

WASHINGTON COUNTY FAIR BOARD

Regular Meeting

Wednesday, February 5, 1997

4:30 PM.

1. Call to order.
2. A. Public welcome. This time is provided for members of the audience to comment on any item(s) on the agenda. Audience members are also welcome to comment at the time the agenda topic is being discussed by the Board. It is respectfully requested that those addressing the Board state their full name for the record.
- *3. A. Bills for approval & detail of income received,
January 1997 (enc., pages 3-7)
- *4. A. Financial position, December 1996 - Reconciled (enc., page 8)
January 1997 - Unreconciled (enc., page 9)
B. Financial recap, January 1997 (enc., pages 10-15)
- *5. A. Fair Board minutes - January 8, 1997 (enc., pages 16-26)
- *6. A. Activities calendar, February 1997 (enc., page 27)
B. Facility use, February 1997 (enc., page 28)

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

7. FAIR ORGANIZATION'S REPORT:

- A. Rodeo Board ~~X~~ X
Rodeo Board Minutes - January 1997 (enc., pages 29-31)
- B. Boosters' report ✓
- C. 4-H Horse Fair

8. 1997 FAIR REPORT

- A. Bill McKinley

9. FAIR COMPLEX MARKETING REPORT:

- A. Margaret Garza

10. MAINTENANCE REPORT:

A. Maintenance Team Member - Mike Wold

10. OLD BUSINESS:

A. Dog Leg Update

B. Report on progress of Audit (enc. letter to Alan Percell, pages 32-33)

C. Report on Law Suits (Jensen and Minnick)

D. Information on Seminar by Larry Helm regarding Future of Fairgrounds, }
request Staff and Board attend, 7:30 PM, March 17, Community Center }
Building, Clark County Fair.

11. NEW BUSINESS:

A. 1997/98 Budget, Approval Requested

B. Review of Executive Director Evaluation Form (enc., pages 34-40)

~~C. Seminar at Clark County Fair~~

13. ANNOUNCEMENTS:

A. Next Fair Board meeting March 5, 1997

LINE ITEM REPORT
1/1/97 Through 1/31/97

Num	Date	Payee	Memo	Amount
INCOME CATEGORIES				
D-Interim Use Income				
10 Rent & Storage				
697	1/3/97	Rose City Exotic Bird Club	ME/A&C/ Inv. #96-153	2,162.95
698	1/3/97	Hardy Plant Society	ME/ Inv. # 96-122	1,744.02
699	1/3/97	Hillsboro Active 20-30 Club	ME Entire / Haunted Caves 10/96	2,600.00
713	1/10/97	Gail Griffith	CCB 1/31/97	401.50
714	1/10/97	Pet Consultants	A&C Lease	90.00
715	1/10/97	Western Washington Cnty JSEC	Floral/1-7-97	102.50
716	1/10/97	ATV Institute	Dog Leg/10-5 to 12-15, 1996	125.00
719	1/10/97	Specialty Directory Distribution	Armory & Trailer Rent Nov.-Dec.	2,050.00
720	1/10/97	Reser's	ME/Entire/Inv. 96-174/12-14-96	1,660.75
721	1/10/97	Amy Aitken	A&C Rental Jan.-Mar. 1997	120.00
722	1/10/97	Animal School	A&C Rent	270.00
723	1/10/97	Rose City Exotic Bird Club	ME/Entire/5-16-5-18, 1997	300.00
724	1/10/97	Leupold & Stephens	ME Christmas Party 12/21	577.00
725	1/10/97	Oregon Orchid Society	Floral/Inv. #96-161/Nov. 14, 96	202.00
729	1/14/97	Access Marketing	ME South Rental/#96-135	506.00
730	1/14/97	Portland's Rain of Glass	ME/Cloverleaf 1/25-26	1,475.00
731	1/14/97	Jersey Calf Club	CCB Rent 3/28-29	175.00
732	1/14/97	Pro Photo Supply	ME 11/16 96-150	1,548.35
733	1/14/97	Intel Corporation	CCB 12/12 96-173	238.50
738	1/14/97	Pacific Northwest Fenton Assoc.	ME 3/21	900.00
739	1/14/97	Reedville Cafe	Concessions/Hispanic Dance 1/3	400.88
745	1/21/97	Bhas Nair	CCB/A&C Rental/Cash	330.00
748	1/21/97	Jan Herinckx	ME Sunset Dog/Jan/Feb	45.00
752	1/25/97	Alfredo Guzman	CCB & A&C 2/8 Rental	330.00
753	1/25/97	Kathleen Kossler	A&C Jan & Feb Rent	90.00
755	1/25/97	Northland Auctions	Armory 1/24-25 Rental	375.00
765	1/29/97	Tualatin Valley Model Railroad C	Armory 1/2 Inventory payment	65.37
767	1/29/97	Kathryn Pulido	Armory Concession/Pygóra/2Amigos	45.00
768	1/29/97	Collector's West	ME Entire/1/4-5	1,426.50
769	1/29/97	Home Depot	Armory 4/8-10	610.00
				20,966.32
11 Damage Deposits				
728	1/14/97	Alfredo Guzman	Damage Deposit CCB/Cash	200.00
742	1/14/97	Geraldine Becker	Damage Deposit CCB	200.00
747	1/21/97	Susie's Restaurant Equipment Co.	Damage Deposit 2/8-9	200.00
754	1/25/97	Mission Portland Singles Network	Damage Deposit CCB	200.00
757	1/25/97	Unitarian Universalist Church	Damage Deposit	200.00
766	1/29/97	Tualatin Valley Lamas	Damage Deposit	275.00
				1,275.00
17 Miscellaneous Income				
704	1/3/97	AT&T	AT&T commissions 9/16-12/15/96	156.41
707	1/10/97	Hispanic Metro Chamber	Copies & Postage	8.65
749	1/21/97	US Fidelity & Guaranty Company	Insurance/ME Damage	210.00
756	1/25/97	Promociones Tropical	Reimburse Client Cost/Sunset Ele	78.00
762	1/28/97	Pop Machine Change	Shop Pop Machine Income	51.70
				504.76
18 RV Park				
696	1/3/97	RV Check Deposit	RV Camping/Checks	230.00
705	1/10/97	RV Cash Deposit	RV Park Income/Shower \$5.00	575.00
706	1/10/97	RV Check Deposit	RV Camping/Checks	90.00
726	1/14/97	RV Cash Deposit	RV Park Income	140.00
727	1/14/97	RV Check Deposit	RV Camping/Checks	400.00
743	1/21/97	RV Cash Deposit	RV Park Income	500.00
744	1/21/97	RV Check Deposit	RV Camping/Check Merryman	70.00
750	1/25/97	RV Cash Deposit	RV Park income	665.00
751	1/25/97	RV Check Deposit	RV Camping/Checks	60.00
763	1/29/97	RV Cash Deposit	RV Park Income	210.00

LINE ITEM REPORT
1/1/97 Through 1/31/97

Num	Date	Payee	Memo	Amount
764	1/29/97	RV Check Deposit	RV Camping/Checks	40.00
				<u>2,980.00</u>
Total D-Interim Use Income				<u><u>25,726.08</u></u>
E-Fair Income				
32 Concessions/Booths				
700	1/3/97	Mr. Chimney/Chuck Davis	1997 Booth Fee/#0-10/Full Pay	300.00
701	1/3/97	Watkin's Concessions	1997 Booth Fee/#F-16/Part Pay	300.00
702	1/3/97	D.K. Family Learning/Carol Laird	1997 Booth Fee/#35/Partial Pay	162.50
703	1/3/97	Unified Sewerage Agency	1997 Booth Fee/#8/Full Payment	325.00
708	1/10/97	Fresh Scents	1997 Booth Fee/Partial Pay	162.50
709	1/10/97	Indian Imports/Raju Harkishanani	1997 Booth Fee/Full Payment	275.00
710	1/10/97	Kornman/Don Shingler	1997 Booth Fee/Partial Pay	150.00
711	1/10/97	Pat's Products/Patricia Parker	1997 Booth Fee/Partial Pay	162.50
712	1/10/97	Knaupp's Country Fudge	1997 Booth Fee/Partial Pay	150.00
717	1/10/97	Funtime Enterprises/D. Inglis	1997 Booth Fee/Full Payment	300.00
718	1/10/97	Gayle & Gerry Wallace	1997 Booth Fee/Full Payment	325.00
734	1/14/97	E&G Catering	1997 Booth F-1&2 Gail Schucker	225.00
735	1/14/97	ASB Enterprises	1997 Booth O-11&12 S.Besancon	275.00
736	1/14/97	Long Trail Beads & Supply	1997 Booth O-33 Michael Griffith	150.00
737	1/14/97	Selco Marketing	1997 Booth O-1 Lyle Chasse	150.00
740	1/14/97	American Chimney & Masonry Inc.	1997 Booth #54	175.00
746	1/21/97	L G Haaheim	1997 Fair Booth/Part 29&41	402.50
758	1/25/97	Murphy's Furniture	1997 Fair Booth 46-47	325.00
759	1/25/97	House of Silver & Gold	1997 Fair Booth O-36	150.00
760	1/25/97	Events & Adventures	1997 Fair Booth 3	162.50
770	1/29/97	Patrick W. Owen	1997 Booth partial	137.50
771	1/29/97	Barbara Pollard	1997 Booth Full (Face Painting)	300.00
772	1/29/97	Anita Paul	1997 Booth #8 (Massage Therapy)	137.50
773	1/29/97	Healthwise Cooking Systems	1997 Booth partial	162.50
774	1/29/97	Prudential/Lutz Snyder Co.	1997 Booth #39	162.50
775	1/29/97	Metro	1997 Booth #27	162.50
				<u>5,690.00</u>
34 Advertising Sold				
741	1/14/97	Spirit Communications	1996 Entertainment Guide Ad	165.00
				<u>165.00</u>
Total E-Fair Income				<u><u>5,855.00</u></u>
TOTAL INCOME CATEGORIES				<u><u>31,581.08</u></u>
EXPENSE CATEGORIES				
A-Personnel				
101 Salaries				
21605	1/2/97	Wash. Co. Finance Division	Payroll 12/15-12/27	(12,129.07)
21617	1/16/97	Wash. Co. Finance Division	Payroll 12/28-1/10	(11,432.46)
21666	1/30/97	Wash. Co. Finance Division	Payroll 1/11-1/24	(11,291.04)
				<u>(34,852.57)</u>
102 O.P.E.				
21605	1/2/97	Wash. Co. Finance Division	Benefits 12/15-12/27	(4,367.24)
21613	1/13/97	SAIF	Worker's Comp 10/1/96-12/31/96	(2,577.15)
21617	1/16/97	Wash. Co. Finance Division	Benefits 12/28-1/10	(1,792.89)
21666	1/30/97	Wash. Co. Finance Division	Benefits 1/11-1/24	(4,259.84)
				<u>(12,997.12)</u>
Total A-Personnel				<u><u>(47,849.69)</u></u>
B-Interim Operations				

LINE ITEM REPORT
1/1/97 Through 1/31/97

Num	Date	Payee	Memo	Amount
107 Office Expense				
21616	1/14/97	US Bankcard Division	Employee Meeting/Lunch	(10.00)
21618	1/16/97	Office Depot	#022014966-001 Office Supplies	(83.56)
21625	1/24/97	Boise Cascade Office Products	#085863 Toner/Labels/Chair Mat	(128.93)
21637	1/24/97	Hillsboro Argus	Admin Ads/Argus 12/3&5	(59.75)
21639	1/24/97	Hillsboro Argus	Display Ad 12/5	(52.15)
21663	1/27/97	Petty Cash	Supplies/Food/Meetings	(137.75)
				<u>(472.14)</u>
108 Telephone				
21595	1/4/97	GTE	MEH Bill 11/96 - 648-5694	(110.97)
21623	1/24/97	AT&T	12/31 Stmt Long Distance	(124.23)
21631	1/24/97	GTE	MEH Bill 12/96 - 648-5694	(111.04)
21634	1/24/97	GTE Paging	Pagers 1/2/97 Bill	(65.70)
21659	1/24/97	GTE	Office Bill 12/96 - 648-1416	(665.11)
21662	1/24/97	AT&T Wireless Services	1/22 Stmt Long Distance	(44.75)
				<u>(1,121.80)</u>
109 Printing				
21642	1/24/97	Lazerquick	#18987-34 Business Cards/Bill	(50.60)
				<u>(50.60)</u>
110 Postage				
21663	1/27/97	Petty Cash	Special Mailing	(10.75)
21664	1/27/97	US Postmaster	Postage Machine	(300.00)
21665	1/27/97	US Postmaster	Roll Stamps	(64.00)
				<u>(374.75)</u>
111 Equip/Bldg Rental				
21615	1/13/97	Oregon Military Department	Dec. Armory Rent	(1,610.00)
21650	1/24/97	Pitney Bowes	Postage meter	(97.50)
				<u>(1,707.50)</u>
112 Utilities				
21629	1/24/97	Ferrellgas	#213660 Fuel for office	(209.86)
21635	1/24/97	City of Hillsboro	09890-01 1/97 Water/Sewer Bill	(3,988.30)
21636	1/24/97	Hillsboro Garbage Disposal	#976083 12/96 Garbage Service	(432.00)
21649	1/24/97	PGE	Utilities/December	(2,530.86)
21661	1/24/97	Northwest Natural Gas	12/96 Statements/Gas	(1,240.31)
				<u>(8,401.33)</u>
113 Repair & Maintenance				
21612	1/13/97	Western Power & Equipment	#180474 Back Hoe Drive Cover	(91.67)
21621	1/24/97	Ace Hardware - 661Y	12/31 Stmt Table Repair	(62.67)
21622	1/24/97	A & I Paint	1/6 Stmt/Restroom/CCB/Port Stage	(359.10)
21627	1/24/97	Copeland Lumber Yards	#2-42415 Table Cart Repair	(58.32)
21638	1/24/97	Hillsboro Auto Parts	#7763 12/96 Stmt Vehicle Repairs	(575.47)
21640	1/24/97	Hillsboro Pump Service	#2019057 Drain Line Repairs	(142.41)
21641	1/24/97	Huisman Upholstery	GMC Pickup seat	(150.00)
21643	1/24/97	Les Schwab/Gratteri Tire & Wheel	#130413 Tubes for Welder Tires	(26.24)
21644	1/24/97	Lee's Forest Grove Industrial	#16332 Welding Supplies	(422.80)
21652	1/24/97	Plumbing Materials Supply	#43225 Drain Spout Rep/Supplies	(20.52)
21656	1/24/97	Sierra Glass	#27750 GMC Step Van Repair	(65.34)
21658	1/24/97	VLMK Consulting Engineers	#96602 ME Damage	(220.00)
				<u>(2,194.54)</u>
114 General Supplies				
21616	1/14/97	US Bankcard Division	Art Supplies	(33.40)
21621	1/24/97	Ace Hardware - 661Y	12/31 Stmt Supplies	(42.57)
21626	1/24/97	Crystal Springs	#196833 Shop water	(20.00)
21638	1/24/97	Hillsboro Auto Parts	#7763 12/96 Stmt Vehicle Suppy	(350.85)
21646	1/24/97	Northern Hydraulics	#476197322 Suction Hose/Adapters	(81.15)
21651	1/24/97	Platt Electric	12/96 Stmt Electric Supply/Maint	(65.22)
21653	1/24/97	Pool-Gardner Lumber Co.	12/96 Stmt Shop Supplies	(13.98)
21654	1/24/97	Oregon Dept. of Admin. Services	ARK25091 Shop Supplies	(133.00)

LINE ITEM REPORT
1/1/97 Through 1/31/97

Num	Date	Payee	Memo	Amount
21660	1/24/97	All MRO	#165855 Nuts and Bolts	(43.74)
21663	1/27/97	Petty Cash	Bleach for Bingo	(4.90)
				<u>(788.81)</u>
118 Travel & Training				
21597	1/6/97	Hillsboro Chamber of Commerce	Board of Directors Retreat/MG/CW	(140.00)
21616	1/14/97	US Bankcard Division	Conference Travel/Lodging	(569.45)
21663	1/27/97	Petty Cash	Bill McKinley Conference Expense	(37.95)
				<u>(747.40)</u>
119 Legal fee to County				
21647	1/24/97	Office of County Counsel	October Legal Services	(144.25)
				<u>(144.25)</u>
131 Advertising & P.R.				
21606	1/4/97	US West	December Statement	(130.12)
21616	1/14/97	US Bankcard Division	Rotary/Meetings	(103.69)
21632	1/24/97	KUIK Radio	Sponsor Christmas Music 12/24	(150.00)
21663	1/27/97	Petty Cash	Photos for Press Release/Cal	(3.90)
				<u>(387.71)</u>
132 Board Expense				
21607	1/8/97	Hallmark Inn	Sandwiches/Fairboard Members	(47.60)
21616	1/14/97	US Bankcard Division	Flowers/Bonnie Hays	(75.00)
				<u>(122.60)</u>
133 Dues,Licenses,Fees				
21620	1/22/97	Wash. Co. Dept. Health	RV Park License	(195.00)
21628	1/24/97	DMV	Registration/motorcycle #M402540	(9.00)
				<u>(204.00)</u>
149 Misc. Materials & Svcs.				
21655	1/24/97	Sunset Electric	#99538/37467 Client Costs	(138.00)
				<u>(138.00)</u>
150 Refunds				
21610	1/10/97	Abby McDowell	CCB Refund/Cancellation	(150.00)
				<u>(150.00)</u>
Total B-Interim Operations				<u>(17,005.43)</u>
C-Fair Operations				
175 Printing				
21657	1/24/97	Tualatin-Yamhill Press	Logo Stats/1997 Artwork	(24.80)
				<u>(24.80)</u>
185 Horse Stall Rental				
21614	1/13/97	Jasco, Inc	Horse Stall Rental Deposit	(500.00)
				<u>(500.00)</u>
Total C-Fair Operations				<u>(524.80)</u>
D-Exhibits & Competitions				
231 Awards Open Class				
4977	1/13/97	Rita Chee	Premium/Rita/John/Melissa	(18.00)
				<u>(18.00)</u>
232 Personnel Open				
21609	1/9/97	Punky Benson	Showcase of Horses/Reissue #	(100.00)
				<u>(100.00)</u>
Total D-Exhibits & Competitions				<u>(118.00)</u>

LINE ITEM REPORT
1/1/97 Through 1/31/97

Num	Date	Payee	Memo	Amount
J-Capital Outlay				
513 Equipment				
21611	1/13/97	Schetky Northwest	Fenders for New Bus	(205.92)
21616	1/14/97	US Bankcard Division	Dictaphone	(48.86)
21619	1/17/97	Susie's Restaurant Equipment Co.	Used Safe	(495.00)
21630	1/24/97	Fisher Implement Co.	#44815 Hand Held Blower	(159.00)
21638	1/24/97	Hillsboro Auto Parts	#7763 12/96 Stmt Shop Tools	(61.46)
21646	1/24/97	Northern Hydraulics	Water Pump	(452.55)
21648	1/24/97	Palmer/Snyder Furniture Company	#006178 Trade Show Table Tops	(212.09)
21654	1/24/97	Oregon Dept. of Admin. Services	ARG10499 '84 Ford Bus	(3,005.00)
				<u>(4,639.88)</u>
		Total J-Capital Outlay		<u>(4,639.88)</u>
Expense - Unassigned				
VOID	1/6/97	Void Check	Check Misprint	(1.00)
VOID	1/10/97	Void Check	Check Misprint	(1.00)
VOID	1/24/97	All MRO	Void/Misprinted Check	(1.00)
VOID	1/24/97	GTE	Void/Misprinted Check	(1.00)
VOID	1/24/97	Northwest Natural Gas	Void/Misprinted Check	(1.00)
		Total Expense - Unassigned		<u>0.00</u>
TOTAL EXPENSE CATEGORIES				<u>(70,137.80)</u>
TRANSFERS				
POOL #4486				
695	1/2/97	Govt Pool	Transfer to US Bank	10,000.00
761	1/27/97	Govt Pool	Transfer to US Bank	30,000.00
		Total POOL #4486		<u>40,000.00</u>
U.S. BANK				
	1/2/97	Govt Pool	Transfer to US Bank	(10,000.00)
	1/27/97	Govt Pool	Transfer to US Bank	(30,000.00)
		Total U.S. BANK		<u>(40,000.00)</u>
TOTAL TRANSFERS				<u>0.00</u>
GRAND TOTAL				<u>(38,556.72)</u>

**Washington County Fair Complex
FINANCIAL POSITION**

DECEMBER 31, 1996

CHECKING ACCOUNTS	U.S. Bank	Wells Fargo	Bingo
Book			
Beginning Balance	48,129.73	6,167.84	2,760.56
Income Deposits	30,033.57	0.00	0.00
From Government Pool	0.00	0.00	0.00
Less Checks	71,283.68	0.00	0.00
To Government Pool	0.00	0.00	0.00
Ending Book Balance	6,879.62	6,167.84	2,760.56
TOTAL COMBINED CHECKING			15,808.02
SAVINGS ACCOUNTS	Investment	EXPO	
Book			
Beginning Balance	302,128.35	3,783.58	
Interest for Month	1,018.75	17.35	
From Checking	0.00	0.00	
To Checking	0.00	0.00	
Ending Book Balance	303,147.10	3,800.93	
TOTAL COMBINED SAVINGS			<u>306,948.03</u>
TOTAL RESOURCES			322,756.05

**Washington County Fair Complex
FINANCIAL POSITION**

Unreconciled as of 1/31/97

JANUARY 31, 1997

CHECKING ACCOUNTS	U.S. Bank	Wells Fargo	Bingo
Book			
Beginning Balance	6,879.62	6,167.84	2,760.56
Income Deposits	31,581.08	0.00	0.00
From Government Pool	40,000.00	0.00	0.00
Less Checks	70,119.80	18.00	0.00
To Government Pool	0.00	0.00	0.00
Ending Book Balance	8,340.90	6,149.84	2,760.56
TOTAL COMBINED CHECKING			17,251.30
SAVINGS ACCOUNTS	Investment	EXPO	
Book			
Beginning Balance	303,147.10	3,800.93	
Interest for Month	1,429.70	17.93	
From Checking	0.00	0.00	
To Checking	40,000.00	0.00	
Ending Book Balance	264,576.80	3,818.86	
TOTAL COMBINED SAVINGS			<u>268,395.66</u>
TOTAL RESOURCES			285,646.96

WASHINGTON COUNTY FAIR COMPLEX
 FISCAL YEAR JULY 1, 1996-JUNE 30, 1997
 AS OF ~~DECEMBER 31, 1996~~

ACTUAL 1994-95	JANUARY 1996	ACTUAL 1995-96	LINE ITEM#	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	JANUARY 1997	TO DATE 1996-97	BALANCE
STATE FUNDS									
0	0.00	0	1	Racing Commission	0	0	0.00	0.00	0.00
0	0.00	0	2	Apportionment	0	0	0.00	0.00	0.00
0	0.00	0	3	Merit Rate	0	0	0.00	0.00	0.00
34,722	0.00	44,444	3A	Dept. of Econ. Dev.	38,000	34,000	0.00	18,500.15	(15,499.85)
34,722	0.00	44,444			38,000	34,000	0.00	18,500.15	(15,499.85)
0 SPECIAL FUNDS									
0	0.00	0	4	Grants	0	0	0.00	0.00	0.00
0	0.00	0	5	Funds Borrowed	0	0	0.00	0.00	0.00
0	0.00	0			0	0	0.00	0.00	0.00
0 DEDICATED FUNDS									
0	0.00	0	8	Horse Stall Construction	0	0	0.00	0.00	0.00
397,775	0.00	465,807	9	Hotel/Motel Tax	425,000	505,000	0.00	287,118.22	(217,881.78)
397,775	0.00	465,807			425,000	505,000	0.00	287,118.22	(217,881.78)
0 INTERIM INCOME									
175,904	8,540.90	169,061	10	Rent & Storage	145,000	170,000	20,966.32	94,221.08	(75,778.92)
700	0.00	1,935	11	Damage Deposits	3,000	10,000	1,275.00	10,710.00	710.00
0	0.00	0	12	Advertising Sold	0	0	0.00	0.00	0.00
11,250	0.00	5,500	13	Gate Change	5,500	5,500	0.00	5,500.00	0.00
9,672	1,163.54	12,088	14	Interest	9,000	9,000	0.00	6,040.06	(2,959.94)
9,381	0.00	0	15	Shows/Entertainment	100,000	0	0.00	0.00	0.00
27,747	0.00	29,418	16	Parking Fees	20,000	30,000	0.00	14,448.42	(15,551.58)
24,652.00	830.12	11,846	17	Miscellaneous Income	20,000	10,000	504.76	5,925.04	(4,074.96)
0	2,374.00	25,377	18	RV Park	25,000	26,195	2,980.00	20,023.00	(6,172.00)
259,306	12,908.56	255,225			327,500	260,695	25,726.08	156,867.60	(103,827.40)

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1996-JUNE 30, 1997
AS OF DECEMBER 31, 1996

ACTUAL 1994-95	JANUARY 1996	ACTUAL 1995-96	LINE ITEM#	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	JANUARY 1997	TO DATE 1996-97	BALANCE
FAIR INCOME									
32,506	0.00	33,102	30	Youth Admission	35,000	25,851	0.00	25,851.00	0.00
231,152	0.00	215,435	31	Other Admission	235,000	193,808	0.00	193,808.44	0.44
121,028	14,677.50	109,894	32	Concessions/Booths	120,000	120,000	5,690.00	79,109.18	(40,890.82)
43,220	0.00	32,905	33	Sponsorships	30,000	40,650	0.00	40,650.00	0.00
3,430	240.00	5,760	34	Advertising Sold	8,000	8,000	165.00	5,957.50	(2,042.50)
0	0.00	0	35	Gate Change	0	0	0.00	0.00	0.00
45,619	5,000.00	56,430	36	Carnival Income	60,000	48,826	0.00	48,826.00	0.00
3,879	0.00	3,242	37	Entry Fees	3,000	4,171	0.00	4,171.00	0.00
35,470	0.00	48,431	38	Parking Fees	50,000	46,201	0.00	46,201.01	0.01
32,000	0.00	28,113	39	Rodeo Sponsorships	40,500	36,600	0.00	36,600.00	0.00
4,498	0.00	0	40	Horse Show	0	0	0.00	0.00	0.00
5,635	4,615.00	12,199	41	Miscellaneous	7,000	4,784	0.00	4,784.29	0.29
0	0.00	8,218	42	Rodeo Admissions	8,500	7,387	0.00	7,386.98	(0.02)
76,503	0.00	49,191	43	Main Stage	60,000	48,735	0.00	48,734.60	(0.40)
0	0.00	1,189	44	Arena Admissions	1,000	669	0.00	669.00	0.00
0	0.00	0	45	Amphitheater Concessions	800	1,857	0.00	1,857.00	0.00
0	0.00	0	46	Rodeo Miscellaneous	2,000	0	0.00	325.00	325.00
0	0.00	0	47	Horse Stall Rentals	4,118	4,550	0.00	0.00	(4,550.00)
634,940	24,532.50	604,109			664,918	592,089	5,855.00	544,931.00	(47,158.00)
BINGO									
12,072	0.00	8,700	70	Sessions	10,000	17,000	0.00	8,700.00	(8,300.00)
2,852	0.00	0	71	Food	0	0	0.00	0.00	0.00
2,019	0.00	0	72	Operating Change	0	0	0.00	0.00	0.00
16,942	0.00	8,700			10,000	17,000	0.00	8,700.00	(8,300.00)
	37,441.06	1,378,286		TOTAL INCOME CATEGORIES	1,465,418	1,408,784	31,581.08	1,016,116.97	(449,301.03)
BEGINNING BALANCE									
222,793	196,041.50	196,041.50	99	Cash on Hand	250,000	313,680	313,679.56	313,679.56	313,679.56
1,343,685	233,482.56	1,574,327		TOTAL INCOME/BEG CASH ON HA	1,715,418	1,722,464	345,260.64	1,329,796.53	(392,667.47)

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1996 - JUNE 30, 1997
AS OF DECEMBER 31, 1996

ACTUAL 1994-95	JANUARY 1996	ACTUAL 1995-96	LINE ITEM #	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	JANUARY 1997	TO DATE 1996-97	BALANCE
PERSONNEL									
290,008	21,762.82	320,801	101	Salaries	303,500	364,980	34,852.57	222,582.87	(142,397.13)
119,423	6,321.15	94,061	102	O.P.E.	136,100	109,020	12,997.12	65,253.45	(43,766.55)
409,431	28,083.97	414,862			439,600	474,000	47,849.69	287,836.32	(186,163.68)
INTERIM OPERATIONS									
3,774	334.51	3,721	107	Office Expense	4,000	4,000	472.14	2,508.42	(1,491.58)
10,486	714.10	9,033	108	Telephone	10,800	10,800	1,121.80	6,144.72	(4,655.28)
405	0.00	1,248	109	Printing	700	700	50.60	331.62	(368.38)
3,628	132.07	4,197	110	Postage	4,000	4,000	374.75	2,003.13	(1,996.87)
2,372	267.25	2,341	111	Equip/Bldg Rental	2,000	3,000	1,707.50	4,597.04	1,597.04
59,335	6,922.61	63,926	112	Utilities	68,000	68,000	8,401.33	50,286.96	(17,713.04)
57,232	2,927.41	52,530	113	Repair & Maintenance	45,000	50,000	2,194.54	29,156.77	(20,843.23)
17,876	2,832.43	18,899	114	General Supplies	20,000	20,000	788.81	17,562.56	(2,437.44)
0	0.00	0	115	Legal Notices	0	0	0.00	0.00	0.00
11,250	0.00	5,500	116	Gate Charge	5,500	5,500	0.00	5,500.00	0.00
4,327	0.00	5,932	117	Parking	6,000	6,000	0.00	3,813.78	(2,186.22)
3,398	226.39	1,887	118	Travel & Training	4,000	3,500	747.40	3,032.58	(467.42)
674	261.00	1,087	119	Legal fee to County	500	5,000	144.25	4,244.00	(756.00)
50,667	3,840.66	13,943	121	Professional Svcs.	5,000	5,000	0.00	0.00	(5,000.00)
8,509	0.00	6,678	122	Insurance & Bond	8,500	6,670	0.00	6,670.15	0.15
0	0.00	0	123	Private Mileage	0	0	0.00	0.00	0.00
5,790	495.00	5,740	124	Car Allowance	5,940	6,600	0.00	2,840.00	(3,760.00)
7,494	1,144.12	9,194	131	Advertising & P.R.	7,500	7,500	387.71	4,181.12	(3,318.88)
3,637	172.76	2,196	132	Board Expense	3,600	3,000	122.60	1,021.77	(1,978.23)
2,606	67.02	2,841	133	Dues,Licenses,Fees	3,000	3,000	204.00	1,511.00	(1,489.00)
4,187	80.95	3,328	149	Misc. materials & Svcs.	5,000	4,000	138.00	2,680.34	(1,319.66)
6,522	100.00	8,537	150	Refunds	7,000	10,000	150.00	9,298.45	(701.55)
14,919	0.00	17,761	151	County-Indirect cost	20,000	14,800	0.00	7,417.00	(7,383.00)
0	0.00	0	152	Decorations	0	0	0.00	0.00	0.00
0	0.00	0	153	Petty Cash	800	0	0.00	0.00	0.00
0	0.00	0	154	RV Park Repair & Maint	3,000	1,500	0.00	0.00	(1,500.00)
279,087	20,518.28	240,520			239,840	242,570	17,005.43	164,801.41	(77,768.59)

WASHINGTON COUNTY FAIR COMPLEX
 FISCAL YEAR JULY 1, 1996 - JUNE 30, 1997
 AS OF DECEMBER 31, 1996

ACTUAL 1994-95	JANUARY 1996	ACTUAL 1995-96	LINE ITEM #	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	JANUARY 1997	TO DATE 1996-97	BALANCE
FAIR OPERATIONS									
10,751	0.00	8,472	175	Printing	12,000	12,000	24.80	10,718.96	(1,281.04)
7,311	0.00	8,199	176	Utilities	8,500	8,605	0.00	8,607.03	2.03
0	0.00	0	177	Gate Change	0	0	0.00	0.00	0.00
5,649	0.00	5,611	178	Parking	6,000	7,258	0.00	7,258.25	0.25
42,313	0.00	35,950	179	Professional Svcs.	38,000	32,712	0.00	32,711.87	(0.13)
57,977	0.00	63,069	180	Advertising	65,000	68,184	0.00	68,183.72	(0.28)
2,528	0.00	783	181	Refunds	1,000	709	0.00	708.50	(0.50)
3,405	4,421.84	9,968	182	Miscellaneous	5,500	6,382	0.00	6,382.30	0.30
4,900	0.00	2,807	183	Decorations	3,000	3,541	0.00	3,541.00	0.00
6,520	400.00	5,194	184 ^b	Equipment Rental	5,000	4,863	0.00	4,862.98	(0.02)
0	0.00	0	185	Horse Stall Rental	4335	4500	500.00	500.00	(4,000.00)
13,056	0.00	15,353	186	Restroom Service	16,000	13,371	0.00	13,371.25	0.25
2,165	0.00	1,001	187	Repair & Maintenance	1000	6829	0.00	6,828.75	(0.25)
<u>156,574</u>	<u>4,821.84</u>	<u>156,408</u>			<u>165,335</u>	<u>168,954</u>	<u>524.80</u>	<u>163,674.61</u>	<u>(5,279.39)</u>
EXHIBITS/COMPETITIONS									
2,382	0.00	3,301	211	Awards FFA	3,300	3,485	0.00	3,450.27	(34.73)
1,345	0.00	1,494	212	Personnel FFA	1,500	1,063	0.00	1,062.47	(0.53)
915	0.00	1,178	213	Other FFA	1,150	1,505	0.00	1,504.50	(0.50)
8,414	0.00	7,133	221	Awards 4-H	7,100	9,944	0.00	9,944.14	0.14
6,259	0.00	7,984	222	Personnel 4-H	8,000	7,519	0.00	7,519.03	0.03
3,495	0.00	4,059	223	Other 4-H	4,000	3,594	0.00	3,594.09	0.09
37,983	0.00	38,305	231	Awards Open Class	38,000	39,583	18.00	39,372.18	(210.82)
3,995	0.00	7,290	232	Personnel Open	7,300	7,436	100.00	7,536.26	100.26
5,276	0.00	4,950	233	Other Open Class	5,000	3,932	0.00	3,932.46	0.46
<u>70,063</u>	<u>0.00</u>	<u>75,695</u>			<u>75,350</u>	<u>78,061</u>	<u>118.00</u>	<u>77,915.40</u>	<u>(145.60)</u>

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1996-JUNE 30, 1997
AS OF DECEMBER 31, 1996

ACTUAL 1994-95	JANUARY 1996	ACTUAL 1995-96	LINE ITEM #	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	JANUARY 1997	TO DATE 1996-97	BALANCE
RODEO									
33,033	0.00	32,700	311	Prize Money	42,000	42,445	0.00	42,445.00	0.00
10,723	0.00	14,464	312	Announcer/Contractor	15,000	13,800	0.00	13,800.00	0.00
15,900	0.00	16,500	313	Stock Contract	16,500	16,500	0.00	16,500.00	0.00
0	0.00	318	314	Special Awards	800	0	0.00	0.00	0.00
0	0.00	0	315	Special Kid's Rodeo	1,000	219	0.00	218.48	(0.52)
397	0.00	315	316	Promotion	1,400	3,508	0.00	3,507.80	(0.20)
3,730	0.00	8,173	317	Materials & Supplies	8,000	10,952	0.00	10,952.44	0.44
2,252	1,658.44	4,545	318	Board Expense	4,500	2,145	0.00	2,144.48	(0.52)
2,295	0.00	1,428	319	Other (Fees & Dues)	1,200	822	0.00	822.00	0.00
367	0.00	2,000	320	Queen	2,000	2,000	0.00	250.00	(1,750.00)
0	0.00	4,860	321	Rental Equipment	4,900	5,730	0.00	5,729.56	(0.44)
0	0.00	0	321A	Money Raising Projects	2000	0	0.00	0.00	0.00
0	0.00	0	321B	Petty Cash	2000	10000	0.00	10,000.00	0.00
68,697	1,658.44	85,302			101,300	108,121	0.00	106,369.76	(1,751.24)
HORSE SHOWS									
5,462	0.00	0			0	0	0.00	0.00	0.00
FAIR: ENTERTAINMENT									
106850	0.00	106,300	324	Main Stage	100,000	79,500	0.00	79,500.00	0.00
48695	0.00	54,246	325	Grounds Entertainment	55,500	50,472	0.00	50,472.00	0.00
33620.7	0.00	36,472	326	Associated Costs	32,800	31,385	0.00	31,385.16	0.16
0	0.00	0	327	Associated Costs-Grounds	7000	5,032	0.00	5,031.36	(0.64)
1859.7	0.00	1,972	328	Touch & See	2,000	1,996	0.00	1,996.30	0.30
191,025	0.00	198,989			197,300	168,385	0.00	168,384.82	(0.18)
INTERIM ENTERTAINMENT									
7,989	0.00	611	375	Interim shows	100,000	0	0.00	0.00	0.00
7,989	0.00	611			100,000	0	0.00	0.00	0.00

WASHINGTON COUNTY FAIR COMPLEX
 FISCAL YEAR JULY 1, 1996-JUNE 30, 1997
 AS OF DECEMBER 31, 1996

ACTUAL 1994-95	JANUARY 1996	ACTUAL 1995-96	LINE ITEM #	DESCRIPTION	BUDGET 1996-97	REVISED 1996-97	JANUARY 1997	TO DATE 1996-97	BALANCE
BINGO									
11,652	0.00	0	401	Personnel	0	0	0.00	0.00	0.00
2,464	0.00	22	402	Supplies	2,200	500	0.00	0.00	(500.00)
0	0.00	0	403	Mileage	0	0	0.00	0.00	0.00
1,961	0.00	0	404	Food	0	0	0.00	0.00	0.00
4,245	0.00	0	405	Advertising	0	0	0.00	0.00	0.00
0	0.00	0	406	Equipment Rental	5,000	0	0.00	0.00	0.00
435	0.00	0	407	Operating Change	0	0	0.00	0.00	0.00
1,216	0.00	70	408	Dues,Licenses,Fees	0	20	0.00	20.00	0.00
21,972	0.00	92			7,200	520	0.00	20.00	(500.00)
CAPITAL OUTLAY									
55419.89	0.00	54,380	510	Purchase/Lease	56,000	56,000	0.00	52,063.50	(3,936.50)
124.28	6,766.98	7,730	511	Land Improvements	25,000	20,143	0.00	0.00	(20,143.00)
83571.23	3,305.75	14,786	512	Bldg. & Structure	46,493	48,000	0.00	7,135.43	(40,864.57)
20520	7,041.00	11,273	513	Equipment	12,000	20,000	4,639.88	17,395.95	(2,604.05)
500	0.00	0	514	Equipment-Bingo	0	0	0.00	0.00	0.00
0	0.00	0	515	Horse Stalls	0	2000	0.00	0.00	(2,000.00)
160,135	17,113.73	88,169			139,493	146,143	4,639.88	76,594.88	(69,548.12)
CONTINGENCY									
196,042			600	Contingency	250,000	335,730			
<u>1,566,477</u>	<u>72,196.26</u>	<u>1,260,647.84</u>	<u>TOTAL EXPENSE</u>		<u>1,715,418</u>	<u>1,722,484</u>	<u>70,137.80</u>	<u>1,045,597.20</u>	<u>(341,156.80)</u>

MINUTES

WASHINGTON COUNTY FAIR BOARD

JANUARY 8, 1997

CONVENED: 4:30 PM

FAIR BOARD MEMBERS:

John Thomas
George Otten
Lyle Speischart
Dave Lintz
Ken Leahy

STAFF:

Cal Wade
Margaret R. Garza
Bill McKinley
Mike Wold
Jim Jordan

GUESTS:

Ron Egberg, 4-H Horse
Margret McVey, 4-H Horse
Ron Burback, Funtastic
Rob Rhew, Funtastic
Gary McVey, Rodeo Board
Rocky Williams, Rodeo Board
Fred Boyles, Rodeo Board
Claude B. Werner, Rodeo Board
Aaron Randall and others, Glencoe High School
Jim Clute, Boosters
Alan Purcell, County Auditor
Allen Rappleyea, County Counsel

PRESS:

Eric Apalategui, Hillsboro Argus

1. PUBLIC WELCOME

2. INTRODUCTION OF BILL MCKINLEY, FAIR COORDINATOR

Wade made presentation. Highlighted McKinley's background and experience. Prior to coming to Washington County, McKinley has worked for Expo, Multnomah County Fair, Oregon State Fair, and Benton County. All of McKinley's experience should be very beneficial for the Washington County Fair.

3. INTRODUCTION OF NEW BOARD MEMBER: LYLE SPEISCHART

Thomas made brief introduction. Speischart will replace Linda Gray. Speischart brings extensive experience in agriculture, fair, and has lived in the community all of his life.

4. FUNTASTIC CARNIVAL

Wade made introduction of Funtastic Carnival. Funtastic has been the Washington County's Fair carnival since 1986. It is time to renew the carnival contract. The owners of Funtastic are Ron and Bev Burback. Burback in his presentation reviewed his personal history, carnival/company history, and specifically Funtastic's history at the Washington County Fair. Funtastic strives at safety, cleanliness, and making a profit. Burback commented they started out in 1973. They are presently the largest carnival in the area and they play at some of the largest fairs. Burback mentioned they would like to be our carnival again. They would like the Fair Board to renew the 5 year contract. They would be willing to donate \$5,000 per year to the existing Youth Fair, \$125 per concession and 30% gross from the rides.

Wade inquired about the firms insurance. Burback responded that they have \$20M dollars of insurance. They are one of the only carnival companies with this type of coverage. Otten inquired about the length of the contract being requested by Burback. Burback responded that the 5 year length for contract period is what they operated on previously. Otten further inquired about how Funtastic builds increases for pricing purposes. Burback, indicated no yearly increases with in the 5 year contract period. Levels are held constant from year to year. Williams inquired if Burback would be able to fulfill contract if the fair dates were moved back to August. Burback responded, yes. Williams further inquired about the four hour ride process all day. Burback responded the pay one price (POP) can at times become a problem when this becomes the price. Williams additionally, asked what the average # of rides a person rides in one day. Burback responded that any one child will spend \$20-30, adults spend \$50-60 per day. Lintz inquired about buying tickets one day and that they are not good the next day. Burback responded that this concern had been voiced to him by Wade. The policy of Funtastic is that if this happens, individuals should be directed to the Customer Service Office where people can redeem coupons for the next day. They have people go to the Customer Service Office in order to prevent rehash of

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January 8, 1997
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tickets. Lintz further added he was concerned about this from consumer standpoint. Thomas inquired if signs could be used in the future to direct people on situations like this. Burback indicated this was not a problem. All folks should be directed to the Customer Service Office. Lintz inquired about the breakdown of revenue between rides and games/food. Burback responded it was 50 % rides and 50 % games/food. Burback further indicated the money maker was in the food/games concessions. Lintz additionally asked about the probability of winning at the games. Burback indicated that they have one of the highest pay outs. Funtastic is one of the largest purchaser of bears and has a liberal winning policy. Burback went on to say that certain games have automatic wins, some are dependent on the skill level. Additionally, Burback commented the games people are not driven by commissions. They are strictly paid by the hour. Rhew further indicated that some games are dependent on the degree of difficulty and commensurate with the size of the prize. Burback indicated they do not have a game that cannot be beat. Lintz inquired about discounts at Fair. Burback indicated POP is good for those people who couldn't ordinarily afford to come. Burback indicated they are flexible and will work with Fair on pricing, etc. Wade ended by saying that he had discussed with Burback about the procedure we would have to go through and that they were not expecting a contract tonight.

5. Audit Report Presentation

Lintz read statement of January 8, 1997 in regards the Audit Report. **Lintz made the following motion, " The Washington County Fair Board and it's Executive Director requested an audit of fair management and operations approximately one year ago. The Audit was conducted under the direction of the County Auditor, Alan Purcell, with the assistance of the Department of Support Service, Finance Division: Audit Services. The Audit was released to the Fair Board on December 19, 1996. The Fair Board and it's Executive Director has reviewed the Audit and concluded that all of the recommendations of the Audit should be implemented."** Motion was followed by the following statements, " Fairs are unique in that they must operate as a business and yet be fully accountable to the public. The increasing significance and sophistication of the County Fair as community asset require the Fair's operations and County policies to be closely coordinated. Certain recommendations require that the Fair work closely with the appropriate County Departments to ensure that procedures and practices comply with the recommendations of the Audit in a way that allows the Fair to conduct it's business efficiently and effectively, in the public interest. (New Paragraph) The Washington County Fair Board intends to develop Practices and Procedures that parallel the County's operation and to work to improve the Fair Complex in accordance with it's master plan."

Thomas called for discussion on this motion. Leahy inquired as to

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when this statement was designed and by whom. Lintz responded it was designed by Alan Purcell, Cal Wade and Dan Oleson within the last few days. Thomas asked for further clarification of the motion. Lintz provided recap of the statement read. Thomas inquires of Wade if this is something that is possible. Wade responds affirmatively indicating the audit was healthy in that it sighted areas of weakness and by the same token the County is willing to help us make the necessary corrections.

Lintz further commented it would take time to integrate the changes and work with the county in the interest of the Audit. Allen Rappleyea, County Legal Council handed out a memo as a means of introduction. He will helping the Fair Board and Wade during the transition. **Motion was seconded by Speischart.**
Motion carried unanimously.

6. CONSENT AGENDA

Wade cited the following in reference to the Financial Reports. Wade further indicated that the consent agenda would approve the line items that were purchased last month. Wade further gave insight on the purchase of a new people mover. Item was purchased at state surplus. It is a 1984 Ford 21 passenger bus with a handicap lift, with about 50,000 miles. This item new on the market would cost approx. \$30-\$40K. Wade estimates its value at \$10K. The complex paid \$3500. Wade further explained that we would eventually need a people mover to improve our present system of tug/trailer; and in addition, we would need it to transport individuals to and from the Light Rail Station and Quadrant property. **Motion was made by Lintz to accept the Consent Agenda.**
Motion was seconded by Leahy. Motion carried unanimously.

7. RODEO BOARD

Boyles commented that 25-30 people from here attended the National Finals. Rodeo Board received a Best Footing and Arena Award from Justin Boots. They also received \$500.00. Boyles further indicated they had signed contracts for clown, contractor, livestock, bullfighter, etc. in Las Vegas. Boyles also presented the Fair Board with their proposed budget for 1996/1997. The 1995/1996 budget was \$101,300, this budget calls for \$117,500; approx. \$15,000 shy of sponsors. Williams indicated they would have approximately \$104,00 in sponsors this year. Leahy inquired about \$104,000 sponsorship. Williams indicated price increase for various things such as: shoots, 10K sponsors, 5K sponsors, and day event sponsors. Wade further commented that he had asked Williams for new budget, since this process of budgeting would start relatively soon. This is an action item for another Board Meeting. Williams further commented the budget has been listed by line items.

Boyles circulated a bid request for beer to be served at the 1997 Washington County Fair. Boyles read the bid request. Lintz commented this item need further clarification

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and was related to the motion made in October. Boyles commented on vendors, sponsors, and distributors. Lintz further commented that this should be offered to the distributorship for sponsorship. Boyles commented that in his conversation with Terry Amato he was in the process of negotiating contracts for vendors, distributors, etc. Wade commented that the sponsorship should not go through the RFP process. In conversation with Oleson, the county contract rules are not geared through this, and that for this reason, this is a potential for a negotiated contract. Rappleyea further commented that sponsorship was different than buy a tractor or building a road. A special arrangement for exemption may be the way to go. Rappleyea is willing to assist in the process. Boyles commented on PRCA rodeo arrangements. Werner commented whatever way we went that the data had to get to sponsors as soon as possible. Wade further commented that this type of item should be handled through the Fair Office. Wade had asked Boyles to speak with Coors at the National Level to try to increase the sponsorship.

8. Boosters Report

Wade indicated the Boosters had not met. Wade introduce Jim Clute, Chair of the Boosters. Wade further commented that the Boosters were a separate organization, not connected to the fair, and that the Fair Board has no jurisdictions, but that they are here to support the Fairgrounds and the Fair Board. Wade passed out the newly revised bylaws. Clute further added that they tried to make the bylaws simple as possible. Lintz inquired if there was anything in particular that they board should be concerned with. Wade raised the issue of the name; Fair Complex not FairPlex. Clute indicated he wanted input from board on items such as: properly titling, authority issues, content of write up. Leahy inquired if any bylaws had been written before. Clute indicated yes, but that they were unorganized and difficult to determine their completeness. Leahy asked if there were any dates on the material they had. Wade gave a historical overview of the Boosters. Lintz commented this was not a public body. Rappleyea commented that a statement should be made that the old bylaws had been abolished. Further comments should be directed to Fair office. Booster will approve changes and final bylaws at their February 5, 1997 meeting. Thomas thanked Clute for coming and for the boosters continued support.

9. 4-H HORSE FAIR

Egberg indicated they were in a holding mode for the stalls. They will be talking to Wade about the funding for the stall. Issue about funding has to remain 4-H property. When Horse Fair is ready they will bring data to the Fair Board. They are working with Wade at the present time. Ron Johnson has submitted the changes for the Premium book. Concern about the Dressage group needing appropriate arena space. Wade is to work with Horse Fair folks.

10. MARKETING REPORT

Garza reported that December was a slow month in terms of events at the Complex. Garza cited major events held during December. Also she indicated that December was a great month for housekeeping. A total of 55 contracts were sent out, with a minimum potential income of \$40,000 approx. A total of 13 events were billed for a total income billed of \$14,000 approx. Garza further cited that the buildings are in high utilization. The CCB booked through October 1997, with 3-4 dates still left. Armory is booked through September, 1997, with again 3-4 available dates. Main Exhibit booked through December 20, 1997. Garza also referred board to the annual calendar, which was handed out at the meeting. Calendars for December and January in board packets. Garza also gave an overview of the February events/shows.

Leahy asked how many of these shows need bigger space. Garza commented that some of the shows at present would like more space. But that the real problem is bringing in new events because there is no place to house them. Wade commented that we may lose shows as they grow bigger.

11. FAIR UPDATE

McKinley gave Board the importance of the award that Cal Wade received. The distinguished service award. Indicated that this is the most prestigious award a fair manager can receive. McKinley has had a meeting with the Superintendents. Turnout for the meeting was good, 23-25 superintendents were present. Items of concern were the judges that would be returning and the revisions for the premium book. Commercial contracts have been sent out. New solicitors are being put in a separate pile, to be reviewed later. Letters to sponsors have sent out. McKinley, also indicated he was working and exploring the idea of creating a High Tech attraction in the Armory.

12. MAINTENANCE REPORT

Jordan reported that Wold had been off most of December due to his accumulated comp and vacation time. During the time Wold was here, he worked on the drain system. The complex purchased a pump to relieve some of the problem in the drains. Bemis has been busy fabricating tables which was a large job. Bemis also managed to get the Cloverleaf painted with the help of Albert Jr, and Albert Sr. Flanagan is busy cleaning buildings and getting buildings ready for events. Flanagan also working on inventory. Jordan has been busy in the shop. He is busy with maintaining and keeping up the maintenance equipment. Jordan also has done some electrical repairs. Wade asked Jordan to comment on the pieces of equipment. Jordan responded we had 78 pieces of equipment (motor and hand).

13. OLD BUSINESS: Dog Leg

Wade commented that there was really nothing new to report. We ordered the appraisal and are awaiting the receipt of the appraisal. Lintz nor Wade have had any recent contact with Kiewit. Lintz suggested to Wade to follow up with Kiewit.

14. BUDGET REVISION

Wade passed out new report with revisions, Revised Budget. This report indicates where the Fair Complex is right now and what is projected to happen by year end. This report also shows line items that have to be moved around, that add or lessen income. Wade commented we needed approval on this report because we are switching line items to show where we are. Wade had met with Lintz, Board Treasurer, to review the report. Lintz comments on columnar headings of two previous years and previous year's month for comparison purposes. Wade addressed the following:

(1) State Lottery. Last year \$44K, this year \$34K

(2) Hotel/Motel Tax. One year ago projected at \$425K, actual is \$465K, this year about \$505K. Wade further explained money received in December.

(3) Interim Income: Projected \$170K income this year, last year \$169K

(4) Damage Deposit: Changed procedure of handling the recording of this line item.

This is a plug figure from the standpoint that the income and expenses are the same thing. Damage deposit is a deposit for when we have a rental. Damage Deposit goes back to the lessee or used to repair the facility if damage was done. The \$10K income should always agree with \$10K outgo.

(5) Airshow about \$5K.

(6) Interest about \$9K.

(7) Show & Entertainment - This is a plug figure. \$100K income and \$100K outgo.

(8) Parking Fees estimated at \$30K. Wade indicated he had used figure for 1996 of \$14K and estimated \$14K for this June to come up with the estimate of approximately \$30K.

(9) Miscellaneous Income: originally estimated at \$20K, lowered to \$10K.

(10) RV Parking: \$26, 195 due to rentals to contractors

(11) Total Income Interim: \$260K

Speischart inquired if damage deposits are collected annually. Wade commented they were collected by event. Speischart asked for clarification if we received \$9400 year to date, and we only have expenses projected at \$10000 year end. Wade emphasized it doesn't really matter since this is a wash item. Speischart commented that the damage deposit then would likely be more than the \$10000. Wade confirmed and further indicated it probably should have been double.

(12) Fair Income is a done deal. Income for next year concessions are currently being received.

(13) Bingo approximately \$2,000 per month, estimated at about \$17,000 at year end.

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(14) Cash on Hand is \$313,680, budgeted at \$250K. The \$313680 is the actual cash balance or the beginning cash balance of the new fiscal year.

(15) Total income of \$1,722, 464.

(16) Personnel Expenses: Some cash differences here. Differences between \$303K and \$136K. This was caused by a mathematical error due to the calculation of the OPE. The figure to work with should be \$439K. The revised number is \$474K. OPE runs 23-25%. Increase is caused due to the second maintenance position that was not originally in last years budget. Additionally, the .5 time position budgeted became a full time position. Further, Oxendine had accumulated vacation that totaled about \$5K. Yet further, the fair complex gave an extra payment to the State Industrial as an advance payment. These total increases amounted to about \$38K and the difference in the budget is about \$35K.

(17) Interim Operations: is self explanatory. Lintz questioned the utilities line item. Wade explained discrepancies for 1994, 1995, 1996.

(18) Fair Operations: is a done deal. Wade commented Lintz had a question on the professional services for December of 1995. Professional services amount in '95 was \$5275. The fair complex paid \$5025 as commissions to Terry Amato, and \$250 to Ernie Bennett for services at fair. Professional services in 1996 was zero.

(19) Awards, etc.: this is over just a little bit. Wade indicated this was a hard number to estimate. Figure will always be up or down.

(20) Rodeo: Wade has had conversation with Williams regarding this line item. Queen account should have more expenditures. They will be over budget, approximately \$108,121.

(21) Main Stage - self explanatory. The money has been spent.

(22) Interim Entertainment - Zero budgeted. Lintz inquired when the line item for concessions was located. Wade responded it would be under income.

(23) Bingo Expenses are budgeted at \$520. Year to date expenses are \$20.00

(24) Capital Outlay - Purchase amount and payment of Quadrant Property expenses. Wade also discussed the relation of this line-item to the contingency account.

(25) Bottom Line - number \$1,725,484.

Speischart inquired about the program used for the budget. Wade responded that the program we use adds automatically. Speischart inquired if the Fair Board approves its own budget. Wade clarified that the budget is approved through the Fair Board, but that the budget has to be approved through the county budget committee, even though the fair complex does not receive county money. The Fair complex is included in the overall county Budget. By the same token, the Fair Complex cannot go over the approved county Budget.

Lintz inquired what would happen to the proceeds of the Dog Leg when sold? Lintz suggested for Wade to look into this type of transaction and the effect on the complex budget.

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Otten inquired if the fair complex had to go through the county for approval of purchases. Wade responded that the Fair Board had given him authority to write checks up to \$5,000 without board approval.

Otten moved motion to approve the budget revisions. Motion was seconded by Speischart. Motion carried unanimously.

15. HIGH TECH UPDATE

Wade indicated that this item had been discussed at the last board meeting along with the presentation made by Marketing Research, Inc., Bob Friedman. Wade felt there were some items that he need to share with the board. Linda Gray was asked to do research on the subject of high tech exhibit. Wade's conversation with Gray indicated she felt the work could be done in-house rather than having it done by an outside firm. Gray apparently poled the board members. Wade further commented that McKinley and Garza had been excited and working on some different ideas as it relates to this exhibit. Wade commented that the board felt it was a good idea, but not to spend the \$10,000 to an outside firm. Lintz indicated he agreed with Gray. Lintz felt the staff should make every effort to try to get exhibit space for these companies to demonstrate their goods. Lintz would like effort made by the staff. Wade indicated he was not sure the staff could do it this year. Otten inquired if McKinley had been researching this. Otten also thinks this is a great idea, but the research must be done. McKinley indicated he would give a better overview at the next board meeting. He further commented it would be a unique opportunity to bridge with the industry.

16. SEMINAR UPDATE

Wade informed board of an International speaker by the name of Larry Helms who recently was heard at the IFA Convention. This speaker addresses in one of his seminars the future of fairs. The cost to bring him to this area is about \$1500. About 4-5 other fairs have voiced they would be interested in sharing the expense. This is in the process of being scheduled. Wade will advise board and staff of the date, location and time.

17. REVIEW OF CAL WADE, EXECUTIVE DIRECTOR

Wade commented that Dan Oleson had met with the committee: Thomas, Lintz and Wade. Oleson suggested that a review similar to Charlie Cameron's evaluation be conducted. Wade handed out county evaluation. Wade indicated that Oleson had suggested that we should hire an outside attorney to draft this and he suggested, John Junkin. Junkin is well experienced in personnel issues. Lintz confirmed that we do not

have any real criteria, but that this evaluation be used as a basic start and that we adopt criteria at the next board meeting. **Motion was made by Lintz to adopt the evaluation criteria with the assistance of former County Counsel, John Junkin; and that each board member contribute to the subcommittee and direct comments to John Junkin, and that these comments would fold into the evaluation criteria; and that we adopt criteria at the next meeting. Motion was seconded by Speischart. Motion carried unanimously.** Wade to call Junkin for available dates for the committee to meet.

18. ELECTION OF OFFICERS

Thomas entertained the election of officers. **Otten made a motion that they remain the same. Speischart seconded the motion. Motion carried unanimously.** Wade reviewed the officers for the record: Chair - John Thomas, Vice- Chair - Ken Leahy, Treasure - David Lintz.

19. OTHER BUSINESS

Otten made a motion to send a letter of appreciation to the boosters. Motion was seconded by Lintz. Motion carried unanimously.

Wade commented that we should send a plaque or letter of recognition to Linda Gray for her commitment to the Board.

Thomas also commented on flowers sent to Bonnie Hays.

20. ANNOUNCEMENTS

The next fair board meeting is scheduled for February 5, 1997.

21. ADJOURNMENT: 6:00 PM

Motion to adjourn the meeting was made by Speischart. Motion was seconded by Otten. Motion carried unanimously.

MINUTES APPROVED THIS 29th DAY OF JANUARY, 1997.

Margaret R. Garza
Recording Secretary

John Thomas
Chair

FAIR COMPLEX

872 N.E. 28th Street • Hillsboro, Oregon 97124 • (503)648-1416 • FAX (503)648-7208

FEBRUARY ACTIVITIES



February 1 ACCESS MARKETING COMPUTER SHOW & SALE

Saturday 10 AM - 4 PM

Main Exhibit Hall/South section. Several computer and software companies coming together to provide wholesale prices to the public. You'll find computers, software, hardware and accessories at great savings. You will also see top name brands-new, used and refurbished computer products. Don't miss out on this special event! Admission is \$3.00 for adults. Children 12 and under are free. For more information, call Scott Altom at (360)418-6678.

February 7 EMMAUS CHRISTIAN SCHOOL 2nd ANNUAL FUNDRAISING AUCTION

Friday 6:30pm-10:30pm

National Guard Armory. This auction benefits the school building fund. The school is in the process of constructing a new building for K-3rd grade. Items to be auctioned include: gift baskets, a pop-up camping trailer, a weekend at the beach, and many more items. Admission is \$3.00 at the door, or \$2.00 in advance. Advance tickets may be purchased at 860 N Adair Street, Cornelius, OR--or call (503)357-4054.



February 8 - 9 COLLECTOR'S WEST GUN SHOW & SALE

Saturday 9 AM - 5 PM

Sunday 9 AM - 4 PM

Main Exhibit Hall/North section. Gun show and sale. Knives, militaria, related items. Coins, jewelry, collectibles and more. Buy, sell & trade. Free appraisals. Cash buyers. For more information, call Collector's West at (503)644-5952.



February 8 - 9

1st ANNUAL

"USED"

RESTAURANT EQUIPMENT TRADE SHOW

Saturday 10 AM - 8 PM

Sunday 10 AM - 4 PM

Main Exhibit Hall/South section. This show is a benefit for the Parry Center for abused and neglected children. The show will be a sale of used restaurant equipment to be purchased and delivered on each day of the show. Each vendor will be selling raffle tickets for a donated item. 100% of the proceeds go to the Parry Center. Admission is a canned food item or monetary donation. For more information, call Susie Wilson at (503)643-9788.

February 22 - 23 RARE ANIMAL EXPO & PET FAIR

Saturday 10 AM - 6 PM

Sunday 10 AM - 5 PM

Main Exhibit Hall. This is the 9th Northwest Rare Animal Expo & Pet Fair, a combination Trade Show and Showcase where dealers and breeders can show their livestock and products to the general public. There are always many exhibits to entertain and educate the whole family. Live reptiles, birds, mammals (large and small), will be shown and offered for sale. Public and vendors welcome. Admission is \$5.00/ Adults, \$2.00/Children. Adult two day passes are \$8.00. Children under 5-free with paid adult. For more information, call (503)738-6996.

February 1-28, 1997 FACILITY USE

Washington County Fair Complex 872 NE 28th St., Hillsboro, OR 97124
Ph. 648-1416 Fax 648-7208

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ARMORY National Guard Use	2 CLOVERLEAF Rodeo Board FLORAL Civil Air Patrol & Epsom ARTS & CRAFTS Dog Training MAIN EXHIBIT - ENTIRE Dog Training	3 CLOVERLEAF Glencoe Bingo ARTS & CRAFTS Dog Training MAIN EXHIBIT-NO. & SO. Dog Training MAIN EXHIBIT -SOUTH Epsom Portland, Inc.	4 CLOVERLEAF Glencoe Bingo ARTS & CRAFTS Dog Training MAIN EXHIBIT-NO. & SO. Dog Training MAIN EXHIBIT -SOUTH Epsom Portland, Inc.	5 MAIN EXHIBIT - NORTH Dog Training MAIN EXHIBIT -SOUTH Epsom Portland, Inc.	6 ARTS & CRAFTS Dog Training MAIN EXHIBIT -SOUTH Epsom Portland, Inc.	7 ARMORY Ermaus School Auction
ARMORY National Guard Use	8 CLOVERLEAF Wedding Reception MAIN EXHIBIT - NORTH Gun Show & Sale MAIN EXHIBIT - SOUTH Restaurant Equipment Sale DOG LEG ATV Safety Instruction	9 CLOVERLEAF Private Reception MAIN EXHIBIT - SOUTH Computer Show & Sale ARMORY National Guard Use	10 FLORAL Civil Air Patrol & Epsom ARTS & CRAFTS Dog Training MAIN EXHIBIT - ENTIRE Dog Training	11 CLOVERLEAF Glencoe Bingo ARTS & CRAFTS Dog Training MAIN EXHIBIT-NO. & SO. Dog Training MAIN EXHIBIT - SOUTH Epsom Portland, Inc.	12 CLOVERLEAF Glencoe Bingo ARTS & CRAFTS Dog Training MAIN EXHIBIT-NO. & SO. Dog Training MAIN EXHIBIT - SOUTH Epsom Portland, Inc.	13 CLOVERLEAF Teamsters Union Meeting ARTS & CRAFTS Dog Training MAIN EXHIBIT - SOUTH Epsom Portland, Inc.
ARMORY National Guard Use	14 CLOVERLEAF Private Birthday Party ARTS & CRAFTS Alcohol Anonymous Seminar MAIN EXHIBIT - ENTIRE Alcohol Anonymous Seminar MAIN EXHIBIT - ENTIRE Alcohol Anonymous Seminar ARMORY Public Dance MEETING ROOM Alcohol Anonymous Seminar	15 CLOVERLEAF Private Birthday Party ARTS & CRAFTS Alcohol Anonymous Seminar MAIN EXHIBIT - ENTIRE Alcohol Anonymous Seminar MAIN EXHIBIT - ENTIRE Alcohol Anonymous Seminar ARMORY Public Dance MEETING ROOM Alcohol Anonymous Seminar	16 MAIN EXHIBIT - ENTIRE Alcohol Anonymous Seminar MEETING ROOM Alcohol Anonymous Seminar DOG LEG ATV Safety Instruction	17 PRESIDENTS DAY FLORAL Civil Air Patrol & Epsom ARTS & CRAFTS Dog Training MAIN EXHIBIT - ENTIRE Dog Training	18 CLOVERLEAF Glencoe Bingo ARTS & CRAFTS Dog Training MAIN EXHIBIT-NO. & SO. Dog Training MAIN EXHIBIT - SOUTH Epsom Portland, Inc. MEETING ROOM 4-H Hunt Club Meeting	19 CLOVERLEAF Glencoe Bingo ARTS & CRAFTS Dog Training MAIN EXHIBIT-NO. & SO. Dog Training MAIN EXHIBIT - SOUTH Epsom Portland, Inc.
ARMORY National Guard Use	20 FLORAL Hillsboro Fire Dept Meeting MAIN EXHIBIT - ENTIRE Rare Animal Expo ARMORY Girls Scouts Meeting COVERED SHOW RINGS 4-H Dog Show DOG LEG ATV Safety Instruction	21 ARMORY Public Dance	22 FLORAL Hillsboro Fire Dept Meeting MAIN EXHIBIT - ENTIRE Rare Animal Expo ARMORY Girls Scouts Meeting COVERED SHOW RINGS 4-H Dog Show DOG LEG ATV Safety Instruction	23 FLORAL Hillsboro Fire Dept Meeting MAIN EXHIBIT - ENTIRE Rare Animal Expo	24 FLORAL Civil Air Patrol & Epsom ARTS & CRAFTS Dog Training MAIN EXHIBIT - ENTIRE Dog Training	25 CLOVERLEAF Glencoe Bingo ARTS & CRAFTS Dog Training MAIN EXHIBIT-NO. & SO. Dog Training
ARMORY National Guard Use	26 CLOVERLEAF 4-H Wagon Train Meeting MAIN EXHIBIT - NORTH Dog Training MAIN EXHIBIT - SOUTH Epsom Portland, Inc.	27 ARTS & CRAFTS Dog Training MAIN EXHIBIT -SOUTH Epsom Portland, Inc.	28 CLOVERLEAF 4-H Wagon Train Meeting MAIN EXHIBIT - NORTH Dog Training MAIN EXHIBIT - SOUTH Epsom Portland, Inc.	29 CLOVERLEAF 4-H Wagon Train Meeting MAIN EXHIBIT - NORTH Dog Training MAIN EXHIBIT - SOUTH Epsom Portland, Inc.	30 CLOVERLEAF 4-H Wagon Train Meeting MAIN EXHIBIT - NORTH Dog Training MAIN EXHIBIT - SOUTH Epsom Portland, Inc.	31 CLOVERLEAF 4-H Wagon Train Meeting MAIN EXHIBIT - NORTH Dog Training MAIN EXHIBIT - SOUTH Epsom Portland, Inc.

15th continued

WASH. CO. RODEO BOARD

MINUTES

JANUARY 6, 1997

ATTENDANCE

Greg and Kris Hayes, Pat Bauer, Mary Eldred, Tanya Richards, Ken Eldred, Brian Love, Christina McVey, Tom Stewart, Brent Hodgins, Lane Hanson, Dale Zickrick, Lonna Perry, Dawn Fowler, Mike Pierce, John Munch, Naomi Stewart, Alisha Beavers, Sandi Beavers, Angela Scott, Tootsie Scott, Butch Landaker, Jeff Landaker, Bryan Landaker, Brian Anderson, Doug Bohlmann, Kevin Scott, Jack Price, Michele LaVine, Laurel Walstad, Larry Bellamy, Patty Crop, Cody Feinauer, Claude Werner, Gary McVey, Dennis Fellows, Rocky Williams, Larry Gast, Fred Boyles, Conrad Taylor, Sue Taylor, and Winnie Daniels.

The Attendance list is getting very large; so if anyone forgets to sign in on meeting night the name will not be in the minutes.

Chairman Fred Boyles called the meeting to order at 7:30PM

There were some corrections to the Dec. minutes: Cody, Alisha, were not included on the attendance roster. There was also a spelling correction.

NEW BUSINESS

Fred announced that Hillsboro Rodeo received an award from the WPRA at the NFR in Las Vegas; "Best Footing Award plaque, \$500.00 check to the Committee, and a pair of Lizard boots that went to Mike Wold for grooming the arena.

Claude announced that Cliff Rutan Construction is considering becoming a \$10000.00 sponsor. He also contacted Hessel Tractor as a possible ten thousand Sponsor.

Gary McVey has decided he would contact some people who may be interested in donating some equipment and fixtures to install a flush toilet and possible showers in the back arena.

Greg Hayes has accepted the Co-Chair for the Grounds Committee.

Dennis Fellows said there is a new PRCA rule concerning the roping box. We will need to comply with the upgrade.

Patty: Has made some contacts with some groups of children for the Special Kids Rodeo. She is getting some letters together to send to some local food companies for possible sponsorship of food for the Cowboy feed. John; our cook from last year fell and broke his hip; so he may not be able to cook for the Feed this year. He received the card we sent him and he was very pleased, and said thank you.

Larry Bellamy had nothing to report for Public Relations Committee. Dennis asked to be the Co-Chair for this committee.

Rocky said the Rodeo Contracts have all been signed at the PRCA Convention; except for the Stock Contractor. John Grouney has not sent the contract back yet, but has agreed to the same price as 1996; which was \$16,500.00.

Rocky announced that Angela went to NFR, as her first function; she also went to the Circuit finals in Yakima, She was announced as Hillsboro Queen, but there were no Rodeo Runs at the finals.

Christina has some bills for the Queen's clothing that need to be paid. She also announced that the Wash. Co. Rodeo Queens Coronation Kickoff Party will be held at the Clover Leaf building January 25th. 1997.

Claude made a motion to pay the Queens bills; Cody second the motion and it passed the Board vote.

Rocky said some gifts have been donated for the door prize raffle at the Coronation Kickoff. Lonna Perry has been very busy with this project, and what a bang up job she has done. List: Country Tapes from Handleman, Snake Light from Gasten Feed, Free horse trimming from Alan Bryson, 1 gift certificate from Duke Vandehey, 3 BiMart gift certificates, 1 bag of feed, from CC Ruth, 2 belt buckles and a horse blanket from AG west.

Karn Repair Service has donated a Bottle Jack, and J Bar L Creations has donated Horseshoe Creations; (Iron Artwork).

Larry Gast will give some articles from the Rodeo Board Merchandising Committee.

Cody has contacted Liberty Sheet Metal and they have agreed to donate some gutters for the Rodeo Office; BMC West will also give some building supplies.

Dennis would like to expand the event awards this year. he would like to add a coat and saddle pad to the money clips that we now give. He thinks this would a great advertisement for the Rodeo with Hillsboro name on the coat and pad.

Fred and Rocky have been working on the budget. the Board would like to expand the budget to \$117,500.00. for the 1997 season.

Our \$10,000.00 Major sponsors may up their sponsorship to \$15,000.00. Some of our other sponsors may also up their sponsorship moneys.

Patty is concerned that her Food budget of \$2500.00 for the Cowboy feed may not be enough. Larry Gast said he would look into this matter.

Claude talked to the Wrangler representative about purchasing shirts for our Rodeo. The shirts will be \$17.00 each with a minimum of 4 shirts per person. If any one wants the shirts please contact Mary Eldred with size; etc.

Hillsboro had a hospitality room at the Circuit finals. There is some money owed to two Board members. Motion was made to pay these bills; it was seconded and passed.

Fred announced that the owner of the Gold Coast is taking reservations for all Rodeo Committees at one of his hotels. If you want to go to NFR in December 1997 please sign the sheet that he has passed around. It was suggested that that all committee members stay at the same hotel so we can hold meetings if necessary. Dennis made the motion that when there is a Rodeo function that all members stay at the same hotel. It was second and passed.

Rocky received a letter for the Dodge Circuit Finals in Pocatello; If we want to go we need to send for tickets. the dates are March 19th to the 22nd. They need a response right away. Tickets are \$17.00 per performance.

Patty asked permission to order some meat and cheese trays for the Kickoff party. Fred said to let him know what is needed. This is a Pot-Luck for the most part.

OLD BUSINESS

Cody announced that the person who had the winning Raffle ticket from our 1996 Rodeo had a wonderful time at the NFR in Las Vegas.

Fred said that a letter was sent out from Edie Longfellow (Columbia River Circuit Secretary) ; to order tickets along with 10 VIP Room passes at the Circuit Finals. He did not receive the letter until after he had already purchased the tickets from Ticket Master. He will contact Edie about better communication.

Judy Brooks was at the meeting; she is still taking orders for Rodeo jackets.

Dennis made a motion to adjourn the meeting at 8:30PM.

February 3rd Rodeo Meeting will be held in the Cloverleaf Bldg at 7:30PM.

Respectfully Submitted,

Winnie Daniels

January 29, 1996

Alan Percell
Washington County Auditor
155 N. First Avenue Suite #310
Hillsboro. OR 97124

Dear Allen,

In response to our telephone conversation of January 27, we have planned the following procedure(s) in regard to satisfying the recommendations of our recent audit:

- A. Meet with County Council (accomplished January 16)
- B. In a letter of response from Alan Rappleyea, County Council, received January 27.
 1. Immediate attention be given to the areas of the Purchasing and Human Resource. (We will be calling Gayle Graham and Sly Zelnys, tentatively scheduled for the week of February 10, 1997 to set appointments to discuss this matter).
 2. Doug Adams of County Finance has expressed a willingness to assist and we are anxiously anticipating the opportunity to meet with Doug in approximately the same time frame of the week of February 10th.
- C. In regards to the beer concession, we plan to carefully construct an RFP with the willing assistance of Mr. Rappleyea and perhaps Purchasing Division. The delicate nature of this contract requires the utmost in the crafting of the language for this document.
- D. We have asked our new member of the management team, Bill McKinley who has had considerable experience in dealing with policy and procedures while Deputy Director at the Oregon State Fair and Executive Director of the Multnomah County Exposition Center, to

function as an internal "check" and resource in complying with County Purchasing procedures.

Once Fair Staff has a clear focus as to the process and procedures necessary to be in compliance with County Policy, we will meet with the Fair Board to report our findings and present staff recommendations to them. It is Fair staff's understanding that the Fair Board Chairman plans to appoint two Board members to work with staff in the development of these policies and procedures prior to presenting a scheme to the full Board.

Alan, we really appreciate your concern and willingness to be a resource for us. Your sensitivity to our unique issues, plus the time you have spent in attempting to understand the complexities of our "business" within the public sector has been most gratifying.

Sincerely,

Cal Wade
Executive Director
Washington County Fair Complex
872 NE 28th Street
Hillsboro, OR 97124

cc:

Fair Board
Bob Davis
Alan Rappleyea
Sly Zelnys
Gayle Graham
Doug Adams

M E M O R A N D U M

To : Washington County Fair Board
From : Executive Director Evaluation Criteria Group
Re : Recommended Evaluation Criteria

On Thursday, January 16, our group (John Thomas, George Otten, Margaret Garza and Cal Wade) met with legal counsel John Junkin, to develop criteria for evaluating the Fair's Executive Director in his upcoming performance review. We considered the evaluation criteria the Board of County Commissioners has adopted for the evaluation of the County Administrator. The County Administrator's performance criteria covers 26 "Skill Categories".

Our group elected to propose a more concise evaluation format. We identified six general priority criteria categories. In developing the narrative description for each "Priority Criteria Category," we considered the County Administrator's evaluation criteria, the Executive Director's job description, and the Fairgrounds Master Plan ordinance. The attached evaluation format identifies a priority and sets forth the more specific criteria for the Fair Board to consider in rating the Executive Director under each category. The numerical ratings are on a one (lowest) to five (highest) basis. We also propose a format that allows each rater to provide a written narrative. We recommend that the categories be given equal weight in the overall review of the Executive Director.

Pursuant to state law, the evaluation standards and criteria should be adopted at a public meeting where there is opportunity for public comment (ORS 192.660(1)(i)). The evaluation may be conducted in executive session unless the Director asks that it be conducted in open meeting.

We recommend that the Fair Board, after allowing any public comment, adopt the attached performance evaluation form and criteria (including any changes deemed appropriate). We further recommend that upon adoption, the Fair Board schedule an executive session for its next regular meeting to conduct the evaluation of the Executive Director.

Attachment

WASHINGTON COUNTY FAIR EXECUTIVE DIRECTOR
PERFORMANCE EVALUATION

Numeric Values: 1=Poor, 2=Needs Improvement, 3=Average,
4=Above Average, and 5=Excellent

PRIORITY CRITERIA CATEGORY

IMPROVEMENT OF WASHINGTON COUNTY FAIR'S IMAGE

This criteria is to evaluate the Director's performance in improving the image of the Washington County Fair. This includes the image of the Fair in its relationship with local governments, private businesses, Fair users and participants, and the general public. Specific factors to consider include: promotion of the Fair and Fair events; establishing public/private partnerships; ability to communicate effectively with the public and media and present positive image of the Fair; public perception of the Fair and Fairground events; working to bring diversity to the Fair; and being an advocate for the Fair and Fair programs and events.

NUMERICAL RATING
(CIRCLE ONE)

(1) (2) (3) (4) (5)

COMMENTS

WASHINGTON COUNTY FAIR EXECUTIVE DIRECTOR
PERFORMANCE EVALUATION

Numeric Values: 1=Poor, 2=Needs Improvement, 3=Average,
4=Above Average, and 5=Excellent

PRIORITY CRITERIA CATEGORY

IMPLEMENTATION OF FAIR MASTER PLAN

This criteria is to evaluate the Director's efforts and progress in pursuing the Fairgrounds Master Plan. The Master Plan, pursuant to Washington County Code chapter 15.04, has been accepted by the County Board of Commissioners, and all development of the Fairgrounds is to be consistent with the Master Plan. Specific factors to consider include providing leadership in pursuing the Fair Master Plan; promoting a vision consistent with the Master Plan; efforts and accomplishments to establish the Fairgrounds as a year-round facility with diversified activities beneficial to the entire County; efforts and achievements to maximize revenue to support the Fair Master Plan development through the sale or lease of Fair property, or otherwise; timeliness in pursuit of the Master Plan; upgrading of existing facilities; and construction of new facilities.

NUMERICAL RATING
(CIRCLE ONE)

(1) (2) (3) (4) (5)

COMMENTS

WASHINGTON COUNTY FAIR EXECUTIVE DIRECTOR
PERFORMANCE EVALUATION

Numeric Values: 1=Poor, 2=Needs Improvement, 3=Average,
4=Above Average, and 5=Excellent

PRIORITY CRITERIA CATEGORY

MANAGEMENT OF OVERALL FAIRGROUND ACTIVITIES

This criteria is to evaluate the Director's performance in the overall management of Fairground activities including the Washington County Fair and offseason Fairground activities. Specific factors include efficient management of Fair employees and volunteers; establishing an organization that provides appropriate lines of authority; ability to assign work, clarify expectations, and define how individual employee performances will be measured; understanding and implementation of appropriate management skills and tools; and ability to work effectively with staff and Fair Board to achieve common goals.

NUMERICAL RATING
(CIRCLE ONE)

(1) (2) (3) (4) (5)

COMMENTS

WASHINGTON COUNTY FAIR EXECUTIVE DIRECTOR
PERFORMANCE EVALUATION

Numeric Values: 1=Poor, 2=Needs Improvement, 3=Average,
4=Above Average, and 5=Excellent

PRIORITY CRITERIA CATEGORY

MANAGEMENT OF FAIR FINANCIAL AFFAIRS

This criteria is to evaluate the Director in his management of Fair financial affairs. Specific factors include ability to prepare, review, adopt and maintain a budget, viewing it as a management tool; ability to assess alternatives in terms of their financial advantages and disadvantages; maintaining appropriate fund balances and revenue stream; control of Fair expenses; conducting of Fair finances in accordance with Local Budget Law; and ability to negotiate contracts and other financial relationships in a lawful manner most favorable to the Fair.

NUMERICAL RATING
(CIRCLE ONE)

(1) (2) (3) (4) (5)

COMMENTS

WASHINGTON COUNTY FAIR EXECUTIVE DIRECTOR
PERFORMANCE EVALUATION

Numeric Values: 1=Poor, 2=Needs Improvement, 3=Average,
4=Above Average, and 5=Excellent

PRIORITY CRITERIA CATEGORY

STRATEGIC PLANNING

This criteria is to evaluate the Director in his ability to provide strategic planning to the Fair. Specific factors include ability to see interdependent relationships; to predict or anticipate the consequences of policy decisions; articulate a clear vision of the Fair; identify and assess emerging trends and relevant forces, strengths, weaknesses, opportunities and threats on important Fair policy choices and programs.

NUMERICAL RATING
(CIRCLE ONE)

(1) (2) (3) (4) (5)

COMMENTS

WASHINGTON COUNTY FAIR EXECUTIVE DIRECTOR
PERFORMANCE EVALUATION

Numeric Values: 1=Poor, 2=Needs Improvement, 3=Average,
4=Above Average, and 5=Excellent

PRIORITY CRITERIA CATEGORY

ORGANIZATIONAL LEADERSHIP

This criteria is to evaluate the Director in his ability to provide organizational leadership to the Fair. Specific factors include the ability to communicate effectively with the Fair Board in a timely manner and at an appropriate level of detail to ensure informed decision making; ability to help the Fair Board to focus on policy and facilitate effective implementation of policy decisions; ability to work with others, including Fair participants, Fair advisory committees and Fair volunteers to achieve a common goal; and providing appropriate operational planning that sets realistic timetables and measurable objectives.

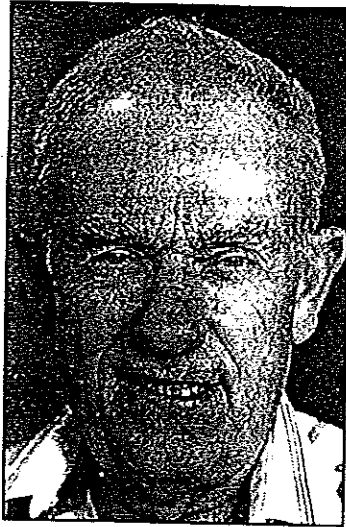
NUMERICAL RATING
(CIRCLE ONE)

(1) (2) (3) (4) (5)

COMMENTS

PEOPLE

WINNERS



Cal Wade: County fair has a chance because of him

HILLSBORO — As a 4-H Club member from ages 8 to 21, Cal Wade grew up around fairs.

In another two years or so — the 63-year-old Wade hasn't set the date yet — he plans to retire from them.

In the meantime, he's keeping busy at steadily improving the Washington County Fair & Rodeo and its fairgrounds that are smack dab in the middle of rapidly urbanizing Hillsboro.

It's that urbanization that Wade, the county fair's executive director for the past 11 years, thinks is the main challenge to the fair's future — and maybe also its salvation.

"For years and years, fairs were motherhood and apple pie," says Wade, recalling the Aunt Sarahs and Uncle Joes who most folks could visit on the farm at one time or another. A nostalgia for farm life, even among most city folks, was a shared experience.

Not as much any more, and the fair and its grounds — now used for events year-round — must adapt.

For starters, Wade hopes to bring more high-tech exhibits such as computer displays to the county fair, which this year opens July 29 and runs through Aug. 3.

For the year-round functions, constructing a new conference center would be nice. "And what we need are more 'flat' buildings, for the conferences and trade shows," he says.

That won't happen overnight. There are no obvious public or private funding sources, but Wade is heartened by at least one development bound to affect the fair and fairgrounds' future: the coming westside light-rail line, which includes a stop at the fairgrounds that is under construction.

The transit line is to begin operating in September 1998. "That extends the area we serve to the entire metropolitan area," Wade says enthusiastically.

Meanwhile, he is proud of bringing about improvements that in some cases are invisible: new plumbing and wiring underground; a refurbished main exhibit hall with a roof that doesn't leak; a shift in the carnival ride location so that an outdoor amphitheater could be built; incorporation of the nearby National Guard Armory into the fair complex as a meeting hall.

The Oregon Fairs Association recently took notice of Wade's fair-promotion accomplishments, starting with his former service as a longtime board member of the Josephine County Fair in Grants Pass.

At its annual meeting in Eugene, the association handed Wade its Distinguished Service Award, the highest honor it bestows.

"I'm not saying I deserved it," Wade says, "but I'm sure proud of it!"

— Richard N. Colby