

WASHINGTON COUNTY FAIR COMPLEX

Board Meeting

February 4, 2004
Floral Building

Regular Session – 4:30 p.m.
Executive Session – 6:00 p.m.

AGENDA

NOTICE OF MEETING

Washington County Fair Board
Regular Meeting: Wednesday, February 4, 2004, at 4:30 p.m.
Executive Session: Wednesday, February 4, 2004, at 6:00 p.m.*
Fair Complex Floral Building
Hillsboro, Oregon

Kathy Christy, President

A. Richard Vial, Vice President
At Large Position – Vacant

W. Rafe Flagg, Member
District Four Position - Vacant

176 Days to the 2004 Washington County Fair & Rodeo

- A. **Call the Regular Meeting to Order:** All matters noticed and listed on this agenda, in any category, may be considered for action in any order at the discretion of the Board President. Items not so noticed may be discussed at the discretion of the Board President, but cannot be considered for action.
- B. **Public Welcome – Audience Time:** This time is provided for members of the audience to comment on any item(s) not on the regular agenda. At the discretion of the Board President, each individual's comments may be limited to two minutes. Audience members, when recognized by the Board President, may also comment at the time agenda topics are being discussed by the Board. It is requested that those addressing the Board state their full name, address and organization represented.
- C. **Consent Agenda:** All Consent Agenda items shall be approved without discussion and with one motion except those items removed from the Consent Agenda by a Board member or a member of the public attending the meeting so requesting. If a matter is removed, it shall then be considered, discussed and voted on individually, after the Consent Agenda has been approved.
 - 1. Financial Statements
 - A. Budget Overview – November 2003
 - B. Line Item Report – November 2003
 - C. Balance Sheet – November 2003
 - D. Other, if any
 - 2. Minutes
 - A. Fair Board Minutes – January 2004
 - B. Other, if any
 - A. Facility Use Schedule – February 2004
 - B. Other, if any

D. Special Reports

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

E. Old Business

1. 2004/05 Draft Budget - Three Options to Consider
2. Cottonwood Trees – Status Report
3. Redevelopment Update, if any
4. Other, if any

F. New Business

1. New Board Member Orientation
2. Livestock Entry Fees – Request to Increase
3. Draft Policy – Advertising, Canvassing or Solicitating
4. Other, if any

G. Announcements

1. Calendar of Events
2. 2004 Board Meeting Calendar
3. Other, if any

H. Correspondence

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

I. Board Oral Communications

J. Other Matters of Information

1. January Rodeo Committee and Associates Member Minutes
2. Newspaper Articles, if any
3. Website Activity
4. Other, if any

L. Adjourn

*Executive Session pursuant to ORS 192.610-192.690 to discuss Personnel issues immediately following the regular Fair Board meeting if deemed necessary.

CONSENT ITEMS

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview November 2003

Mission Statement - The mission of the Washington County Fair Complex is to provide excellent facilities and services in a self-supporting manner for the following purposes:

1. Preserve the annual County Fair & Rodeo and its' heritage.
2. Promote the "World-Class" agriculture of the County.
3. Provide a welcoming environment for all volunteers.
4. Commitment to life-long learning with a special emphasis on youth.
5. Promote year-round facilities for consumer trade shows, public expos.
6. Promote a sense of community among County residents.

Line Item	Acct No.	Description	November 2003	November 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
1		Beginning Fund Balance - July 1			\$ 328,352	\$ 357,171	\$ 305,426	117%
Revenues								
2		Interim Revenues	\$ 20,556	\$ 13,553	\$ 106,488	\$ 113,928	\$ 215,994	53%
3		Frite Lites Revenues	3,692	-	-	112,823	100,000	113%
4		Fairtime Revenues	2,876	-	590,813	561,999	618,050	91%
5		Non-Operating Revenues	36,855	37,162	324,384	304,363	543,000	56%
Total Revenues			\$ 63,979	\$ 50,715	\$ 1,021,685	\$ 1,093,113	\$ 1,477,044	74%
Total Revenues & Beg. Fund Balance			\$ 63,979	\$ 50,715	\$ 1,350,037	\$ 1,450,284	\$ 1,782,470	81%
Expenses								
6		Interim Expenses	\$ 38,539	\$ 120,919	\$ 311,525	\$ 230,930	\$ 501,251	46%
7		Frite Lites Expenses	21,631	-	-	117,906	100,000	118%
8		Fairtime Expenses	30,483	10,376	555,064	580,433	804,537	72%
9		Non-Operating Expenses					69,867	0%
Total Expenses			\$ 90,653	\$ 131,295	\$ 866,589	\$ 929,269	\$ 1,475,655	63%
10		Contingency					\$ 306,815	
Total Expenses and Ending Fund Balance							\$ 1,782,470	

Line Item	Acct No.	Description	November 2003	November 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Interim Operating Revenues								
11	10	Rent & Storage	\$ 17,746	\$ 11,678	\$ 59,531	\$ 71,663	\$ 180,894	40%
12	16	Parking Fees	\$ -	\$ -	\$ 32,358	\$ 26,370	9,000	293%
13	17	Miscellaneous Income	\$ 154	\$ (173)	\$ 2,066	\$ 2,459	10,000	25%
14	18	RV Park	\$ 2,500	\$ 2,048	\$ 12,182	\$ 13,280	15,350	87%
15	20	ATM Fees	\$ 156	\$ -	\$ 351	\$ 156	750	21%
Total Interim Operating Revenues			\$ 20,556	\$ 13,553	\$ 106,488	\$ 113,928	\$ 215,994	53%
Interim Personnel Expenses								
16	100	Interim Permanent Full-Time Positions	\$ 16,052	\$ 75,616	\$ 170,944	\$ 82,159	\$ 198,451	41%
17	101	Interim Temporary Salaries and Wages	\$ 1,298	\$ -	\$ -	\$ 5,429	3,075	177%
18	102	Interim O.P.E.	\$ 7,059	\$ 28,616	\$ 53,485	\$ 33,902	93,808	36%
Total Interim Personnel Expenses			\$ 24,409	\$ 104,232	\$ 224,429	\$ 121,490	\$ 295,334	41%
Interim Operating Expenses								
19	107	Office Expense	\$ 59	\$ 1,318	\$ 4,851	\$ 1,723	\$ 4,000	43%
20	108	Telephone	\$ 631	\$ 475	\$ 5,979	\$ 1,719	9,000	19%
21	109	Printing	\$ 42	\$ -	\$ 248	\$ 42	1,000	4%
22	110	Postage	\$ 6	\$ 9	\$ 1,143	\$ 223	1,750	13%
23	111	Equipment & Building Rental	\$ 130	\$ -	\$ 1,356	\$ 2,820	5,000	56%
24	112	Utilities	\$ 7,765	\$ 8,917	\$ 23,831	\$ 25,237	70,000	36%
25	113	Repair & Maintenance	\$ 3,744	\$ 2,240	\$ 11,913	\$ 23,592	45,000	52%
26	114	General Supplies	\$ 93	\$ 38	\$ 3,293	\$ 7,167	18,000	40%
27	178	Parking	\$ -	\$ -	\$ -	\$ -	-	0%
28	118	Travel & Training	\$ -	\$ 171	\$ 1,904	\$ 97	500	19%
29	119	Legal Fee to County	\$ 43	\$ 138	\$ 138	\$ 345	1,200	29%
30	121	Professional Services	\$ -	\$ 283	\$ 4,275	\$ 19,476	10,000	195%
31	122	Insurance & Bonding	\$ -	\$ -	\$ 19,459	\$ 12,351	12,100	102%
32	123	Private Mileage	\$ -	\$ -	\$ 381	\$ 127	500	25%
33	124	Car Allowance	\$ -	\$ 1,065	\$ 1,065	\$ -	-	0%
34	131	Advertising & Public Relations	\$ 300	\$ 1,173	\$ 3,355	\$ 1,847	6,000	31%
35	132	Board Expense	\$ 893	\$ 81	\$ 81	\$ 948	750	126%
36	133	Due, Licenses, Fees	\$ 424	\$ 608	\$ 1,777	\$ 1,416	1,125	126%
37	149	Misc. Materials & Services	\$ -	\$ 171	\$ 531	\$ 1,841	2,500	74%
38	151	County Indirect Cost	\$ -	\$ -	\$ 792	\$ 7,493	14,992	50%
39	154	RV Park Repair & Maintenance	\$ -	\$ -	\$ -	\$ 410	1,000	41%
40	154B	RV Park Hotel/Motel Tax	\$ -	\$ -	\$ 558	\$ 566	1,000	57%
41	155	ATM Fees	\$ -	\$ -	\$ 166	\$ -	500	0%
Total Interim Operating Expenses			\$ 14,130	\$ 16,687	\$ 87,096	\$ 109,440	\$ 205,917	53%
Total Interim Expenses			\$ 38,539	\$ 120,919	\$ 311,525	\$ 230,930	\$ 501,251	46%
Net Interim Revenues/Expenses			\$ (17,983)	\$ (107,366)	\$ (205,037)	\$ (117,002)	\$ (285,257)	41%

Line Item	Acct No.	Description	November 2003	November 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
		Frite Lites						
42	15	Frite Lites Revenue	\$ 3,692	\$ -	\$ -	\$ 112,823	\$ 100,000	113%
43	375	Frite Lites Expenses	\$ 21,631	\$ -	\$ -	\$ 117,906	100,000	118%
		Net Frite Lites Revenues/Expenses	\$ (17,939)	\$ -	\$ -	\$ (5,083)	\$ -	0%

Line Item	Acct No.	Description	November 2003	November 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Fair Revenues								
44	4	State Sources - Dept. of Agriculture	\$ 4,059	\$ -	\$ -	\$ 4,059	\$ 41,000	10%
45	30	Youth Admissions	\$ -	\$ -	\$ 37,886	\$ 26,645	37,500	71%
46	31	Other Admissions	\$ (1,258)	\$ -	\$ 213,820	\$ 203,891	210,000	97%
47	32	Concessions/Booths	\$ -	\$ -	\$ 120,695	\$ 116,956	120,000	97%
48	33	Sponsorships	\$ -	\$ -	\$ 57,625	\$ 55,415	57,500	96%
49	34	Advertising Sold	\$ -	\$ -	\$ 1,800	\$ 1,150	2,500	46%
50	36	Carnival Income	\$ -	\$ -	\$ 50,946	\$ 47,865	50,500	95%
51	37	Entry & Bedding Fees	\$ -	\$ -	\$ 2,468	\$ 2,334	2,500	93%
52	38	Parking Fees	\$ -	\$ -	\$ 40,491	\$ 42,792	40,000	107%
53	39	Rodeo Sponsorships	\$ -	\$ -	\$ 29,090	\$ 26,186	29,000	90%
54	41	Miscellaneous	\$ 75	\$ -	\$ 26,418	\$ 10,788	15,000	72%
55	42	Rodeo Admissions	\$ -	\$ -	\$ 4,870	\$ 19,839	4,800	413%
56	43	Main Stage	\$ -	\$ -	\$ -	\$ -	-	0%
57	45	Amphitheater Merchandise	\$ -	\$ -	\$ 697	\$ 769	500	154%
58	46	Rodeo Miscellaneous	\$ -	\$ -	\$ 1,740	\$ 1,937	1,750	111%
59	48	ATM Fees	\$ -	\$ -	\$ 2,267	\$ 1,373	2,500	55%
60	49	Rodeo Queen Activities	\$ -	\$ -	\$ -	\$ -	3,000	0%
Total Fair Revenues			\$ 2,876	\$ -	\$ 590,813	\$ 561,999	\$ 618,050	91%

Line Item	Acct No.	Description	November 2003	November 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Fairtime Personnel Expenses								
61	103	Fair Permanent Full-Time Positions	\$ 8,657	\$ -	\$ -	\$ 35,987	\$ 117,349	31%
62	104	Fair Temporary Salaries and Wages	\$ -	\$ -	\$ -	\$ 4,117	3,747	110%
63	105	Fair O.P.E.	\$ 3,230	\$ -	\$ -	\$ 13,795	\$ 59,444	23%
Total Fairtime Personnel Expenses			\$ 11,887	\$ -	\$ -	\$ 53,899	\$ 180,540	30%
Fair Operations								
64	190	Telephone	\$ -	\$ -	\$ -	\$ 2,322	\$ 3,000	77%
65	191	Car Allowance	\$ -	\$ -	\$ -	\$ -	-	0%
66	175	Printing	\$ -	\$ 383	\$ 7,035	\$ 5,837	7,500	78%
67	192	Postage	\$ -	\$ -	\$ -	\$ 609	1,000	61%
68	193	Travel & Training	\$ -	\$ -	\$ -	\$ 318	4,500	7%
69	194	Legal Fees to County	\$ -	\$ -	\$ -	\$ -	1,200	0%
70	195	Insurance and Bonding	\$ -	\$ -	\$ -	\$ 12,351	12,100	102%
71	196	Board Expense	\$ -	\$ -	\$ -	\$ 84	750	11%
72	197	County Indirect Costs	\$ 1,250	\$ -	\$ -	\$ 7,493	14,992	50%
73	176	Utilities	\$ -	\$ -	\$ 11,616	\$ 12,557	13,000	97%
74	198	Dues, Licenses and Fees	\$ -	\$ -	\$ -	\$ 205	1,125	18%
75	178	Parking	\$ 225	\$ -	\$ 5,185	\$ 5,732	5,200	110%
76	179	Professional Services	\$ -	\$ 1,400	\$ 29,154	\$ 61,146	76,215	80%
77	180	Advertising, Promotions, etc.	\$ -	\$ 2,198	\$ 76,299	\$ 78,607	79,000	100%
78	182	Miscellaneous	\$ 4,209	\$ 75	\$ 15,976	\$ 8,868	16,500	54%
79	183	Decorations	\$ 1,040	\$ -	\$ 4,083	\$ 4,065	4,000	102%
80	184	Equipment Rental	\$ 585	\$ -	\$ 4,923	\$ 6,755	13,500	50%
81	186	Restroom Service	\$ -	\$ -	\$ 11,915	\$ 14,302	15,500	92%
82	187	Repair & Maintenance	\$ -	\$ -	\$ 7,115	\$ 59	7,000	1%
83	188	Materials & Supplies	\$ -	\$ -	\$ 12,302	\$ 12,032	10,500	115%
84	189	ATM Fees	\$ -	\$ -	\$ -	\$ -	250	0%
Total Fair Operations			\$ 7,309	\$ 4,056	\$ 185,603	\$ 233,342	\$ 286,832	81%

Line Item	Acct No.	Description	November 2003	November 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Exhibits & Competitions								
85	211	Awards FFA	\$ -	\$ -	\$ 2,575	\$ 2,126	\$ 2,340	91%
86	212	Personnel FFA	\$ -	\$ -	\$ 632	\$ 663	585	113%
87	213	Other FFA	\$ 1,494	\$ -	\$ 1,361	\$ 1,787	1,215	147%
88		Total FFA	\$ 1,494	\$ -	\$ 4,568	\$ 4,576	\$ 4,140	111%
89	221	Awards 4-H	\$ -	\$ 141	\$ 5,947	\$ 4,598	\$ 5,400	85%
90	222	Personnel 4-H	\$ -	\$ -	\$ 5,912	\$ 6,359	5,310	120%
91	223	Other 4-H	\$ 84	\$ -	\$ 9,945	\$ 4,378	8,955	49%
		Total 4-H	\$ 84	\$ 141	\$ 21,804	\$ 15,335	\$ 19,665	78%
92	231	Awards Open Class	\$ -	\$ -	\$ 25,778	\$ 20,186	\$ 23,400	86%
93	232	Personnel Open Class	\$ -	\$ -	\$ 2,052	\$ 1,957	1,845	106%
94	233	Other Open Class	\$ 1,570	\$ -	\$ 3,627	\$ 3,042	3,265	93%
		Total Open Class	\$ 1,570	\$ -	\$ 31,457	\$ 25,185	\$ 28,510	88%
Total Exhibits & Competitions			\$ 3,148	\$ 141	\$ 57,829	\$ 45,096	\$ 52,315	86%

Line Item	Acct No.	Description	November 2003	November 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
		Rodeo						
95	311	Prize Money	\$ -	\$ -	\$ 45,000	\$ 34,500	\$ 45,000	77%
96	312	Announcer/Contractors/Personnel	\$ -	\$ -	\$ 18,871	\$ 15,685	16,600	94%
97	313	Stock Contract	\$ -	\$ -	\$ 28,012	\$ 20,000	27,000	74%
98	314	Special Awards	\$ -	\$ -	\$ 816	\$ 1,000	500	200%
99	315	Exceptional Kid's Rodeo	\$ -	\$ -	\$ 712	\$ 236	2,000	12%
100	316	Promotion	\$ -	\$ -	\$ 5,323	\$ 4,424	5,500	80%
101	317	Materials & Supplies	\$ 128	\$ -	\$ 2,957	\$ 4,215	3,000	141%
102	318	Board Expense	\$ 179	\$ 898	\$ 2,888	\$ 645	2,000	32%
103	319	Other (Fees & Dues)	\$ -	\$ -	\$ 2,522	\$ -	2,500	0%
104	320	Queen	\$ -	\$ -	\$ 1,198	\$ 1,190	4,000	30%
105	321	Rental Equipment	\$ -	\$ -	\$ 3,110	\$ 8,978	7,500	120%
106	322	Money Raising Projects	\$ 429	\$ -	\$ 1,691	\$ 2,995	1,750	171%
107	333	Sponsorship Fees	\$ -	\$ -	\$ 1,125	\$ -	-	
Total Rodeo			\$ 736	\$ 898	\$ 114,225	\$ 93,868	\$ 117,350	80%

Line Item	Acct No.	Description	November 2003	November 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
		Fair Entertainment						
108	324	Main Stage (Artist Fees)	\$ -	\$ 3,710	\$ 80,210	\$ 46,350	\$ 63,000	74%
109	325	Grounds Entertainment	\$ -	\$ -	\$ 57,224	\$ 39,317	42,500	93%
110	326	Associated Costs - Main	\$ 2,172	\$ 1,021	\$ 23,468	\$ 30,434	32,000	95%
111	327	Associated Costs - Grounds	\$ 5,231	\$ 550	\$ 16,282	\$ 23,654	15,000	158%
112	328	Touch & See	\$ -	\$ -	\$ 3,000	\$ 2,500	2,500	100%
113	329	Special Exhibit	\$ -	\$ -	\$ 17,223	\$ 11,973	12,500	96%
		Total Fair Entertainment	\$ 7,403	\$ 5,281	\$ 197,407	\$ 154,228	\$ 167,500	92%
		Total Fairtime Expenses	\$ 30,483	\$ 10,376	\$ 555,064	\$ 580,433	\$ 804,537	72%
		Net Fairtime Income/Loss	\$ (27,607)	\$ (10,376)	\$ 35,749	\$ (18,434)	\$ (186,487)	10%

Line Item	Acct No.	Description	November 2003	November 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
		Non-Operating Revenues						
114	9	Dedicated Funds - Hotel/Motel Tax	\$ 36,489	\$ 36,702	\$ 321,910	\$ 301,988	\$ 538,000	56%
115	14	Interest	\$ 366	\$ 460	\$ 2,474	\$ 2,375	5,000	48%
		Total Non-Operating Revenues	\$ 36,855	\$ 37,162	\$ 324,384	\$ 304,363	\$ 543,000	56%
		Non-Operating Expenses						
116	510	Purchase/Lease	\$ -	\$ -	\$ 37,505	\$ 37,954	\$ 42,667	89%
117	511	Land Improvements	\$ -	\$ -	\$ -	\$ -	-	0%
118	512	Building & Structures	\$ -	\$ -	\$ -	\$ -	-	0%
119	513	Equipment	\$ 3,863	\$ 613	\$ 1,226	\$ 9,593	27,200	35%
120	514	Development Reserve	\$ 2,810	\$ -	\$ 10,000	\$ 6,193	-	0%
		Total Non-Operating Expenses	\$ 6,673	\$ 613	\$ 48,731	\$ 53,740	\$ 69,867	77%

01/28/04

Washington County Fair Complex Line Item Report November 2003

Date	Num	Name	Memo	Original Amount	Paid Amount
Income					
A - STATE FUNDS					
004 - State Sources - Dept. of Ag					
11/14/2003	8039978	State of Oregon Department of Agriculture	Deposit	4,058.66	4,058.66
Total 004 - State Sources - Dept. of Ag					4,058.66
Total A - STATE FUNDS					4,058.66
C - DEDICATED FUNDS					
009 - Hotel/Motel Tax					
11/30/2003		Washington County Finance Department	November 2003	36,489.26	36,489.26
Total 009 - Hotel/Motel Tax					36,489.26
Total C - DEDICATED FUNDS					36,489.26
D - INTERIM INCOME					
010 - Rent & Storage					
010B - Main Exhibit Hall					
11/14/2003	2001-397	Hardy Plant Society of Oregon	Base Lease, Inventory & Labor	3,594.80	3,594.80
11/14/2003		Cascade Budgerigar Society	refundable deposit applied towards bill	183.00	183.00
11/14/2003	032903-...	Cascade APBT Club	Base & Inventory for MEH-N	1,292.00	1,292.00
11/14/2003	032903-...	Sisterspirit	Inventory for MEH-S 11/22 & 11/23 2003	543.75	543.75
11/18/2003	40824	Myron Robinson dba Youth Sports Informati	Rental of TV/VCR	25.00	25.00
11/20/2003	032903-...	Intel CV Department	Main Exhibit Hall	752.75	752.75
11/28/2003	2001-396	Basenji Club of America	Base Lease less pre-payments	549.00	414.28
11/28/2003	2001-406	Unique Animal Expo	Lease, Inventory & Labor	1,441.00	1,441.00
11/28/2003	2001-407	Cascade APBT Club	Remainder owing on lease of MEH	32.00	32.00
11/28/2003	2001-410	Rose City Exotic Bird Club	Lease, Inventory & Labor	2,958.00	2,958.00
11/28/2003	40847	Columbia River Pembroke Welsh Corgi Club	Refund	(9.75)	(9.75)
11/28/2003	2001-411	Pacific NW Fenton Association	MEH Lease, Inventory 7 Labor less pre-payments	2,105.50	2,105.50
11/30/2003		Sisterspirit	MEH-S 11/2003	938.00	938.00
11/30/2003		Myron Robinson dba Youth Sports Informati	MEH-S 11/2003	512.00	512.00
11/30/2003		Columbia River Pembroke Welsh Corgi Club	MEH-S 11/2003	375.00	375.00
Total 010B - Main Exhibit Hall					15,157.33
010C - Cloverleaf Building					
11/01/2003	2001-391	Oregon Ki Society	November 2003	256.00	256.00
11/14/2003	2001-398	Amy Holtgrove	Base Lease, Inventory & Labor less pre-payments	64.50	64.50
11/14/2003	032903-...	Pacific NW Tool Collectors	11/15/03	345.00	345.00
11/28/2003	032903-...	Young Life	11/27/2003	218.00	218.00
11/30/2003		Pacific NW Tool Collectors	CCB 11/2003	325.00	325.00
Total 010C - Cloverleaf Building					1,208.50
010G - Grounds/General					
11/28/2003	2001-396	Basenji Club of America	Base Lease Grounds	975.00	735.72
11/28/2003	2001-401	American Blimp Corp	Lease October 1 to October 7 2003	175.00	175.00
Total 010G - Grounds/General					910.72
010J - RV/Boat Storage/Barns					
11/07/2003		Richard Brogan	Deposit	75.00	75.00
11/14/2003	032903-...	David Adams	Boat/RV Storage Fee	75.00	75.00
11/14/2003	032903-...	Michael Cook	Boat/RV Storage Fee	75.00	75.00
11/14/2003	032903-...	Scott Overson	Boat/RV Storage Fee	75.00	75.00
11/14/2003	032903-...	Brent verner	Boat/RV Storage Fee	75.00	75.00
Total 010J - RV/Boat Storage/Barns					375.00
010 - Rent & Storage - Other					
11/28/2003	2001-396	Basenji Club of America	Meeting Room & Labor	125.00	94.32
Total 010 - Rent & Storage - Other					94.32
Total 010 - Rent & Storage					17,745.87
014 - Interest Income					
11/28/2003		Columbia Community Bank		238.01	238.01
11/30/2003		Washington County Finance Department	November Interest	128.14	128.14
Total 014 - Interest Income					366.15
017 - Miscellaneous Income					
11/14/2003	032903-...	Misc. Income	Rebate from Fax Machine	20.00	20.00
11/18/2003	032903-...	Misc. Income	disbursement for account credit	57.55	57.55
11/18/2003	032903-...	Misc. Income	Customer Fax	4.00	4.00
11/18/2003	032903-...	Misc. Income	Machine Vendor Commission	72.00	72.00
Total 017 - Miscellaneous Income					153.55

Washington County Fair Complex

Line Item Report

November 2003

01/28/04

Date	Num	Name	Memo	Original Amount	Paid At
018 - RV Parking					
018A - RV Parking/Short Term					
11/03/2003		RV Parking	Deposit	15.00	15.00
11/03/2003		RV Parking	Deposit	30.00	30.00
11/06/2003		RV Parking	Deposit	15.00	15.00
11/06/2003		RV Parking	Deposit	15.00	15.00
11/07/2003		RV Parking	Deposit	15.00	15.00
11/11/2003	032903-...	RV Parking Fee	Short Term RV Parking	30.00	30.00
11/12/2003		RV Parking	Deposit	30.00	30.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	30.00	30.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	15.00	15.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	45.00	45.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	30.00	30.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	30.00	30.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	15.00	15.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	15.00	15.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	15.00	15.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	45.00	45.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	45.00	45.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	45.00	45.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	15.00	15.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	30.00	30.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	15.00	15.00
11/14/2003	032903-...	RV Parking Fee	Short Term RV Parking	60.00	60.00
11/18/2003	032903-...	RV Parking Fee	Short Term RV Parking	15.00	15.00
11/18/2003	032903-...	RV Parking Fee	Short Term RV Parking	45.00	45.00
11/19/2003	032903-...	RV Parking Fee	Short Term RV Parking	15.00	15.00
11/28/2003	2001-396	Basenji Club of America	Short Term RV Parking	2,220.00	1,675.18
11/28/2003	2001-411	Pacific NW Fenton Association	Short Term RV Parking	60.00	60.00
11/28/2003	032903-...	RV Parking Fee	Short Term RV Parking	30.00	30.00
11/28/2003	032903-...	RV Parking Fee	Short Term RV Parking	60.00	60.00
Total 018A - RV Parking/Short Term					2,500.18
Total 018 - RV Parking					2,500.18
020 - ATM Fees Income - Interim					
11/28/2003	032903-...	Access Cash	Fees received from Access Cash for ATM transa...	156.00	156.00
Total 020 - ATM Fees Income - Interim					156.00
Total D - INTERIM INCOME					20,921.75
E - FAIR INCOME					
031 - Other Admission					
11/10/2003		Washington County	Cjargeback - Charged Twice	(1,258.00)	(1,258.00)
Total 031 - Other Admission					(1,258.00)
041 - Miscellaneous					
11/14/2003	032903-...	Misc. Income	Milking	6.42	6.42
11/14/2003	032903-...	Misc. Income	Milking	22.71	22.71
11/14/2003	032903-...	Misc. Income	Milking	22.71	22.71
11/28/2003	032903-...	Misc. Income	Milk revenue	22.71	22.71
Total 041 - Miscellaneous					74.55
Total E - FAIR INCOME					(1,183.45)
F - Frite Lites Income					
51 - Admission - Cash					
11/03/2003			Deposit	2,532.38	2,532.38
Total 51 - Admission - Cash					2,532.38
53 - Discount Admission					
11/14/2003	974398	Bi-Mart	Frite Pass Sales	882.00	882.00
Total 53 - Discount Admission					882.00
57 - Miscellaneous					
11/03/2003			Deposit	99.50	99.50
11/14/2003			Remainder of Glo Stick Sales	60.00	60.00
11/28/2003		Columbia Community Bank	Gate & Drink Reimbursment	118.00	118.00
Total 57 - Miscellaneous					277.50
Total F - Frite Lites Income					3,691.88
Total Income					63,977.71
Gross Profit					63,977.71

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Date	Num	Name	Memo	Original Amount	Paid Amount
Expense					
AE - PERSONNEL					
100 - Interim Permanent F/T Salaries					
11/18/2003	40807	Washington County Finance Department	PP 0322 10/24/2003	7,883.47	7,883.47
11/28/2003	40836	Washington County Finance Department	PP 0323	8,168.40	8,168.40
Total 100 - Interim Permanent F/T Salaries					16,051.87
101 - Interim Temp Salaries & Wages					
11/04/2003		Employers Overload	Interim Temp Staff	221.00	221.00
11/04/2003		Anytime Labor	Electrician for 34th Ave Marquee Sign	119.76	119.76
11/04/2003		Employers Overload	Michael Harris	68.00	68.00
11/14/2003		Anytime Labor	Electrician	97.30	97.30
11/14/2003		Employers Overload	Michael Harris	170.00	170.00
11/18/2003	40807	Washington County Finance Department	PP 0322 10/24/2003	220.80	220.80
11/28/2003	40836	Washington County Finance Department	PP 0323	220.80	220.80
11/30/2003		Employers Overload	Interim temp	90.30	90.30
11/30/2003		Anytime Labor	Interim Electrician	89.82	89.82
Total 101 - Interim Temp Salaries & Wages					1,297.78
102 - Interim O.P.E.					
11/04/2003		Anytime Labor	Electrician for 34th Ave Marquee Sign	79.84	79.84
11/04/2003		Employers Overload	Michael Harris	18.00	18.00
11/04/2003		Employers Overload	Interim Temp Staff	100.50	100.50
11/14/2003		Employers Overload	Michael Harris	45.00	45.00
11/14/2003		Anytime Labor	Electrician	64.88	64.88
11/18/2003	40807	Washington County Finance Department	PP 0322 10/24/2003	59.92	59.92
11/18/2003	40807	Washington County Finance Department	PP 0322 10/24/2003	3,234.25	3,234.25
11/28/2003	40836	Washington County Finance Department	PP 0323	3,276.77	3,276.77
11/28/2003	40836	Washington County Finance Department	PP 0323	59.92	59.92
11/30/2003		Employers Overload	Interim Temp	60.20	60.20
11/30/2003		Anytime Labor	Interim Electrician	59.88	59.88
Total 102 - Interim O.P.E.					7,059.16
103 - Fair Permanent Full-Time Salary					
11/18/2003	40807	Washington County Finance Department	PP 0322 10/24/2003	4,185.84	4,185.84
1/28/2003	40836	Washington County Finance Department	PP 0323	4,470.77	4,470.77
Total 103 - Fair Permanent Full-Time Salary					8,656.61
105 - Fair O.P.E.					
11/18/2003	40807	Washington County Finance Department	PP 0322 10/24/2003	1,593.77	1,593.77
11/28/2003	40836	Washington County Finance Department	PP 0323	1,636.51	1,636.51
Total 105 - Fair O.P.E.					3,230.28
Total AE - PERSONNEL					36,295.70
BE - INTERIM OPERATIONS					
107 - Office Expense					
11/20/2003		Office Depot	Binders for RFP & General Office Supplies	62.89	62.89
11/20/2003		Office Depot	Return	(3.49)	(3.49)
Total 107 - Office Expense					59.40
108 - Telephone					
11/04/2003		T-Mobile	Cell Phone	42.73	42.73
11/18/2003		Integra	Invoice 702658	556.79	556.79
11/18/2003		Qwest Dex	Directory info	31.70	31.70
Total 108 - Telephone					631.22
109 - Printing					
11/05/2003		Harland Business Solutions	Check order	41.89	41.89
Total 109 - Printing					41.89
110 - Postage					
11/12/2003		USPS	Send Proposals to Willhoite	5.85	5.85
Total 110 - Postage					5.85
111 - Equip/Bldg Rental					
111A - Equipment Rental					
11/14/2003		Forest Grove Iron & Industrial Supply, In	Credit	(110.50)	(84.80)
Total 111A - Equipment Rental					(84.80)
111 - Equip/Bldg Rental - Other					
11/14/2003		Citicorp Vendor Finance, Inc.	Sharp Copier Lease	215.00	215.00
Total 111 - Equip/Bldg Rental - Other					215.00
Total 111 - Equip/Bldg Rental					130.20

Washington County Fair Complex

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Date	Num	Name	Memo	Original Amount	Paid A
112 - Utilities					
11/04/2003		NW Natural	10/1 to 10/29 2003 76266-6	129.35	129.35
11/04/2003		NW Natural	10/1 to 10/29 2003 76294-8	42.80	42.80
11/04/2003		NW Natural	10/1 to 10/29 2003 76453-0	61.81	61.81
11/04/2003		NW Natural	10/1 to 10/29 2003 76814-3	24.13	24.13
11/04/2003		Portland General Electric	9/30 to 10/29 2003 SA70445774	40.05	40.05
11/14/2003		Hillsboro Garbage Disposal	Will Call Service	444.00	444.00
11/14/2003		Portland General Electric	10/1/03 to 10/30/03	10.30	10.30
11/14/2003		Portland General Electric	10/06 to 11/04 2003	158.41	158.41
11/14/2003		Portland General Electric	10/13 to 11/11/2003	29.52	29.52
11/18/2003		City of Hillsboro	09/10/03 to 11/10/03	4,329.80	4,329.80
11/18/2003		Portland General Electric	9/30/2003 to 10/29/2003	2,495.03	2,495.03
Total 112 - Utilities					7,765.20
113 - Repair & Maintenance					
113B - Main Exhibit Hall R & M					
11/04/2003		Chown Hardware	Hardware for ME door repair	232.08	232.08
11/14/2003		Chown Hardware	labor for repairing MEH doors	262.50	262.50
Total 113B - Main Exhibit Hall R & M					494.58
113C - Cloverleaf R & M					
11/18/2003		Home Depot	Digital thermostats	179.94	179.94
Total 113C - Cloverleaf R & M					179.94
113F - Floral Building R & M					
11/18/2003		Home Depot	Digital thermostats	89.97	89.97
Total 113F - Floral Building R & M					89.97
113G - Grounds/General R & M					
11/04/2003		Familian NW Hillsboro #3207	Misc Supplies & parts	42.04	34.73
11/04/2003		Platt Electric	Case of 8ft tubs & Auto Lights	66.60	66.60
11/04/2003		Familian NW Hillsboro #3207	Catch Basin	194.63	160.77
11/12/2003		Home Depot	Electrical Supplies	456.62	456.62
11/14/2003		Hillsboro Drop Box	Drop Box Service	682.37	682.37
11/14/2003		Platt Electric	Electrical Box Covers	120.74	120.74
11/14/2003		Platt Electric	Connectors	12.88	12.88
11/18/2003		Lowe's	GFI Breakers for outdoor panels	206.92	2
11/30/2003		Baker Rock Resources	3 Loads Rock for ME Access Road	461.67	461.67
Total 113G - Grounds/General R & M					2,203.30
113L - Equipment R & M					
11/18/2003		Sunset Auto Parts	New Fuel Pump - Dodge Ram	189.88	1.84
11/18/2003		Sunset Auto Parts	Manual - Dodge Ram	15.99	0.16
11/18/2003		Gratter Tire & Wheel	Repair Flat	71.82	71.82
11/18/2003		U-Haul	Propane for Forklift	30.75	30.75
11/18/2003		Metro New Holland	Parts	33.60	33.60
11/18/2003		Sunset Auto Parts	Fuel Pump - Dodge Van	378.60	204.86
11/18/2003		Sunset Auto Parts		137.52	137.52
Total 113L - Equipment R & M					480.55
113 - Repair & Maintenance - Other					
11/18/2003	40825	Fisher Implement Company	Starter for Tractor	294.50	294.50
Total 113 - Repair & Maintenance - Other					294.50
Total 113 - Repair & Maintenance					3,742.84
114 - General Supplies					
11/04/2003		Lucille's The Tool Store	Water Heater Element	5.80	5.80
11/14/2003		Platt Electric	34th Ave Marquee Sign	52.60	52.60
11/14/2003		Platt Electric	34th Ave Marquee Sign	34.96	34.96
Total 114 - General Supplies					93.36
119 - Legal Fees to County					
11/14/2003		Office of County Counsel	Review ASCAP/BMI	42.50	42.50
Total 119 - Legal Fees to County					42.50
131 - Advertising & P.R.					
11/14/2003		Hillsboro Argus		300.00	300.00
Total 131 - Advertising & P.R.					300.00
132 - Board Expense					
11/14/2003		Red Lion Hotel	Lunch for Board Retreat	129.21	129.21
11/14/2003		Washington County Finance Department	Volunteer dinner invitations	13.74	13.74
11/18/2003		Tualatin Hills Park Foundation	Board Retreat Facilitator Fee	750.00	750.00
Total 132 - Board Expense					893.95

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Washington County Fair Complex Line Item Report

November 2003

Date	Num	Name	Memo	Original Amount	Paid Amount
133 · Dues, Licenses, Fees					
11/18/2003		Oregon Department of Revenue	Hazardous Substance Possession Fee	337.00	337.00
11/30/2003		Merchant Solutions	November Credit Card Fees	75.03	75.03
11/30/2003		Columbia Community Bank	Analysis fee	12.27	12.27
Total 133 · Dues, Licenses, Fees					424.30
151 · County Indirect Cost					
11/30/2003		Washington County Finance Department	Monthly Indirect Charges	1,249.50	1,249.50
Total 151 · County Indirect Cost					1,249.50
Total BE · INTERIM OPERATIONS					
CE · FAIR OPERATIONS					
178 · Parking					
11/30/2003		All Star Tents	Parking Lot Canopies	225.00	225.00
Total 178 · Parking					225.00
182 · Miscellaneous					
11/04/2003		Bevi-Joe Farms	Remainder of 2004 Milk Proceeds Owed	149.24	149.24
11/04/2003		TMK Farm	Remainder of 2004 Milk Proceeds Owed	18.92	18.92
11/04/2003		Robin Marsh-	Remainder of 2004 Milk Proceeds Owed	9.87	9.87
11/04/2003		George Marsh-	Remainder of 2004 Milk Proceeds Owed	9.87	9.87
11/04/2003		Wil-Rene Farms	Remainder of 2004 Milk Proceeds Owed	55.12	55.12
11/30/2003		All Star Tents	Sponsor Booths/Sidewalls, Etc.	679.20	679.20
11/30/2003		All Star Tents	Dining Tent/Dishwashing Canopy, Etc.	1,060.50	1,060.50
11/30/2003		All Star Tents	Steak Fry Tent	380.00	380.00
11/30/2003		All Star Tents	Corporate Picnic Tent	1,280.00	1,280.00
11/30/2003		All Star Tents	Main Gate Canopy	195.00	195.00
11/30/2003		All Star Tents	General Fencing	371.00	371.00
Total 182 · Miscellaneous					4,208.72
183 · Decorations					
11/30/2003		All Star Tents	MEH Pipe & Drape	1,039.50	1,039.50
Total 183 · Decorations					1,039.50
184 · Equipment Rental					
11/30/2003		All Star Tents	Campground Fencing	585.00	585.00
Total 184 · Equipment Rental					585.00
197 · Fair County Indirect Cost					
11/30/2003		Washington County Finance Department	Monthly Indirect Charges	1,249.50	1,249.50
Total 197 · Fair County Indirect Cost					1,249.50
Total CE · FAIR OPERATIONS					
DE · EXHIBITS/COMPETITIONS					
213 · Other FFA					
11/30/2003		All Star Tents	FFA Sheet Tent & Canopy	1,410.00	1,410.00
11/30/2003		All Star Tents	Swine Tent	83.50	83.50
Total 213 · Other FFA					1,493.50
223 · Other 4-H					
11/30/2003		All Star Tents	Swine Tent	83.50	83.50
Total 223 · Other 4-H					83.50
233 · Other Open Class					
11/30/2003		All Star Tents	Fiber/Draft Ring	640.00	640.00
11/30/2003		All Star Tents	Land Products Tent	717.50	717.50
11/30/2003		All Star Tents	Cloverleaf Building Tent/Sidewalls	212.00	212.00
Total 233 · Other Open Class					1,569.50
Total DE · EXHIBITS/COMPETITIONS					
EE · RODEO					
317 · Materials & Supplies					
11/07/2003	40786	Jeanette Hill	Photography	128.40	128.40
Total 317 · Materials & Supplies					128.40
318 · Board Expense					
11/10/2003	40806	Columbia River Circuit	Felinauer/Love	50.00	50.00
11/30/2003		Brian Love	Lodging for CRCF	128.62	128.62
Total 318 · Board Expense					178.62

Washington County Fair Complex

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November 2003

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Date	Num	Name	Memo	Original Amount	Paid At
322 - Money Raising Projects					
11/30/2003		All Star Tents	Merchandise Tent	150.00	150.00
11/30/2003		All Star Tents	Rodeo Fencing	279.00	279.00
Total 322 - Money Raising Projects					429.00
Total EE - RODEO					736.02
GE - SHOWS & ENTERTAINMENT					
326 - Associated Costs-Main					
11/30/2003		All Star Tents	Main Stage Tent/Sidewalls	610.50	610.50
11/30/2003		All Star Tents	Main Stage Fencing	230.00	230.00
11/30/2003		All Star Tents	Main Stage Chairs	1,331.33	1,331.33
Total 326 - Associated Costs-Main					2,171.83
327 - Associated Costs-Grounds					
11/30/2003		All Star Tents	Blues & Brews Tent/Sidewalls, Etc.	1,348.00	1,348.00
11/30/2003		All Star Tents	Blues & Brews Dance Floor/Stage	1,098.00	1,098.00
11/30/2003		All Star Tents	Reptile Tent/Sidewalls, Etc.	2,288.00	2,288.00
11/30/2003		All Star Tents	Blues & Brews Fencing	68.00	68.00
11/30/2003		All Star Tents	Community Stage Chairs	429.00	429.00
Total 327 - Associated Costs-Grounds					5,231.00
Total GE - SHOWS & ENTERTAINMENT					7,402.83
HE - Frite Lites Expense					
375 - Major Expenditures					
11/04/2003		Familian NW Hillsboro #3207	Plastic Tube for Hay Slide	494.40	408.39
11/14/2003		Forest Grove Iron & Industrial Supply, In	Frite Lites Storage Brackets	84.80	84.80
11/14/2003		Platt Electric	25' electrical cords	25.46	25.46
Total 375 - Major Expenditures					518.65
378 - Professional Services					
11/04/2003		Employers Overload	Frite Staff	328.65	328.65
11/04/2003		Employers Overload	Frite Staff	411.99	411.99
11/14/2003		Employers Overload	Frite Staff	797.40	797.40
Total 378 - Professional Services					1,538.04
379 - Advertising					
11/28/2003		Amato Communications	Print Production, Broadcast productions, Media ...	19,532.52	19,532.52
Total 379 - Advertising					19,532.52
382 - Materials & Supplies					
11/04/2003		Don Hillman-	Wax Paper for Slide	40.73	40.73
Total 382 - Materials & Supplies					40.73
Total HE - Frite Lites Expense					21,629.94
JE - CAPITAL OUTLAY					
513 - Equipment					
11/17/2003		Textron Financial Corp	Mower lease	613.07	613.07
11/30/2003		Farwest Golf	Electric Golf Cart	3,250.00	3,250.00
Total 513 - Equipment					3,863.07
514 - Development Reserve					
11/04/2003		Office of County Counsel	July/August RFP Legal Advise	1,490.00	1,490.00
11/14/2003		Washington County Finance Department	Printing RFP's	222.87	222.87
11/14/2003		Washington County Finance Department	UPS RFP's	15.64	15.64
11/14/2003		Office of County Counsel	RFP	497.50	497.50
11/18/2003		Washington County Central Services	RFP Submittals	584.36	584.36
Total 514 - Development Reserve					2,810.37
Total JE - CAPITAL OUTLAY					6,673.44
Total Expense					98,571.36
Net Income					(34,593.26)

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Accrual Basis

Washington County Fair Complex
Balance Sheet Prev Year Comparison
 As of November 30, 2003

	<u>Nov 30, 03</u>	<u>Nov 30, 02</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
0900 · West Coast Bank	0.00	56,849.66	(56,849.66)	(100.0)%
0950 · West Coast Bank-Premium	0.00	71.05	(71.05)	(100.0)%
1-1 · C.C.B. - General Checking	13,745.44	0.00	13,745.44	100.0%
1-3 · C.C.B. - Money Market Account	285,811.24	0.00	285,811.24	100.0%
1-4 · C.C.B. - ATM Acct	2,120.00	0.00	2,120.00	100.0%
1040 · Petty Cash	242.75	650.00	(407.25)	(62.7)%
1080 · Washington County Fund 200	73,776.88	389,144.67	(315,367.79)	(81.0)%
910 · West Coast Money Market	0.00	(32,306.45)	32,306.45	100.0%
Total Checking/Savings	<u>375,696.31</u>	<u>414,408.93</u>	<u>(38,712.62)</u>	<u>(9.3)%</u>
Accounts Receivable				
1200 · Accounts Receivable	10,323.20	5,338.20	4,985.00	93.4%
Total Accounts Receivable	<u>10,323.20</u>	<u>5,338.20</u>	<u>4,985.00</u>	<u>93.4%</u>
Other Current Assets				
1499 · Undeposited Funds	37.71	120.00	(82.29)	(68.6)%
2175 · ATM Suspense Account	(2,000.00)	0.00	(2,000.00)	(100.0)%
Total Other Current Assets	<u>(1,962.29)</u>	<u>120.00</u>	<u>(2,082.29)</u>	<u>(1,735.2)%</u>
Total Current Assets	<u>384,057.22</u>	<u>419,867.13</u>	<u>(35,809.91)</u>	<u>(8.5)%</u>
Fixed Assets				
220 · Equipment	10,487.06	0.00	10,487.06	100.0%
Total Fixed Assets	<u>10,487.06</u>	<u>0.00</u>	<u>10,487.06</u>	<u>100.0%</u>
TOTAL ASSETS	<u>394,544.28</u>	<u>419,867.13</u>	<u>(25,322.85)</u>	<u>(6.0)%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	9,601.90	7,431.45	2,170.45	29.2%
Total Accounts Payable	<u>9,601.90</u>	<u>7,431.45</u>	<u>2,170.45</u>	<u>29.2%</u>
Credit Cards				
03 · Office Depot	59.40	29.00	30.40	104.8%
05 · WCB Visa-Card# 1	0.00	2,163.63	(2,163.63)	(100.0)%
Total Credit Cards	<u>59.40</u>	<u>2,192.63</u>	<u>(2,133.23)</u>	<u>(97.3)%</u>

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Accrual Basis

Washington County Fair Complex
Balance Sheet Prev Year Comparison
 As of November 30, 2003

	<u>Nov 30, 03</u>	<u>Nov 30, 02</u>	<u>\$ Change</u>	<u>% Change</u>
Other Current Liabilities				
2053 · Deferred Commercial Exhibit ...	300.00	0.00	300.00	100.0%
2059 · Deferred Sponsorship Income	6,000.00	0.00	6,000.00	100.0%
2064 · Deferred Facilities Rental	4,500.00	0.00	4,500.00	100.0%
2065 · Rental Refundable Deposits	1,717.70	431.35	1,286.35	298.2%
Total Other Current Liabilities	<u>12,517.70</u>	<u>431.35</u>	<u>12,086.35</u>	<u>2,802.0%</u>
Total Current Liabilities	<u>22,179.00</u>	<u>10,055.43</u>	<u>12,123.57</u>	<u>120.6%</u>
Long Term Liabilities				
2200 · Loan - Columbia Community B...	130,790.91	0.00	130,790.91	100.0%
Total Long Term Liabilities	<u>130,790.91</u>	<u>0.00</u>	<u>130,790.91</u>	<u>100.0%</u>
Total Liabilities	<u>152,969.91</u>	<u>10,055.43</u>	<u>142,914.48</u>	<u>1,421.3%</u>
Equity				
3000 · Opening Bal Equity	(11,385.99)	4,158.10	(15,544.09)	(373.8)%
3900 · Retained Earnings	57,754.36	266,811.02	(209,056.66)	(78.4)%
Net Income	195,206.00	138,842.58	56,363.42	40.6%
Total Equity	<u>241,574.37</u>	<u>409,811.70</u>	<u>(168,237.33)</u>	<u>(41.1)%</u>
TOTAL LIABILITIES & EQUITY	<u><u>394,544.28</u></u>	<u><u>419,867.13</u></u>	<u><u>(25,322.85)</u></u>	<u><u>(6.0)%</u></u>

Minutes
Washington County Fair Board
Wednesday, January 13, 2004

Convened: 4:30 pm

FAIR BOARD:

President Kathy Christy
Vice President Rich Vial
Treasurer Sheila Day
Board Member Ken Leahy - Absent

STAFF:

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

GUESTS:

John Baggott, OSU Extension Service
W. Rafe Flagg, Prospective Board Appointee
Ed Kristovich, Booster Vice President
Bill Duerden, Booster President
Cody Feinauer, Rodeo Committee Chair

PRESS:

Ellen Ast, *The Hillsboro Argus*

President Christy called the meeting to order at 4:30 p.m., welcomed everyone and called for additions to the Agenda. No additions were requested.

1. Consent Agenda

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

Motion by Board Member Vial to remove Financials from the Consent Agenda. Second by Treasurer Day. Motion carried 3-0.

Board Member Vial questioned items in the Financial Statements regarding Interim operating being projected at a loss. Discussion Ensued. Board Member

Vial continued by asking Executive Director Hillman for elaboration on the "Free Fair" idea. Discussion Ensued.

Motion by Board Member Vial to approve Financials Statements. Second by Treasurer Day. Motion carried 3-0.

2. Special Reports

Rodeo Report – Rodeo Committee Chair Feinauer reported that the Queen Coronation was successful although it competed with the PRCA Rodeo held at the Portland Rose Garden and County Music Artist Terry Clark doing a benefit in Gresham. Four (4) sponsors attended the event. Final numbers are not in yet. Discussion regarding PRCA issues regarding photography, costs, partnerships, etc. Rode Chairman Feinauer asked the Board to approve new Rodeo Committee Director Kelly Bauer.

Motion by Board Member Vial to approve Kelly Bauer for position on Rodeo Committee. Second by Treasurer Day. Motion carried 3-0.

4-H Report – John Baggott was absent, nothing to report.

Boosters Report – Bill Duerden had nothing to report.

Operations Report – Executive Director Hillman referred to Operations Report recapping that the Gables on the Main Exhibit Hall have been repaired and were not as bad as initially thought. The repair took four days and the painting portion of the project still needs to be scheduled. Thermostats in the buildings are being replaced with digital programmable units and the Fire Alarm in the Main Exhibit Hall had to be replaced. Also reported that the Clark Forklift is being repaired.

3. Old Business

Redevelopment Update – Executive Director Hillman reported that the response from Opus was received today and the SCM response is expected today also. Meeting will be set once responses have been distributed.

Cottonwood Tree Status– Staff is still working on a pre-fair plan.

4. New Business

RV Rates – Executive Director Hillman referred to RV Rate increase proposal. Reviewed and discussed.

Motion by Board Member Vial to approve RV Rate increase. Second by Treasurer Day. Motion carried 3-0.

Arena Riding Rates – Executive Director Hillman referred to proposal to implement an Arena Riding Rate proposal. Reviewed and discussed.

Motion by Board Member Vial to approve Arena Riding Rate and directed that staff work with County Counsel to have a riding-waiver prepared .
Second by Treasurer Day. Motion carried 3-0.

2004-2005 Budget Draft – Deferred to February Board Meeting.

5. **Announcements** – None
6. **Correspondence** - None other than what was in the packet
7. **Board Communications**
8. **Other Matters of Information** -
 - A. **Non-Paid Use of Fair Complex Facilities**
 - B. **December Rodeo Committee & Associated Member minutes**
 - C. **Newspaper Articles, if any**
 - D. **Website Activity**
 - E. **Other, if any**

With no further business before the Board, President Christy adjourned the meeting at 5:45 pm.

Don G. Hillman
Recording Secretary

Kathy Christy
Board President

Washington County **FAIR COMPLEX**

FACILITY SCHEDULE-FEBRUARY, 2004

Sunday, February 01, 2004

Main Exhibit-North UKC Dog Show

Monday, February 02, 2004

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

Tuesday, February 03, 2004

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

Wednesday, February 04, 2004

Main Exhibit-North Dog Training
Cloverleaf Building Martial Arts Class
Main Exhibit-South 4-H Dog Club Meeting

Friday, February 06, 2004

Main Exhibit Hall Westside Home Show

Saturday, February 07, 2004

Cloverleaf Building Tool Collectors Meeting
Main Exhibit Hall Westside Home Show

Sunday, February 08, 2004

Main Exhibit Hall Westside Home Show
Floral Building 4-H Bird Club Meeting
Floral Building 4-H Rabbit Club Meeting

Monday, February 09, 2004

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

Wednesday, February 11, 2004

Main Exhibit-South 4-H Dog Club Meeting
Main Exhibit-North Dog Training

Friday, February 13, 2004

Meeting Room 4-H Rabbit Club Meeting

Wednesday, February 18, 2004

Main Exhibit-South 4-H Dog Club Meeting
Main Exhibit-North Dog Training

Saturday, February 21, 2004

Main Exhibit Doll and Teddy Bear Show

Sunday, February 22, 2004

Floral Building 4-H Club Meeting
Floral Building 4-H Bird Club Meeting
Main Exhibit Doll and Teddy Bear Show

Monday, February 23, 2004

Covered Show Ring Dog Flyball Class
Main Exhibit-South 4-H Dog Club Meeting
Covered Show Ring 4-H Archer Meeting
Main Exhibit Hall 4-H Club Meeting

Wednesday, February 25, 2004

Main Exhibit-South 4-H Dog Club Meeting
Floral Building Wagon Train Meeting
Main Exhibit-North Dog Training

Friday, February 27, 2004

Meeting Room 4-H Rabbit Club Meeting

Saturday, February 28, 2004

Main Exhibit Hall Unique Animal Expo
Cloverleaf Building 4-H Rabbit Show

Sunday, February 29, 2004

Main Exhibit Hall Unique Animal Expo

SPECIAL REPORTS



OREGON STATE
UNIVERSITY

EXTENSION SERVICE
WASHINGTON COUNTY

OSU EXTENSION FACULTY
SERVING WASHINGTON
COUNTY*

Staff Chair

Chal Landgren 725-2102

4-H Youth Development

John Baggott 725-2111

Lisa Conroy 725-2113

Maureen Hosty 257-1698

Agriculture

Grass & Legume Seeds, Grains & Forages

Susan Aldrich-Markham 869-2918

Small Farms

Chip Bubl 397-3462

Commercial Tree Fruits/Nuts

Jeff Olsen 434-7517

Citizen Involvement (CPO)

Linda Gray 725-2116

Patt Opdyke 725-2117

Commercial Horticulture 678-1264

Consumer Horticulture

Don McNeilan 678-1264 x14

Dairy

Troy Downing 842-3433

Family and Community Development

Jeanne Brandt 725-2107

Forestry and Christmas Trees

Chal Landgren 725-2102

Nutrition Education Program

Janice Smiley 725-2049

Wood Products

Scott Leavengood 725-2123

AmeriCorp SAFE Program

Jenny Ahlers 539-4523

Master Gardener Hotline 725-2300

General Information 725-2300

*All 503 area code

Email format:

firstname.lastname@oregonstate.edu

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OSU to You

January/February 2004

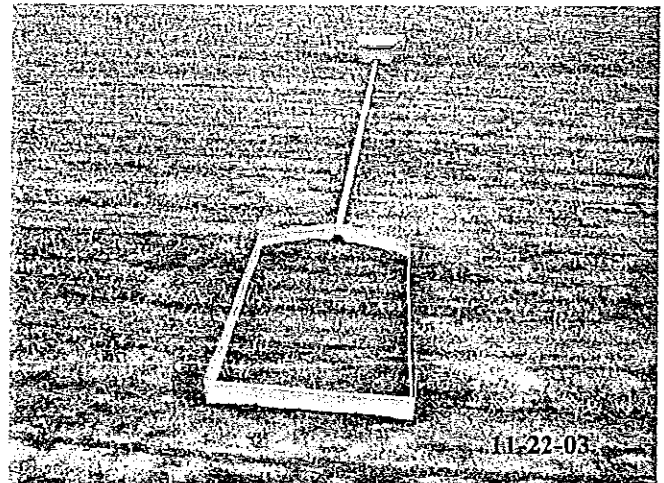
Our Mission – delivering objective, research-based, non-formal education to help Oregonians solve problems, take leadership, and manage resources.

Controlling erosion in newly-planted grass seed fields

Grass seed does a superb job of protecting the soil from erosion except during the first few months after a new field is planted in the fall. The erosion in some fields can be serious, putting them in conflict with Oregon's agricultural water quality law (Washington County's 1996 administrative rules). Washington County has nearly 20,000 acres of tall fescue and perennial ryegrass. About a quarter of this acreage is newly-planted in a given year.

Susan Aldrich-Markham is working with grass seed growers to find a solution to the erosion problem. She has set up research plots in cooperating growers' fields looking at nurse crops that can be planted in the field just prior to planting grass seed. The nurse crop plants must be able to: 1) grow more quickly than the grass to provide cover and root mass to hold the soil during the winter, 2) survive the diuron herbicide applied to grass seed fields at planting, and 3) be killed by a herbicide that doesn't damage the grass before the nurse crop gets so big that it competes with the grass seed crop. It hasn't been easy to find a plant that meets all these requirements.

So far in this research spring oats have always survived the diuron, and they reduced the amount of soil sediment collected at the bottom of the plots by almost half. However, they have proven difficult to kill without injuring the grass. Aldrich-Markham is also trying a new nurse crop, meadowfoam. Meadowfoam is a native species to southern Oregon and northern California that grows well in the winter. A few growers in the Willamette Valley have produced the seed for oil, but the oil market has never taken off and seed is still languishing unsold. Meadowfoam can easily be removed from grass using herbicide. It would be a perfect nurse crop if it could pass all the tests.



Aldrich-Markham is collecting all the water and soil that runs off from nine plots in each of three

fields in order to compare the amount of erosion with meadowfoam, with oats or without a nurse crop. Meadowfoam has also been planted at OSU, trying different seeding depths and different rates of diuron to see what it will take to get a good nurse crop stand. Finding the right recipe for the practice of using a nurse crop in newly-planted grass seed fields would not only benefit growers, but it would also benefit water quality in the Willamette Valley.

Water collector for measuring soil erosion in perennial ryegrass with a nurse crop of oats. In November, the perennial ryegrass is so small that it's barely visible in the row without oats at the top of the collector (bottom of the picture).

Agriculture, Family and Community Development, 4-H Youth, Forestry, and Extension Sea Grant programs, Oregon State University, United States Department of Agriculture, and Washington County cooperating. The Extension Service offers its programs and materials equally to all people.

FREQUENTLY ASKED QUESTIONS ABOUT TAXES & SPENDING IN OREGON

Economists from Oregon State University have prepared a document to help Oregon taxpayers understand how the state's taxes and spending stack up. Find this complete document on our website.

<http://extension.oregonstate.edu/washington>

EXTENSION EVENTS

Pesticide Applicator Training in English/Spanish, Tuality Health Education Center, Jan. 20.

Intensive Plantation Forestry in the Pacific Northwest, OSU College of Forestry, Portland, \$125. Jan. 20-22.

Ag Safety Seminar, Hillsboro, 2 credits, 4-hour session by SAIF. Jan. 27.

Kitchen Boot Camp for Teen Boys, Banks Elementary School. January 23 and 27. Beaverton PAL, Feb 16-18.

4-H/FFA Beef Weigh-in, Washington County Fair Complex. Feb. 21.

Forest Property Tax Options, forest property tax changes in the new year, OSU Extension Service, March 8.



Extension Nutrition Program staff members Maureen Quinn (left) and Marina Boyko (right) at Tongue Estate Addition office site in downtown Hillsboro.

The new year brings forestland property tax changes

Forest landowners may want to review their options now that the property tax programs have changed. To assist forest landowners, OSU Extension is offering a number of Forestland Property Tax Workshops. These are listed on the events calendar.

Forestland owners have until April 1, 2004 to make changes for this year. It is not very often that tax options are simplified and streamlined, yet the changes to the forest property tax system seem to have accomplished that goal. The new programs are called the Small Tract Forestland (STF) Option and the Forestland Program. As of January 1 all forest deferral properties will be transferred into the Forestland Program. Landowners wishing to transfer into the STF option will need to match the qualification requirements and file an application with the County Assessor.

To learn more see <http://www.dor.state.or.us/timber.html> or plan on attending one of the classes sponsored by OSU Extension.

Older adults learn about winter safety

Emergency rooms see an increase in numbers of patients from falls and burns at this time of year. To help prevent older adults from adding a trip to the hospital to their holiday travels, Jeanne Brandt, OSU Extension Family and Community Development faculty spoke at senior centers and senior events in December and distributed printed information to remind people to be prepared for the wet weather and darker days of the season. She also reminded people of safety products such as flashlights that plug into outlets and come on when the power goes out and gripper sheets to place under slippery rugs. Copies of "Winter Safety for Seniors," in English and Spanish are available from the Washington County Extension office.

Wood products connections being made

Extension Forestry and Wood Products faculty in Washington County are working on a project to establish better "connections" among small woodland owners, wood products manufacturers, and various sectors of the wood products industry itself. The project has two primary deliverables – a web-based directory of the Oregon forest sector and a series of workshops around the state to bring together the resource owners (private woodland owners) and resource users (the wood products industry). One of the workshops is tentatively scheduled for April 10 in Washington County. The web-based directory is well underway and will have more advanced features than any other state's directory. It will allow users to search for resource suppliers or buyers by county, species, raw materials used, as well as a number of other criteria and will allow firms on the list to update their own information so that it is easy to keep the database up to date. The Oregon Forest Industry Directory will be ready for use in mid-March.

OSU Extension nutrition classes begin at Coffee Creek

Extension Nutrition program staff are partnering with Early Head Start at Coffee Creek Correctional Facility to teach mothers about feeding their young children. Maureen Quinn, Nutrition Education Coordinator, is offering a series of classes that mesh research-based information with interactive demonstrations and cooking experiences. Teaching sheets used in the series include food preparation ideas using in-season, Oregon agricultural products.

The Extension Nutrition Program finished moving staff to Washington County in December. Thanks to Washington County Administration, Commissioners, Public Health, and Facilities Management, two staff members are now housed at the Tongue Estate Addition in downtown Hillsboro. In addition, kitchen space in the Public Services Building cafeteria has been made available for staff to offer nutrition education classes and demonstrations. The Extension Nutrition Program in Washington County is designed to assist low-income families with food safety, food security, and nutrition education needs. For more information, contact Janice Smiley.

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OLD BUSINESS

County of Washington

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

FAX MEMORANDUM

Date: January 29, 2004

To: Board Members
Washington County Fair Board

From: Don G. Hillman
Executive Director

Re: FYE 2004/05 Fair Complex Proposed Budget

Find attached three comparative FYE 2004/05 "summary-level" budgets.

Background – The January Board packet included a draft of the FYE 2004/05 budget. This budget was prepared embracing the traditional operating model and included a \$0.50 increase in the adult admission (non-youth) price. Accepting the fact that this traditional operating model has not resulted in any meaningful attendance increase over the last decade and that an increase in admission prices may further exacerbate this problem, staff suggested that they be allowed to research a new operating model. The fiscal impact (decrease in ending fund balance) between the models is estimated at \$20,744.

Three possible fairtime operating models are available for Board consideration. They are as follows:

Model One – Traditional Format: No significant change in the fairtime operational model. Gate admission remains the same as 2003. Free demo derby, truck pull and Sunday Hispanic concert. Continue to charge an additional fee for the Rodeo.

Model Two - \$0.50 Admission Increase: No significant change in fairtime operational model. See Model One. Non-Youth admissions would to increase \$0.50.

Model Three – Free Gate: No entrance fee to fairgrounds. Charge for demo derby, truck pull and Sunday Hispanic concert. Increase Rodeo admission. \$5.00 parking fee. Maintain Community Stage and Professional Stage (Local and regional Artists). Walk around entertainers. Seek new sponsors to provide additional activities.

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
Organization Unit 120
County Fairgrounds Fund 150

MODEL ONE: 2004-05 PROPOSED BUDGET SUMMARY - TRADITIONAL MODEL

Mission Statement - The mission of the Washington County Fair Complex is to provide excellent facilities and services in a self-supporting a manner for the following purposes:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Preserve the annual County Fair & Rodeo and its' heritage. 3. Provide a welcoming environment for all volunteers. 5. Promote year-round facilities for consumer trade shows, public expositions, and special gatherings. | <ol style="list-style-type: none"> 2. Promote the "World-Class" agriculture of the County. 4. Commitment to life-long learning with a special emphasis on youth. 6. Promote a sense of community among residents of Washington County. |
|---|---|

Line Item	Description	Actual 2001-02	Actual 2002-03	Adopted 2003-04	Mid-Year Estimate	Requested 2004-05	Line Item Explanation
1	Beginning Fund Balance - July 1	\$ 486,737	\$ 405,459	\$ 305,426	\$ 357,171	\$ 379,757	Reflects lower hotel/motel tax receipts
Revenues							
2	Interim Revenues	\$ 239,432	\$ 232,446	\$ 215,994	\$ 233,114	\$ 232,744	Total interim revenues.
3	Frite Lites	-	41,800	100,000	135,000	60,500	Total revenue from Frite Lites event.
4	Fairtime Revenues	561,047	638,847	618,050	604,123	\$ 624,650	Maintain present admission structure.
5	Non-Operating Revenues	548,047	529,757	543,000	523,000	523,000	Hotel/Motel taxes and interest.
Total Revenues		\$ 1,348,526	\$ 1,442,850	\$ 1,477,044	\$ 1,495,237	\$ 1,440,894	
Total Revenues & Beg. Balance		\$ 1,835,263	\$ 1,848,309	\$ 1,782,470	\$ 1,852,408	\$ 1,820,651	
Expenses							
6	Interim Expenses	\$ 477,617	\$ 511,422	\$ 501,251	\$ 507,102	\$ 521,657	Total Interim personnel costs, services and materials.
7	Frite Lites	-	45,911	100,000	133,750	57,500	Total expenses from Frite Lites Event.
8	Fairtime Expenses	860,214	874,904	804,537	756,432	757,023	Maintain present admission structure.
9	Non-Operating Expenses	92,472	58,901	69,867	75,367	114,084	Lease payments, equipment purchases, development efforts.
Total Expenses		\$ 1,430,303	\$ 1,491,138	\$ 1,475,655	\$ 1,472,651	\$ 1,450,264	
11	Ending Fund Balance - June 30	\$ 405,459	\$ 357,171	\$ 306,815	\$ 379,757	\$ 370,387	
Total Expenses and Ending Cash		\$ 1,835,762	\$ 1,848,309	\$ 1,782,470	\$ 1,852,408	\$ 1,820,651	

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
Organization Unit 120
County Fairgrounds Fund 150

MODEL TWO: 2004-05 PROPOSED BUDGET SUMMARY - \$0.50 ADMISSION INCREASE

Mission Statement - The mission of the Washington County Fair Complex is to provide excellent facilities and services in a self-supporting a manner for the following purposes:

- | | |
|---|---|
| <ul style="list-style-type: none"> 1. Preserve the annual County Fair & Rodeo and its' heritage. 3. Provide a welcoming environment for all volunteers. 5. Promote year-round facilities for consumer trade shows, public expositions, and special gatherings. | <ul style="list-style-type: none"> 2. Promote the "World-Class" agriculture of the County. 4. Commitment to life-long learning with a special emphasis on youth. 6. Promote a sense of community among residents of Washington County. |
|---|---|

Line Item	Description	Actual 2001-02	Actual 2002-03	Adopted 2003-04	Mid-Year Estimate	Requested 2004-05	Line Item Explanation
1	Beginning Fund Balance - July 1	\$ 486,737	\$ 405,459	\$ 305,426	\$ 357,171	\$ 379,757	Reflects lower hotel/motel tax receipts
Revenues							
2	Interim Revenues	\$ 239,432	\$ 232,446	\$ 215,994	\$ 233,114	\$ 232,744	Total interim revenues.
3	Frite Lites	-	41,800	100,000	135,000	60,500	Total revenue from Frite Lites event.
4	Fairtime Revenues	561,546	638,847	618,050	604,123	\$ 639,650	Includes \$0.50 increase in non-child admissions.
5	Non-Operating Revenues	548,047	529,757	543,000	523,000	523,000	Hotel/Motel taxes and interest.
Total Revenues		\$ 1,349,025	\$ 1,442,850	\$ 1,477,044	\$ 1,495,237	\$ 1,455,894	
Total Revenues & Beg. Balance		\$ 1,835,762	\$ 1,848,309	\$ 1,782,470	\$ 1,852,408	\$ 1,835,651	
Expenses							
6	Interim Expenses	\$ 477,617	\$ 511,422	\$ 501,251	\$ 507,102	\$ 521,657	Total Interim personnel costs, services and materials.
7	Frite Lites	-	45,911	100,000	133,750	57,500	Total expenses from Frite Lites Event.
8	Fairtime Expenses	860,214	874,904	804,537	756,432	753,309	No major change in operating model.
9	Non-Operating Expenses	92,472	58,901	69,867	75,367	114,084	Lease payments, equipment purchases, development efforts.
Total Expenses		\$ 1,430,303	\$ 1,491,138	\$ 1,475,655	\$ 1,472,651	\$ 1,446,550	
11	Ending Fund Balance - June 30	\$ 405,459	\$ 357,171	\$ 306,815	\$ 379,757	\$ 389,101	
Total Expenses and Ending Cash		\$ 1,835,762	\$ 1,848,309	\$ 1,782,470	\$ 1,852,408	\$ 1,835,651	

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
Organization Unit 120
County Fairgrounds Fund 150

MODEL THREE: 2004-05 PROPOSED BUDGET SUMMARY - FREE ADMISSION

Mission Statement - The mission of the Washington County Fair Complex is to provide excellent facilities and services in a self-supporting manner for the following purposes:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Preserve the annual County Fair & Rodeo and its' heritage. 3. Provide a welcoming environment for all volunteers. 5. Promote year-round facilities for consumer trade shows, public expositions, and special gatherings. | <ol style="list-style-type: none"> 2. Promote the "World-Class" agriculture of the County. 4. Commitment to life-long learning with a special emphasis on youth. 6. Promote a sense of community among residents of Washington County. |
|---|---|

Line Item	Description	Actual 2001-02	Actual 2002-03	Adopted 2003-04	Mid-Year Estimate	Requested 2004-05	Line Item Explanation
1	Beginning Fund Balance - July 1	\$ 486,737	\$ 405,459	\$ 305,426	\$ 357,171	\$ 379,757	Reflects lower hotel/motel tax receipts
Revenues							
2	Interim Revenues	\$ 239,432	\$ 232,446	\$ 215,994	\$ 233,114	\$ 232,744	Total interim revenues.
3	Frite Lites	-	41,800	100,000	135,000	60,500	Total revenue from Frite Lites event.
4	Fairtime Revenues	561,047	638,847	618,050	604,123	\$ 581,650	Free Admission, but charge for Arena events and Concerts.
5	Non-Operating Revenues	548,047	529,757	543,000	523,000	523,000	Hotel/Motel taxes and interest.
Total Revenues		\$ 1,348,526	\$ 1,442,850	\$ 1,477,044	\$ 1,495,237	\$ 1,397,894	
Total Revenues & Beg. Balance		\$ 1,835,263	\$ 1,848,309	\$ 1,782,470	\$ 1,852,408	\$ 1,777,651	
Expenses							
6	Interim Expenses	\$ 477,617	\$ 511,422	\$ 501,251	\$ 507,102	\$ 521,657	Total Interim personnel costs, services and materials.
7	Frite Lites	-	45,911	100,000	133,750	57,500	Total expenses from Frite Lites Event.
8	Fairtime Expenses	860,214	874,904	804,537	756,432	716,053	Free Admission, but charge for Arena events and Concerts.
9	Non-Operating Expenses	92,472	58,901	69,867	75,367	114,084	Lease payments, equipment purchases, development efforts.
Total Expenses		\$ 1,430,303	\$ 1,491,138	\$ 1,475,655	\$ 1,472,651	\$ 1,409,294	
11	Ending Fund Balance - June 30	\$ 405,459	\$ 357,171	\$ 306,815	\$ 379,757	\$ 368,357	
Total Expenses and Ending Cash		\$ 1,835,762	\$ 1,848,309	\$ 1,782,470	\$ 1,852,408	\$ 1,777,651	

NEW BUSINESS

County of Washington

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

FAX MEMORANDUM

Date: January 30, 2004

To: Board Members
Washington County Fair Board

From: Leah Perkins
Fair Coordinator

Re: Fair Livestock Entry Fees

In exploring raising the rates for livestock entry fees to help offset the costs of bedding purchase and removal, staff spoke with several of the Open Class Superintendents. Doug Patterson with Beef Cattle, Pete Jansen with Dairy Cattle, Lisa Zeitz with Goats and Julie Case with Llamas and Alpacas.

Each of these superintendents agreed that raising entry fees was not a problem. For years the cost of entering has been \$5.00 per head for Cattle and Llamas & Alpacas and \$2.50 for Sheep & Goats. The new fee would be \$10.00 and \$5.00.

County of Washington

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www.faircomplex.com

FAX MEMORANDUM

Date: January 30, 2004

To: Board Members
Washington County Fair Board

From: Don G. Hillman
Executive Director

Re: Draft Policy – Advertising, Canvassing or Soliciting

Find attached a draft policy regarding fairtime and non-fairtime activities involving advertising, canvassing or soliciting on Washington County Fair Complex property.

Due to the nature of our fairtime and interim rental activities, it is appropriate to adopt policies regarding such matters to support citizens' first amendment rights as well as to protect the enjoyment of fairgoers and individuals renting facilities and their guests attend those non-fairtime events.

The attached draft policy is taken in part from the policy adopted by the Oregon State Fair & Exposition Center.

Attachment

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 208

Advertising, Canvassing or Soliciting Policy

RECITALS

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

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

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

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

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

Dated this ____ day of _____, 2004.

ATTEST:

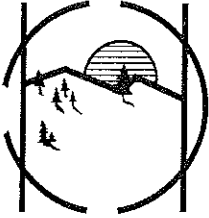
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the
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THE GREATER HILLSBORO AREA CHAMBER OF COMMERCE

January 15, 2004

Lisa DuPre'
Marketing/Events Director
Washington County Fairplex
873 NE 34th Avenue
Hillsboro, OR 97124

Dear Lisa:

Use of Fairplex property for our tree-recycling project on January 4 helps this committee raise funds to continue our beautification projects in the city. Thanks to all of you for your support of this important community project.

Sincerely,

Shirley Huffman, Chair
Beautification Committee

ANNOUNCEMENTS

Calendar of Events
January - May 2004

Date	Event	Location
<i>January</i> 29	Special Board Meeting	Floral Building (7:00 PM)
<i>February</i> 4 16	Board Meeting Holiday	Floral Building (4:30 PM) Office Closed
<i>March</i> 2 2 3 3	Rodeo Committee Meeting Rodeo Associate Member Meeting Board Meeting Boosters Meeting	Floral Building (7:00 PM) Floral Building (7:30 PM) Floral Building (4:30 PM) Main Office (7:00 PM)
<i>April</i> 6 6 7 7 14 30	Rodeo Committee Meeting Rodeo Associate Member Meeting Board Meeting Boosters Meeting OFA Joint Area Meeting OFA Spring Conference	Floral Building (7:00 PM) Floral Building (7:30 PM) Floral Building (4:30 PM) Main Office (7:00 PM) State Fair (9 AM - 3 PM) TBA
<i>May</i> 4 4 5 5 7-10	Rodeo Committee Meeting Rodeo Associate Member Meeting Board Meeting Boosters Meeting IAFE Spring Management Conference	Floral Building (7:00 PM) Floral Building (7:30 PM) Floral Building (4:30 PM) Main Office (7:00 PM) Calgary, Alberta, Canada

Calendar of Events
2004 Board Meetings

Date	Event	Location
<i>January</i> 13 29	Board Meeting Special Board Meeting	Floral Building (4:30 PM) Floral Building (7:00 PM)
<i>February</i> 4	Board Meeting	Floral Building (4:30 PM)
<i>March</i> 3	Board Meeting	Floral Building (4:30 PM)
<i>May</i> 5	Board Meeting	Floral Building (4:30 PM)
<i>June</i> 2	Board Meeting	Floral Building (4:30 PM)
<i>July</i> 7	Board Meeting	Floral Building (4:30 PM)
<i>August</i>	No Meeting Scheduled	No Meeting Scheduled
<i>September</i> 1	Board Meeting	Floral Building (4:30 PM)
<i>October</i> 6	Board Meeting	Floral Building (4:30 PM)
<i>November</i> 3	Board Meeting	Floral Building (4:30 PM)
<i>December</i> 8	Board Meeting	Floral Building (4:30 PM)
<i>January 2005</i> 5	Board Meeting	Floral Building (4:30 PM)

OTHER MATTERS OF INFORMATION

Washington County Fair & Rodeo Rodeo Associates Meeting

Date: January 13, 2004

Present: Cody F, Kelly B, Brian L, Lynn H, Laurel F, Pat B, Brian F, Nick G, Jenny S, Mike S, Rod S, Jill S, Brandi W, Don H, Kristen D, Rita D, Jennifer B, Winnie D, Sheila D, Greg H, Brian P, Jack P

Excused: Brian A,

New Faces in the crowd:

Next Meeting: April 6th, 2004 in the Floral Bldg

Item #	Topic	Discussion	Action/Decision	Follow-up
1.	Miscellaneous Notes	<ul style="list-style-type: none"> Cody called the meeting to order @ 7:30 p.m. Lynn H made a motion to amend to reflect the following changes: Maria Meadows Miss Rodeo Oregon did not place number 10 in the Miss Rodeo America pageant; she placed in the top 10. Also there was another new face in the crowd that I didn't realize, her name is Jamie Andrews. These changes were seconded by Kelly B. Minutes were approved with the above changes. 		
2.	Old Business	<ul style="list-style-type: none"> Sheila Day's last Fair Board meeting was January 13th. She is retiring from the Fair Board. Good Luck in the future Sheila! Cody announced that this is our last committee meeting until April 6th, he would like everyone who signed up for committees to keep in contact with the appointed directors of their committees so that if things come up in the next two months while we are not meeting that it can be discussed and brought forward when we reconvene in April. He asked that the director's names and phones numbers be emailed to everyone so that if you weren't able to attend the meeting that you can call and get signed up for a committee. 		
3.	New Business	<ul style="list-style-type: none"> Lynn gave us all an update on how the Coronation dance went; she wanted to give a huge thanks to Pat, Lonna and Sandy for all their hard work on getting the food ready. You guys are awesome!! All the food that was left over from the dinner is 		

Minutes Submitted by: Laurel Fallick
Washington County Fair & Rodeo

Washington County Fair & Rodeo Rodeo Associates Meeting

Item #	Topic	Discussion	Action/Decision	Follow-up
		<p>being donated to The Bradley Angle Domestic Violence House and we received a call from the Bradley house saying that some of the kids that are staying there ate like they have never eaten before. They were very much appreciative of our donation.</p> <ul style="list-style-type: none"> The following are totals from our Queen Coronation Dance: <ul style="list-style-type: none"> Auction: \$1970.50 Door: \$136.00 Beverages: \$333.00 DJ \$400.00 - expenses Decoration \$120.56 – expenses <p>Total after all monies have been collected and the DJ and decorations have been paid is: \$ 2571.06</p> <ul style="list-style-type: none"> We also had 13 visiting Queens that night which is the most we have had in a long time and even Miss Rodeo Oregon came over from LaGrande to visit. We also had 3 Newspapers there reporting on our event and they were The Oregonian, The Hillsboro Argus and The Sherwood Gazette. It was great to get this kind of exposure. Lynn would also like to extend a special Thanks to the Drill team because with out them we wouldn't have been able to get a lot of things done. You guys are WONDERFUL!!! One last item is that Cody turned in to Don Hillman our application for the Starlight Parade, so we'll wait to see if it's been accepted. We will possibly be using Ken Leahy's truck again this year. Lynn won't be able to be there this year if we do get accepted as her son is graduating from high school the same night, so Brandi has graciously accepted taking over for Lynn and making sure that the truck gets decorated and such. Thanks Brandi! 		

Minutes Submitted by: Laurel Fallick
Washington County Fair & Rodeo

Washington County Fair & Rodeo Rodeo Associates Meeting

Item #	Topic	Discussion	Action/Decision	Follow-up
4.	Meeting Adjourned	<ul style="list-style-type: none"> Lynn made a motion to adjourn, seconded by Kelly B. The meeting adjourned at 7:54 p.m. 		
5.				
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Minutes Submitted by: Laurel Fallick
Washington County Fair & Rodeo

**OregonLive.com**

Everything Oregon

County fair might eliminate entry fee

Washington County Fair Board members wonder whether free admission would draw larger crowds and increase revenues

01/30/04

LAURA GUNDERSON

HILLSBORO -- Washington County Fair organizers shortened the event from six days to four.

They charged separate admission for the rodeo.

And they appealed to private developers in hopes of leasing or selling the fairgrounds in exchange for updated facilities.

But for the first time in years, organizers may have found an idea that won't anger fairgoers: Make it free.

Don Hillman, the fair's executive director, is asking Fair Board members to consider eliminating admission fees in hopes of boosting stagnant attendance. The board, which will make a decision on the plan Wednesday, could instead choose to hold admission steady or increase adult admission by 50 cents a ticket.

If the free admission plan is approved, a fair-going family would skip plunking down \$22 at the gate -- admission for two adults and two children -- and spend their dough instead on corn dogs, Ferris wheel rides and an evening at the rodeo.

It's yet another idea fair folks have pitched in hopes of attracting more people and more events, year-round, to the 101-acre fairgrounds in Hillsboro. The goal is to make a profit and wean the fair from a state tax on hotel and motel sales.

Hillman tried to do that last year with Frite Lites, a new 17-night Halloween light show. But the \$135,000 event drew 5,005 people -- half as many as projected.

The next innovation might well be free admission, which is gaining support among board members. "At first, I thought it was foolish and crazy," said Cody Feinauer, chairman of the rodeo committee. "Now I actually think it's a really, really great deal."

Last summer, 43,508 people paid to get into the fair; the year before that, 44,136 paid admission. In 2002, the year before the fair was shortened, 41,600 showed up with tickets.

Hillman says a free fair could jump-start attendance by as much as 100 percent, but in a budget proposal he conservatively pitched an increase of 35 percent, or about 15,000. He points to fairs in Michigan and California that went free and found attendance nearly doubled.

"In general, anything that increases the growth of the Washington County Fair is a good thing,"

said Lori Morgon, who has been a 4-H leader for the past 10 years and hasn't missed a fair in 23 years.

Adult fairgoers paid \$7 to get in last year, with children and senior citizens paying \$4.

To make up lost ticket sales, Hillman proposes to charge as much as \$7 each for special events, such as the truck pull, demolition derby and big-name concerts. Parking fees would increase from \$4 a car and \$3 a carpool to \$5 for all. And the once-free Sunday night Latino concert would cost \$10 a ticket.

Organizers say more fairgoers would mean more money for them and concessionaires. Fair officials currently take a 20 percent cut from food sales. With the change, they could take as much as 22.5 percent. They take 35 percent from carnival rides, a figure that would remain the same.

"For those who have food stands, it's going to be a burden," said James Clute, a member of the Washington County Grange. "They're already having a tough time making a profit."

Rodeo fans paid \$7 last year to get into the fair and another \$4 for rodeo general admission or \$7 for the grandstand. New fees would total the same at the rodeo gate: \$11 for general admission and \$14 for the grandstand.

"It's still the cheapest PRCA rodeo in the state of Oregon," said Feinauer, whose committee would keep all proceeds. He said that would mean the rodeo could break even or make a profit for the first time in 50 years.

"And if we don't do something, we won't have a fair much longer."

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**OregonLive.com**

Everything Oregon

Rodeo-queen story disappointing

01/26/04

As former Miss Washington County Fair and Rodeo queens, we are disappointed in and frankly embarrassed by the article, "A crown for a queen" (Southwest, West Metro pages, Jan. 15). We know firsthand that rodeo is an honest, competitive and popular sport that brings entertainment to hundreds of thousands of spectators every year. The article inaccurately described and sensationalized the coronation event held for the 2004 Washington County queen. The article focused on the personal life of the queen rather than on her position and responsibilities.

Every young woman who holds this title has a charge to educate people and market the sport of rodeo both inside and outside her community. She is not only a representative of her county, but she also is an educator, a leader and a role model for youth today. Let's portray her as such.

CHRISTINA McVEY, AMBER DEMING and LACEY THURMOND Hillsboro

STEPHANIE CROP Gaston

BRANDI WILLIAMS Banks

KIM VANDERZANDEN Corvallis

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**OregonLive.com**

Everything Oregon

A crown for a queen

Kristen de Groen of Gaston enjoys a royal day when she's named Washington County Fair & Rodeo Queen 2004

01/15/04

MICHELLE MANDEL

HILLSBORO Kristen de Groen leans against a back wall, hands clenched in nervousness, but otherwise looking Dolly Parton gorgeous in her tight, white cowgirl frock.

It's 9 p.m. Saturday, hours after Washington County Rodeo supporters gathered for shredded roast pig and twice-baked potatoes. The beer's flowing like a rain-swollen creek, and peanut shells litter the blue plastic-covered tables.

The 200 or so here have come to watch de Groen -- a 19-year-old horseaholic who lives in Gaston with her folks, Richard and Rita -- be crowned Washington County Fair & Rodeo Queen 2004.

Most have known each other for years, so it's yakety-yak all over the fairground's Cloverleaf Building.

De Groen chats it up, too, especially with visiting rodeo queens.

Except now, moments before becoming queen of the cowboys, size 4 de Groen stands alone. Which makes her stand out even more. Especially her hair, a shellacked red mane that erupts beneath her white cowboy hat.

Solitude is fleeting. Soon de Groen's onstage, dipping her head as last year's queen, Kim Vanderzanden, slides on the tiara.

Then the evening's real fun begins.

For everyone else, that is. Queens can't have too much fun. Young men in Wranglers, for instance, can't buy the newly crowned a beer because it's not allowed.

And kissing's certainly a no-no, leaving de Groen's boyfriend, Mike Wormington, out of the lip-lock loop, like everybody else.

"My boyfriend's been pretty quiet about all of this," says de Groen, watching Wormington hang with a gaggle of guys across the room.

"But I think he's pretty supportive of it."

Perhaps. Or maybe he frets about the svelte de Groen presiding over this year's rodeo, scheduled for July 29-Aug. 1. Or her traveling this summer to 15 or so rodeos and parades across the

Northwest. Or the fact that she'll hang with spur-wearing studly guys who ride tailbone-jarring animals for a living.

And guys who might flirt with another fella's gal.

Vanderzanden certainly knows the perils of royalty. She started her 2003 reign with a steady boyfriend and ended it with a maybe boyfriend.

"We're talking," is how the Verboort woman -- who plans to be a veterinarian -- sums up their relationship.

Ah, but none of this breaking-up business tarnishes Saturday's coronation. De Groen's too busy, overseeing six tables loaded with silent auction items. Money raised pays for sequined outfits and travel.

Bidding's fierce over the cordless drill, the gas fireplace, the guided fishing trip for one.

Across the room, visiting queens sashay about in their fancy outfits. In calf-length purple dresses and matching boots, the Columbia County queen and her court seem more a shoe-in act for Nashville than rodeo royalty.

"My mom made these dresses," says 18-year-old queen Caylee Cooper, referring to her mother, Chris Cooper. "We wore them to our coronation last weekend."

Cooper, and her princesses, Rachel Swanson, 16, and Nichole Andrews, 17, attend Scappoose High School.

No, the girls say giggling, they wouldn't dream of wearing the purple dresses to school.

"People at school know about us," Caylee Cooper says, "but we don't make a big deal about it."

That's sort of how the new queen feels about her reign, de Groen says later, grabbing salami slices from the buffet table. Nerves, she admits, dimmed her appetite earlier. Now successfully crowned, she wants to eat -- and ponder the coming year.

She wonders whether her first reign ever will be a memorable success.

"I'm either going to like it or hate it," admits de Groen, a 2002 graduate of Gaston High School who started riding horses at age 8 and who intends to become a horse trainer.

"But I've always wanted to be queen, so I'm giving it a try," she says. "We'll see if it leads to other titles."

If not, she can always join the Washington County Rodeo Fly Girls. That's where Vanderzanden's headed. Five of the drill team's eight members are former rodeo queens.

"We call each other the 'has beens,' " says Vanderzanden, smiling.

At 10 p.m., the beer bar closes, so someone twists open a mason jar of homemade hooch called "apple pie," and the party continues. The more that's consumed, the livelier the action becomes in the women's bathroom, where one gal sits perched sink-side, loudly gathering gossip from everyone who stumbles inside.

An hour later, the apple pie's gone, so the drinkers start heaping shredded pig onto paper plates,

and into paper cups.

For the trip home.

A DJ plays the last country song of the night. De Groen slow dances with some kid, her already polished smile beaming across the room.

The lights flicker on, and de Groen heads for the bathroom. The white outfit comes off, the blue jeans go on. The Cloverleaf Building must be left in its pre-coronation condition.

Even queens have to clean.

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A free County Fair?

01/20/04

By Ellen Ast

The Argus

Rodeo buffs may have to fork out extra bucks to make up for a proposed free gate admission to this year's Washington County Fair and Rodeo, in an effort to raise fair attendance.

So might concert dwellers and Truck Pull and Demolition Derby goers.

Don Hillman, executive director of the Washington County Fair Complex, proposed free gate admission last week to the Washington County Fair Board, and hopes for a decision by the Feb. 4 board meeting.

"We believe there's a financial barrier to getting people to come to our event," Hillman said. "We've just got to get them to come out and try it. I think they'll like it."

Fair admittance may cost up to \$7.50 per person if the fair board does not approve the free gate admission proposal.

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If free admission flies, rodeo ticket prices would increase to \$11 to \$14 per person.

Cody Feinauer, chairman of the Washington County Rodeo Committee, says those ticket prices are less than the costs for a PRCA, or Professional Rodeo Cowboys Association, rodeo -- \$17-\$27 per show at Portland's Rose Garden arena.

"If we don't see a major increase in people coming and spending money at the fairgrounds, it would be hard to recoup that," Feinauer said. "If it's promoted properly and the word is given to everybody I think it could be a great thing."

The Sunday Hispanic Concert and other musical acts would cost up to \$10. Arena events such as the Truck Pull and Demolition Derby would cost up to \$7.50 per person.

Hillman says the county's growing population and staggering fair attendance is good reason to attract more fairgoers with free admission.

Fair and Rodeo Board members agree that price increases for rodeo, concert and arena events will compensate for the loss of admission revenue, at no additional expense to fairgoers.

"If you get an increase in attendance, you get an increase in revenue through food stands and rides," Hillman said.

Hillman estimated last year's fair attendance at from 8,000 to 13,000 paying visitors. The popularity of the rodeo, arena events and the Hispanic concert would continue to draw as many visitors as previous years, even if they cost more, he added.

"Maybe by not having to pay at the gate they'll be able to enjoy a few more things," said Sheila Day, a fair board member. "It's worth looking into and getting more people to the fair, especially for educational things like animals for kids."

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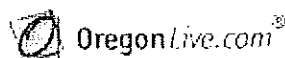
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Blue Angels will appear in Hillsboro air show

The event's organizers get a surprise call that the Navy flying team can perform in August

01/15/04

DAVID R. ANDERSON

The Oregon International Airshow-Hillsboro has landed the U.S. Navy Blue Angels for its 2004 show -- bringing a big-name headliner to the salvaged show.

And the news, announced Wednesday, came out of the blue.

A representative from the military jet team called last week and said the aerobatics team could perform Aug. 14 and 15, the weekend after performing at Seafair in Seattle, said Don McCoun, an executive board member. Air show organizers were so excited to host the biggest name in jet teams that they changed the show's dates from Sept. 11 and 12.

"We are just thrilled," McCoun said. "The Blue Angels sell a lot of tickets. It's helpful in keeping the air show flying."

After getting approval from the Port of Portland, which operates the Hillsboro Airport, and support from the Oregon Air National Guard, organizers announced the news Wednesday.

The coup could ensure the stability of the air show, which faced a turbulent future a year ago.

The Portland Rose Festival Association and the Greater Hillsboro Area Chamber of Commerce dropped the air show in November 2002 because of concerns about faltering attendance and erratic schedules of popular acts such as the Blue Angels. But a core group of volunteer committee members remained and held a show at the Hillsboro Airport in September.

Despite having no military jet team, such as the Blue Angels or the U.S. Air Force Thunderbirds, about 51,000 people attended. The air show had revenues of about \$450,000, said Miz Nakajima, an air show spokeswoman. The show donated \$23,000 to charities that participated in the show, including the Hillsboro Schools Foundation, she said.

The Blue Angels last visited the Portland area in 2000. As many as 80,000 attended that weekend, according to Rose Festival officials.

Organizers are hoping to draw at least that many this year, said Bob Henry, air show president.

In 1992, the show scored a record 122,000 fans with the Blue Angels and Russian MiGs performing.

Henry said he's not concerned about the possibility of hot weather keeping away crowds in mid-August. Heat is preferable to the rain of early summer.

Organizers are still considering whether to have a performance on Friday, Aug. 13, Henry said. Sponsors and disabled children could be invited to watch the acts rehearse, but the event would not be open to the public, he said.

The show had several civilian acts lined up for the September dates. But Henry said he doesn't expect organizers will have trouble getting those and other performers to switch to the August dates.

"They like to perform for big crowds," he said.

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January 23, 2004

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Fair Festivities Cut Short

January 21, 2004

Fair festivities in Pocatello are being cut short this year.

The North Bannock County Fair is shaving three days from its normal schedule.

A scarce crowd has become one of the most common sights at recent Bannock County Fairs.

"We are finding now that using a seven days separate the events so much that we don't have quite the crowd we'd like to have come up," says Darrel Almond, Bannock County Fair Board.

The fair board's fix-all is a four days. Instead of seven, events will be consolidated into four.

"It gives our vendors an opportunity to have a higher volume of folks coming up to see the fair," says Almond.

Some vendors, complaining of too much downtime pulled out early. But vendors aren't the only problem.

"Fiesta time has been a great value to the fair," says Almond.

But the event has gotten so big and so popular it's outgrown the fair festivities.

"They were actually being curtailed in how successful their event could be because we were holding other functions at the same time," says Almond.

Fiesta will now be held at a completely different time. Now comes the Battle of the North and South. North Bannock's fair overlapped with South Bannock's Fair, causing an equipment problem.

"The overshadowing was somewhat of an issue because we were asking people to be at two different fairs on the same day," says



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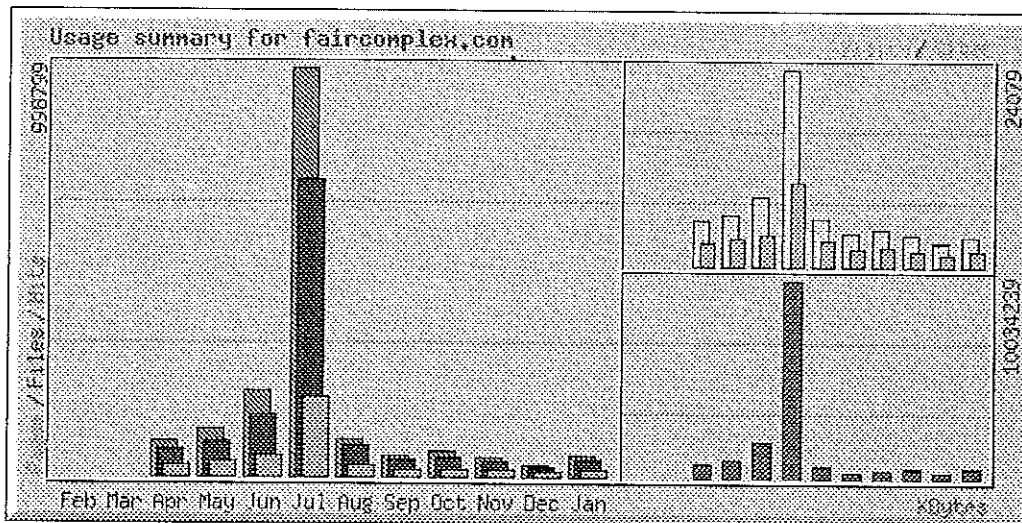
So, by slicing off three days the fair board has forever fixed the same number of problems.

You can start bringing contest entries for the fair starting Monday, August 16th but the actual fair activities won't get underway until mid-week.



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Jan 2004	1721	1361	586	125	1870	441131	3639	16995	39485	49916
Dec 2003	913	710	329	89	1454	254662	2771	10200	22034	28331
Nov 2003	1577	1242	531	126	1900	427126	3791	15933	37285	47322
Oct 2003	1968	1514	544	147	2321	332837	4577	16880	46944	61025
Sep 2003	1800	1370	521	137	2115	295507	4115	15654	41129	54003
Aug 2003	3308	2669	880	209	3039	567415	5871	24647	74752	92641
Jul 2003	32219	23366	6208	776	10312	10034239	24079	192455	724376	998799
Jun 2003	6901	5068	1724	281	3713	1796370	8433	51738	152049	207036
May 2003	3808	2840	1143	204	3297	914427	6338	35457	88065	118066
Apr 2003	2806	2156	918	185	2750	695281	5552	27568	64689	84195
Totals						15758995	69166	407527	1290808	1741334

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WASHINGTON COUNTY

155 N. First Ave. Suite 300,
Hillsboro OR 97124-3072
phone: (503) 846-8681 fax: (503) 846-4545



Application Form Commissioner Appointed Boards, Committees and Commissions

Thank you for applying to serve on a Washington County appointed board, committee or commission. Please take a moment to provide the Board of Commissioners with the following information.

Name: **William Rafe Flagg**

Home or Mailing Address: **16605 NW Somerset Drive**

City: **Beaverton** State: **OR** Zip: **97006**

Day Phone: **503.264.9215** Evening Phone: **503.533.9046**

Fax: **503.430.1052** Email: **rafeflagg@hotmail.com & william.r.flagg@intel.com**

1. Please list in order of preference the boards, committees and commissions on which you would like to serve:

1. **Solid Waste Advisory Committee**

2. **Fair Board**

3. **Commission on Children and Families**

2. Are you a resident of Washington County? **XXX** Yes ☐ No

3. Are you employed in Washington County? **XXX** Yes ☐ No

4. County Commissioner District you reside in (see map above or call (503) 846-8681):
☐ 1 **XXX** 2 ☐ 3 ☐ 4

5. Please list the Washington County boards, committees or commissions on which you are currently serving or have previously served (including the dates of your terms).

I have not served on any boards, committees, or commissions within Washington County.

6. What days & times are you available for meetings?

My schedule is fairly flexible. If I know in advance what the requirements are, I can usually adjust my schedule to fit.

7. What are your reasons for wanting to serve on an appointed board, committee or commission?

I have lived in the area for some time now and believe that I (and my family) will be here for the foreseeable future - with these roots firmly in place, I want to make sure that I have done my part in making the county a better place to live for my family. I have all of the standard responses of wanting to become

more involved in my community, increasing my understanding of local issues by participating at the local level, as well as being interested in and wanting to participate in the decisions impacting our local community. There are many other ways to give back if you will, but I have always been interested in participating in local government and would like to gain experience on the county's boards or commissions. I am ready to make the appropriate commitment and I believe that I have the skills and experience necessary to make a positive contribution.

8. What education, work experiences, volunteer experiences or life experiences would you bring to your service on a county board or committee?

I've spent the last 20 years living and working in Oregon and Washington, in communities and counties larger and smaller than Beaverton and Washington County, as well as holding a variety of jobs. My resume highlights the last 10 years of my professional career and education, but does not speak to the struggles of ordinary citizen balancing the weight of going to school, having a family, and making ends meet while being active in society.

Before getting my MBA and coming to work for Intel, I was a research analyst for a regional services institute where we studied the impacts of population, local and federal forest policy, and the impacts of tourism. I was fortunate enough to see and analyze the impact of policy on people (as represented through numbers).

Prior to and during my prolonged undergraduate education, I lived the life of a struggling student. At the time, it seemed far from the realm of county decision making, but facing the dilemma of little financial aid, I held many jobs including insurance sales, car sales, bakery and route sales, and customer service spots. I have lived the life of existing on low wage jobs and balancing priorities in order to achieve more in the future. It was life on the fringe; I didn't know it then, but I can see it now.

Ultimately it boils down to this – I grew up on a small farm in southern Oregon to parents who worked their entire lives to make the lives of their kids better than what they had. If there is one thing that I have learned from them and from my experiences, it is that decisions have impacts. It is my desire to have a positive impact on the life of my family and those around me – I am ready to make the decisions, to be involved, to participate, and to do what my folk's did in making the lives of those around them better.

9. Please describe your understanding of the major concerns and issues facing the board, committee or commission on which you wish to serve.

Solid Waste Advisory: On a macro level, I believe the issues are how the county can best role model policies, processes, and procedures enabling the mitigation of our footprint on the planet's ecosystem. On a micro level, we must understand and make decisions regarding our ability to implement cost effective waste management and recycling programs, understand the complexities and economies of scale surrounding waste management, and the development and assessment of alternative strategies for waste reduction.

Fair Board: The fair facilities provide a dynamic link between the rural and urban inhabitants of the county as well as providing a complex capable of hosting events. The concerns should be around how best to manage the complex priorities associated with such a venue in light of the tight budgetary conditions being felt throughout our local governments. Setting the strategy for the Fair Complex and making it a facility and forum and venue accessible to all within our culturally rich county is also of considerable importance.

Children and Families : Our diverse county poses unique challenges to the CCF in as much as balancing the needs and requirements of a culturally diverse constituency with the realities of a real budgetary crisis. Developing strategies to aid in getting kids ready to enter school, helping low income families, and bridging the gap between those families and children in need and the appropriate services ready to help them. The main goal of all strategies, planning activities, and development items is to enable the children and families of our county to succeed and to be valuable and trusted community members.

10. Please list any potential conflicts of interest between your public and private service that might result from your appointment to any of the boards, committees or commissions you listed in question 1.

I don't believe that I have any at this time.

11. Please list the name, address and telephone number of two people who we may contact as references:

1. Robert Ellis 503.712.2853

2. Perry Olson 503.264.9113

12. How did you hear about this board or commission?

By watching local government and studying how decisions are made, where they are made, attending meetings, and speaking with local leaders.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/committee/commission, may result in my dismissal. Information you provide on this application may become part of the public record.

Signature: **William Rafe Flagg**

Date: **March 11, 2003**

To ensure your application is considered, be sure to:

- 1) fill out the application completely and sign it
- 2) Enclose a resume (or other summary of relevant professional and volunteer experience)
- 3) mail, fax or email your application by the application deadline to:

County Administrative Office, Room 300
155 North First Avenue
Hillsboro, Oregon 97124

FAX: 503-846-4545 **Email** (attach your resume!): cao@co.washington.or.us

Continue your answers on additional sheets of paper if necessary. The application process for positions on certain boards and committees may require an interview or other screening process. Applicants to the **Aging & Veterans' Services Advisory Council** are asked to complete a Supplementary Application. For a supplemental application, additional information, or help with this application please call (503) 846-8681.

W. RAFF FLAGG

16605 NW Somerset Drive, Beaverton, OR 97006

Desk: (503) 264-9215 Cell: (503) 805-7595 Email: william.r.flagg@intel.com

SUMMARY: BRINGING THE NECESSARY SKILLS TO THE TABLE

Proven project manager with experience managing large virtual teams across multiple geographies and companies. Excellent leadership skills demonstrated through effective team development, consensus building, and risk identification/abatement in large dollar projects. Additional capabilities:

- Advanced communications skills (Written/Oral)
- Extensive Mergers, Acquisitions, and divestitures background
- Comfortable leading large teams or as an individual contributor

EXPERIENCE:

INTEL CORPORATION - HILLSBORO, OREGON 6/97 TO PRESENT

M&A Integrations/Divestitures Project Manager - NBA/SAS Operations (2001 - Present)

Responsible for all tasks surrounding materials, supply chain activities, planning, forecasting, and links into sales in large dollar acquisition integration projects involving Xircom and LightLogic. Managed Intel's eBusiness Group activities across Intel's divestiture actions and responsible for all post integration development requirements.

- Managed Xircom Materials Planning team delivering consistent processes throughout all worldwide geographies for materials and planning processes.
- Solved Xircom strategic program issues including the resourcing for system integrations as well as disposition and management of raw materials in excess of \$10 million.
- Expanded the role of the LightLogic Materials Planning and warehouse team to include forecasting, materials planning, MRP, and warehouse functional areas which was a first in a M&A integration program.
- Led a virtual team which met key integration dates implementing MSAP at an acquisition factory (an Intel first) while meeting the process and implementation needs of the target factory network.
- Directing all future development activities as business box lead for OPD and the various system groups
- Managed NBA eRoom facilities with over 450 users

Outsourcing eSolutions Project Manager - New Business Applications (2000 - 2001)

Responsible for delivering OeS Auto Buy Sell (ABS) functionality through the implementation of business to business interfaces, based upon Rosettanet standards, between Intel and Intel's subcontract manufacturers.

- Delivered a scalable ABS design specification across organizational boundaries supporting a critical eBG top ten deliverable (successful pilot between Intel and Jabil Circuit).
- Managed a virtual team of over 20 members through complex web of legal, financial, accounting, system, and customer requirements to support a highly visible, multiple company GO LIVE date
- Identified and solved communication issues within the NBA/OeS organization by developing professional grade NBA/OeS project communication packages aimed at project stakeholders, customers, and OeS team members
- Completed initial design work on modular OeS for implementations at Intel subcontractors lacking system and technology experience in Rosettanet and internet communication strategies
- Created project newsletter "OeS News" and managed OeS project web-site
- Managed OeS eRoom facility across two companies and three geographies

Project Analyst – Business Development Group WWO (1999 - 2000)

Team lead and project manager, responsible for driving implementation of the Direct Materials (DM) e-Business Vendor Response System (VRS) by Intel's supplier base, all procurement tool and business processes during MRP installation, and critical pre-requisite activities during SAP MRP installs.

- Led cross functional teams focused on the development of training materials, training delivery, pilot supplier program startup's, and risk abatement
- Analyzed, drafted, revised commodity business processes, specifications and indicators (e.g. purchasing & commodities)
- Trained Commodity Managers and Buyer Planners on system tools during the closed loop MRP install in Intel's Assembly Test Manufacturing Organization
- Project managed the implementation of the Direct Materials SAP bar-code specification supporting critical FY99 / FY00 MSAP site

Business Analyst – SECc & VF Business Process Team (1998 – 1999)

Procurement and materials Business Analyst in an established, fast moving Virtual Factory Business Process Team responsible for ownership of tools and processes needed for Pentium II factory ramps.

- Designed, authored, and delivered training on AMAPs MRP system
- Delivered and drove continuous improvement activities focused on developing and supporting Virtual Factory project teams dedicated to procurement processes and tools
- Managed procurement toolbox responsible for tool management, new user enhancements, training, and business support issues

Purchasing Graduate Intern – Site Material Services Indirect Purchasing (Summer 1997)

Developed and implemented cross-site audit procedures for Intel SMS Indirect Purchasing. Researched, analyzed, authored, and benchmarked comprehensive supplier performance measurement tools.

- Led cost plus audit team in contract labor supplier audits
- Developed cross site auditing process adopted across all US Indirect purchasing organizations

SOUTHERN OREGON REGIONAL SERVICES INSTITUTE – ASHLAND, OREGON 11/94 TO 9/96

Research Assistant

Authored, edited, and designed Institute publications and reports. Responsible for Institute sales fulfillment and reporting activities.

- Programmed MS Access database to run Institute sales, accounting, distribution, and inventory functions
- Created publication marketing and advertising materials
- Co-authored Oregon, A Statistical Overview 1996

EDUCATION:

MASTER IN BUSINESS ADMINISTRATION

University of Oregon - Eugene, Oregon June 1998

BACHELOR OF SCIENCE: BUSINESS ADMINISTRATION - MANAGEMENT

Southern Oregon State College - Ashland, Oregon 1996

Phi Kappa Phi National Honor Society

PUBLICATIONS:

Profile: Washington 2003. Paperback. Scheduled for release late Spring 2003.

"If it's not broke, Fix it", Intel Circuit intranet article. August 2001.

Oregon, A Statistical Overview 1996. Paperback, 160 pages. Co-authored July 1996.

JOANN E. BURTON
1075 NW. SALTZMAN ROAD
PORTLAND, OR. 97229



Washington County Fair
Don Hillman and WC Fairboard
872 N.E. 28th
Hillsboro OR 97124

Re: Fair admission

Please, no free admission for everyone - this could lead to cars full of thugs or troublemakers walking in or hiding in from MAX and less of gate control. Higher fees are not the answer either. How about family rates that are better than \$22 for a family of four (2003 rate) or all kids free when with a paying adult. Kids could be 16 & under in this case. Lets go for a break for the family and maybe seniors too, Keep country in the Fair and Family affordable!

Sincerely JoAnn Burton, 644-8128
4 generations of exhibitors and visitors
Former poultry Supt. (15 years)
we are all still going and showing. 1/31/04

Fair

WASHINGTON COUNTY

Inter-Department Correspondence

January 27, 2004

TO: Recording Division
FROM: Barbara Hejtmanek
SUBJECT: MINUTE ORDER 04-31
APPOINT MEMBERS TO THE WASHINGTON
COUNTY FAIR BOARD

At its regular meeting on January 27, 2004, the Board appointed W. Rafe Flagg to the Fair Board.

APPROVED WASHINGTON COUNTY
BOARD OF COMMISSIONERS
MINUTE ORDER # 04-31
DATE 1-27-04
BY Barbara Hejtmanek
CLERK OF THE BOARD

AGENDA

WASHINGTON COUNTY BOARD OF COMMISSIONERS

Agenda Category: Boards and Commissions (All CPOs)

Agenda Title: APPOINT MEMBERS TO THE WASHINGTON COUNTY FAIR BOARD

Presented by: Don Hillman, Executive Director, Washington County Fair Complex

SUMMARY (Attach Supporting Documents if Necessary)

Through this agenda item the Board of County Commissioners (the Board) will be able to make one or more of the three pending appointments to the Washington County Fair Board, which is comprised of five members. The Fair Board meets monthly, develops the Fair Complex's annual operating budget, and provides overall policy direction for management of Fair Complex activities and facilities. Fair Board terms are three years in duration.

Terms for two of the five Fair Board positions (the District 2 and At-Large positions) expired on December 31, 2003. In addition, Jane Willhoite, of the District 4 position, resigned in December 2003, leaving the remaining two years of that term vacant.

On September 2, 2003 the Board directed the County Administrative Office to announce the vacancies and invite applications for appointment to the Fair Board. A filing deadline of October 13, 2003, or until the vacancies were filled, was established. An announcement of the vacancies was sent to area newspapers, TV and radio stations; area chambers of commerce; and to the CPO coordinator for inclusion in the CPO newsletter. Staff provided the Board with a briefing on the recruitment process in the November 25, 2003, and subsequent, worksessions.

A summary of the applicants and current Fair Board membership is attached.

DEPARTMENT'S REQUESTED ACTION:

Make one or more of the three pending appointments to the Fair Board. Two of the vacant Fair Board positions (the District 2 and At-Large positions) have terms ending December 31, 2006. The third vacant position is the remainder of the District 4 term, which ends December 31, 2005.

COUNTY ADMINISTRATOR'S RECOMMENDATION:

I concur with the requested action.

Agenda Item No. _____

Date: 1/27/04

Fair Board

Description

The Fair Board is comprised of five members appointed by the Board of County Commissioners. The Fair operation, a division of the County, produces the annual County Fair & Rodeo and manages year-round facilities rented for consumer shows, public expositions and special gathering. The Fair Board meets monthly, develops the Fair Complex's annual operating budget, and provides overall policy direction for the management of Fair Complex activities and facilities.

Members 5

Length of Term 3 years

Current Vacancies 2 **Applicants** 10

Candidates	Resident of District (Represents District)	Term Expires	First Appointed
<u>Current member seeking reappointment</u>			
Ken Leahy	4		1991
<u>New Applicants</u>			
W. Rafe Flagg	2		
David Barno	4		
Jim Clymore	4		
Anne Grothe	4		
Aldie Howard	4		
Edmin Kristovich	4		
Jeffrey Penhall	4		
David Russell	4		
Kathy Schmidlkofer	4		

Continuing Members

Kathy Christy	2 (1)	12/31/05	1998
Richard Vial	4 (3)	12/31/04	1999

Retiring Members

Sheila Day	4 (At-Large)	12/31/03	1998
Jane Willhoite	4 (4) (Resigned)	12/31/05	2002

County of Washington

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

FAX MEMORANDUM

Date: January 23, 2004

To: Board Members
Washington County Fair Complex Board

From: Don G. Hillman
Executive Director

DGH

Re: FYE 2004/05 Budget – Free County Fair

Background – The January Board packet included a draft of the FYE 2004/05 budget. This budget was prepared embracing the traditional operating model and included a \$0.50 increase in the adult admission price. Accepting the fact that this traditional operating model has not resulted in any meaningful attendance increase over the last decade and that an increase in admission prices may further exacerbate this problem, staff suggested that they be allowed to research a new operating model. This model would reverse the current operating model and recommend “free” gate admission to the fair, but implement a fee for the truck pull, demo derby, and big name concerts; and increase the fee to the rodeo.

Staff has completed its preliminary work with regards to investigating a “Free County Fair” operating model for the 2004 Washington County Fair & Rodeo. For comparison purposes, the attached comparative spreadsheet provides for three different operating models, i.e., current model; a model that includes a \$0.50 increase in adult tickets; and the “Free County Fair” model. Preliminary figures tend to indicate that a “Free County Fair” would not require significantly more reliance on TOT revenues than the current model and yet offer greater upside increases in attendance and non-admission revenues.

An explanation of each model is provided on the first page of the comparative spreadsheet document. Please note that this document only addresses the County Fair & Rodeo in that no changes are currently recommended in the facility rental operating model.

Discussion – There are at least three compelling reasons to support the “Free County Fair” recommendation. The first is a sincere desire to attract more County residents to this family-friendly event with the hopes of breaking the decade-long record of stagnate

attendance growth. Once introduced to the County Fair, there is a good chance that this event will enjoy repeated visits in future years.

The second is being able to introduce and expose more County residents to Washington County's agricultural products and traditions that represent the event's heart and soul.

The third is to be a good steward of the TOT revenues. The Fair Complex continues to rely upon this single largest revenue source to fund its year-round activities including the annual County Fair & Rodeo. Washington County Code provides that these revenues are to be used for ". . . **promotion** and maintenance (including operation) of the fairgrounds." What a good way to promote Washington County and the Fair Complex as well as allowing County residents the opportunity to benefit from a County-wide source of revenue.

Findings – Staff has contacted the Ionia 'Free' Fair, Ionia, Michigan; Yolo County Fair, Woodland, California; and the Sacramento County Fair, Sacramento, California.

The Ionia 'Free' Fair was a free county fair for many years. This fair went to a paid gate in 2002 and witnessed a 50% decrease in attendance. They witnessed another 50% decrease in attendance in 2003. They are reverting to a free fair in 2004.

The Yolo County Fair has been a free county fair for many years. The fair is located in Woodland, California, a city of 50,000 and a county of 200,000. Their annual county fair attendance is in excess of 100,000 per year. This fair receives approximately \$140,000 in state revenues to support its annual operations.

The Sacramento County Fair was a paid-gate fair until 1997 when they converted to a free county fair. The fair is located in a very urban area. Their attendance increased from 21,000 in 1996 to 38,000 in 1997. Their current attendance is approximately 70,000. This fair receives approximately \$140,000 in state revenues to support its annual operations.

These fairs each witnessed a similar increase/decrease in non-admission revenues (concessions, carnival and parking) after changing their operating model.

Other fairs that have change from a paid gate to a free gate (or visa versa) are still being researched/contacted.

Staff has also discussed this concept with other stakeholders such as members of the Rodeo Committee, carnival, concessionaires, exhibitors, etc. Each support changes that will help increase attendance and awareness for the County Fair.

Conclusion – Staff is excited about the possible change, but is also aware that such a change will create new opportunities for the Complex while at the same time, realize the challenge to adequately promote and advertise the new operating model.

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
Organization Unit 120
County Fairgrounds Fund 150

2004-05 PROPOSED BUDGET SUMMARY - FAIR ACTIVITIES ONLY

Mission Statement - The mission of the Washington County Fair Complex is to provide excellent facilities and services in a self-supporting a manner for the following purposes:

- | | |
|--|---|
| 1. Preserve the annual County Fair & Rodeo and its' heritage. | 2. Promote the "World-Class" agriculture of the County. |
| 3. Provide a welcoming environment for all volunteers. | 4. Commitment to life-long learning with a special emphasis on youth. |
| 5. Promote year-round facilities for consumer trade shows, public expositions, and special gatherings. | 6. Promote a sense of community among residents of Washington County. |
-

Findings: The Washington County Fair & Rodeo continues to require an operating subsidy from the Fair Complex's share of TOT revenues. Attendance over the last decade has remained relatively flat despite substantial increases in the County's population. Based upon the event's traditional operating model, the 2004 event is estimated to require a TOT subsidy of approximately \$132,000.

Recommendation: Change the annual event's operating model to provide for a 'free' gate and charge for Arena events and concerts. This will permit **ALL** County residents the opportunity to see the traditional elements of the Washington County Fair without regards to financial consideration. These traditional events will include livestock, agricultural, arts & crafts, land products, floral, fiber, 4H and FFA exhibits. The Rodeo, Truck Pull, Demo Derby and Concerts will require an admission fee. Community and professional entertainment will be featured throughout the day.

Estimated Increase: Other events that have changed to a 'free' gated policy has realized a 50 - 100% increase in total attendance in the first year. In 2003, the County Fair & Rodeo had a paid gate of 43,500 with a total attendance estimated at 50,200. With a 'free' gated policy, total attendance could increase to 75,000 - 100,000 total visitors. For budget purposes, total attendance is estimated to increase by 35%.

Pro Forma - Paid at \$7.00: No significant change in operational model. Gate admission remains the same as 2003. Free Demo Derby and Truck Pull. Continue to charge an additional fee for Rodeo.

Pro Forma - Paid at \$7.50: No significant change in operational model. Adult admission increased \$0.50. Free Demo Derby and Truck Pull. Continue to charge an additional fee for Rodeo

Pro Forma - Free Gate w/Admission Fee to Truck Pull, Demo Derby and Rodeo: Eliminate Gate Fee. Charge for Truck Pull (\$7.00). Charge for Demo Derby (\$7.00). Charge for Rodeo (\$11 - Bleachers/\$15 Covered Grandstand). \$5.00 parking fee. Maintain Community Stage and Professional Stage (Local and regional artists). Walk around entertainers. New sponsors to provide additional activities.

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2002-03	Adopted 2003-04	Pro Forma Paid @ \$7.00	Pro Forma Paid @ \$7.50	Pro Forma Free	Line Item Explanation
		Fair Revenues						
47	4	State Sources - Dept. of Agriculture	\$ 40,868	\$ 41,000	\$ 38,000	\$ 38,000	\$ 38,000	Expecting Reduced State Support.
48	30	Youth Admissions	37,886	37,500	26,600	26,600	-	No paid admission.
49	31	Other Admissions	213,820	210,000	205,000	220,000	35,000	Truck and Demo Derby @ \$7.00 (SRO 2500 seats/performance).
50	32	Concessions/Booths	120,695	120,000	118,000	118,000	146,000	22.5% Rent. Estimate Increase Gross 35% (\$363K x 22.5% rent)
51	33	Sponsorships	57,625	57,500	55,500	55,500	60,000	Slight Increase due to 'Free' format.
52	34	Advertising Sold	1,800	2,500	1,500	1,500	1,500	Requires special efforts.
53	36	Carnival Income	50,946	50,500	48,000	48,000	65,000	Estimate Increase Gross of 30% (Add \$42,950 X 35% rent)
54	37	Entry & Bedding Fees	2,912	2,500	2,300	2,300	4,600	Increase fees per Superintendents recommendation.
55	38	Parking Fees	40,491	40,000	42,000	42,000	81,000	\$5.00 plus Increase Vehicles 35% (12,000 + Add 4200)
56	39	Rodeo Sponsorships	29,290	29,000	50,600	50,600	50,600	Title @ \$20K; Chute @ \$20.4K and Event @ \$10.2K
57	41	Miscellaneous Income	26,418	15,000	10,800	10,800	10,800	Picnic (\$5,000), Camping (\$1,500), Carnival (\$5,000), Fry (\$500).
58	42	Rodeo Admissions	4,870	4,800	19,800	19,800	57,600	Three Performances. GA \$11 (1200) - Grandstand \$15 (400).
59	43	Main Stage	-	-	-	-	25,000	Hispanic Concert - Sunday (2500 @ \$10)
60	45	Amphitheater Merchandise	697	500	500	500	500	No major artists planned.
61	46	Rodeo Miscellaneous	4,321	1,750	1,750	1,750	1,750	Based upon 2003 actual. Merchandise, Member Dues, Donations.
62	48	ATM Fees	2,267	2,500	1,300	1,300	1,300	At least two ATM machines planned (one rented).
63	49	Rodeo Queen Activities	3,941	3,000	3,000	3,000	3,000	Based upon 2004 Queen Contract.
Total Fair Operations			\$ 638,847	\$ 618,050	\$ 624,650	\$ 639,650	\$ 581,650	

Budget History - Revenues and Expenses

Line Item	Acct No.	Description	Actual 2002-03	Adopted 2003-04	Pro Forma Paid @ \$7.00	Pro Forma Paid @ \$7.50	Pro Forma Free	Line Item Explanation
		Fairtime Personnel Expenses						
64	101	Salaries and Wages - All Employees	\$ 193,212	\$ 121,096	\$ 123,327	\$ 123,327	\$ 123,357	Prorated full-time staff salaries and temp employee wages.
66	102	O.P.E.	61,918	\$ 59,444	61,185	\$ 61,185	\$ 61,185	FICA; Tri-Met; Unemployment; PERS (17.18%); Health & Dental.
Total Fairtime Personnel Expenses			\$ 255,130	\$ 180,540	\$ 184,512	\$ 184,512	\$ 184,542	

Budget History - Revenues and Expenses

Line Item	Acct No.	Description	Actual 2002-03	Adopted 2003-04	Pro Forma Paid @ \$7.00	Pro Forma Paid @ \$7.50	Pro Forma Free	Line Item Explanation
		Fair Operations						
67	108	Telephone	\$ 2,577	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500	June, July and August Telephone Charges.
68	124	Car Allowance	1243	-	-	-		Considered as wages per County.
69	109	Printing	7596	7,500	6,000	6,000	3,000	Roll Tickets (\$0); Letterhead (\$1,000); Entry Tags (\$650); Daily Sheets (\$1,000); Fun Passes (\$0); Gate Tickets (\$0).
70	110	Postage	486	1,000	900	900	900	(Split) June, July and August Postage Charges.
71	118	Travel & Training	4881	4,500	4,500	4,500	4,500	OFA, WFA and IAFE Meetings and Conventions.
72	119	Legal Fees to County	605	1,200	500	500	500	Legal Advice from County Counsel regarding fair activities.
73	122	Insurance and Bonding	11313	12,100	13,250	13,250	13,250	50% of estimated costs plus 10% increase.
74	132	Board Expense	122	750	375	375	375	50% of estimated costs.
75	151	County Indirect Costs	\$ 14,464	\$ 14,992	\$ 13,936	\$ 13,936	\$ 13,936	50% of estimated costs.
76	112	Utilities	11,647	13,000	14,000	14,000	14,000	Estimated at 2003 Levels plus 10% - Water, Sewer.
77	133	Dues, Licenses and Fees	1,125	1,125	750	750	750	OFA, WFA and IAFE Dues.
78	178	Parking	5,185	5,200	5,600	5,600	5,600	Sheriff's Posse (\$750); Ticket Printing (\$0); Parking Attendants/Sellers (\$3,400); Shuttle Buses (\$1000).
79	179	Professional Services	30,488	76,215	66,000	66,000	56,000	Grounds Cleanup (\$5,000); Security (\$8,000); EMTs (\$1,500); Fair Staff/Organizations (\$28,000); Sponsorship Fees (\$12,000).
80	180	Advertising, Promotions, etc.	76,380	79,000	83,500	83,500	100,000	Radio, MAX, TV and Newspaper Advertising (\$85,000); Pre-Fair Promotions (\$5,000) Hispanic Concert (\$3,000).
82	182	Miscellaneous	16,793	16,500	16,000	16,000	10,000	Tents/Canopies (\$4,000); Ice (\$2,000); Picnics (\$2,000); Steak Fry Canopy (\$500); Steak Fry Reimbursements (\$400).
83	183	Decorations	4,147	4,000	10,000	10,000	13,500	Pipe/Drapes (\$1,500); Plants (\$500); Miscellaneous (\$3,500). Includes Party Favors for Themed Days.
84	184	Equipment Rental	11,513	13,500	9,000	9,000	8,000	Bleachers/ADA Platform (\$4,000); Radios (\$200); Chairs (\$500); Fencing (\$750); Computers (\$600); Ticketing (\$0).
85	186	Restroom Service	11,915	15,500	16,000	16,000	16,000	Janitorial (\$6,000); Portable Restrooms (\$6,000); Janitorial Supplies (\$2,500); Wash Stations (\$1,000).
86	187	Repair & Maintenance	7,115	7,000	2,500	2,500	2,500	Paint (\$1,500); Gasoline/Diesel (\$900); Drop Box (\$450); Refrigeration (\$2,000); Backflows (\$500).
87	188	Materials & Supplies	19,200	10,500	12,500	12,500	12,500	Shavings (\$9,000); Signage (\$2,000); Electrical Supplies (\$800); Misc. Supplies (\$1,000).
88	189	ATM Fees	-	250	175	175	175	Repairs and Supplies.
Total Fair Operations			\$ 238,795	\$ 286,832	\$ 277,986	\$ 277,986	\$ 277,986	

Budget History - Revenues and Expenses

Line Item	Acct No.	Description	Actual 2002-03	Adopted 2003-04	Pro Forma Paid @ \$7.00	Pro Forma Paid @ \$7.50	Pro Forma Free	Line Item Explanation
		Exhibits & Competitions						
89	211	Awards FFA	\$ 2,575	\$ 2,340	\$ 2,200	\$ 2,200	\$ 2,200	Based upon 2003 expenses.
90	212	Personnel FFA	632	585	700	700	700	Based upon 2003 expenses.
91	213	Other FFA	1,361	1,215	2,000	2,000	2,000	Based upon 2003 expenses.
		Total FFA	\$ 4,568	\$ 4,140	\$ 4,900	\$ 4,900	\$ 4,900	
92	221	Awards 4-H	\$ 5,980	\$ 5,400	\$ 5,000	\$ 5,000	\$ 5,000	Based upon 2003 expenses.
93	222	Personnel 4-H	5,912	5,310	6,500	6,500	6,500	Based upon 2003 expenses.
94	223	Other 4-H	9,945	8,955	4,600	4,600	4,600	Based upon 2003 expenses. Includes shaving and restrooms.
		Total 4-H	\$ 21,837	\$ 19,665	\$ 16,100	\$ 16,100	\$ 16,100	
95	231	Awards Open Class	\$ 25,778	\$ 23,400	\$ 20,500	\$ 20,500	\$ 20,500	Based upon 2003 expenses.
96	232	Personnel Open Class	2,052	1,845	1,800	1,800	1,800	Based upon 2003 expenses.
97	233	Other Open Class	3,718	3,265	2,850	2,850	2,850	Based upon 2003 expenses.
		Total Open Class	\$ 31,548	\$ 28,510	\$ 25,150	\$ 25,150	\$ 25,150	
		Total Exhibits & Competitions	\$ 57,953	\$ 52,315	\$ 46,150	\$ 46,150	\$ 46,150	

Budget History - Revenues and Expenses

Line Item	Acct No.	Description	Actual 2002-03	Adopted 2003-04	Pro Forma Paid @ \$7.00	Pro Forma Paid @ \$7.50	Pro Forma Free	Line Item Explanation
		Rodeo						
98	311	Prize Money	\$ 45,000	\$ 45,000	\$ 34,500	\$ 34,500	\$ 34,500	\$4,500 added per event plus \$1,000 day money/performance.
99	312	Announcer/Contractors/Personnel	18,871	16,600	16,375	16,375	16,375	Announcer, clown, timer, judges, bullfighters, scoreboard, etc.
100	313	Stock Contract	28,012	27,000	22,000	22,000	22,000	Rough stock, hay and hotel for contractor. No cattle drive.
101	314	Special Awards	816	500	1,000	1,000	1,000	Awards for all-around cowboy and special winners.
102	315	Exceptional Kid's Rodeo	712	2,000	2,000	2,000	2,000	Event similar to Special Olympics rodeo-style.
103	316	Promotion	5,507	5,500	5,000	5,000	5,000	Cowboy hospitality and VIP incentives.
104	317	Materials & Supplies	2,957	3,000	3,000	3,000	3,000	Arena and staging area maintenance, cell phone reimbursement.
105	318	Board Expense	3,525	2,000	2,000	2,000	2,000	Attendance at NFR/CRC Convention, etc.
106	319	Other (Fees & Dues)	3,930	2,500	2,500	2,500	2,500	Sanction fees with PRCA and WPRA, ambulance.
107	320	Queen	3,906	4,000	4,000	4,000	4,000	Expenses to promote queen, travel, clothes closet, etc.
108	321	Rental Equipment	8,142	7,500	10,000	10,000	10,000	Generator, tent, and shared cost of bleachers, ADA platform.
109	322	Money Raising Projects	2,872	1,750	2,000	2,000	2,000	Merchandise and canopy, Queens coronation, Poker ride, etc.
110	333	Sponsorship Fees	1,125	-	-	-	-	Contractor fee to secure rodeo related sponsors.
Total Rodeo			\$ 125,375	\$ 117,350	\$ 104,375	\$ 104,375	\$ 104,375	

Budget History - Revenues and Expenses

Line Item	Acct No.	Description	Actual 2002-03	Adopted 2003-04	Pro Forma Paid @ \$7.00	Pro Forma Paid @ \$7.50	Pro Forma Free	Line Item Explanation
		Fair Entertainment						
112	324	Main Stage (Artist Fees)	\$ 80,210	\$ 63,000	\$ 58,000	\$ 58,000	\$ 48,000	\$10,000 per day plus Sunday Hispanic Artist @ \$8,000
114	325	Grounds Entertainment	57,224	42,500	35,000	35,000	30,000	Draft Horse (\$5,000); Truck Pull (\$6,000); Demo Derby (\$6,000); Hypnotist/Jest in Time Circus/Ground Entertainers (\$10,000). Calliope (\$2,000).
114	326	Associated Costs - Main	23,712	32,000	28,500	28,500	17,500	Stage/Sound/Lights (\$7,500); Sound/Catering-Sunday (\$1,500); Stagehands (\$1,000); Chairs/Fence (\$2,000); TBA (\$2,000); Aguilar (\$1,500); Hospitality (\$1,000) Miscellaneous (\$2,500).
115	327	Associated Costs - Grounds	16,282	15,000	7,500	7,500	7,500	Tent (\$1750); Chairs (\$500); Friendship Square Sound (\$3,500);
116	328	Touch & See	3,000	2,500	2,500	2,500	-	Seek Cash Sponsor or Fee-Based Petting Zoo.
117	329	Special Exhibit	17,223	12,500	12,500	12,500	-	Seek Sponsor.
Total Fair Entertainment			\$ 197,651	\$ 167,500	\$ 144,000	\$ 144,000	\$ 103,000	
Total Fairtime Expenses			\$ 874,904	\$ 804,537	\$ 757,023	\$ 757,023	\$ 716,053	
Net Fairtime Income/Loss			\$ (236,057)	\$ (186,487)	\$ (132,373)	\$ (117,373)	\$ (134,403)	

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Personnel Distribution	Total	Interim	Fairtime	
125	Permanent Full-time Positions Executive Director	\$ 86,304	\$ 43,152	\$ 43,152	Split 50% between each program.
126	Groundskeeper	38,220	19,110	19,110	Split 50% between each program.
127	Facilities Maintenance Worker (2)	68,518	53,273	15,245	1.5 employees split 87% and 13%. 0.5 employee split 50% each.
128	Sr. Administrative Specialist	38,350	5,753	32,598	Split 15% to interim and 85% to fairtime.
129	Management Analyst	51,384	44,704	6,680	Split 87% to interim and 13% to fairtime.
130	Senior Facilities Maintenance Worker	41,327	35,954	5,373	Split 87% to interim and 13% to fairtime.
131	Temporary Position Facilities Maintenance Worker	4,080	2,880	1,200	384 Interim Hours - 160 Fairtime Hours
Total		\$ 328,183	\$ 204,826	\$ 123,357	
O.P.E.		\$ 162,779	\$ 101,594	\$ 61,185	49.6% - FICA; Tri-Met; Unemployment; PERS; Health & Dental.
Total Positions		\$ 490,962	\$ 306,419	\$ 184,542	

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Fair Temporary Positions		Pro Forma Paid @ \$7.00	Pro Forma Paid @ \$7.50	Pro Forma Free	
132	Chief of Security (1 position)	(Salary - pre-fair involvement)	\$ 900	\$ 900	\$ 900	Paid via a Temp Service Agency
133	Electrician (2 position)	(140 hours @ \$30.00/hour)	4,200	4,200	4,200	Paid via a Temp Service Agency
134	Office Staff/Interns (1 -2 positions)	(180 hours each at \$8.00/hour)	2,880	2,880	1,440	Paid via a Temp Service Agency
136	Shuttle Drivers (4 positions)	(40 hours each at \$8.50/hour)	1,360	1,360	1,360	Paid via a Temp Service Agency
137	Stage Manager (1 position)	(Salary - pre-fair involvement)	900	900	900	Paid via a Temp Service Agency
138	Fair Superintendents (22 positions)	(\$100 stipend)	2,200	2,200	2,200	Paid via a Temp Service Agency
139	Chief of Admissions (1 position)	(Salary - pre-fair involvement)	900	900	-	Paid via a Temp Service Agency
140	Ticket Sellers	(Service Group)	2,000	2,000	-	Paid via a Temp Service Agency
141	Ticket Takers/Greeters	(Service Group)	1,000	1,000	1,000	Paid via a Temp Service Agency
142	Cashiers (2 - 4 positions)	(40 hours each at \$10.00/hour)	1,600	1,600	1,600	Serve as Sellers too. Paid via a Temp Service Agency
143	Clerks (6 positions)	(40 hours each at \$8.50/hour)	2,040	2,040	2,040	Paid via a Temp Service Agency
144	Chief of Parking (1 position)	(Salary - pre-fair involvement)	900	900	900	Paid via a Temp Service Agency
145	Maintenance Workers (2-5 positions)	(200 hours each at \$8.00/hour)	8,000	8,000	3,200	Paid via a Temp Service Agency
147	Accounting Assistant (1 position)	(300 hours at \$10/hour)	3,000	3,000	3,000	Paid via a Temp Service Agency
Total Fair Temporary Positions			\$ 31,880	\$ 31,880	\$ 22,740	
O.P.E.			\$ 6,376	\$ 6,376	\$ 4,548	Estimated at 20% (FICA, Medicare, Unemployment, Processing).
Total All Positions			\$ 38,256	\$ 38,256	\$ 27,288	

County of Washington

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

FAX MEMORANDUM

Date: January 30, 2004

To: Board Members
Washington County Fair Board

From: Don G. Hillman
Executive Director

Re: Cottonwood Trees - Update

Staff has been informed that there is currently no commercial market for harvested Cottonwood trees. As such, staff will obtain bids for the possible removal and/or trimming of various Cottonwood trees. Bids will be brought forward to the Board at a later date.

Attached is a copy of the initial staff discussion on this matter.

Attachment

County of Washington

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

FAX MEMORANDUM

Date: September 22, 2003

To: Board Members
Washington County Fair Board

From: Don G. Hillman
Executive Director

Re: Cottonwood Trees - Update

Staff continues to study the status of the four cottonwood trees lining the main walkways south of the Main Exhibit Hall; the two cottonwood trees near the pony ride and petting farm; and the fifteen cottonwood trees adjacent to the amphitheatre and Floral Building.

As reported at the September 2003 Board meeting, although these cottonwood trees have been recently thinned, there continues to be an ongoing public safety concern since the cottonwoods have been shedding large live limbs. Two recent incidents during the month of July included two large live limbs being shed; one just off the walkway adjacent to the Main Exhibit Hall during the All Breed Dog Show; and one next to the petting farm during the 2003 Washington County Fair & Rodeo.

Based upon the preliminary report provided by the Washington County Facilities Division, staff has contacted a local tree maintenance company for an estimate to 'crown thin' the trees, or if so recommended, removal of suspect trees. A crown thinning involves reducing the density of the live branches to minimize breakage; however, such crown thinning does not guarantee the loss of live limbs, but does reduce the likelihood of such an event. So far the preliminary costs to have the six cottonwood trees adjacent to the Main Exhibit Hall, Pony Ride and Petting Farm removed and the remaining fifteen cottonwoods thinned, would be approximately \$16,680. If it were recommended to only thin all twenty-one trees, the cost would be approximately \$12,180.

Staff has also contacted another company regarding the removal of the six cottonwood trees for their salvage value for us in producing other wood products. More later.