

**A G E N D A**

**Washington County Fair Board  
Regular Meeting  
February 4, 1998  
4:30 PM**

# WASHINGTON COUNTY FAIR BOARD

## Regular Meeting

Wednesday, February 4, 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) <sup>not on regular</sup> on the 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 January, 1998 (pgs. 3-8)
4. a. Financial Position, December, 1997 - Reconciled (page 9)  
Financial Position, January, 1998 - Unreconciled (page 10)  
b. Financial Recap, January, 1998 (pgs. 11-16)
5. Fair Board Minutes - January 14, 1998 (pgs. 17-24)
6. a. Activities Flyer - February, 1998 (page 25)  
b. Facility Use Schedule - February, 1998 (pgs. 26-27)

\*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  
Rodeo Board Minutes
  - b. Booster's Report
  - c. 4-H Horse Fair
8. 1998 Fair Report
  - a. Bill McKinley
9. Fair Complex Marketing Report
  - a. Margaret Garza
10. Maintenance Team Report
  - a. Mike Wold

11. Old Business
  - a. WFA Report
  - b. Access Plan for Tri-Met to Fair
  - c. Process for E.D. hire
12. New Business
  - a. Personnel Management
  - b. CPA review of Accounting Systems
  - c. 1998-1999 Budget
13. Announcements
  - a. Next Fair Board Meeting - March 4, 1998

\*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**  
1/1/98 Through 1/31/98

<b>Num</b>	<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Amount</b>
<b>INCOME CATEGORIES</b>				
<b>C-Dedicated Funds</b>				
<b>9 Hotel/Motel Tax</b>				
2917	1/29/98	Washington Co Finance Division	Hotel/Motel Disbursement	15,300.00
				<u>15,300.00</u>
<b>Total C-Dedicated Funds</b>				<u>15,300.00</u>
<b>D-Interim Use Income</b>				
<b>10A National Guard Armory</b>				
2829	1/2/98	Kiwanis Club of Hillsboro	Inv#97-148 Armory Rental 11/15	67.00
2847	1/7/98	Mary Carrion	Deposit/Armory 8/29/98 Event	200.00
2881	1/23/98	Home Depot	Inv #96-197 Amry Rental 4/10/97	105.50
2901	1/28/98	Rafael Mora-Chavez	Armory Rental 9/5/98	<u>200.00</u>
				572.50
<b>10B Main Exhibit Hall</b>				
2830	1/2/98	Tualatin Valley Gem Club	MEH/South 3/20-22/98	250.00
2848	1/7/98	Manx Ltd.	Deposit/MEH-North 1/10-11/98	200.00
2850	1/7/98	Rocky Mtn Elk Foundation	MEH Banquet 5/9/98	195.00
2851	1/7/98	Portland Rain of Glass	MEH-Entire 1/24-25/98	1,200.00
2853	1/7/98	Rose City Exotic Bird Show	May Expo Deposit/MEH	300.00
2861	1/20/98	Pacific NW Fenton Association	MEH Rental 3/27-29/98	900.00
2862	1/20/98	Collector's West Incorporated	1/3-4/98 Rental MEH	700.00
2863	1/20/98	Gem Faire Inc	5/22-24/98 MEH Rental	600.00
2864	1/20/98	Forest Hills B P Brigade	Inv #97-165 12/6-7/97 DOE	177.85
2870	1/20/98	Columbia Alpaca Breeders Assoc	MEH Deposit 5/2-3/98	200.00
2875	1/23/98	Leilah Williams	MEH/South DOE 2/14/98	200.00
2876	1/23/98	NW TLC Cat Club	MEH/North DOE 4/25-26/98	300.00
2877	1/23/98	Pet Consultants	MEH/South 1/98-2/24/98	90.00
2880	1/23/98	Pacific NW Poultry Association	Inv #97-157 MEH/Entire	952.50
2883	1/23/98	Ptld Amateur Radio Club	5/8/98 MEH/South	100.00
2884	1/23/98	Access Marketing	Inv #97-140/97-164	<u>1,239.50</u>
				7,604.85
<b>10C Cloverleaf Building</b>				
2849	1/7/98	Francisco Romon	Deposit/CCB 4/25/98 CASH	200.00
2885	1/23/98	Wash Co Jersey Club	3/28/98 CCB Rental	175.00
2897	1/23/98	Eva Chavez	CCB Rental 2/7/98-CASH	<u>320.00</u>
				695.00
<b>10D Arts &amp; Crafts Building</b>				
2868	1/20/98	Oregon State Bulldog Club	10/17-18/98 A & C Rental	100.00
2878	1/23/98	Cascade Budgerigar Society	A & C DOE 11/6-8/98	200.00
2879	1/23/98	Wash Co Chapter of Mstr Gardener	A & C Rental DOE 2/7/98	50.00
2886	1/23/98	Kathy Kossler	A & C Rental 1/19-2/23/98	90.00
2887	1/23/98	Amy Aitken	A & C Rental 1/8-2/12/98	165.00
2898	1/23/98	Pacific NW Poultry Association	A & C Rental 2/7/98	350.00
2899	1/28/98	Homier Distributing Inc	A & C Rental 3/2-3/98	450.00
2900	1/28/98	Teodora Cruz	A & C Rental 8/15/98-CASH	<u>200.00</u>
				1,605.00
<b>10G Grounds/General</b>				
2831	1/2/98	DJ's Motorcycle Swap Meet	9/28/97 Rental	3,445.56
2852	1/7/98	Product Development Corp	1997 Meeting Room Rental	250.00
2865	1/20/98	A T & T Wireless	Oct-Dec/Payphone Commission	65.84
2867	1/20/98	Sqalus Inc	Trailer Services/Parking-CASH	300.00
2882	1/23/98	NW All Ford Swap Meet	All Grounds Rental 1998	<u>375.00</u>
				4,436.40
<b>10H Main Arena</b>				
2857	1/20/98	Richard Klamerus	Show-Ring Rental-CASH	80.00

**Line Item Report**  
1/1/98 Through 1/31/98

Num	Date	Payee	Memo	Amount
2874	1/22/98	Richard Klamerus	Show Ring Rental 1/20/98-CASH	20.00
2891	1/23/98	Richard Klamerus	Show Ring Rental 1/21/98-CASH	20.00
2894	1/23/98	Richard Klamerus	Show Ring Rental 1/22/98-CASH	20.00
2904	1/28/98	Richard Klamerus	Show Ring Rent 1/23-26/98-CASH	60.00
2906	1/28/98	Richard Klamerus	Show Ring Rent 1/26-27/98-CASH	20.00
2910	1/28/98	Richard Klamerus	Show Ring Rent 1/28/98-CASH	20.00
				<u>240.00</u>
<b>17 Miscellaneous Income</b>				
2873	1/22/98	The Orleans Hotel	NFR Bellamy/Spencer/Kneese	180.00
2916	1/28/98	Portland Bottling Company	Pop Can Credit/Shop	19.50
				<u>199.50</u>
<b>18A RV Parking/Short Term</b>				
2833	1/2/98	David Clark	Space #6 1/1-2/98 RV Pkg-CASH	30.00
2836	1/2/98	David Clark	Space #6 12/30-31/98-CASH	30.00
2839	1/7/98	Gerald Grissom	Space #1 RV 1/1-6/98	75.00
2840	1/7/98	Patsy Grissom	RV Space #1 1/6-7/98	15.00
2841	1/7/98	Corinne Simmons	Space #2 RV 1/6-10/98 CASH	60.00
2842	1/7/98	Ken Dotzenrod	Space #3 RV 1/6-7/98 CASH	15.00
2854	1/20/98	Robert Fischer	RV Parking Space #1 1/9/98-CASH	15.00
2855	1/20/98	Corinne Simmons	Space #2 RV 1/10-17/98	105.00
2871	1/22/98	Robert Fischer	RV Pkg #3 1/20-21/98-CASH	30.00
2872	1/22/98	Mike Carignan	RV Parking Space #6 1/21/98-CASH	15.00
2888	1/23/98	Carolyn Gaupo	RV Pkg Space #6 1/22-25	45.00
2889	1/23/98	Darlene Cochran	RV Pkg #2 1/22-26/98	60.00
2890	1/23/98	Victor Elliott	RV Pkg #4 1/22-25/98	45.00
2892	1/23/98	Ted Renner	RV Pkg #9 1/22-25/-98	45.00
2893	1/23/98	Mark Howard	RV Pkg #6 1/22-25/98-CASH	45.00
2896	1/23/98	Barbara Kennedy	RV Pkg #7 1/23-25/98-CASH	30.00
2902	1/28/98	Fisher	RV Pkg #1 1/26-27/98-CASH	30.00
2903	1/28/98	Pat Harris	RV Pkg #3 1/23-25/98	30.00
2905	1/28/98	Tammy Kimbel	RV Pkg #14 1/25-27/98-CASH	30.00
2907	1/28/98	Doolittle	RV Pkg #9 1/27-29/98-CASH	45.00
2908	1/28/98	St. Vincent Depaul Society	RV Pkg #7 (C Shepherd) 1/27-29	30.00
2909	1/28/98	Mike Frank	RV Pkg #11 1/27-31/98	60.00
				<u>885.00</u>
<b>18B RV Parking/Long Term</b>				
2832	1/2/98	David Strube	January Rent LT RV Space #1-CASH	300.00
2834	1/2/98	Ron Stahler	1/3-21/98 L T RV Parking	180.00
2835	1/2/98	Donald Potter	January L T RV Parking	300.00
2837	1/2/98	Robin Reed	L T RV Parking Jan Rent-CASH	300.00
2838	1/2/98	Arlita Marx	January L T RV Rent	300.00
2856	1/20/98	Ron Stahler	LT Rent 1/22/98-2/2/98-CASH	120.00
2895	1/23/98	David Strube	February 98 Rent LT RV-CASH	300.00
				<u>1,800.00</u>
<b>Total D-Interim Use Income</b>				<u>18,038.25</u>
<b>E-Fair Income</b>				
<b>32 Concessions/Booths</b>				
2843	1/7/98	Child Evangelism Fellowship	Booth Fee/ME-02	150.00
2844	1/7/98	D Kindersley Family Learning	Booth Deposit/ME-35	162.50
2845	1/7/98	Mr Chimney	Booth Fee/OS-10	300.00
2846	1/7/98	Unified Sewerage Agency	Booth Fee/ME-08	325.00
2858	1/20/98	Selco Marketing	1/2 Booth Fee OS-01	150.00
2859	1/20/98	Washington County	Booth Fee ME-42	325.00
2860	1/20/98	Lamar Pollard	Booth Fee OS-37	150.00
2866	1/20/98	Vicki Ihly	Booth Fee ME-13	162.50
2911	1/28/98	A S B Enterprises	Booth Fee OS11 & 12	275.00
2912	1/28/98	The Olive Branch	Booth Fee OS-32	150.00
2913	1/28/98	Healthwise Cooking System	Booth Fee ME-25	162.50
2914	1/28/98	Tuality Community Hospital	Booth Fee ME-62	325.00

**Line Item Report**  
1/1/98 Through 1/31/98

<b>Num</b>	<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Amount</b>
2915	1/28/98	Park Lanes	Booth Fee ME-58	175.00
				<u>2,812.50</u>
<b>Total E-Fair Income</b>				<u>2,812.50</u>
<b>G-Bingo</b>				
<b>70 Sessions</b>				
2869	1/20/98	Glencoe Football Bingo	Dec 1997 CCB Bingo	1,500.00
				<u>1,500.00</u>
<b>Total G-Bingo</b>				<u>1,500.00</u>
<b>TOTAL INCOME CATEGORIES</b>				<u>37,650.75</u>
<b>EXPENSE CATEGORIES</b>				
<b>A-Personnel</b>				
<b>101 Salaries</b>				
23081	1/16/98	Washington Co Finance Division	Payroll 12/27/97-1/9/98	(13,148.14)
23112	1/30/98	Washington County Finance Div	Payroll 1/10/98-1/23/98	(13,032.23)
				<u>(26,180.37)</u>
<b>102 O.P.E.</b>				
23081	1/16/98	Washington Co Finance Division	Payroll 12/27/97-1/9/98	(2,101.68)
23112	1/30/98	Washington County Finance Div	Payroll 1/10/98-1/23/98	(4,918.33)
				<u>(7,020.01)</u>
<b>Total A-Personnel</b>				<u>(33,200.38)</u>
<b>B-Interim Operations</b>				
<b>107 Office Expense</b>				
23045	1/6/98	Horton's Sav-On Office Supply	12/31/97 Statement	(84.36)
**VOID**	1/8/98	Office Depot	Misc Office Supplies	(95.76)
23059	1/9/98	Office Depot	Misc Office Supplies	(61.75)
23060	1/9/98	Office Depot	Calculator	(39.99)
23070	1/12/98	Paige Payne	Reimb CD Player	(67.00)
23076	1/12/98	Washington County Fair Complex	Misc Office Supplies	(58.61)
23076	1/12/98	Washington County Fair Complex	Christmas Luncheon	(5.69)
23088	1/28/98	Reliable	Copy Paper/Toner Cart.	(104.57)
23098	1/28/98	The Oregonian	1/5-3/1/98 Delivery	(14.50)
23107	1/28/98	Bankcard Center	Toner Cartridge/Office Supplies	(269.23)
				<u>(705.70)</u>
<b>108 Telephone</b>				
23048	1/6/98	Payment Center	12/97 Stmt-AT&T Long Distance	(53.90)
23049	1/6/98	AT&T Wireless Services	12/19/97 Cell Phone Stmt	(38.19)
23099	1/28/98	A T & T Wireless	1/19/98 Invoice	(49.07)
23100	1/28/98	Payment Center	1/20/98 Long Distance Charges	(57.35)
23104	1/28/98	GTE Northwest	12/28/97 Phone Stmt	(739.98)
23105	1/28/98	GTE Paging	Pager Service 1/1-3/31/98	(32.85)
				<u>(971.34)</u>
<b>110 Postage</b>				
23085	1/26/98	U S Postmaster	Postage Meter	(300.00)
23106	1/28/98	Pitney Bowes	Postage Meter/Scale Rental	(101.25)
				<u>(401.25)</u>
<b>111A Equipment Rental</b>				
23089	1/28/98	Copelco Capital Inc	2/12/98 Rental/Insurance	(212.23)
				<u>(212.23)</u>
<b>112 Utilities</b>				

**Line Item Report**  
1/1/98 Through 1/31/98

<b>Num</b>	<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Amount</b>
23044	1/6/98	Windsor Security Systems	Monitoring-3 mths @ 15.95 1-3/98	(47.85)
23047	1/6/98	A A A Alarm Company of Oregon	Dec Monitoring	(38.95)
23051	1/6/98	Ferrellgas	Inv#217099/082197	(270.39)
23074	1/12/98	Hillsboro Garbage Disposal	12/31/97 Statement	(518.40)
23075	1/12/98	NW Natural Gas	1/8/98 Statements	(1,256.51)
23087	1/28/98	City of Hillsboro	11/7/97-1/14/98 Water & Sewer	(4,416.40)
23096	1/28/98	P G E	December Statements	(2,607.21)
23102	1/28/98	A A A Alarm Company of Oregon	January Monitoring	(38.95)
				<u>(9,194.66)</u>
<b>113A Armory R &amp; M</b>				
23040	1/6/98	Platt Electric	Security Light Replacement	(7.51)
23066	1/12/98	Sierra Glass	Inv#26783/Armory	(76.72)
				<u>(84.23)</u>
<b>113B Main Exhibit R &amp; M</b>				
23040	1/6/98	Platt Electric	Thermostats for MEH	(38.10)
23042	1/6/98	McClenny Refrigeration	Inv#971556	(197.05)
23063	1/12/98	A & I Paint & Decorating Inc	Fire Damage/Repair	(229.50)
				<u>(464.65)</u>
<b>113D Arts &amp; Crafts R &amp; M</b>				
23040	1/6/98	Platt Electric	Thermostats for A & Crafts	(19.05)
				<u>(19.05)</u>
<b>113F Floral R &amp; M</b>				
23042	1/6/98	McClenny Refrigeration	Inv#971643	(620.90)
				<u>(620.90)</u>
<b>113G Grounds/General R &amp; M</b>				
23040	1/6/98	Platt Electric	Fuse Rplcmt from Fire Damage	(39.00)
23069	1/12/98	Globe Lighting/A-Boy Supply Co	Inv#27921/27811	(61.34)
23072	1/12/98	Clackamas Communications	Radio Repairs	(41.10)
				<u>(141.44)</u>
<b>113J Barns R &amp; M</b>				
23039	1/6/98	Copeland Lumber Yards Inc	Inv#66065 less 2% Disc.	(23.64)
23040	1/6/98	Platt Electric	Repair Supplies	(56.50)
				<u>(80.14)</u>
<b>113L Equipment R &amp; M</b>				
23037	1/6/98	Huisman Upholstery	GMC PU	(50.00)
23038	1/6/98	Cascade Business Machines	2/98-2/99 Service Contract	(200.00)
23043	1/6/98	Hillsboro Auto Parts	PU/Van Parts	(533.32)
23046	1/6/98	ZDI Gaming	Control #157881/158653	(114.00)
23065	1/12/98	Pac-West Distributing	Toro Mower Parts	(90.43)
23068	1/12/98	Mark's Lift Truck Service	Lift Truck Parts	(18.80)
23110	1/30/98	Aerial Equipment Specialists Inc	Bucket Truck Inspection	(270.00)
23111	1/30/98	Lee's Forest Grove Indust Supply	Shop Supplies	(139.65)
				<u>(1,416.20)</u>
<b>114 General Supplies</b>				
23040	1/6/98	Platt Electric	Electrical Supplies	(126.40)
23043	1/6/98	Hillsboro Auto Parts	Misc Supplies	(93.27)
23050	1/6/98	B & B Lock & Key	Lock Set/ReKey Charge	(21.00)
23063	1/12/98	A & I Paint & Decorating Inc	Shop Supplies	(19.90)
23064	1/12/98	Acc Hardware	Misc Repair Supplies	(123.80)
23067	1/12/98	Bob Nagel Distributing	Inv#075407-01	(81.56)
23071	1/12/98	Shute Park True Value	12/26/97 Stmt	(98.52)
23072	1/12/98	Clackamas Communications	Radio Batteries	(60.00)
23076	1/12/98	Washington County Fair Complex	Shop Supplies	(15.03)
23086	1/28/98	Eoff Electric Company	Inv#1213843.1 Lamp	(108.56)
23095	1/28/98	Globe Lighting Supply Company	Misc Maintenance Supplies	(13.74)
23097	1/28/98	Bretthauer Oil Company	Gas Supplies	(575.39)
23101	1/28/98	Clackamas Communications	Charger/Radio	(36.23)

**Line Item Report**  
1/1/98 Through 1/31/98

<b>Num</b>	<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Amount</b>
				(1,373.40)
<b>118 Travel &amp; Training</b>				
23061	1/9/98	Eugene Hilton	OFA Conference	(761.05)
23077	1/13/98	Hillsboro Chamber of Commerce	NW Council of Airshow Conference	(133.00)
23103	1/28/98	Cal Wade	WFA Conf-Room/Board Expense	(998.59)
23107	1/28/98	Bankcard Center	Retirement Seminar	(69.00)
23107	1/28/98	Bankcard Center	WFA Conference	(474.00)
				(2,435.64)
<b>119 Legal Fees</b>				
23053	1/6/98	Office of County Counsel	October Legal Services	(912.00)
23091	1/28/98	Office of County Counsel	Nov/Dec Legal Services	(2,052.00)
				(2,964.00)
<b>123 Private Mileage</b>				
23113	1/30/98	Melissa Williams	Reimb Personal Mileage Expense	(32.55)
				(32.55)
<b>131 Advertising &amp; P.R.</b>				
23054	1/6/98	US West	12/17/97 Statement	(146.91)
23073	1/12/98	Hillsboro Argus	12/31/97 Statement	(196.80)
				(343.71)
<b>132 Board Expense</b>				
23034	1/5/98	Paige Payne	Reimb Wine/OFA Conf Auction	(23.47)
23036	1/6/98	Cal Wade	IAFE Convention Expense Report	(215.62)
23058	1/8/98	Spencer Gross	Ariel Photography Pictures	(359.00)
23076	1/12/98	Washington County Fair Complex	Misc Materials	(39.17)
23079	1/14/98	Subway	Dinner/Board Mtg 1/14/98	(25.15)
23090	1/28/98	Best Western Hallmark Inn	Fair Complex Project Room/Board	(697.05)
23107	1/28/98	Bankcard Center	Meals	(64.71)
23107	1/28/98	Bankcard Center	Floral Arrgmt/Virginia Boji	(35.00)
23109	1/30/98	Best Western Hallmark Inn	Faulkner/Smith Room & Board	(114.91)
				(1,574.08)
<b>133 Dues/Licensing/Fees</b>				
23078	1/14/98	Department of Motor Vehicles	Honda Scooter Registration	(14.50)
				(14.50)
<b>149 Misc. Materials &amp; Services</b>				
23041	1/6/98	Palmer/Snyder Furniture Company	Round Table Project	(135.99)
23052	1/6/98	Oregon Electric Group	Client Cost/99986 11/29/97	(94.50)
23076	1/12/98	Washington County Fair Complex	Vet Services	(12.00)
				(242.49)
<b>150 Refunds</b>				
23033	1/5/98	Modesto Aguilar	Refund Deposit DOE 12/31/97	(200.00)
23035	1/5/98	Maria Elena Gutierrez	Refund Overchg DOE 10/4/97	(35.00)
23080	1/15/98	Cheryl McClure	Refund Deposit DOE 1/9-10/98	(200.00)
				(435.00)
<b>154A RV Park R &amp; M</b>				
23062	1/12/98	Washington Co Finance Division	Transient Room Tax	(231.75)
				(231.75)
<b>Total B-Interim Operations</b>				<u>(23,958.91)</u>
<b>D-Exhibits &amp; Competitions</b>				
<b>233 Other Open Class</b>				
23055	1/6/98	American Homebrewers Association	\$28 Membshp/\$40 Sanction Fee	(68.00)
				(68.00)
<b>Total D-Exhibits &amp; Competitions</b>				<u>(68.00)</u>



**Line Item Report**  
1/1/98 Through 1/31/98

<u>Num</u>	<u>Date</u>	<u>Payee</u>	<u>Memo</u>	<u>Amount</u>
<b>E-Rodeo</b>				
<b>318 Board Expense</b>				
23082	1/21/98	Larry Bellamy	NFR Room Refund/Orleans Hotel	(45.00)
23083	1/21/98	Barbara Spencer	NFR Room Refund/Orleans Hotel	(90.00)
23084	1/21/98	George & Sue Kneese	NFR Room Refund/Orleans Hotel	(45.00)
				<u>(180.00)</u>
<b>319 Other (Fees &amp; Dues)</b>				
23108	1/28/98	Professional Rodeo Cowboys Assoc	Sanction	(250.00)
				<u>(250.00)</u>
<b>Total E-Rodeo</b>				<u>(430.00)</u>
<b>J-Capital Outlay</b>				
<b>513 Equipment</b>				
23056	1/8/98	Heather McPherson	NB-50 Honda Purchase	(50.00)
				<u>(50.00)</u>
<b>Total J-Capital Outlay</b>				<u>(50.00)</u>
<b>TOTAL EXPENSE CATEGORIES</b>				<u>(57,707.29)</u>
<b>TRANSFERS</b>				
<b>POOL #4486</b>				
	1/2/98	Govt Pool #4486	Transfer to Govt Pool #4486	(20,000.00)
	1/6/98	Govt Pool #4486	Transfer from Govt Pool #4486	2,760.56
	1/16/98	Govt Pool #4486	Transfer from Govt Pool #4486	8,000.00
2918	1/30/98	Govt Pool #4486	Transfer from Govt Pool #4486	5,000.00
Total POOL #4486				<u>(4,239.44)</u>
<b>TOTAL TRANSFERS</b>				<u>(4,239.44)</u>
<b>GRAND TOTAL</b>				<u>(24,295.98)</u>

**Washington County Fair Complex  
FINANCIAL POSITION**

**DECEMBER 31, 1997**

<b>CHECKING ACCOUNTS</b>	<b>U.S. Bank</b>	<b>Wells Fargo</b>	<b>Bingo</b>
<b>Book</b>			
Beginning Balance	24,138.05	4,624.61	2,760.56
Income Deposits	73,664.56	232.00	0.00
From Government Pool	17,000.00	0.00	0.00
Less Checks & Adjustments	86,643.85	0.00	0.00
To Government Pool	0.00	0.00	0.00
<b>Ending Book Balance</b>	<b>28,158.76</b>	<b>4,856.61</b>	<b>2,760.56</b>
<b>Ending Bank Balance</b>	<b>28,158.76</b>	<b>4,856.61</b>	<b>2,760.56</b>
<b>TOTAL COMBINED CHECKING</b>			<b>35,775.93</b>
<b>SAVINGS ACCOUNTS</b>	<b>Investment</b>	<b>EXPO</b>	
<b>Book</b>			
Beginning Balance	249,696.52	4,002.43	
Interest for Month	1,444.31	18.75	
From Checking	0.00	0.00	
To Checking	67,000.00	0.00	
<b>Ending Book Balance</b>	<b>184,140.83</b>	<b>4,021.18</b>	
<b>Ending Bank Balance</b>	<b>184,140.83</b>	<b>4,021.18</b>	
<b>TOTAL COMBINED SAVINGS</b>			<b>188,162.01</b>
<b>TOTAL FAIR FUND BALANCE PER COUNTY</b>			
<b>TOTAL RESOURCES</b>			<b>223,937.94</b>

**Washington County Fair Complex  
FINANCIAL POSITION**

**JANUARY 31, 1998**

<b>CHECKING ACCOUNTS</b>	<b>U.S. Bank</b>	<b>Wells Fargo</b>	<b>Bingo</b>
<b>Book</b>			
Beginning Balance	28,158.76	4,856.61	2,760.56
Income Deposits	37,650.75	0.00	0.00
From Government Pool	15,760.56	0.00	0.00
Less Checks & Adjustments	57,706.24	0.00	0.00
To Government Pool	20,000.00	0.00	2,760.56
<b>Ending Book Balance</b>	<b>3,863.83</b>	<b>4,856.61</b>	<b>0.00</b>
<b>Ending Bank Balance</b>	<b>3,863.83</b>	<b>4,856.61</b>	<b>0.00</b>
<b>TOTAL COMBINED CHECKING</b>			<b>8,720.44</b>
<b>SAVINGS ACCOUNTS</b>	<b>Investment</b>	<b>EXPO</b>	
<b>Book</b>			
Beginning Balance	234,140.83	4,021.18	
Interest for Month	1,242.68	19.98	
From Checking	22,760.56	0.00	
To Checking	15,760.56	0.00	
<b>Ending Book Balance</b>	<b>242,383.51</b>	<b>4,041.16</b>	
<b>Ending Bank Balance</b>	<b>242,383.51</b>	<b>4,041.16</b>	
<b>TOTAL COMBINED SAVINGS</b>			<b>246,424.67</b>
<b>TOTAL FAIR FUND BALANCE PER COUNTY</b>			<b>220,493.94</b>
<b>TOTAL RESOURCES</b>			<b>475,639.05</b>

WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1,1997-JUNE 30,1998

JANUARY 1997	ACTUAL 1996-97	LINE ITEM#	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	JANUARY 1998	TO DATE 1997-98	BALANCE
STATE FUNDS								
0.00	0.00	1	Racing Commission	0	0	0.00	0.00	0.00
0.00	0.00	2	Apportionment	0	0	0.00	0.00	0.00
0.00	0.00	3	Merit Rate	0	0	0.00	0.00	0.00
0.00	36,042.15	3A	Dept. of Econ. Dev.	0	0	0.00	41,976.34	41,976.34
0.00	36,042.15			0	0	0.00	41,976.34	41,976.34
SPECIAL FUNDS								
0.00	0.00	4	Grants	0	0	0.00	0.00	0.00
0.00	0.00	5	Funds Borrowed	100,000	100,000	0.00	0.00	(100,000.00)
	0.00	7	RE Sold/Leased	356,000	356,000		0.00	(356,000.00)
0.00	0.00			456,000	456,000	0.00	0.00	(456,000.00)
DEDICATED FUNDS								
0.00	0.00	8	Horse Stall Construction	0	0	0.00	0.00	0.00
0.00	517,920.41	9	Hotel/Motel Tax	530,000	530,000	15,300.00	183,349.94	(346,650.06)
0.00	517,920.41			530,000	530,000	15,300.00	183,349.94	(346,650.06)
INTERIM INCOME								
20,966.32	173,916.87	10	Rent & Storage	172,000	172,000	15,153.75	116,160.54	(55,839.46)
1,275.00	17,965.00	11	Damage Deposits	15,000	15,000	0.00	7,210.00	(7,790.00)
0.00	0.00	12	Advertising Sold	0	0	0.00	0.00	0.00
0.00	11,000.00	13	Gate Change	5,500	5,500	0.00	0.00	(5,500.00)
1,447.63	15,027.53	14	Interest	16,000	16,000	1,262.66	11,718.93	(4,281.07)
0.00	0.00	15	Shows/Entertainment	100,000	100,000	0.00	0.00	(100,000.00)
0.00	45,819.32	16	Parking Fees	25,000	25,000	0.00	0.00	(25,000.00)
504.76	9,101.54	17	Miscellaneous Income	11,000	11,000	199.50	7,229.02	(3,770.98)
2,980.00	33,805.00	18	RV Park	29,000	29,000	2,685.00	20,717.00	(8,283.00)
27,173.71	306,635.26			373,500	373,500	19,300.91	163,035.49	(210,464.51)

WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1,1997-JUNE 30,1998

JANUARY 1997	ACTUAL 1996-97	LINE ITEM#	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	JANUARY 1998	TO DATE 1997-98	BALANCE
			FAIR INCOME					
0.00	25,857.00	30	Youth Admission	30,000	30,000	0.00	28,836.00	(1,164.00)
0.00	193,878.44	31	Other Admission	200,000	200,000	0.00	197,981.05	(2,018.95)
5,690.00	113,980.68	32	Concessions/Booths	120,000	120,000	2,812.50	88,582.87	(31,417.13)
0.00	40,665.00	33	Sponsorships	50,000	50,000	0.00	45,497.95	(4,502.05)
165.00	8,350.00	34	Advertising Sold	8,000	8,000	0.00	2,985.00	(5,015.00)
0.00	0.00	35	Gate Change	15,000	15,000	0.00	15,000.00	0.00
0.00	48,826.00	36	Carnival Income	50,000	50,000	0.00	51,997.02	1,997.02
0.00	4,446.00	37	Entry Fees	4,500	4,500	0.00	3,663.50	(836.50)
0.00	46,201.01	38	Parking Fees	48,000	48,000	0.00	49,268.54	1,268.54
0.00	38,100.00	39	Rodeo Sponsorships	100,000	85,000	0.00	67,000.00	(18,000.00)
0.00	0.00	40	Horse Show	0	0	0.00	0.00	0.00
0.00	5,423.29	41	Miscellaneous	5,000	5,000	0.00	5,034.31	34.31
0.00	7,386.98	42	Rodeo Admissions	7,500	7,500	0.00	6,892.00	(608.00)
0.00	48,734.60	43	Main Stage	45,000	0	0.00	0.00	0.00
0.00	669.00	44	Arena Admissions	700	700	0.00	0.00	(700.00)
0.00	1,857.00	45	Amphitheater Concessions	800	800	0.00	0.00	(800.00)
0.00	325.00	46	Rodeo Miscellaneous	0	0	0.00	4,451.38	4,451.38
0.00	3,640.00	47	Horse Stall Rentals	4,550	4,550	0.00	195.00	(4,355.00)
5,855.00	588,340.00			689,050	629,050	2,812.50	567,384.62	(61,665.38)
			BINGO					
0.00	16,200.00	70	Sessions	14,000	14,000	1,500.00	9,300.00	(4,700.00)
0.00	0.00	71	Food	0	0	0.00	0.00	0.00
0.00	0.00	72	Operating Change	0	0	0.00	0.00	0.00
0.00	16,200.00			14,000	14,000	1,500.00	9,300.00	(4,700.00)
33,028.71	1,465,137.82		TOTAL INCOME CATEGORIES	2,062,550	2,002,550	38,913.41	965,046.39	(1,037,503.61)
			BEGINNING BALANCE					
313,679.56	313,679.56	99	Cash on Hand	335,000	345,000		417,330.00	
346,708.27	1,778,817.38		TOTAL INCOME/BEG CASH ON HA	2,397,550	2,347,550	38,913.41	1,389,138.25	(958,411.75)
285,666.96	417,330.44		CURRENT CASH ON HAND			222,022.15		

WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1, 1997 - JUNE 30, 1998

JANUARY 1997	ACTUAL 1996-97	LINE ITEM #	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	JANUARY 1998	TO DATE 1997-98	BALANCE
PERSONNEL								
34,852.57	354,555.01	101	Salaries	381,000	381,000	26,180.37	287,646.50	(93,353.50)
12,997.12	95,879.05	102	O.P.E.	127,000	127,000	7,020.01	73,869.22	(53,130.78)
47,849.69	450,434.06			508,000	508,000	33,200.38	361,515.72	(146,484.28)
INTERIM OPERATIONS								
472.14	5,301.19	107	Office Expense	4,200	4,200	705.70	4,009.88	(190.12)
1,121.80	11,372.91	108	Telephone	11,000	11,000	971.34	7,838.96	(3,161.04)
50.60	441.46	109	Printing	5,000	5,000	0.00	554.28	(4,445.72)
374.75	3,020.26	110	Postage	4,500	4,500	401.25	1,191.84	(3,308.16)
1,707.50	10,253.70	111	Equip/Bldg Rental	9,200	9,200	212.23	4,300.22	(4,899.78)
8,401.33	76,664.20	112	Utilities	70,000	70,000	9,194.66	43,304.72	(26,695.28)
2,194.54	50,024.60	113	Repair & Maintenance	50,000	50,000	2,826.61	22,017.22	(27,982.78)
788.81	28,678.05	114	General Supplies	22,200	22,200	1,373.40	14,414.46	(7,785.54)
0.00	0.00	115	Legal Notices	0	0	0.00	0.00	0.00
0.00	11,000.00	116	Gate Change	5,500	5,500	0.00	0.00	(5,500.00)
0.00	9,103.82	117	Parking	6,500	6,500	0.00	834.61	(5,665.39)
747.40	4,859.36	118	Travel & Training	4,000	4,000	2,434.59	4,434.31	434.31
144.25	12,974.00	119	Legal fees	2,500	2,500	2,964.00	8,569.90	6,069.90
0.00	4,560.00	121	Professional Svcs.	0	0	0.00	3,680.37	3,680.37
0.00	7,552.87	122	Insurance & Bond	7,000	7,000	0.00	8,781.31	1,781.31
0.00	0.00	123	Private Mileage	0	0	32.55	32.55	32.55
0.00	6,440.00	124	Car Allowance	7,000	7,000	0.00	2,775.00	(4,225.00)
387.71	7,214.25	131	Advertising & P.R.	7,500	7,500	343.71	4,170.78	(3,329.22)
122.60	1,434.39	132	Board Expense	3,000	3,000	1,574.08	2,579.11	(420.89)
204.00	3,117.54	133	Dues,Licenses,Fees	3,000	3,000	14.50	2,081.50	(918.50)
138.00	6,076.92	149	Misc. materials & Svcs.	3,000	3,000	242.49	8,158.93	5,158.93
150.00	15,882.61	150	Refunds	15,000	15,000	435.00	9,213.73	(5,786.27)
0.00	14,834.00	151	County-Indirect cost	14,800	14,800	0.00	11,099.25	(3,700.75)
0.00	0.00	153	Petty Cash	200	200	0.00	0.00	(200.00)
0.00	0.00	154A	RV Park Repair & Maint	1500	1500	231.75	567.63	(932.37)
0.00	0.00	154B	RV Park Hotel/Motel Tax	0	0	0.00	6,798.53	6,798.53
17,005.43	290,806.13			256,600	256,600	23,957.86	171,409.09	(85,190.91)

WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1,1997 -JUNE 30, 1998

JANUARY 1997	ACTUAL 1996-97	LINE ITEM #	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	JANUARY 1998	TO DATE 1997-98	BALANCE
FAIR OPERATIONS								
24.80	14,711.53	175	Printing	12,000	12,000	0.00	6,321.52	(5,678.48)
0.00	8,607.03	176	Utilities	9,000	9,000	0.00	10,479.59	1,479.59
0.00	0.00	177	Gate Change	15,000	15,000	0.00	15,000.00	0.00
0.00	7,494.70	178	Parking	8,000	8,000	0.00	9,234.97	1,234.97
0.00	34,251.37	179	Professional Svcs.	38,000	38,000	0.00	35,844.95	(2,155.05)
0.00	68,183.72	180	Advertising	70,000	70,000	0.00	63,717.88	(6,282.12)
0.00	1,196.00	181	Refunds	1,000	1,000	0.00	453.00	(547.00)
0.00	6,385.30	182	Miscellaneous	6,000	6,000	0.00	12,082.64	6,082.64
0.00	3,568.32	183	Decorations	3,500	3,500	0.00	2,700.32	(799.68)
0.00	4,862.98	184	Equipment Rental	5,000	5,000	0.00	5,761.52	761.52
500.00	500.00	185	Horse Stall Rental	4550	4550	0.00	2,835.00	(1,715.00)
0.00	13,371.25	186	Restroom Service	15,000	15,000	0.00	15,541.25	541.25
0.00	8,058.29	187	Repair & Maintenance	7000	7000	0.00	7,648.84	648.84
524.80	171,190.49			194,050	194,050	0.00	187,621.48	(6,428.52)
EXHIBITS/COMPETITIONS								
0.00	3,716.92	211	Awards FFA	3,500	3,500	0.00	3,328.25	(3,500.00)
0.00	1,062.47	212	Personnel FFA	1,000	1,000	0.00	798.33	(1,000.00)
0.00	1,610.99	213	Other FFA	1,500	1,500	0.00	372.21	(1,500.00)
0.00	9,944.14	221	Awards 4-H	10,000	10,000	0.00	9,973.36	(10,000.00)
0.00	7,793.50	222	Personnel 4-H	8,000	8,000	0.00	5,098.33	(8,000.00)
0.00	3,944.83	223	Other 4-H	3,600	3,600	0.00	2,593.21	(3,600.00)
18.00	40,690.17	231	Awards Open Class	40,000	40,000	0.00	37,567.69	(40,000.00)
100.00	7,556.26	232	Personnel Open	7,500	7,500	0.00	4,635.34	(7,500.00)
0.00	4,746.03	233	Other Open Class	4,000	4,000	68.00	2,698.50	(4,000.00)
118.00	81,065.31			79,100	79,100	68.00	67,065.22	(12,034.78)

WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1, 1997-JUNE 30, 1998

JANUARY 1997	ACTUAL 1996-97	LINE ITEM #	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	JANUARY 1998	TO DATE 1997-98	BALANCE
			RODEO					
0.00	42,445.00	311	Prize Money	45,500	45,500	0.00	45,500.00	0.00
0.00	13,800.00	312	Personnel	28,000	18,000	0.00	14,034.25	(3,965.75)
0.00	16,500.00	313	Stock Contract	16,500	16,500	0.00	16,500.00	0.00
0.00	0.00	314	Special Awards	1,000	1,000	0.00	1,346.69	346.69
0.00	218.48	315	Special Kid's Rodeo	1,000	1,000	0.00	570.67	(429.33)
0.00	3,507.80	316	Promotion	2,500	2,500	0.00	7,161.73	4,661.73
0.00	10,952.44	317	Materials & Supplies	8,000	6,000	0.00	3,746.32	(2,253.68)
0.00	2,169.48	318	Board Expense	10,000	6,000	180.00	5,083.68	(916.32)
0.00	2,427.00	319	Other (Fees & Dues)	2,000	2,000	250.00	1,025.00	(975.00)
0.00	2,444.56	320	Queen	3,000	3,000	0.00	3,634.06	634.06
0.00	5,535.00	321	Rental Equipment	5,000	5,000	0.00	9,349.20	4,349.20
0.00	0.00	321A	Money Raising Projects	3000	3000	0.00	0.00	(3,000.00)
0.00	10,000.00	321B	Petty Cash	2000	0	0.00	0.00	0.00
0.00	109,999.76			127,500	109,500	430.00	107,951.60	(1,548.40)
			HORSE SHOWS					
0.00	0.00			0	0	0.00	0.00	0.00
			FAIR: ENTERTAINMENT					
0.00	79,500.00	324	Main Stage	90,000	74,000	0.00	70,510.00	(3,490.00)
0.00	50,495.90	325	Grounds Entertainment	55,500	55,500	0.00	64,555.60	9,055.60
0.00	31,385.16	326	Associated Costs-Main	32,800	30,800	0.00	30,801.44	1.44
0.00	5,031.36	327	Associated Costs-Grounds	7000	7,000	0.00	10,542.57	3,542.57
0.00	1,996.30	328	Touch & See	2,000	2,000	0.00	1,893.00	(107.00)
0.00	168,408.72			187,300	169,300	0.00	178,302.61	9,002.61
			INTERIM ENTERTAINMENT					
0.00	0.00	375	Interim shows	100,000	100,000	0.00	0.00	(100,000.00)
0.00	0.00			100,000	100,000	0.00	0.00	(100,000.00)



WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1, 1997-JUNE 30, 1998

JANUARY 1997	ACTUAL 1996-97	LINE ITEM #	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	JANUARY 1998	TO DATE 1997-98	BALANCE
			BINGO					
0.00	0.00	401	Personnel	0	0	0.00	0.00	0.00
0.00	0.00	402	Supplies	1,000	1,000	0.00	0.00	(1,000.00)
0.00	0.00	403	Mileage	0	0	0.00	0.00	0.00
0.00	0.00	404	Food	0	0	0.00	0.00	0.00
0.00	0.00	405	Advertising	0	0	0.00	0.00	0.00
0.00	0.00	406	Equipment Repairs	500	500	0.00	0.00	(500.00)
0.00	0.00	407	Operating Change	0	0	0.00	0.00	0.00
0.00	20.00	408	Dues,Licenses,Fees	0	0	0.00	0.00	0.00
0.00	20.00			1,500	1,500	0.00	0.00	(1,500.00)
			CAPITAL OUTLAY					
0.00	53,318.00	510	Purchase/Lease	56,000	56,000	0.00	55,861.50	(138.50)
0.00	0.00	511	Land Improvements	356,000	356,000	0.00	23,175.00	(332,825.00)
0.00	7,135.43	512	Bldg. & Structure	135,000	121,000	0.00	0.00	(121,000.00)
4,639.88	28,306.03	513	Equipment	46,500	41,500	50.00	23,197.59	(18,302.41)
0.00	0.00	514	Equipment-Bingo	0	0	0.00	0.00	0.00
0.00	803.01	515	Horse Stalls	0	5000	0.00	692.25	(4,307.75)
4,639.88	89,562.47			593,500	579,500	50.00	102,926.34	(476,573.66)
			CONTINGENCY					
		600	Contingency	350,000	350,000	0.00	0.00	0.00
70,137.80	1,361,486.94	TOTAL EXPENSE		2,397,550	2,347,550	57,706.24	1,176,792.06	(1,170,757.94)

## MINUTES

### WASHINGTON COUNTY FAIR BOARD MEETING

JANUARY 14, 1998

**CONVENED: 4:30 PM**

**FAIR BOARD:**

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

**FAIR COMPLEX STAFF:**

Executive Director: Cal Wade  
Fair Complex Marketing Director: Margaret Garza  
Fair Complex Fair Coordinator: Bill McKinley  
Fair Complex Maintenance: Jim Jordan

**GUESTS:**

Rocky Williams, Rodeo Board  
Cody Feinauer, Rodeo Board  
Bill Peterson, 4-H Horse  
Roger Egberg, 4-H Horse  
Stephanie Crop, Rodeo  
Patty Crop, Rodeo

**PRESS:**

Eric Apalategui, Argus

John Thomas calls meeting to order and then introduces new Fair Board member Sheila Day. Lyle Spiesschaert inquires on how we go about extend our thanks to outgoing Fair Board member George Otten. Cal suggests a plaque. John Thomas suggests that Margaret invite George Otten to February's Fair Board meeting to present a plaque of thanks for his service.

**Consent Agenda:** Cal Wade apologizes for the "corrected report", Cal mentions that two or three things have gone wrong, including Melissa changing computers that required two runs. There are a couple of duplications but they have been corrected. There were several line items that were in the wrong place and I'll try to go over those right now. Melissa did financials for the first time and I had only had from yesterday to review. Cal explains "farm plan" discrepancy, as a mistake on John Deere's part. Hotel/motel tax on income, it shows \$32,900 withdrawn from

the fair fund, there's a mistake here, it should show that there is a \$167,079 deposit in the hotel/motel tax in the "year to date" column. It should be zero at \$32,900 because those are expenses covered in another area. The "to date" column should show a total of \$317,129, which means that there is a balance to come in of \$212,87. Cal explained the connection to budget spread. After we had our audit the county required, by state law, to do away with our LGIP (state pool) account. The county treasurer now holds all of our funds for us. So when the hotel/motel tax came in this year, they (county treasurer) procured the whole \$167,079 and put it into the fair fund. The county said that there would be no problem and that they would just transfer the money. Well it has not turned out that way. Cal intends to sit down with the finance manager to straighten the matter out. Basically, what we have is a situation where they did not tell us that they had deposited the \$167,079 dollars., and we assume that other deposits are hotel/motel tax, but we are not being informed as to what these entries are, or pertain to. Cal will report at the February fair board meeting as to what progress we have made, we will meet with the county and tell them that this process/procedure is not going to work. We need for one, at least, semi-monthly print outs, or certainly notify us when they put money into the fair fund, they also need to send a receipt so we can show and identify the assets. And, we do not need permission from the administrator's office to withdraw money. These things all need to be corrected. Line item #14 "interest", there was \$14,044.31 that should have been shown, but did not. We have not been given any credit from the county for interest. Item #33 sponsorship from funtastic, they gave us \$5000 to apply to the junior show to help offset premium money. There is Item #108 "expenses", a \$652 phone bill that went into "utilities" by mistake. Last month item #122 ken leahy noted last month that we had \$12,988 insurance and bonding, and that shouldn't be that high, over \$6000 of that should have been applied against personnel, because it was SAIF. We do not show SAIF under our regular insurance. But shows as personnel expense. Car allowance, should have gone up and salary should have gone down. Margaret mentions the bingo allocation, did receive income of \$1,200 that does not show in the correct category, shows in "interim income". Cal says that he ran out of time to fully review, but we are "in balance". Cal says go back to the financial position page (unreconciled) the original shows that \$274,000 actually (page 12) I show 408, she shows 374, we will find out what that difference is. Cal will resolve the matter, but it is much healthier than the 238 figure because the hotel/motel tax wasn't in there. Lyle asks for a point of clarification. When we pass the consent agenda we are approving the expenditures?, Cal, you are not approving spending them but you are approving what has been spent. Lyle, if there is a problem, the bills have been paid?. Cal that's right. Lyle, next level, personnel are paid by the county?, Cal, yes we "trade" checks. When they make out a check for payroll, we give them a check to cover the expenses. Lyle, does that include everything?, Cal, yes, everything except SAIF, we take care of that through the fair, that also includes car allowance. Lyle, that interim (non fair) income goes into our account, but hotel/motel goes direct to the county. Cal, correct. Cal,

we are still holding our savings account which is technically illegal, We wanted to work out the bugs with the county before we closed our state pool account and put all our money into the county fair fund. I'm glad I did it because we had a real estate, COP payment that had to be made, "date certain", and it went to the wire with our taking the money out of our state pool account as a hedge, the county disbursement did come through in the eleventh hour, but it was close. These are the kind of bugs that we are in the process of working out with the county. The county would not give us the money without the approval of some administrative assistant and that is not going to happen, and it just went on and on, and really, they didn't know how to do it. That's OK because we now have a "track record" and Bill has already set up meeting with the finance manager and we're going to list out all these little problems that we have to try and get it all straightened out. Lyle, so physically the monies from the hotel/motel tax goes to the county, Cal, yes, the county "fair fund", all our surplus monies are supposed to go into that account eventually. What we will do is keep a nominal operating checking account, we are allowed to have a checking account. Lyle, is this account of the county not the state pool account? Cal, no, it's not. Lyle, so where does this money sit in the county? Cal, the general fund account I guess. Lyle, are we getting interest on this? Cal, supposedly we are, but I have questions on that because I haven't seen any interest deposited. We had to go through this to find out what they were or were not doing, and we found out,, nothing. Lyle, when we get our bill for personnel expenses, does that include a "loaded" amount for them administering payroll? Cal, no that comes under "indirect charges" and this last year we were paying \$14,000 in indirect charges, next year it will be \$32,000 or \$33,000. Cal, further, to handle our money for us, that we have been doing very successfully, they will be charging us "X" number of dollars to do that, which I hope doesn't offset that much of the interest. Lyle, but there is only handling payroll and investments. Cal, they are handling payroll and investments in two different departments. They collect monies (indirect) from each department, purchasing, fixed expenses, for administration. Sometime we have had in indirect costs as high as 50K, but went in to get a reduction, and were successful. Problem is that they do not give us a report. Last month when they deposited that 160K, I thought it was lost. I didn't know where it was. Sheila Day, no identifiers? Cal, no identifiers, nothing! Sheila, each time you find something do you have to pursue, "who do I have to call"? Cal, yes, but you have an individual that handles certain items, but the same individuals every month. Cal, we do have an administrative liaison that we deal with but she doesn't deal with things like this. So far as finance and the like, we deal with individuals directly. I do need to meet with them and probably with the deputy administrator as well. Lyle, under item #113G there appears to be a double pay to Sherwood FFA, my concern is that do we have a "check" in place that would prevent a "double pay". Cal, we do and the computer should indicate a double pay. Lyle, do we have a human input?,, general discussion on checks, payments and invoices including Chavez Lumber and Sherwood FFA. Lyle, bank card, could we say "what it is"? like with the Argus, Cal, we can get more "detail". General

discussion on disbursement and codifying expenses. Chairman Thomas calls for a motion to pass the consent agenda. Sheila Day has questions related to timeliness on corrections on a monthly basis. Spiesschaert call for an amending of the motion to accept the consent agenda subject to approval of a corrected addition.

**Chairman Thomas calls for a motion to accept the consent agenda subject to approval of the financial condition at the February Fair Board meeting. Spiesschaert motions, Sheila Day seconds, motion passes**

**Rodeo Report:** Rocky Williams gives report. At next directors meeting we will be going over by-laws, they haven't been reviewed since about 1980. There have been a lot of changes in the way we do things. We need to update and hope to bring something to the board in the next month or so. Been working on checking on the different panels to get the best buy. The fair board approved 5K to buy panels. We had some questions as to where the Rodeo Board sits as to "errors and omissions", we called county council they said they didn't know where we stood. But two things that we would be libel for was harassment against another rodeo board member or discrimination or misappropriation of funds. They felt that for everything else that we were pretty much covered, is that true? , Cal, we did some research for the Fair Board, and I think it would apply to the Rodeo Board. As long as we are not doing anything dishonest, the only place that it would not be covered is with an ethics commission where there would be a \$2,500 limit "possible" coverage. Gary Price was concerned because of his financial position. Rocky, our queen representative at the Portland Rodeo did a good job, the Power Rents girls were a lead in for the event. Three different committees have been reviewing last year's Rodeo in efforts to make this next year rodeo even better. Been out on sponsorship, we have two new things this year, bull fights and draft horse. Cal, says that he thinks that we have a 5K sponsorship from Wells Fargo bank check with Terry (Amato) they committed last year but too late to get it last year. Rocky will call Terry. We will have a little get-together with the Rodeo Board this coming Monday, then having a get-together with our sponsors the following month, we will be asking them what they liked or didn't like, also ask them if they intend to sponsor again. There will be no additional cost to sponsor this year. Only need two things to have the whole rodeo sponsored. Margaret asked if Colt 45 was going to be a sponsor, this coming from previous discussions, Rocky, Colt is a new PRCA sponsor, but are only sponsoring selectively, like Wrangler, it takes time to get on board. Patty Crop said that the rodeo was honored again at Yakima last weekend at the finals for the rodeo year.

**No Boosters report until February**

**4-H Horse:** Bill Peterson gives report. We got the fair book changes into Paige, except entry forms, and judges except one. Cal, the stall thing is resolved unless we get an unknown "curve", Paige found an outfit from

Fresno where the timing is just right for us between shows. We try not to burn bridges with past contractors. Last years' contractor wanted \$65.00 plus another \$30 for that extra week (horse fair). So it was \$30 a stall cheaper to go with the Fresno contractor. The price is \$65 per stall, "period".

**Fair Report:** Bill McKinley gives report. Big Name entertainment, Looking at Charley Daniels on opening day, 28<sup>th</sup> have an offer in on Lila McCain, have Limbo as tradition on Thursday. It's on again off again with 38 Special on Friday, traditionally corvallis (Benton County Fair) and us want a strong rock oriented act on that day, and EJD for routing would like one of us to commit early so they can offer the act to the other, not on a Friday, with no strings. We cannot give away Friday. Tracy Bird is pretty much there on Saturday. Sunday we are working in house on a hispanic act. Working on food concession contracts starting next Monday. Sound and lights will be going out, printing RFP going out. Also soft drink RFP will be going out. Lyle asks if these RFP's are "low bid", McKinley, not necessarily, but will have performance features also built in. Proof of performance and perhaps key person clauses will be considered. Lyle asks if this soft drink contract is kind of a "done deal" before the RFP. Cal, had one of the bottlers angry once for suggesting that very thing, because it surely appears so. It's not a done deal on our part, but is perhaps on theirs. I think we're stuck with 7-up. Cal, further, I've tried to get Pepsi before but I think we're stuck with 7-up. McKinley, we brought before the BoC the proposal of extending the carnival contract one year, given the the changes that are being propose. One of our colleagues in the industry asked us why we are going out now when there is such a potentially encompassing change facing the air, and considering that the carnival will be sited radically differently given the proposed future scheme. So we have sat down with our current carnival contractor to let him know what is in the works potentially. I consulted with county counsel and he (Allen Rappleyea) agrees with the thinking. Allen thinks there should be no trouble in getting BoC approval. Paige has been working on the premium book, getting judges, doing secondary stage entertainment. Paige and Mary Putzler, while attending the Oregon Fairs Convention, reviewed the various show case entertainment offerings. David Lintz asks the difference between the Kinnley's and Lila McCain. Bill says, that the Kinnley's have dropped out we hear they have committed to an eastern circuit and we're now looking at Lila McCain for \$7,500 up from originally \$5,000.

**Marketing Report:** Margaret Garza gives report. Says that most of the contracts out for 1998. I just finished getting 60-75 contracts out, and was pretty busy the month of December. There are some new clients coming for the first time, about 10 . The tendency is that once a client signs they usually are back year after year. We had three new events over the holidays alone, one was Garner Electric, another was Bi-Mart, and Parr Lumber. We have heard positive things from them about the facilities and the staff. And they are planning to bring their Christmas parties back here next year. Other than that, things are busy with many calls coming in

inquiring about facilities to rent. We went down to OFA for the first time this last weekend, found it to be very interesting. David Lintz ask about how many "event" days we have. Cal, says about 1500. Lintz, the way you figure that is, facilities we have times the days reserved? Lintz, what kind of occupancy would you say? Margaret says, high on the weekends and lower during the week, David, I mean statistical measurement? Cal, the industry only measures by "event days", a two day show will kill 4 or 5 days, prep before and after. Margaret, the ideal for most events obviously are the weekends. David asks, year after year we're at approximately at the same level?, Cal, that's right, we're pretty well maxed out. Question about the various rooms as to usage.

**Maintenance Report:** Jim Jordan gives report. Mike has been busy on the grounds. He's probably two months ahead of where he was last year, mainly because of the weather, which has been unseasonably good until just recently. The ice and snow of last week damaged several troughs, gutters and down spouts at several places on the complex. I've been working on equipment, which is an ongoing effort. Talked to a superintendent for Team Electric who is a contractor for Tri-Met, the ride station is now illuminated, they pretty well finishing their "islands" and they have all the lighting in and operating. At 34<sup>th</sup> street right now, they are finished setting the poles and in another couple days of wiring, there will be lights from Cornell to the ride station. That's going to help us considerably for our night events. All we had were 4 lights for the whole driveway and the whole road system. We lost one of our Green Thumb workers, due to an interpretation of hours worked as a temp. We now have a new person, he seems knowledgeable. That's about all we've been doing, December and January are slow months.

**New Business:** Cal talks of our experiences at OFA convention in Eugene, Cal, Margaret, Bill, Paige, Lyle and Mary Putzler, also attended. Cal thinks that was one of the best. Lyle also thought the convention was of value. Bill, mentions that there is a lot of information, and trial and error and new ideas shared by the participants. The convention will be in January again next year, and will be in Eugene also again next year. Lyle observed that the year round nature of fair facilities is emphasized with the fair being but one event. Cal mentioned the quality of the motivational speaker that was there. Lyle enjoyed the hospitality and information provided by the service members.

**Report on Committee; OFA:** Cal, the OFA has been very concerned about the feedback that they have been getting from the Association of Oregon County's, (county administrators, AOC) not from the standpoint that there is some big thing going, but from the unrest of what we ran into in this county, and with the concern that they are exposed to considerable liability without any real input as to the standpoint of management at fair grounds. The OFA took the initiative to try to come together and see if there are some things that we could do, such as legislation and others, it could be just simple agreements, drafted between the counties and the

fair boards. Washington county is the only county that has two members on the committee, myself and Dennis Mulvihill, he is the legislative person for the county. One of the things discussed, was term limits for fair boards, and that there is no way to remove a fair board member could be removed for cause. Washington County is interesting in pursuing the process for privatizing the fair, that was a surprise. The situation at State Fair in their failed attempts to privatize was discussed. There is another meeting in February to discuss these subjects further. Linn County was trying to pass legislation that would effect all counties to solve their specific problems. In essence that county commissioners would be given the authority to abolish their fair board. To the credit of the counties there was not much support for that proposal. The suggestion was made to Linn County was that, you have a problem locally, and it should be resolved locally. There are 6 members from the Association of Oregon counties, and 6 from the fairs. Rocky asks what's their stand on term limits? Are they upset that some fairs don't limit their fair board members? Cal, yes, but are opposed to it becoming a state law. The fairs are also opposed to it being a state law. The feeling is that there could be an agreement worked out rather than legislation. Term limits would be a real burden to the small eastern counties where they are lucky to find enough citizens that would want to serve. This county has a policy of two terms, however, they have broken this rule in the past. Rocky, why are they so worried about getting rid of fair board members within the 3 years?, Cal,, couldn't pin them down on that, but I speculate that it would have to do with liability issues and the fair board not taking steps to correct the problem. Rocky, can't they just call them into the commissioners office and discipline them? Cal, all they can do is read them the riot act but they cannot dismiss them. General discussion on the issue. Cal, nobody wants as a resolution to the problem to go for legislation without *the* recommendation coming from the two organizations. Cal mentions that he and Margaret are going to Western Fair Convention in Anaheim, CA later this month. Vehicle painting project: Cal,, this is something that myself and JJ have gone into, There is discussion on the "ratty" looking condition of our vehicles, JJ has gone out and gotten bids for painting, will cost about \$5500 to get the job done, think we will stay with county logo, but could come with 2 or 3 renderings for the board to review. Sheila, asks if the bid includes the cleaning prior to painting and also body work. JJ, that figure is the cost, total including preparation. JJ had them come out and look at every vehicle and that is how we arrived at a price, it was per vehicle. Our vehicles are in pretty good condition overall, with some exception. Lintz asks, how does it conform with our purchasing agreement. Cal, well we are under the limit here, also JJ documented the process. Lintz, did these numbers come from one entity? General discussion about painting vehicles.

**Chairman Thomas refers to a motion on the floor (Spiesschaert) to approve the painting of the Fair Complex vehicles, Lintz seconds, the motion passes**



David Lintz suggests that we update the Fair Complex logo, also the walkway (Tri-Met) that we need to connect our fairgrounds with the Tri-Met station. David, Cal others leads a general discussion about where and how we make this linkage and in view that whatever we do will be possibly a temporary solution, shuttle or sidewalk path. Discussion about Tri-Met schedule of completion and start up with our hope that we could have some service before fair, Lyle, says if we promote the notion of early service for the fair, then we better do it right and serve the public well.

Cal Wade announces retirement, distributes letter to Fair board, effective December 31, 1998 (approximately given PERS) Cal reads letter.

**Chairman Thomas calls for a motion for adjournment, Spiesschaert so moves, motion passes, Fair Board goes into executive session**

**MINUTES APPROVED THIS 4<sup>TH</sup> DAY OF FEBRUARY, 1998**

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**Bill McKinley**  
**Recording Secretary**

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**John Thomas**  
**Chair**

# FAIR COMPLEX

873 N.E. 34th Street • Hillsboro, Oregon 97124 • (503)648-1416 • FAX (503)648-7208

## ♥ February Events ♥

### February 7th Poultry Seminar & Chicken Auction

Saturday 9am - 4pm

Sponsored by the Pacific Northwest

Poultry Association

Seminar topics include conditioning of exhibition birds, disease and disease prevention, and a showmanship panel. Chicks, eggs, and adult birds will be up for auction. The seminar will run from 9am - 1pm, and the auction will run from 1:30pm - 4pm. For more information, contact Louise or David Owen at (360) 254-5223.

### February 7th 4-H Tack Sale

Sponsored by the

Washington County Horse Advisory

Saturday 9am - 3pm

Arts & Crafts Building. New and used tack & horse related items. Consignments and spaces must be arranged in advance. Contact (503)647-2828.

### February 7th & 8th Collector's West Gun Show

Saturday 9am - 5pm

Sunday 9am - 4pm

Main Exhibit Hall/North

Giveaway and sale. Knives, military, related items, coins, jewelry and much more! Free appraisals. Cash buyers. Call Collector's West at (503)644-5952.



### Upcoming Events

March 2nd & 3rd

Homier Distributing Furniture Sale

March 7th

Home Orchard Society Plant Sale

March 7th

Access Marketing Computer Show/Sale

March 7th

Feathered Friends Pacific NW Bird Mart

March 15th

DJ's Motorcycle Swap Meet

March 20-22

Tual. Valley Gem & Mineral Show

March 21-22

Collector's West Gun Show

March 28th

Jersey Calf Sale

March 28-29

Hillsboro All American Glass Show/Sale

### February 21st & 22nd Unique Animal Exposition

Main Exhibit Hall

Saturday 10am - 6pm

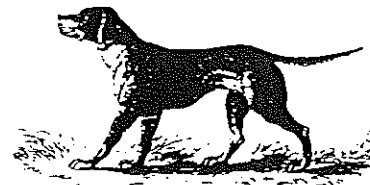
Sunday 10am - 5pm

Combination Trade Show & Show-case where dealers and breeders can show their livestock and products to the general public. There are always many exhibits to entertain and educate the entire family. Live reptiles, birds, mammals (large & small), will be shown and offered for sale. Public and vendors welcome. Admission: \$5.00/adults, \$2.00/children, adult two-day passes are \$8.00. Children under 5 are free with paid adult. For more information, contact (503)738-6996.



### Bingo Tuesday's

Cloverleaf Building. Doors open at 5:00. Warm-ups, and Bingo Mania! Regular games at 7:00. Funds benefit Glencoe High School Football. Contact the Bingo Hotline at (503)648-0361.



### Dog Training

Animal School ~ 646-3060

Sunset Dog Obedience ~ 648-5508

Westslope Dogs ~ 591-9048

Pet Consultants ~ 646-1442

## Facility Schedule

### FEBRUARY, 1998

#### Monday, February 02, 1998

Main Exhibit Hall - So Cindy Leung.

Meeting Room 4-H Horse Bowl

Cloverleaf Community Rodeo Board

Main Exhibit - Center 4-H Fairhaven Farms

Arts & Crafts Kathy Kossler

Main Exhibit Hall - Nor 4-H Kids N K-9's

Floral Building 4-H Fairhaven Farms

#### Tuesday, February 03, 1998

Main Exhibit - North 4-H Mixed Mutts

Main Exhibit - Center Sunset Dog Obedience

Cloverleaf Glencoe Bingo

Main Exhibit Hall - So Pet Consultants

Arts & Crafts Animal School

#### Wednesday, February 04, 1998

Arts & Crafts 4-H Guide Dogs

Main Exhibit Hall - Nor 4-H Paw Power

#### Thursday, February 05, 1998

Arts & Crafts Amy Aitken

#### Friday, February 06, 1998

National Guard Armor Drill Use

#### Saturday, February 07, 1998

Arts & Crafts Pac. NW Poultry Association

Cloverleaf Community Wedding Reception

Main Exhibit Hall - So 4-H Horse Advisory

Main Exhibit Hall - So 4-H Horse Advisory

Main Exhibit - North Collector's West, Inc.

#### Monday, February 09, 1998

Main Exhibit - Center 4-H Fairhaven Farms

Meeting Room 4-H Horse Bowl

Arts & Crafts Kathy Kossler

Main Exhibit Hall - So Cindy Leung

Main Exhibit Hall - Nor 4-H Kids N K-9's

#### Tuesday, February 10, 1998

Cloverleaf Glencoe Bingo

Main Exhibit - North 4-H Mixed Mutts

Main Exhibit - Center Sunset Dog Obedience

Main Exhibit Hall - So Pet Consultants

Arts & Crafts Animal School

#### Wednesday, February 11, 1998

Main Exhibit Hall - Nor 4-H Paw Power

#### Thursday, February 12, 1998

Arts & Crafts Amy Aitken

#### Saturday, February 14, 1998

Main Exhibit Hall - So Valentines Day Ball

Cloverleaf Community Wedding Reception

#### Monday, February 16, 1998

Main Exhibit Hall - So Cindy Leung

Main Exhibit Hall - Nor 4-H Kids N K-9's

Meeting Room 4-H Horse Bowl

Main Exhibit - Center 4-H Fairhaven Farms

Covered Arena 4-H Shannondoah Riders

#### Tuesday, February 17, 1998

Main Exhibit - North 4-H Mixed Mutts

Main Exhibit - Center Sunset Dog Obedience

Main Exhibit Hall - So Pet Consultants

Cloverleaf Glencoe Bingo

Arts & Crafts Animal School

#### Wednesday, February 18, 1998

Main Exhibit Hall 4-H Paw Power

Meeting Room Wa. Co. Riding Assoc.

#### Thursday, February 19, 1998

Arts & Crafts Amy Aitken

#### Friday, February 20, 1998

Armory Silent Auction

#### Saturday, February 21, 1998

Cloverleaf Community Rodeo Board Dinner

Main Exhibit Hall - Enti Unique Animal Show

#### Sunday, February 22, 1998

Quadrant ATV Safety Institute

#### Monday, February 23, 1998

Main Exhibit Hall - Nor 4-H Kids N K-9's

Main Exhibit Hall - So Cindy Leung

Main Exhibit - Center 4-H Fairhaven Farms

Meeting Room 4-H Horse Bowl

Arts & Crafts Kathy Kossler

#### Tuesday, February 24, 1998

Meeting Room 4-H Horse Advisory

Main Exhibit Hall - So Pet Consultants

Main Exhibit - North 4-H Mixed Mutts

Main Exhibit - Center Sunset Dog Obedience

Cloverleaf Glencoe Bingo

Arts & Crafts Animal School

#### Wednesday, February 25, 1998

Main Exhibit Hall - Nor 4-H Paw Power

Cloverleaf 4-H Wagon Train

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**Thursday, February 26, 1998**  
Arts & Crafts      Amy Aitken

**Saturday, February 28, 1998**  
Covered Arena & Mee Tractor Driving Clinic  
Armory      Promociones Tropical  
Arts & Crafts      Fun Match  
Beef Barn      4-H Beef Weigh in  
Main Exhibit Hall - Ent Col. Willamette Beagle