposit on 10/24 CCB R	(200.00)
24281	11/4/98	Tokyo Electron Oregon	Refund Deposit on 10/31/98 Ren	(200.00)
24346	11/19/98	Feathered Friends	Refund/used MEH/S instead of	(100.00)
24350	11/19/98	Portland Regional Gem & Miner	Share of Concession (15% split	(60.45)
24351	11/19/98	Alliance Bible Church	Refund Damage Deposit for 11/1	(200.00)
24352	11/19/98	Cascade Budgerigar Society	Refund Deposit on 11/7-8/98 Re	(91.40)
24353	11/19/98	NW Vintage Radio Society	Refund Deposit on 10/31/98 Ren	(102.55)
				<u>(1,354.40)</u>
<b>151 County-Indirect Cost</b>				
24326	11/20/98	Washington County Finance	Indirect Costs (2nd Qtr)	(8,798.25)
				<u>(8,798.25)</u>
<b>Total B-Interim Operations</b>				<u>(32,992.48)</u>
<b>C-Fair Operations</b>				

**Line Item Report**  
All Accounts  
11/1/98 Through 11/30/98

Num	Date	Payee	Memo	Amount
<b>182 Miscellaneous</b>				
24345	11/19/98	Reedville Catering	9 Cases Bottled Water for Staff	(75.58)
24360	11/24/98	Jerry's Special Events	Beverage Services	(522.00)
				<u>(597.58)</u>
<b>186 Restroom Service</b>				
24349	11/19/98	Ronjons Unlimited, Inc.	1998 Fair & Rodeo	(9,087.00)
24349	11/19/98	Ronjons Unlimited, Inc.	1998 Horse Fair	(1,330.00)
				<u>(10,417.00)</u>
<b>Total C-Fair Operations</b>				<u>(11,014.58)</u>
<b>E-Rodeo</b>				
<b>316 Promotion</b>				
24325	11/18/98	MCS Printing	Printing Expense	(160.00)
				<u>(160.00)</u>
<b>317 Materials &amp; Supplies</b>				
24360	11/24/98	Jerry's Special Events	Beverage Services	(447.60)
				<u>(447.60)</u>
<b>318 Board Expense</b>				
24306	11/5/98	Cody Feinauer	Queen Meeting/Dinner Reimb.	(26.00)
24319	11/18/98	Gary McVey	Travel Expense/NFR Conventio	(350.00)
24320	11/18/98	Laurie Benton	Travel Expense/NFR Conventio	(350.00)
24321	11/18/98	Larry Bellamy	Travel Expense/NFR Conventio	(350.00)
24322	11/18/98	Columbia River Circuit	1st Place Buckle (CRC Finals)	(300.00)
24323	11/18/98	Cody Feinauer	Travel Expense/NFR Conventio	(350.00)
24324	11/18/98	Gary Price	Travel Expense/NFR Conventio	(350.00)
				<u>(2,076.00)</u>
<b>Total E-Rodeo</b>				<u>(2,683.60)</u>
<b>J-Capital Outlay</b>				
<b>513 Equipment</b>				
24286	11/5/98	Shute Park True Value	Lawn/Garden & Trash Recept.	(1,047.73)
24348	11/19/98	US Bancorp	Gateway Computer/Garza	(1,585.00)
				<u>(2,632.73)</u>
<b>Total J-Capital Outlay</b>				<u>(2,632.73)</u>
<b>TOTAL EXPENSE CATEGORIES</b>				<u>(87,537.56)</u>
<b>TRANSFERS</b>				
<b>POOL #4486</b>				
	11/20/98	POOL #4486	Transfer from US Bank	(30,000.00)
Total POOL #4486				<u>(30,000.00)</u>
<b>US BANK</b>				
	11/1/98	US Bank	Transfer from Fair Fund Account	(100,000.00)
	11/20/98	POOL #4486	Transfer from US Bank	30,000.00
Total US BANK				<u>(70,000.00)</u>
<b>WASHINGTON COUNTY FAIR FUND</b>				
	11/1/98	US Bank	Transfer from Fair Fund Account	100,000.00
Total WASHINGTON COUNTY FAIR FUND				<u>100,000.00</u>

Line Item Report  
All Accounts  
11/1/98 Through 11/30/98

Num	Date	Payee	Memo	Amount
TOTAL TRANSFERS				0.00
GRAND TOTAL				(30,326.15)

**Washington County Fair Complex  
FINANCIAL POSITION**

October 31, 1998

CHECKING ACCOUNTS	U.S. Bank	Wells Fargo	Bingo	
<b>Book</b>				
Beginning Balance	4,861.90	22,625.22	0.00	
Income Deposits	37,872.56	0.00	0.00	
From Government Pool	30,000.00	0.00	0.00	
Less Checks & Adjustments	70,509.26	17,791.50	0.00	
To Government Pool	0.00	0.00	0.00	
<b>Ending Book Balance</b>	<b>2,225.20</b>	<b>4,833.72</b>	<b>0.00</b>	
<b>Bank</b>				
Bank Balance	108,891.72	10,920.97	0.00	
Deposits In Transit	(99,957.65)	0.00	0.00	
Outstanding Checks	6,708.87	6,087.25	0.00	
<b>Ending Bank Balance</b>	<b>2,225.20</b>	<b>4,833.72</b>	<b>0.00</b>	
<b>TOTAL COMBINED CHECKING-BOOK BALANCE</b>				<b>7,058.92</b>
SAVINGS ACCOUNTS	Investment	EXPO	Co. Fair Fund	
<b>Book</b>				
Beginning Balance	119,156.70	4,194.98	144,490.59	
Interest for Month	539.95	19.01	735.51	
From Checking	0.00	0.00	137,840.11	
To Checking	30,000.00	0.00	0.00	
<b>Ending Book Balance</b>	<b>89,696.65</b>	<b>4,213.99</b>	<b>283,066.21</b>	
<b>Bank</b>				
Bank Balance	90,138.18	4,232.53		
Transfers In Transit	(441.53)	(18.54)		
<b>Ending Bank Balance</b>	<b>89,696.65</b>	<b>4,213.99</b>		
<b>TOTAL COMBINED SAVINGS-BOOK BALANCE</b>				<b>376,976.85</b>
<b>TOTAL RESOURCES</b>				<b>384,035.77</b>

\* Note

A check was entered in register for \$4.00 more in Oct., discovered upon balancing checking account in Nov. Amount adjusted back on original Oct. entry, and line item 221 decreased by \$4.00. This difference is reflected in the year to date total for line item 221.

**Washington County Fair Complex**

**FINANCIAL POSITION**

Unreconciled as of 11/30/98

November 30, 1998

<b>CHECKING ACCOUNTS</b>	<b>U.S. Bank</b>	<b>Wells Fargo</b>	<b>Bingo</b>
<b>Book</b>			
Beginning Balance	2,225.20	4,833.72	0.00
Income Deposits	32,772.48	0.00	0.00
From Government Pool	100,000.00	0.00	0.00
Less Checks & Adjustments	87,537.56	0.00	0.00
To Government Pool	30,000.00	0.00	0.00
<b>Ending Book Balance</b>	<b>17,460.12</b>	<b>4,833.72</b>	<b>0.00</b>
<b>TOTAL COMBINED CHECKING-BOOK BALANCE</b>			<b>22,293.84</b>
<b>SAVINGS ACCOUNTS</b>	<b>Investment</b>	<b>EXPO</b>	<b>Co. Fair Fund</b>
<b>Book</b>			
Beginning Balance	89,696.65	4,213.99	283,066.21
Interest for Month	441.53	18.54	1,687.71
From Checking	30,000.00	0.00	22,291.15
To Checking	0.00	0.00	100,000.00
<b>Ending Book Balance</b>	<b>120,138.18</b>	<b>4,232.53</b>	<b>207,045.07</b>
<b>TOTAL COMBINED SAVINGS-BOOK BALANCE</b>			<b>331,415.78</b>
<b>TOTAL RESOURCES</b>			<b>353,709.62</b>

WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1, 1998-JUNE 30, 1999

NOVEMBER 1997	ACTUAL 1997-98	LINE DESCRIPTION ITEM#	BUDGET 1998-99	REVISED 1998-99	NOVEMBER 1998	TO DATE 1998-99	BALANCE 1998-99
STATE FUNDS							
0.00	0.00	1 Racing Commission	0.00	0.00	0.00	0	\$0.00
0.00	0.00	2 Apportionment	0.00	0.00	0.00	0	\$0.00
0.00	0.00	3 Merit Rate	0.00	0.00	0.00	0	\$0.00
0.00	41,976.34	3A Dept. of Econ. Dev.	41,000.00	41,000.00	0.00	41,976.35	\$976.35
0.00	41,976.34		41,000.00	41,000.00	0.00	41,976.35	\$976.35
SPECIAL FUNDS							
0.00	0.00	4 Grants	0.00	0.00	0.00	0.00	\$0.00
0.00	0.00	5 Funds Borrowed	275,000.00	275,000.00	0.00	0.00	(\$275,000.00)
	0.00	7 RE Sold/Leased	520,000.00	520,000.00	0.00	229,961.15	(\$290,038.85)
0.00	0.00		795,000.00	795,000.00	0.00	229,961.15	(\$565,038.85)
DEDICATED FUNDS							
0.00	0.00	8 Horse Stall Construction	0.00	0.00	0.00	0.00	\$0.00
0.00	562,459.94	9 Hotel/Motel Tax	600,000.00	600,000.00	22,291.15	298,177.29	(\$301,822.71)
0.00	562,459.94		600,000.00	600,000.00	22,291.15	298,177.29	(\$301,822.71)
INTERIM INCOME							
6,242.00	180,793.86	10 Rent & Storage	172,000.00	172,000.00	23,770.14	77,968.29	(\$94,031.71)
800.00	16,855.00	11 Damage Deposits	15,000.00	15,000.00	1,200.00	4,800.00	(\$10,200.00)
0.00	0.00	12 Advertising Sold	0.00	0.00	0.00	0.00	\$0.00
0.00	5,500.00	13 Gate Change	5,500.00	5,500.00	0.00	0.00	(\$5,500.00)
1,473.50	16,537.35	14 Interest	15,000.00	15,000.00	2,147.78	7,836.89	(\$7,163.11)
0.00	0.00	15 Shows/Entertainment	100,000.00	100,000.00	0.00	0.00	(\$100,000.00)
0.00	22,561.62	16 Parking Fees	20,000.00	20,000.00	0.00	0.00	(\$20,000.00)
80.80	62,958.62	17 Miscellaneous Income	10,000.00	10,000.00	306.34	3,078.52	(\$6,921.48)
1,475.00	33,722.00	18 RV Park	25,000.00	25,000.00	2,220.00	15,960.00	(\$9,040.00)
10,071.30	338,928.45		362,500.00	362,500.00	29,644.26	109,643.70	(\$252,856.30)

WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1, 1998-JUNE 30, 1999

NOVEMBER 1997	TO DATE 1997-98	LINE ITEM#	DESCRIPTION	BUDGET 1998-99	REVISED 1998-99	NOVEMBER 1998	TO DATE 1998-99	BALANCE 1998-99
FAIR INCOME								
0.00	28,836.00	30	Youth Admission	30,000.00	30,000.00	511.50	30,787.50	787.50
0.00	197,981.05	31	Other Admission	200,000.00	200,000.00	87.00	219,896.16	19,896.16
1,150.00	121,490.37	32	Concessions/Booths	115,000.00	115,000.00	487.50	72,024.36	(42,975.64)
0.00	45,512.95	33	Sponsorships	45,000.00	45,000.00	0.00	41,575.00	(3,425.00)
0.00	3,885.00	34	Advertising Sold	7,000.00	7,000.00	0.00	6,350.00	(650.00)
0.00	15,000.00	35	Gate Change	15,000.00	15,000.00	0.00	0.00	(15,000.00)
0.00	51,997.02	36	Carnival Income	52,000.00	52,000.00	0.00	55,561.98	3,561.98
0.00	4,001.50	37	Entry Fees	4,000.00	4,000.00	0.00	3,456.75	(543.25)
0.00	49,268.54	38	Parking Fees	50,000.00	50,000.00	0.00	48,393.00	(1,607.00)
0.00	79,250.00	39	Rodeo Sponsorships	77,800.00	77,800.00	0.00	46,800.00	(31,000.00)
0.00	0.00	40	Horse Show	0.00	0.00	0.00	0.00	0.00
416.65	5,847.31	41	Miscellaneous	5,000.00	5,000.00	0.00	2,137.64	(2,862.36)
0.00	6,892.00	42	Rodeo Admissions	7,000.00	7,000.00	0.00	7,378.00	378.00
0.00	0.00	43	Main Stage	0.00	0.00	0.00	0.00	0.00
0.00	0.00	44	Arena Admissions	0.00	0.00	0.00	0.00	0.00
0.00	0.00	45	Amphitheater Concessions	800.00	800.00	0.00	1,200.00	400.00
393.86	4,451.38	46	Rodeo Miscellaneous	4,000.00	4,000.00	0.00	0.00	(4,000.00)
0.00	195.00	47	Horse Stall Rentals	4,550.00	4,550.00	2,990.00	2,990.00	(1,560.00)
1,960.51	614,608.12			617,150.00	617,150.00	4,076.00	538,550.39	(78,599.61)
BINGO								
1,200.00	12,000.00	70	Sessions	14,000.00	14,000.00	1,200.00	5,700.00	(8,300.00)
0.00	0.00	71	Food	0.00	0.00	0.00	0.00	0.00
0.00	0.00	72	Operating Change	0.00	0.00	0.00	0.00	0.00
1,200.00	12,000.00			14,000.00	14,000.00	1,200.00	5,700.00	(8,300.00)
13,231.81	1,569,972.85	TOTAL INCOME CATEGORIES		2,429,650.00	2,429,650.00	57,211.41	1,224,008.88	(1,205,641.12)
BEGINNING BALANCE								
	417,330.00	99	Cash on Hand	425,274.00	425,274.00	384,035.77		
13,231.81	1,987,302.85	TOTAL INCOME/BEG CASH ON		\$2,854,924.00	\$2,854,924.00	441,247.18	3,123,683.72	268,759.72
CURRENT CASH ON HAND						353,709.62		

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WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1, 1998 - JUNE 30, 1999

NOVEMBER 1997	TO DATE 1997-98	LINE DESCRIPTION ITEM #	BUDGET 1998-99	REVISED 1998-99	NOVEMBER 1998	TO DATE 1998-99	BALANCE 1998-99
PERSONNEL							
24,781.33	405,840.18	101 Salaries	460,930.00	460,930.00	33,047.10	218,210.83	(242,719.17)
3,957.87	104,719.39	102 O.P.E.	100,070.00	100,070.00	5,077.97	56,570.90	(43,499.10)
28,739.20	510,559.57		561,000.00	561,000.00	38,125.07	274,781.73	(286,218.27)
INTERIM OPERATIONS							
29.48	4,688.13	107 Office Expense	4,200.00	4,200.00	242.96	966.09	(3,233.91)
930.39	11,624.97	108 Telephone	12,000.00	12,000.00	551.79	4,830.98	(7,169.02)
0.00	554.28	109 Printing	2,000.00	2,000.00	162.38	507.70	(1,492.30)
0.00	3,235.61	110 Postage	5,000.00	5,000.00	0.00	501.00	(4,499.00)
212.23	7,466.91	111 Equip/Bldg Rental	9,500.00	9,500.00	2,429.46	3,720.88	(5,779.12)
6,585.24	66,394.37	112 Utilities	75,000.00	75,000.00	7,199.30	29,369.37	(45,630.63)
2,089.62	43,748.30	113 Repair & Maintenance	55,000.00	55,000.00	5,354.20	20,456.98	(34,543.02)
2,012.05	23,162.12	114 General Supplies	23,000.00	23,000.00	891.39	10,984.08	(12,015.92)
0.00	0.00	115 Legal Notices	0.00	0.00	0.00	0.00	0.00
0.00	5,600.00	116 Gate Change	5,500.00	5,500.00	0.00	0.00	(5,500.00)
0.00	3,433.61	117 Parking	7,000.00	7,000.00	0.00	300.00	(6,700.00)
315.00	5,247.41	118 Travel & Training	4,500.00	4,500.00	904.00	1,904.75	(2,595.25)
1,311.00	9,029.90	119 Legal fees	4,500.00	4,500.00	0.00	1,853.75	(2,646.25)
259.11	5,619.41	121 Professional Svcs.	0.00	0.00	0.00	1,029.26	1,029.26
0.00	8,818.91	122 Insurance & Bond	9,000.00	9,000.00	0.00	9,441.98	441.98
0.00	205.53	123 Private Mileage	1,000.00	1,000.00	0.00	119.35	(880.65)
0.00	4,075.00	124 Car Allowance	5,000.00	5,000.00	650.00	2,600.00	(2,400.00)
571.88	6,700.86	131 Advertising & P.R.	7,500.00	7,500.00	632.78	5,875.63	(1,624.37)
0.00	3,688.33	132 Board Expense	4,500.00	4,500.00	838.63	1,696.71	(2,803.29)
390.00	3,442.71	133 Dues, Licenses, Fees	3,000.00	3,000.00	1,238.35	2,264.85	(735.15)
180.00	10,171.64	149 Misc. materials & Svcs.	6,000.00	6,000.00	1,833.69	3,813.09	(2,186.91)
400.00	14,350.28	150 Refunds	15,000.00	15,000.00	1,354.40	5,078.93	(9,921.07)
3,699.75	14,799.00	151 County-Indirect cost	34,486.00	34,486.00	8,798.25	17,596.50	(16,889.50)
0.00	0.00	153 Petty Cash	200.00	200.00	0.00	0.00	(200.00)
0.00	567.63	154A RV Park Repair & Maint	3,000.00	3,000.00	0.00	400.35	(2,599.65)
0.00	6,798.53	154B RV Park Hotel/Motel Tax	0.00	0.00	0.00	0.00	0.00
18,985.75	263,423.44		295,886.00	295,886.00	33,081.58	125,312.23	(170,573.77)



WASHINGTON COUNTY FAIR COMPLETE  
FISCAL YEAR JULY 1, 1998 - JUNE 30, 1999

NOVEMBER 1,997.00	TO DATE 1997-98	LINE DESCRIPTION ITEM #	BUDGET 1998-99	REVISED 1998-99	NOVEMBER 1998	TO DATE 1998-99	BALANCE 1998-99
FAIR OPERATIONS							
0.00	8,749.47	175 Printing	12,000.00	12,000.00	0.00	7,328.36	(4,671.64)
0.00	10,479.59	176 Utilities	11,000.00	11,000.00	0.00	7,726.17	(3,273.83)
0.00	15,000.00	177 Gate Change	15,000.00	15,000.00	0.00	15,000.00	0.00
0.00	9,234.97	178 Parking	10,000.00	10,000.00	0.00	12,166.38	2,166.38
0.00	35,994.95	179 Professional Svcs.	38,000.00	38,000.00	0.00	46,854.37	8,854.37
1,175.00	64,237.88	180 Advertising	70,000.00	70,000.00	0.00	69,790.11	(209.89)
0.00	808.00	181 Refunds	1,000.00	1,000.00	0.00	680.00	(320.00)
0.00	19,558.74	182 Miscellaneous	8,000.00	8,000.00	597.58	7,965.21	(34.79)
0.00	2,849.35	183 Decorations	3,500.00	3,500.00	0.00	2,469.50	(1,030.50)
0.00	11,000.27	184 Equipment Rental	6,000.00	6,000.00	0.00	12,742.39	6,742.39
0.00	2,835.00	185 Horse Stall Rental	4,550.00	4,550.00	0.00	3,900.00	(650.00)
0.00	15,541.25	186 Restroom Service	17,000.00	17,000.00	10,417.00	22,878.57	5,878.57
0.00	8,101.24	187 Repair & Maintenance	8,000.00	8,000.00	0.00	3,504.99	(4,495.01)
1,175.00	204,390.71		204,050.00	204,050.00	11,014.58	213,006.05	8,956.05
EXHIBITS/COMPETITIONS							
0.00	3,328.25	211 Awards FFA	3,500.00	3,500.00	0.00	2,382.00	(1,118.00)
0.00	798.33	212 Personnel FFA	1,000.00	1,000.00	0.00	1,753.37	753.37
0.00	372.21	213 Other FFA	1,500.00	1,500.00	0.00	382.12	(1,117.88)
0.00	10,014.12	221 Awards 4-H	10,500.00	10,500.00	0.00	8,098.00	(2,402.00)
0.00	5,098.33	222 Personnel 4-H	5,500.00	5,500.00	0.00	5,814.82	314.82
0.00	2,593.21	223 Other 4-H	3,600.00	3,600.00	0.00	4,987.60	1,387.60
0.00	37,567.69	231 Awards Open Class	40,000.00	40,000.00	0.00	34,997.00	(5,003.00)
0.00	4,635.34	232 Personnel Open	7,000.00	7,000.00	0.00	4,726.82	(2,273.18)
0.00	2,713.50	233 Other Open Class	4,000.00	4,000.00	0.00	2,876.97	(1,123.03)
0.00	67,120.98		76,600.00	76,600.00	0.00	66,018.70	(10,581.30)

WASHINGTON COUNTY FAIR COMPLE.  
FISCAL YEAR JULY 1, 1998-JUNE 30, 1999

NOVEMBER 1,997.00	TO DATE 1997-98	LINE ITEM #	DESCRIPTION	BUDGET 1998-99	REVISED 1998-99	NOVEMBER 1998	TO DATE 1998-99	BALANCE 1998-99
RODEO								
0.00	45,500.00	311	Prize Money	52,800.00	52,800.00	0.00	52,800.00	0.00
0.00	14,034.25	312	Personnel	18,600.00	18,600.00	0.00	25,037.55	6,437.55
0.00	16,500.00	313	Stock Contract	19,500.00	19,500.00	0.00	18,854.10	(645.90)
0.00	1,346.69	314	Special Awards	1,000.00	1,000.00	0.00	1,353.76	353.76
0.00	583.17	315	Special Kid's Rodeo	2,000.00	2,000.00	0.00	1,674.32	(325.68)
200.73	7,848.19	316	Promotion	6,500.00	6,500.00	160.00	8,649.88	2,149.88
51.57	4,060.60	317	Materials & Supplies	4,000.00	4,000.00	447.60	3,746.58	(253.42)
1,249.00	5,447.68	318	Board Expense	6,000.00	6,000.00	2,076.00	2,684.00	(3,316.00)
0.00	1,150.00	319	Other (Fees & Dues)	2,000.00	2,000.00	0.00	366.14	(1,633.86)
42.40	5,488.22	320	Queen	3,000.00	3,000.00	0.00	632.00	(2,368.00)
640.00	9,349.20	321	Rental Equipment	5,000.00	5,000.00	0.00	1,414.00	(3,586.00)
0.00	0.00	321A	Money Raising Projects	3,000.00	3,000.00	0.00	0.00	(3,000.00)
0.00	0.00	321B	Petty Cash	0.00	0.00	0.00	0.00	0.00
2,183.70	111,308.00			123,400.00	123,400.00	2,683.60	117,212.33	(6,187.67)
HORSE SHOWS								
0.00	0.00	322	Personnel	0.00	0.00	0.00	0.00	0.00
0.00	0.00	323	Other	0.00	0.00	0.00	0.00	0.00
0.00	0.00			0.00	0.00	0.00	0.00	0.00
FAIR: ENTERTAINMENT								
0.00	70,510.00	324	Main Stage	80,000.00	80,000.00	0.00	92,000.00	12,000.00
0.00	64,555.60	325	Grounds Entertainment	65,000.00	65,000.00	0.00	66,225.00	1,225.00
0.00	30,801.44	326	Associated Costs-Main	31,500.00	31,500.00	0.00	29,299.13	(2,200.87)
0.00	10,542.57	327	Associated Costs-Grounds	11,000.00	11,000.00	0.00	7,273.26	(3,726.74)
0.00	1,893.00	328	Touch & See	2,000.00	2,000.00	0.00	1,772.50	(227.50)
0.00	178,302.61			189,500.00	189,500.00	0.00	196,569.89	7,069.89
INTERIM ENTERTAINMENT								
0.00	0.00	375	Interim shows	100,000.00	100,000.00	0.00	0.00	(100,000.00)
0.00	0.00			100,000.00	100,000.00	0.00	0.00	(100,000.00)

WASHINGTON COUNTY FAIR COMPLE...  
FISCAL YEAR JULY 1, 1998-JUNE 30, 1999

NOVEMBER 1997	ACTUAL 1997-98	LINE DESCRIPTION ITEM #	BUDGET 1998-99	REVISED 1998-99	NOVEMBER 1998	ACTUAL 1998-99	BALANCE 1998-99
BINGO							
0.00	0.00	401 Personnel	0.00	0.00	0.00	0.00	0.00
0.00	0.00	402 Supplies	0.00	0.00	0.00	0.00	0.00
0.00	0.00	403 Mileage	0.00	0.00	0.00	0.00	0.00
0.00	0.00	404 Food	0.00	0.00	0.00	0.00	0.00
0.00	0.00	405 Advertising	0.00	0.00	0.00	0.00	0.00
0.00	0.00	406 Equipment Repairs	500.00	500.00	0.00	435.00	(65.00)
0.00	0.00	407 Operating Change	0.00	0.00	0.00	0.00	0.00
0.00	0.00	408 Dues,Licenses,Fees	0.00	0.00	0.00	0.00	0.00
0.00	0.00		500.00	500.00	0.00	435.00	(65.00)
CAPITAL OUTLAY							
0.00	57,111.50	510 Purchase/Lease	696,000.00	696,000.00	0.00	366,504.65	(329,495.35)
0.00	23,375.00	511 Land Improvements	50,000.00	50,000.00	0.00	0.00	(50,000.00)
0.00	49,677.84	512 Bldg. & Structure	100,000.00	100,000.00	0.00	1,386.08	(98,613.92)
18,968.14	29,874.83	513 Equipment	25,000.00	25,000.00	2,632.73	5,467.47	(19,532.53)
0.00	0.00	514 Equipment-Bingo	0.00	0.00	0.00	0.00	0.00
0.00	692.25	515 Horse Stalls	1,000.00	1,000.00	0.00	0.00	(1,000.00)
18,968.14	160,731.42		872,000.00	872,000.00	2,632.73	373,358.20	(498,641.80)
CONTINGENCY							
0.00	0.00	600 Contingency	431,988.00	431,988.00			
70,051.79	1,495,836.73	TOTAL EXPENSE	\$2,854,924.00	\$2,854,924.00	87,537.56	1,366,694.13	(1,488,229.87)

## MINUTES

### WASHINGTON COUNTY FAIR BOARD MEETING

NOVEMBER 4, 1998

CONVENED: 4:30 PM

**FAIR BOARD:**

Chair: John Thomas  
Member: Ken Leahy  
Member: David Lintz  
Member: Lyle Spiesschaert  
Member: Sheila Day

**FAIR COMPLEX STAFF:**

Executive Director: Margaret Garza  
Staff Executive: Cal Wade  
Fair Manager: Bill McKinley  
Marketing Manager: Lisa Dupre  
Fair Maintenance: Albert Flanagan Jr.  
Fair Maintenance: Albert Flanagan Sr.

**GUESTS:**

Cody Feinauer: Rodeo Board  
Sandy Baker: 4-H Horse Fair  
Linda Gray: Extension Service CPO coordinator

Chairman John Thomas calls the meeting to order with the standard welcome to the audience.

**1. Citizen information and concerns:** Linda Gray would like to thank the Fair Board for the ad placed in Friends of Extension newspaper, and wants to leave a few copies at the Fair Complex office for people to pick up. The Board of Commissioners work session talked of their legislative agenda, in which county fairs was an agenda item the Association of Oregon County's (AOC) is proposing legislation for the next session that would affect county fairs, Ms. Gray dispenses related information. Wade mentions that he is on a committee that is addressing the issues that were raised by the AOC. He has agreed to stay on the committee after he retires at the end of December. Also, Ms. Gray presented a letter from the Washington County Committee for Citizen Involvement, voicing concerns about the proposed changes to the Fairgrounds, Gray is staff for that committee. They would like input from fair staff. Wade asked to be placed on their next meeting agenda.

**WASHINGTON COUNTY FAIR BOARD MINUTES  
NOVEMBER 4, 1998  
PAGE TWO**

**2. Consent Agenda:** Margaret Garza gives report, goes over the financial position for to October 1998. General Discussion regarding financials.

**Chairman Thomas calls for a motion to accept the consent agenda, Lyle Spiesschaert so moves, David Lintz seconds, the motion passes.**

**3. Bob Friedman exit poll / Research for Marketing: marketing survey presentation:** Bill McKinley introduces Dr. Friedman. Dr. Friedman gives some background on his experience and his firms' experience on conducting fair surveys. Defines the nature of the two survey's conducted. Starts with the exit poll. The study should give an impartial picture. Then breaks down the demographic, "fair loyalists", "fence sitters", and newcomer. Many new fair attendees is approximately 35%. The challenge is to retain them and convert them into repeater fair loyalists, They are also about a third of the respondents. The Fair has many educated, affluent visitors. The most impacting of exhibits are the traditional ones, like livestock. Dr. Friedman suggests reinforcing, and or doing something new having to do with livestock, and agriculture exhibits. The survey indicates that new fair attendees prefer livestock exhibits. Spiesschaert asked about the methodology of the survey, Dr. Friedman explained the process used. Wade mentions the positives about "fair food" also in the quality and in variety of the food booths. Dr. Friedman reviews the question about the quality of the fair. Generally speaking people will say it's the "same". People look at the attractions and exhibits. 61% stated they were satisfied with the livestock. The fair is competing with many leisure time attractions in the region. Generally the fair audience was satisfied or greatly satisfied. Audience perceived a value for their money. The Fence sitter is the critical draw, they must perceive value and interest to attend the fair. Overall, the fair seems to be a good one, but is in a critical position in that there are a lot of newcomers and making the fair attractive to these people is critical in making them fair loyalists. Spiesschaert asks that if there was a sure distinction between "grandstand" (rodeo) entertainment and "big name" stage entertainment. Dr. Friedman says that the respondents were clear about the question. Spiesschaert asks about not polling later in the fair day. Dr. Friedman says that most people at closing are not going to spend the time in responding to a survey. Spiesschaert saw many people that refused to take the survey and wondered if that was normal. Dr. Friedman says it was. General discussion on questioning criteria and results. Wade has a problem with high livestock ratings because of the "popularity" of

**WASHINGTON COUNTY FAIR BOARD MINUTES  
NOVEMBER 4, 1998  
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responding positively to that attraction as opposed to say, the carnival. Bob suggest not getting hung up in the methodology. Dr. Freidman now moves to the marketing survey for the fair. Two criteria, "spontaneous" and "prompted mentioning" the Washington County fair, both high. But a real distinction east and west of Aloha. East Side of county needs attention in raising awareness as in Beaverton, Tigard, Etc. Their needs to be heightened awareness on the East Side. Must find a way to get the Fair message across in advertising and promotions. Sandy Baker says you have in order to gain in the fence sitter/newcomer audience, the Fair loses the traditional audience. Dr. Friedman doesn't think you have to give up the old to get or retain the new. But must find a way to make the fair interesting enough to bring them back. Dr. Freidman talks about "persuasive" communications. Says there is a lot of information on this subject out there. Suggests that our advertising agency look into "persuasive strategies". Dr. Friedman talks about "selling" the fair to the "unserved" market. General discussion on all the options and demands on people's time that there is the summer. Wade mentions that fair attendance in the rural areas is almost 100% because that was *the* thing to do, not so in the populated areas. Wade talks about "building a better mouse trap" if your fair is to succeed in today's market. Dr. Friedman mentions again that livestock is a signature attraction at our fair, and is unique as attractions go and we should enhance our exhibits in that area. Wade mentions that several years ago we brought a focus group together to explore the unique high tech assets that Washington County enjoys. The fair board at the time rejected that option. Dr. Friedman mentioned the success that Lane County has had with the implementation of a focus group and their efforts in bringing high tech exhibits to the fair.

**4.Rodeo Report:** Cody Feinauer mentioned that they are getting prepared to go to the Las Vegas Rodeo convention in first week of December. No other comments

**5.Fair Boosters:** Garza passed out the Fair Boosters minutes and mentioned that the Boosters will not be meeting again until February 1999.

**6.4-H Horse Fair:** Sandy Baker is the new 4-H horse representative and gave report. Ms. Baker mentioned they are helping the campfire kids in their program again this year. In February there will be a function (tack sale) that will include vendor.

**7.Fair Report:** Bill McKinley gave report. The Carnival RFP went out to five contractors and we expect to have a contractor chosen by mid December. David Lintz asked if Funtastic's headquarters are in

**WASHINGTON COUNTY FAIR BOARD MINUTES  
NOVEMBER 4, 1998  
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Vancouver, McKinley responded that they are located in Portland. Paige Payne and McKinley have been talking about grounds acts for next years' Fair, (Pirates of the Caribbean, and another attractive dog act). This is the time of year that McKinley concentrates on the air show. He's been asked by Rose Festival coordinator Eldon Tishnor to prepare an alternative "war bird" option because of our not having a jet team for 1999. McKinley goes to the ICAS convention in Las Vegas about the time when Feinauer comes back from Las Vegas.

**8. Marketing Report:** Lisa Dupre gave report. More people want to be at the fair complex but we do not have the space for them. Lots of Christmas parties being booked presently. An ad is being placed in the Beaverton Chamber of Commerce business directory this year. This ad will not only advertise the Fair but also promote a display ad that mentions building rental options. Also, the Fair Complex is advertising in the Tigard Chamber of Commerce directory. John Thomas mentioned that the Tigard Times has a large circulation. Doing the same thing for Tigard. John Thomas mentions that the Tigard times has a large circulation.

**9. Maintenance Report:** Albert Flanagan Jr. gave report. Most of the Fire Marshall's requests have been taken care of. The RV space is about 90% full in the barns. The team is doing regular maintenance repairs that go with our fall routine. Spiesschaert asked about the Cloverleaf repairs, Garza mentioned that the board authorized that the money be spent to do repair work given the findings/status of development progress.

**10. Old Business:** (A) Waterline Easement: Wade talks about the waterline easement on the Quadrant property. Easement proposition goes to the county commissioners for review on the 10<sup>th</sup> of November. The bids have been mailed out today (Nov 4<sup>th</sup>) David Lintz clarifies the location of the proposed line with Wade concurring. They are leaving two outlets for the Fair and Wade had them placed at either end of the Fair grounds property line. Discussion on the logistics of the waterline project. (B) Association of Oregon Counties: Wade talked to the subject that Linda Gray brought up earlier in the meeting about the legislative community development process. Mentioned that Washington County is the only county that has two representatives on the committee, they being Dennis Mulvihill, as the county representative to the legislature, and Wade, representing the County Fair. Wade mentioned that our fair has a very good relationship with the county and that is not always the case. Three issues they are reviewing, one is the creation of enabling legislation to remove a fair board member for cause, like never attending meetings, as of right now, there is no mechanism in place to remove such a board

**WASHINGTON COUNTY FAIR BOARD MINUTES  
NOVEMBER 4, 1998  
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member. Second, to limit fair board members to two, three year terms. Wade feels that number one will fly but number two will not. Last issue, to conduct a management review process with the county commissioners, which Wade thought was an excellent idea. (C) Other: Spiesschaert asks that the staff respond to the letters that Linda Gray brought from the Washington County Citizens for Community Involvement. Wade speaks to the Bruce Campbell Boeing 727 project. General comments about getting the aircraft across Cornell Road and onto fairgrounds property.

**10.New Business:** (A) Travel Allocation: The subject of travel allocation for Fair Board members was reviewed by Margaret Garza. Garza makes the suggestion that we reinstate an earlier traveling compensation procedure that would reimburse board members for their traveling mileage. Wade recalls a conversation with Sue Oxendine stating that county counsel was the entity that ended mileage compensation. General discussion was held over a proper compensation solution for the voluntary Fair Board members.

**Sheila Day moves that beginning in 1999, that Fair Board members be compensated \$15 per meeting, \$15 for related fair business, and \$15 for work at the fair to off set some expenses. Ken Leahy seconds the motion, the motion carries.**

Further discussion on the compensation issue. Garza will bring proposal to county counsel to make sure we are proceeding appropriately with the now approved compensation policy. (B) OFA Convention: Garza informed on the dates and information for the OFA convention in Eugene is to be held January 8-9. Cody Feinauer mentions that the Columbia River Circuit finals will be held on the same weekend. Further, Cody Feinauer will not be giving his report in December in that he will be in Las Vegas attending the rodeo convention. (C) Letters of Appreciation: Garza mentioned the letters received by the fair and staff from 4-H and fair supporters from last year's fair are available to review. The file is located in front office. (D) Fair Theme: Garza talked about the fair theme for this year. Mentioned that a letter of solicitation for theme ideas was placed in the Argus. Asked if the Fair Board would like to provide input to the process. Discussion. Spiesschaert asked if we might not consider a "permanent" theme used year in year out, suggesting that we need to "reinforce" the theme on an ongoing basis. McKinley mentioned the success that the Western Washington Fair had in promoting, "doing the Puyallup" on an on-going basis. Discussion. Meeting to work with staff to come up with a theme. (E) Rodeo Dates for 1999: Garza brought up the issue of changing the rodeo dates first brought to us by Cody Feinauer. Feinauer related the benefits



**WASHINGTON COUNTY FAIR BOARD MINUTES  
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PAGE SIX**

of changing the dates to Wednesday through Saturday rather than Thursday through Sunday. Feinauer mentioned that the stock contractor saw his animals distressed with the hot Sunday afternoon show. Also the rodeo is in competition for the best cowboys with a bigger show in the mid west, and a change in the dates would make it more competitive in getting those cowboys to come to Hillsboro. The draft horses are willing to move their show to accommodate the rodeo as long as they stay part of the rodeo presentation. Discussion. Spiesschaert saw it as favorable as long as the staff finds a "draw" on the closing Sunday to compensate for the traditional rodeo date.

**Lyle Spiesschaert makes a motion that the Fair Board accept the recommendation of the Rodeo Board which is to shift their Sunday performance to Tuesday night, and that the draft horse show eliminate their Wednesday night show and go with only one Saturday afternoon show. Additionally, that the Fair Staff find a major new draw for closing Sunday. Sheila Day seconds, the motion passes.**

Sandy Baker mentioned the interest generated by the quality of the cowboys that come to the rodeo. Wade mentioned that PRCA needs to get their act together before there is any certainty of getting the quality cowboys, Feinauer agreed. Discussion.

**Chairman John Thomas calls the meeting adjourned 7:00 PM.  
Meeting adjourns to Executive Session**

\*\*\* As a sad footnote to these minutes, Chairman John Thomas passed away Thanksgiving Day weekend of complications received from an accident on his farm. He will be greatly missed by all those who knew him and worked with him. The following is the obituary that was published in the Oregonian Newspaper:

**John Murray Thomas**

A funeral will be at 2 p.m. Monday, Nov. 30, 1998, in Tigard Church of Jesus Christ of Latter-day Saints for John Murray Thomas, who died Nov. 26 at age 63.

Mr. Thomas was born Sept. 29, 1935, in Centralia, Wash. He lived most of his life in Tigard. He worked as a dairy farmer for many years, most recently in Scio, and was a past president of the Oregon Jersey Cattle Club. He served as chairman of the Washington County Fair Board and was a member of the church. He married Sally Brown in 1959.

Survivors include his wife; sons, John of Stayton and Jay of Scio; daughter, Jill Hewitt of Scio; and four grandchildren.

Interment will be in Crescent Grove Cemetery. The family suggests remembrances to the Bob Miller Needy Kids Fund in care of KEX radio station or a favorite charity. Arrangements are by Young's Funeral Home.

**WASHINGTON COUNTY FAIR BOARD MINUTES  
PAGE SEVEN**

**MINUTES APPROVED THIS 8<sup>TH</sup> DAY OF DECEMBER, 1998**

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**Bill McKinley  
Recording Secretary**

**Ken Leahy  
Vice Chairman**

Washington County Rodeo  
Associates Meeting  
November 2, 1998

**In Attendance:** Brain A., Corey A., Pat B., Larry B., Patty C., Winnie D., Amber D., Cody F., Tara F., Lynn F., Paul F., Lynn F., Kelly G., Kate G., Greg H., Lynn H., Paula M., Angela M., Gary M., Kelly N., Lonna P., Gary P., Amy W. and Dale Z. Mary E., Christa D., Kevin S. Bert D., Naomi and John M. Mike B. and Laurie B. were absent and excused. Margret Garza also attended.

Meeting was held at the Washington County FairPlex Cloverleaf Building and called to order at 7:30 p.m. by Cody F.

Cody began the meeting stating that he had received information regarding the Columbia River Circuit Awards Banquet. This year it is going to be held in Toppenish, Wa. The date is November 21<sup>st</sup>. The cost is \$18/person or a table of 8 is \$144. Registration is due November 16th. If you are interested in going please contact Cody.

Columbia River Circuit Finals are January 8<sup>th</sup> - 10<sup>th</sup> in Yakima, WA. If you are interested please contact Cody.

Cody asked if our association should sponsor an award for the Circuit Finals.

Larry motioned that a \$300 buckle be an award. Gary P seconded the motion. All voted yes. Motion passed.

Cody handed out the convention meeting schedule. He asked that for those associates who are going to the NRI Convention to please let me know what meeting you would like to attend.

#### Committee Reports

**Merchandise / Security:** None

**VIP:** None

**BBQ:** Working on new menu and potential sponsor

**Grounds:** Putting together a material list for the year and looking for sponsors and donations for the material

**Awards:** None

**Contracts:** Will look for clown act at the convention

**Cowboy Comfort:** Gathering material, H2O, and medical supplies. Laurie is trying to work with 3M as a potential sponsor for medical supplies

**Sponsors:** None

**Queen:** None

Cody announced that Amber Deming is now the queen for the 1998 - 1999 rodeo. Contrats Amber. As a special goodbye Cody gave to Stephanie a beautiful gift as "Thanks."

Larry motioned that the meeting adjourn at 8:28 p.m. Gary P seconded the motion. Meeting adjourned

Next associates meeting: December 7<sup>th</sup> at 7:30 p.m.

These minutes have been submitted by Amy Wheeler

Washington County Rodeo  
Directors Meeting  
November 2, 1998

**In Attendance:** Gary P., Cody F., Amy W., Gary M., Larry B., and Brian A. Mike B. and Laurie B. were absent and excused. Margret Garza also attended.

Meeting was held at the Washington County FairPlex Cloverleaf Building and called to order at 7 p.m. by Cody F.

Cody informed the directors about the events regarding the Queens horse trailer that was sponsored by Western World Stables. He spoke to the Western World and they may sponsor a trailer for the Queen that can be used for several years but still remain in the possession of Western World. Margret asked that both the Fair Board and the Rodeo board take more of active role regarding sponsors and not let this happen again.

## Washington County Fair Complex Facility Schedule December-1998

### Tuesday, December 01, 1998

Cloverleaf	Glencoe Bingo
Main Exhibit Hall	Pet Consultants
Meeting Room	High School Equestrian
Arts & Crafts	4-H Guide Dogs
Floral Building through Thurs. Academy	Pioneer Heritage
Main Exhibit	Dyno-Mutts
Main Exhibit	Dog Training

### Wednesday, December 02, 1998

Empty Barns/Grounds	Sheriff's Canine Unit
Main Exhibit	Cindy Leung Dog Training
Main Exhibit	Absolutely Magic Dog Training

### Saturday, December 05, 1998

Arts & Crafts	NW Adoptive Families
Main Exhibit - South	Access Marketing
Main Exhibit	Mountain Man Trade Show
Cloverleaf	Variety Fun Fair Bazaar

### Monday, December 07, 1998

Meeting Room	Lori Morgan
Cloverleaf	Rodeo Board
Main Exhibit- South	Cindy Leung
Main Exhibit	4-H Kids N' Canines
Main Exhibit Hall	Lori Morgan

### Tuesday, December 08, 1998

Main Exhibit	Dog Training
Floral Bldg. through Thurs. Academy	Pioneer Heritage
Main Exhibit Hall	Pet Consultants
Cloverleaf	Glencoe Bingo
Arts & Crafts	Dyno-Mutts

### Wednesday, December 09, 1998

Main Exhibit	Cindy Leung Dog Training
Main Exhibit	Absolutely Magic Dog
Empty Barns/Grounds	Sheriff's Canine Unit

### Thursday, December 10, 1998

Cloverleaf	Su Casa Christmas Party
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### Saturday, December 12, 1998

Main Exhibit - Entire	Resers Christmas Party
Cloverleaf	Pinkerton Security
Christmas	
Floral Building	Christmas Party

### Monday, December 14, 1998

Main Exhibit Hall	Lori Morgan
Meeting Room	Lori Morgan
Main Exhibit- South	Cindy Leung

### Tuesday, December 15, 1998

Arts & Crafts	Dyno-Mutts
Cloverleaf	Glencoe Bingo
Main Exhibit Hall	Pet Consultants
Floral Bldg. Through Thurs. Academy	Pioneer Heritage

### Wednesday, December 16, 1998

Main Exhibit	Absolutely Magic Dog
Main Exhibit	Cindy Leung Dog Training
Empty Barns/Grounds	Sheriff's Canine Unit

### Saturday, December 19, 1998

Main Exhibit	Wedding Reception
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### Sunday, December 20, 1998

Cloverleaf	Wedding Reception
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### Monday, December 21, 1998

Meeting Room	Lori Morgan
Main Exhibit Hall	Lori Morgan
Main Exhibit	4-H Kids N' Canines

### Tuesday, December 22, 1998

Cloverleaf	Glencoe Bingo
Meeting Room	4-H Horse Advisory

### Wednesday, December 23, 1998

Main Exhibit	Cindy Leung Dog Training
Empty Barns/Grounds	Sheriff's Canine Unit
Main Exhibit	Absolutely Magic Dog

### Friday, December 25, 1998

Cloverleaf	Holiday Dinner
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### Saturday, December 26, 1998

Armory	Promociones Tropical Dance
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### Monday, December 28, 1998

Meeting Room	Lori Morgan
Main Exhibit- South	Cindy Leung
Main Exhibit Hall	Lori Morgan

### Tuesday, December 29, 1998

Cloverleaf	Glencoe Bingo
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### Wednesday, December 30, 1998

Main Exhibit	Absolutely Magic Dog
Empty Barns/Grounds	Sheriff's Canine Unit
Main Exhibit	Cindy Leung Dog Training



# WASHINGTON COUNTY

## *Inter-Department Correspondence*

**DATE:** November 20, 1998

**TO:** Margaret Garza, Executive Director

**FROM:** Alan A. Rappleyea *AR*

**SUBJECT:** EXPENSE PAYMENT FOR FAIR BOARD MEMBERS

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**QUESTION PRESENTED:** Can the Fair Board members be compensated for attending the meetings?

**BRIEF ANSWER:** Yes, either as compensation or as expense.

**DISCUSSION:** The Fair Board has exclusive business and financial management authority for the Fairgrounds pursuant to ORS 565.230. As such it can set compensation for the Board for attending meeting or other business related events. The Board can also compensate itself for business related expenses.

The Board has to decide whether it wants to pay itself compensation or expenses or both. Although only applicable to state boards and commissions, ORS 292.495 provides some guidance. This statute first allows compensation, where specifically allowed by law, of \$30.00 per day or part of a day for a board or commission member to perform official duties. The law then provides that expense of these officials may also be paid their "actual and necessary travel or other expenses actually incurred." As compensation, the Board would be paying itself for a service. As expense, the Board would be paying itself for expenses incurred. There may be some tax implications that are beyond the scope of this memorandum.

If the Board uses the \$15.00 payment as expense payment, the Board will have to make a determination that the amount is an accurate estimate of an average expense of attending the meetings. Generally, mileage and other expense are calculated on actual mileage traveled and other expense incurred. However, the Board has the authority to streamline the process and determine if it would be more efficient and cost effective to provide a flat expense rate. The County Board of Commissioners does this by providing itself with a stipend for private vehicle usage. Also, the Planning Commission is compensated for an average of miles traveled for the number of meetings each member attends. The County also allows a per diem travel rate for meals, which does not use actual receipts. If the Fair Board decides to uses this payment as repayment for expenses, it should adopt some findings about what the actual expected expense would be, how the proposed payment matches that expense, and how the flat fee is more efficient and saves money and staff costs.