

NOTICE OF MEETING

Washington County Fair Board
Executive Session: Wednesday, January 15, 2003, at 4:00 p.m.
Executive Session: Wednesday, January 15, 2003, at 4:30 p.m.
Regular Meeting: Wednesday, January 15, 2003, at 5:00 p.m.
Fair Complex Floral Building
Hillsboro, Oregon

Kathy Christy, President
A. Richard Vial, Vice President Jane Willhoite, Member
Sheila Day, Member Ken Leahy, Member

160 Days to the 2003 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. *Executive Session – Real Estate Matters:* Executive Session pursuant to ORS 192.610-192.690 to discuss real estate matters.
- C. *Executive Session – Executive Director Evaluation:* Executive Session pursuant to ORS 192.610-192.690 to discuss Personnel issues.
- D. *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.
- E. *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 2002
 - B. Line Item Report – November 2002
 - C. Balance Sheet – November 2002
 - D. Other, if any
 - 2. Minutes
 - A. Fair Board Minutes – December 2002
 - B. Rodeo Committee Minutes – December 2002
 - C. Fair Booster Meeting Minutes – No Meeting Held

In compliance with the Americans with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling (503) 648-1416 at least 48 hours prior to this meeting.

A. Facility Use Schedule – January 2003

B. Other, if any

F. Special Presentation to Board Member Spiesschaert

G. Special Reports

1. Rodeo Committee Report – Cody Feinauer, Rodeo Committee Chair
2. 4-H Report – John Baggott, 4-H Extension Service
3. Fair Boosters Report – Bill Duerden, Booster President
4. Operations Report – Alex Brander, Operations Manager
5. Other, if any

H. Old Business

1. Redevelopment Update, if any
2. Policy Resolution – Determination of Fair Dates (Tabled in November)
3. Contribution to the Old County Jail Project
4. Draft Policy – Non-Paid Usage of Fair Complex Facilities
5. Draft Policy – Volunteers
6. Draft Policy – Board Retreat
7. Other, if any

I. New Business

1. 1999 and 2000 Non-Cashed Checks Write-Off
2. Facility Rental Rate Adjustment
3. Proposed FYE 2003-04 Complex Budget
4. Disposition of Various Fair Complex Facilities
5. Election of Officers
6. Other, if any

J. Announcements

1. Calendar of Events
2. Other, if any

K. Correspondence

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

L. Board Communications

M. Other Matters of Information

1. Cloverleaf Building Marketing Plan
2. Newspaper Articles, if any
3. Website Activity
4. Other, if any

N. Adjourn

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CONSENT AGENDA

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview November 2002

	A	C	D	E	F	G	H
1		November	November	Year to Date	Year to Date	Budget	Percent
2	INCOME	2002	2001	July-Nov 2002	July-Nov 2001	FYE Jun 30/02	of Budge
3	STATE FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 43,056	0%
4	DEDICATED FUNDS - Hotel Tax	\$35,420	\$35,980	\$301,313	\$292,770	\$600,000	50%
5	INTERIM INCOME						
6	010B · Main Exhibit Hall	\$ 7,010	\$ 9,179	\$ 32,960	\$ 32,506	\$ 86,894	38%
7	010C · Cloverleaf Building	1,802	2,922	6,708	10,498	25,000	27%
8	010D · Arts & Crafts Building	827	1,703	4,544	4,498	5,000	91%
9	010E · Friendship Square	-	-	844	1,242	2,000	42%
10	010F · Floral Building	98	575	323	2,585	2,000	16%
11	010G · Grounds/General	1,261	1,600	10,910	9,139	10,000	109%
12	010H · Main Arena	-	-	450	4,487	3,000	15%
13	010J · RV/Boat Storage/Barns	680	603	2,780	3,378	10,000	28%
14	010K · Interim Use Concessions	-	260	594	1,183	2,000	30%
15	010 - Rent & Storage Other	-	555	-	555	10,000	0%
16	Total Rent & Storage	\$ 11,678	\$ 17,397	\$ 60,113	\$ 70,071	\$ 155,894	39%
17	014 · Interest Income	\$774	\$780	\$2,474	\$10,060	\$8,000	31%
18	015 · Shows/Entertainment	-	-	-	-	100,000	0%
19	016 · Parking Fees	-	-	32,358	13,876	17,000	190%
20	017 · Miscellaneous Income	(133)	648	2,030	3,704	12,000	17%
21	020 - ATM Fees	-	45	351	117	300	117%
22	Total Miscellaneous Income	\$ 641	\$ 1,473	\$ 37,213	\$ 27,757	\$ 137,300	27%
23	018A · RV Parking/Short Term	\$2,048	\$2,295	\$11,733	\$9,725	\$17,000	69%
24	018B · RV Parking/Long Term	-	-	629	830	3,000	21%
25	Total RV Parking	\$ 2,048	\$ 2,295	\$ 12,362	\$ 10,555	\$ 20,000	62%
26	TOTAL INTERIM INCOME	\$ 49,787	\$ 57,145	\$ 411,001	\$ 401,153	\$ 956,250	43%
27	FAIR INCOME						
28	030 - Youth Admissions	\$ -	\$ -	\$ 37,886	\$ 35,779	\$ 35,500	107%
29	031 · Other Admission	-	-	213,820	199,966	200,000	107%
30	032 · Concessions/Booths	-	-	120,695	62,341	109,000	111%
31	033 · Sponsorships	-	-	57,625	48,925	50,000	115%
32	034 · Advertising Sold	-	-	1,800	2,300	15,000	12%
33	036 · Carnival Income	-	-	50,946	49,672	50,000	102%
34	037 · Entry Fees	-	-	2,468	2,941	5,500	45%
35	038 · Parking Fees	-	-	40,491	39,804	55,500	73%
36	039 · Rodeo Sponsorships	-	-	29,090	34,490	44,800	65%
37	041 · Miscellaneous	-	-	30,734	5,712	10,700	287%
38	042 · Rodeo Admissions	-	-	4,870	4,964	5,000	97%
39	043 · Main Stage	-	-	-	21,197	-	0%
40	045 · Amphitheater Concessions	-	-	697	1,039	1,000	70%
41	046 · Rodeo Miscellaneous	-	-	1,740	1,467	3,000	58%
42	048 · ATM Fees	-	-	2,267	2,687	2,500	91%
43	050 · Rodeo Queen Activities	-	-	-	-	3,000	0%
44	TOTAL FAIR INCOME	\$ -	\$ -	\$ 595,129	\$ 513,284	\$ 590,500	101%
45	TOTAL INTERIM & FAIR INCOME	\$ 49,787	\$ 57,145	\$ 1,006,130	\$ 914,437	\$ 1,546,750	65%
46	PERSONNEL						
47	101 · Salaries	\$ 75,616	\$ 18,552	\$ 152,013	\$ 158,540	\$ 433,066	35%
48	102 · O.P.E.	28,616	8,052	52,731	46,124	158,808	33%
49	TOTAL PERSONNEL	\$ 104,232	\$ 26,604	\$ 204,744	\$ 204,664	\$ 591,874	35%

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview November 2002

	A	C	D	E	F	G	H
50		November	November	Year to Date	Year to Date	Budget	Percent
51	Expenses-Cont.	2002	2001	July-Nov 2002	July-Nov 2001	FYE Jun 30/02	of Budge
52	INTERIM OPERATIONS						
53	107 · Office Expense	\$1,318	\$0	\$4,851	\$1,032	\$4,300	113%
54	108 · Telephone	475	-	5,979	3,409	14,100	42%
55	109 · Printing	-	-	248	363	1,450	17%
56	110 · Postage	9	-	1,143	1,143	2,750	42%
57	111A · Equipment Rental	-	-	1,356	937	6,200	22%
58	112 · Utilities	8,917	4,578	31,476	18,797	70,300	45%
59	113B · Main Exhibit Hall R & M	-	-	-	1,443	1,000	0%
60	113C · Cloverleaf R & M	-	-	-	402	2,500	0%
61	113D · Arts & Crafts R & M	-	-	-	77	300	0%
62	113E · Friendship Square R & M	-	-	-	-	100	0%
63	113F · Floral Building R & M	-	-	-	253	2,000	0%
64	113G · Grounds/General R & M	2,098	1,147	8,358	5,403	15,000	56%
65	113H · Main Arena R & M	-	-	-	2,301	100	0%
66	113J · Barns R & M	-	-	-	1,438	2,000	0%
67	113L · Equipment R & M	142	331	3,555	4,578	20,000	18%
68	114 · General Supplies	38	116	3,293	5,476	18,050	18%
69	118 · Travel & Training	-	-	1,734	-	5,500	32%
70	119 · Legal Fees	138	-	138	-	3,600	4%
71	121 · Professional Svcs.	283	-	4,275	6,755	12,000	36%
72	122 · Insurance & Bond	-	-	19,459	17,390	18,500	105%
73	123 · Private Mileage	-	-	381	40	500	76%
74	124 · Car Allowance	1,065	-	1,065	-	4,260	25%
75	131 · Advertising & P.R.	1,173	405	3,355	4,306	9,500	35%
76	132 · Board Expense	-	-	-	99	3,500	0%
77	133 · Dues, Licenses, Fees	572	6	1,774	395	2,250	79%
78	149 · Misc. Materials & Svcs.	171	224	531	2,025	4,250	12%
79	151 · County Indirect Cost	-	-	792	-	25,811	3%
80	154A · RV Park Repair & Maint.	-	-	-	1,148	1,000	0%
81	154B · RV Park Hotel/Motel Tax	-	-	558	283	800	70%
82	155 - ATM Expenses	-	18	166	1,345	300	55%
83	TOTAL INTERIM OPERATIONS	\$ 16,399	\$ 6,825	\$ 94,487	\$ 80,838	\$ 251,921	38%
84	FAIR OPERATIONS						
85	175 · Printing	\$ 383	\$ -	\$ 7,035	\$ 3,629	\$ 8,000	88%
86	176 · Utilities	-	-	11,616	15,914	15,000	77%
87	178 · Parking	-	-	5,185	11,804	2,000	259%
88	179 · Professional Svcs.	1,400	-	29,154	46,202	24,000	121%
89	180 · Advertising	2,198	-	76,299	77,842	75,000	102%
90	181 · Refunds	-	-	-	1,189	-	0%
91	182 · Miscellaneous	75	-	15,976	7,353	10,000	160%
92	183 · Decorations	-	-	4,083	3,735	4,000	102%
93	184 · Equipment Rental	-	-	9,623	14,293	10,000	96%
94	186 · Restroom Service	-	-	11,915	17,410	17,000	70%
95	187 · Repair & Maintenance	-	-	7,115	13,574	7,250	98%
96	188 · Materials & Supplies	-	-	13,427	21,991	20,000	67%
97	189 - ATM Expenses	-	105	-	105	250	0%
98	TOTAL FAIR OPERATIONS	\$4,056	\$105	\$191,428	\$235,041	\$192,500	99%

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview November 2002

	A	C	D	E	F	G	H
99	Expenses-Cont.	November	November	Year to Date	Year to Date	Budget	Percent
100		2002	2001	July-Nov 2002	July-Nov 2001	FYE Jun 30/02	of Budge
101	EXHIBITS/COMPETITIONS						
102	211 · Awards FFA	\$ -	\$ -	\$ 2,575	\$ 2,672	\$ 2,750	94%
103	212 · Personnel FFA	-	-	632	968	1,000	63%
104	213 · Other FFA	-	-	1,361	1,081	1,200	113%
105	221 · Awards 4-H	141	-	5,947	7,490	7,750	77%
106	222 · Personnel 4-H	-	-	5,912	5,654	6,000	99%
107	223 · Other 4-H	-	-	9,945	7,705	8,000	124%
108	231 · Awards Open Class	-	-	25,778	32,766	34,000	76%
109	232 · Personnel Open	-	-	2,052	4,267	4,500	46%
110	233 · Other Open Class	-	-	3,627	5,315	5,750	63%
111	TOTAL EXHIBITS/COMPETITION	\$ 141	\$ -	\$ 57,829	\$ 67,918	\$ 70,950	82%
112	RODEO						
113	311 · Prize Money	\$ -	\$ -	\$ 45,000	\$ 46,000	\$ 46,000	98%
114	312 · Personnel	-	-	18,871	21,634	21,300	89%
115	313 · Stock Contract	-	-	28,012	25,430	30,080	93%
116	314 · Special Awards	-	166	816	402	1,200	68%
117	315 · Exceptional Kid's Rodeo	-	-	712	657	2,000	36%
118	316 · Promotions	-	-	5,323	6,040	5,700	93%
119	317 · Materials & Supplies	-	-	2,957	2,727	3,500	84%
120	318 · Board Expense	33	355	2,023	572	3,000	67%
121	319 · Other (Fees & Dues)	-	-	2,522	2,856	2,825	89%
122	320 · Queen	-	83	1,198	1,295	4,000	30%
123	321 · Rental Equipment	-	-	7,810	6,343	6,500	120%
124	322 · Money Raising Projects	-	-	1,691	2,013	2,000	85%
125	333 · Sponsorship Fees	-	-	1,125	-	2,000	56%
126	TOTAL RODEO	\$33	\$604	\$118,060	\$115,969	\$130,105	91%
127	SHOWS & ENTERTAINMENT						
128	324 · Main Stage	\$ 3,710	\$ -	\$ 80,210	\$ 75,100	\$ 50,000	160%
129	325 · Grounds Entertainment	-	-	57,224	61,097	75,000	76%
130	326 · Associated Costs-Main	1,021	-	23,712	41,417	32,000	74%
131	327 · Associated Costs-Grounds	550	-	16,282	9,734	13,500	121%
132	328 · Touch & See	-	-	3,000	1,947	2,000	150%
133	329 · Special Exhibit	-	-	17,223	-	25,000	69%
134	TOTAL SHOWS & ENTERTAINME	\$ 5,281	\$ -	\$ 197,651	\$ 189,295	\$ 197,500	100%
135	TOTAL FAIR	\$9,511	\$709	\$564,968	\$608,223	\$591,055	96%
136	INTERIM ENTERTAINMENT					\$100,000	0%
137	CAPITAL OUTLAY						
138	510 · Purchase/Lease	\$ -	\$ -	\$ 37,505	\$ 40,906	\$ 42,709	88%
139	511 · Land Improvements	-	-	-	1,177	-	0%
140	512 · Bldg. & Structure	-	-	-	-	10,000	0%
141	513 · Equipment	613	-	1,226	345	10,000	12%
142	514 · Development Reserve	-	-	10,000	25,000	-	0%
143	TOTAL CAPITAL OUTLAY	\$ 613	\$ -	\$ 48,731	\$ 67,428	\$ 62,709	78%
144	TOTAL EXPENSES	\$ 130,755	\$ 34,138	\$ 912,930	\$ 961,153	\$ 1,597,559	57%
145	NET INCOME	\$ (80,968)	\$23,007	\$93,200	\$ (46,716)	\$ (50,809)	0%

**Washington County Fair Complex
Line Item Report
November 2002**

01/09/03

Date	Num	Name	Memo	Original Amount	Paid Amount
Income					
C · DEDICATED FUNDS					
009 · Hotel/Motel Tax					
11/01/2002		Washington County Finance ...	Payment	33,026.99	33,026.99
11/04/2002		Washington County Finance ...	Payment	1,031.23	1,031.23
11/13/2002		Washington County Finance ...	Payment	20.60	20.60
11/19/2002		Washington County Finance ...	Payment	536.91	536.91
11/22/2002		Washington County Finance ...	Payment	822.10	822.10
11/22/2002		Washington County Finance ...	Refund of penalties for delinquent ...	(593.75)	(593.75)
11/29/2002		Washington County Finance ...	Payment	576.39	576.39
Total 009 · Hotel/Motel Tax					35,420.47
Total C · DEDICATED FUNDS					35,420.47
D · INTERIM INCOME					
010 · Rent & Storage					
010B · Main Exhibit Hall					
11/01/2002		The Pet Consultants	Main Exhibit Hall South Hourly Re...	150.00	150.00
11/12/2002		International Presentations C...	Main Exhibit Hall North 11/12/02	1,191.00	1,191.00
11/12/2002		Portland Regional Gem & Mi...	Fair Complex dumpster at direct c...	172.80	172.80
11/12/2002		Portland Regional Gem & Mi...	Main Exhibit Hall - \$2250.00 - Les...	0.00	0.00
11/12/2002		Portland Regional Gem & Mi...	Tables	828.00	828.00
11/12/2002		Portland Regional Gem & Mi...	Picnic Tables	15.00	15.00
11/12/2002		Portland Regional Gem & Mi...	Metal Chairs	48.75	48.75
11/12/2002		Portland Regional Gem & Mi...	50 plastic chairs free	0.00	0.00
11/12/2002		Portland Regional Gem & Mi...	PA System	25.00	25.00
11/12/2002		Portland Regional Gem & Mi...	Phone connections	85.00	85.00
11/12/2002		Portland Regional Gem & Mi...	Labor	225.00	225.00
11/12/2002		Portland Regional Gem & Mi...	Labor to move Ticekt Booth	25.00	25.00
11/12/2002		Oregon State Bulldog Club	Main Exhibit Hall	694.10	694.10
11/12/2002		Unique Animal Expo	Main Exhibit Hall	1,762.10	1,762.10
11/12/2002		Northwest Quilters, Inc	Main Exhibit Hall	650.00	650.00
11/12/2002		D & K Enterprises	Main Exhibit Hall	316.35	316.35
11/12/2002	2001-278	Rose City Exotic Bird Club	Main Exhibit Hall	1,500.00	188.03
11/12/2002	2001-278	Rose City Exotic Bird Club	Tables	604.00	75.72
11/12/2002	2001-278	Rose City Exotic Bird Club	Metal Chairs	178.50	22.37
11/12/2002	2001-278	Rose City Exotic Bird Club	Stage section	100.00	12.53
11/12/2002	2001-278	Rose City Exotic Bird Club	PA System	25.00	3.13
11/12/2002	2001-278	Rose City Exotic Bird Club	Phone connections	85.00	10.65
11/12/2002	2001-278	Rose City Exotic Bird Club	Room dividers	24.00	3.01
11/12/2002	2001-278	Rose City Exotic Bird Club	Fair Complex dumpster at direct c...	129.60	16.25
11/12/2002	2001-278	Rose City Exotic Bird Club	Labor: Hangning shade cloth, picki...	275.00	34.47
11/19/2002		Feathered Friends	Applied Deposit on Main Exhibit H...	125.00	125.00
11/20/2002		Intel	Main Exhibit Hall	100.00	100.00
11/20/2002		Intel	Tables	12.00	12.00
11/20/2002		Intel	50 plastic chairs free	0.00	0.00
11/20/2002		Intel	Metal Chairs	168.75	168.75
11/20/2002		Intel	Lectern	35.00	35.00
11/20/2002		Intel	Projector	15.00	15.00
Total 010B · Main Exhibit Hall					7,010.01
010C · Cloverleaf Building					
11/12/2002	2001-279	Oregon Orchid Society	Cloverleaf Building	450.00	59.53
11/12/2002	2001-279	Oregon Orchid Society	Tables	228.00	30.15
11/12/2002	2001-279	Oregon Orchid Society	Dividers/Panels	8.00	1.06
11/12/2002	2001-279	Oregon Orchid Society	Labor Hours	87.50	11.57
11/13/2002		Oregon Ki Society	Lease of Cloverleaf Building for N...	200.00	200.00
11/19/2002		Glencoe Football Bingo	Rental of CCB for Tuesday Bingo ...	1,500.00	1,500.00
Total 010C · Cloverleaf Building					1,802.31

**Washington County Fair Complex
Line Item Report
November 2002**

Date	Num	Name	Memo	Original Amount	Paid Amount
010D · Arts & Crafts Building					
11/12/2002		Portland Regional Gem & Mi...	Labor Hours	75.00	75.00
11/12/2002		Portland Regional Gem & Mi...	Arts & Crafts Building - Less depo...	0.00	0.00
11/12/2002		Portland Regional Gem & Mi...	Tables	160.00	160.00
11/12/2002		Portland Regional Gem & Mi...	Metal Padded Chairs	63.75	63.75
11/12/2002	2001-277	Cascade Budgerigar Society	Tables	88.00	88.00
11/12/2002	2001-277	Cascade Budgerigar Society	Fair Complex Dumpster at direct c...	21.60	21.60
11/12/2002	2001-277	Cascade Budgerigar Society	Labor Hours	75.00	75.00
11/26/2002		Leo Aguilar	Arts & Crafts Building	343.50	343.50
Total 010D · Arts & Crafts Building					826.85
010F · Floral Building					
11/12/2002	2001-279	Oregon Orchid Society	Floral Building	400.00	52.90
11/12/2002	2001-279	Oregon Orchid Society	Tables	168.00	22.22
11/12/2002	2001-279	Oregon Orchid Society	Dividers	40.00	5.29
11/12/2002	2001-279	Oregon Orchid Society	Labor Hours	87.50	11.57
11/12/2002	2001-279	Oregon Orchid Society	Fair Complex Dumpster at direct c...	43.20	5.71
Total 010F · Floral Building					97.69
010G · Grounds/General					
11/01/2002		Specialty Vehicle Institute	May, June, August and September...	275.00	275.00
11/01/2002		Product Development Corp.	Phone Book Delivery Truck Parkin...	320.00	320.00
11/01/2002		Jan Herinckx	1/2 hr in Large Covered Showring ...	75.00	75.00
11/12/2002		Iron Dogs Flyball	Large Covered Showring	51.00	51.00
11/12/2002	2001-278	Rose City Exotic Bird Club	Power drops	270.00	33.84
11/19/2002		Muttkeeters	Hourly in the Large Covered Show...	481.25	481.25
11/26/2002		Iron Dogs Flyball	Large Covered Showring	25.00	25.00
Total 010G · Grounds/General					1,261.09
010J · RV/Boat Storage/Barns					
11/01/2002		Brian Coombs	Boat/RV Storage Fee	75.00	75.00
11/01/2002		Scott Overson	Boat/RV Storage Fee	75.00	75.00
11/01/2002		Michelle Concannon	Boat/RV Storage Fee	75.00	75.00
11/01/2002		Gerritt Vankommer	Boat/RV Storage Fee	75.00	75.00
11/12/2002		Matthew Baxter	Boat/RV Storage Fee	75.00	75.00
11/19/2002		Michael Cook	Boat/RV Storage Fee	80.00	80.00
11/19/2002		Bob Jennings	Boat/RV Storage Fee	75.00	75.00
11/22/2002		Georgia Robinson	Boat/RV Storage Fee	75.00	75.00
11/30/2002		Robert C. Ward	Boat/RV Storage Fee	75.00	75.00
Total 010J · RV/Boat Storage/Barns					680.00
Total 010 · Rent & Storage					11,677.95
014 · Interest Income					
11/01/2002		Washington County Finance ...	Refund of penalties for delinquent ...	314.12	314.12
11/30/2002		West Coast Bank	Interest for Money Market Account	64.84	64.84
11/30/2002		Washington County Finance ...		395.10	395.10
Total 014 · Interest Income					774.06
017 · Miscellaneous Income					
11/04/2002			Refund of overpayment and return...	125.20	125.20
11/04/2002		AT&T	Refund of credit on account	59.30	59.30
11/12/2002	711826...	Verizon	Credit Balance Refund	22.90	22.90
11/22/2002	30544	Anna Marsh	16 Milkings	(20.16)	(20.16)
11/22/2002	30545	Robin Marsh	16 milkings	(20.16)	(20.16)
11/22/2002	30546	Will Marsh	8 milkings	(10.08)	(10.08)
11/22/2002	30547	George Marsh	16 milkings	(20.16)	(20.16)
11/22/2002	30548	Amy Marsh	16 milkings	(20.16)	(20.16)
11/22/2002	30549	TMK Holsteins	32 milkings 2002 Fair	(40.32)	(40.32)
11/22/2002	30550	Twigg Farm	8 milkings 2002 Fair	(10.08)	(10.08)
11/22/2002	30551	Tiffany Johnson	24 milkings 2002 Fair	(30.24)	(30.24)
11/26/2002	30552	Michael P. Jansen	54 Milkings, 2002 Fair	(68.04)	(68.04)
11/26/2002	30553	Sheila Evers Harris	64 Milkings, 2002 Fair	(80.64)	(80.64)
11/26/2002	30568	Alicson Brandt	8 milkings, 2002 Fair	(10.08)	(10.08)
11/26/2002	30569	Cassie Mayer	8 milkings, 2002 Fair	(10.08)	(10.08)
Total 017 · Miscellaneous Income					(132.80)

Washington County Fair Complex
Line Item Report
 November 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
018 · RV Parking					
018A · RV Parking/Short Term					
11/01/2002			Short Term RV Parking	30.00	30.00
11/01/2002			Short Term RV Parking	15.00	15.00
11/04/2002			Short Term RV Parking	60.00	60.00
11/04/2002			Short Term RV Parking	15.00	15.00
11/06/2002			Short Term RV Parking	45.00	45.00
11/12/2002		Portland Regional Gem & Mi...	Short Term RV Parking for Show	1,095.00	1,095.00
11/12/2002		Portland Regional Gem & Mi...	Short Term RV Parking for Show -...	430.00	430.00
11/12/2002			Short Term RV Parking	30.00	30.00
11/12/2002			Short Term RV Parking	15.00	15.00
11/12/2002			Short Term RV Parking	30.00	30.00
11/12/2002			Short Term RV Parking	15.00	15.00
11/18/2002			Short Term RV Parking	30.00	30.00
11/19/2002			Short Term RV Parking	60.00	60.00
11/19/2002			Short Term RV Parking	75.00	75.00
11/26/2002			Short Term RV Parking	13.00	13.00
11/26/2002			Short Term RV Parking	45.00	45.00
11/27/2002			Short Term RV Parking	45.00	45.00
Total 018A · RV Parking/Short Term					2,048.00
Total 018 · RV Parking					2,048.00
Total D · INTERIM INCOME					14,367.21
Total Income					49,787.68
Gross Profit					49,787.68
Expense					
AE · PERSONNEL					
101 · Salaries					
11/12/2002		Washington County Finance ...	PP 0217	15,696.10	15,696.10
11/12/2002		Washington County Finance ...	PP0218	16,795.45	16,795.45
11/12/2002		Washington County Finance ...	PP0219	14,920.78	14,920.78
11/12/2002		Washington County Finance ...	PP0220	14,261.82	14,261.82
11/19/2002		Washington County Finance ...	PP0222	13,941.85	13,941.85
Total 101 · Salaries					75,616.00
102 · O.P.E.					
11/12/2002		Washington County Finance ...	PP0217	6,123.71	6,123.71
11/12/2002		Washington County Finance ...	PP0218	5,638.76	5,638.76
11/12/2002		Washington County Finance ...	PP0219	5,303.01	5,303.01
11/12/2002		Washington County Finance ...	PP0220	5,318.94	5,318.94
11/19/2002		SAIF Corp.	Premium Installment	989.00	989.00
11/19/2002		Washington County Finance ...	PP0222	5,243.05	5,243.05
Total 102 · O.P.E.					28,616.47
Total AE · PERSONNEL					104,232.47
BE · INTERIM OPERATIONS					
107 · Office Expense					
11/04/2002		Pacific Office Automation	Copier Maintenance and Supplies	968.50	968.50
11/12/2002		Tualatin Valley Workshop	Office Cleaning	60.00	60.00
11/26/2002		O.S.U. Extension Service	Insert Event Center Brochure in 4...	50.00	50.00
11/26/2002		Citicorp Vendor Finance, Inc.	Sharp Copier System	239.73	239.73
Total 107 · Office Expense					1,318.23
108 · Telephone					
11/12/2002		T-Mobile	Cell Phone-Sept	42.70	42.70
11/26/2002	Acct # ...	Integra	Oct-Phone service, LongDistance,...	432.67	432.67
Total 108 · Telephone					475.37

Washington County Fair Complex Line Item Report November 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
110 · Postage					
11/01/2002		USPS	Postage for Board Packets	8.84	8.84
Total 110 · Postage					8.84
112 · Utilities					
11/04/2002		NW Natural	September Statement Gas Service	436.45	436.45
11/12/2002		Portland General Electric	Service period October 2002	3,782.39	3,782.39
11/12/2002		Hillsboro Garbage Disposal	Will Call	525.00	525.00
11/12/2002		Portland General Electric	Service period October 2002	20.76	20.76
11/26/2002	0002 2...	Portland General Electric	10/14/02 to 11/12/02	31.43	31.43
11/26/2002		City of Hillsboro	Water/Sewer/Storm Drain	4,120.85	4,120.85
Total 112 · Utilities					8,916.88
113 · Repair & Maintenance					
113G · Grounds/General R & M					
11/04/2002		Home Depot	Acct # 24 8378 443928 9	79.76	79.76
11/12/2002		Hillsboro Drop Box	Drop Box Service	592.18	592.18
11/12/2002		Ag West Supply	Chemicals	268.50	268.50
11/26/2002	Invoice ...	Cintas First Aid & Safety	Pureflow 1000 Eye Wash Station	339.52	339.52
11/26/2002	Invoice ...	Cintas First Aid & Safety	Pureflow Cartridge	125.12	125.12
11/26/2002	Invoice ...	Cintas First Aid & Safety	Energy & Handling Charge	2.75	2.75
11/26/2002		Familian NW Hillsboro	Toilet Handle Repair Kit	11.70	11.70
11/26/2002		Familian NW Hillsboro	O-Ring	13.44	13.44
11/26/2002		Cintas First Aid & Safety	Earmuffs	130.67	130.67
11/26/2002		A-Boy Supply Company	Thermostat for Livestock Restrooms	75.16	75.16
11/26/2002		Hero/Action Locksmith Com...	Lever Locks and Deadbolts for office	458.95	458.95
Total 113G · Grounds/General R & M					2,097.75
113L · Equipment R & M					
11/04/2002		Fire Extinguisher Service Ce...	Extinguisher Maintenance	142.25	142.25
Total 113L · Equipment R & M					142.25
Total 113 · Repair & Maintenance					2,240.00
114 · General Supplies					
11/04/2002		U-Haul	Propane-Forklift	38.10	38.10
Total 114 · General Supplies					38.10
119 · Legal Fees					
11/26/2002		Office of County Counsel	August Legal Fees	137.50	137.50
Total 119 · Legal Fees					137.50
121 · Professional Svcs.					
11/04/2002		Coast to Coast Event Services	Electronics Trade Show Invoice # ...	174.00	174.00
11/04/2002		Coast to Coast Event Services	Pedro Lopez Wedding Invoice # W...	398.75	398.75
11/19/2002		Coast to Coast Event Services	9/24/02 Event	87.00	87.00
11/19/2002		Coast to Coast Event Services	9/26/02 Event	137.75	137.75
11/19/2002		Coast to Coast Event Services	9/28/02 Event	123.25	123.25
11/19/2002		PWCCA Specialty Account	Security	(348.00)	(348.00)
11/26/2002		Leo Aguilar	Security	(290.00)	(290.00)
Total 121 · Professional Svcs.					282.75
124 · Car Allowance					
11/12/2002		Washington County Finance ...	PP0218	355.00	355.00
11/12/2002		Washington County Finance ...	PP0220	355.00	355.00
11/19/2002		Washington County Finance ...	PP0222	355.00	355.00
Total 124 · Car Allowance					1,065.00
131 · Advertising & P.R.					
11/19/2002		Hillsboro Argus	Display Ad	1,007.80	1,007.80
11/26/2002		Qwest Dex	Directory Listing	164.80	164.80
Total 131 · Advertising & P.R.					1,172.60

Washington County Fair Complex
Line Item Report
 November 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
133 · Dues, Licenses, Fees					
11/01/2002		Washington County Finance ...	Credit for Merchant Machine Fee i...	(34.00)	(34.00)
11/01/2002		Washington County Finance ...	Credit for Merchant Fee from Octo...	(2.89)	(2.89)
11/26/2002		Oregon Fairs Association	OFA 2002 Dues	600.00	600.00
11/30/2002			Visa/MC Fees	8.40	8.40
Total 133 · Dues, Licenses, Fees					571.51
149 · Misc. Materials & Svcs.					
11/12/2002		Sierra Springs/Brewed Hot C...	Sept & October Service	86.00	86.00
11/12/2002		Sheila Day	Volunteer Dinner	85.11	85.11
Total 149 · Misc. Materials & Svcs.					171.11
Total BE · INTERIM OPERATIONS					16,397.89
CE · FAIR OPERATIONS					
175 · Printing					
11/12/2002		Yesenias Market	Sunday Concert Poster	383.00	383.00
Total 175 · Printing					383.00
179 · Professional Svcs.					
11/19/2002		Western Washington County...	First Response/EMT Service	1,400.00	1,400.00
Total 179 · Professional Svcs.					1,400.00
180 · Advertising & Promotion					
11/12/2002		Yesenias Market	Radio - Sunday Concert	2,198.00	2,198.00
Total 180 · Advertising & Promotion					2,198.00
182 · Miscellaneous					
11/04/2002		Don G. Hillman	Three \$25.00 gift Certificates for T...	75.00	75.00
Total 182 · Miscellaneous					75.00
Total CE · FAIR OPERATIONS					4,056.00
DE · EXHIBITS/COMPETITIONS					
221 · Awards 4-H					
11/14/2002	10014	Brook Rawson	4-H Premium	8.32	8.32
11/14/2002	10015	Madeline Duyck	4H Premium	5.12	5.12
11/14/2002	10016	Nathanial Mitchell	4H Premium	1.28	1.28
11/21/2002		Presort Mailing	Postage for Premium Checks	126.13	126.13
Total 221 · Awards 4-H					140.85
Total DE · EXHIBITS/COMPETITIONS					140.85
EE · RODEO					
318 · Board Expense					
11/05/2002		Orleans Hotel	Winnie Daniles - 1st night pre-pay	32.70	32.70
Total 318 · Board Expense					32.70
Total EE · RODEO					32.70
GE · SHOWS & ENTERTAINMENT					
324 · Main Stage					
11/12/2002		Yesenias Market	Balance due - Sunday Artist	3,710.00	3,710.00
Total 324 · Main Stage					3,710.00
326 · Associated Costs-Main					
11/12/2002		Yesenias Market	Sunday Concert Sound/Catering	1,021.49	1,021.49
Total 326 · Associated Costs-Main					1,021.49

01/09/03

Washington County Fair Complex Line Item Report November 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
327 · Associated Costs-Grounds					
11/21/2002		Molly Claussen	Barn Help for Draft Horse Show	150.00	150.00
11/21/2002		Bob Elverud Farming	Hay for Draft Horses	400.00	400.00
Total 327 · Associated Costs-Grounds					<u>550.00</u>
Total GE · SHOWS & ENTERTAINMENT					5,281.49
JE · CAPITAL OUTLAY					
513 · Equipment					
11/04/2002		Textron Financial Corp	Lease Payment on Mower	613.07	613.07
Total 513 · Equipment					<u>613.07</u>
Total JE · CAPITAL OUTLAY					<u>613.07</u>
Total Expense					<u>130,754.47</u>
Net Income					<u><u>(80,966.79)</u></u>

Washington County Fair Complex
Balance Sheet Prev Year Comparison

Accrual Basis

As of November 30, 2002

	Nov 30, 02	Nov 30, 01	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
0900 · West Coast Bank	55,847.11	159,373.73	(103,526.62)	(65.0)%
0925 · West Coast Bank-ATM Account				
1050 · ATM Machine	0.00	15,000.00	(15,000.00)	(100.0)%
0925 · West Coast Bank-ATM Acco...	0.00	11,300.00	(11,300.00)	(100.0)%
Total 0925 · West Coast Bank-ATM ...	0.00	26,300.00	(26,300.00)	(100.0)%
0950 · West Coast Bank-Premium	71.05	244.29	(173.24)	(70.9)%
1020 · Pool #4486	0.00	32,798.91	(32,798.91)	(100.0)%
1040 · Petty Cash	650.00	0.00	650.00	100.0%
1080 · Washington County Fund 200	372,789.09	172,378.38	200,410.71	116.3%
910 · West Coast Money Market	(32,306.45)	0.00	(32,306.45)	(100.0)%
Total Checking/Savings	397,050.80	391,095.31	5,955.49	1.5%
Accounts Receivable				
1200 · Accounts Receivable	9,760.17	8,330.80	1,429.37	17.2%
Total Accounts Receivable	9,760.17	8,330.80	1,429.37	17.2%
Other Current Assets				
1499 · Undeposited Funds	120.00	0.00	120.00	100.0%
Total Other Current Assets	120.00	0.00	120.00	100.0%
Total Current Assets	406,930.97	399,426.11	7,504.86	1.9%
TOTAL ASSETS	406,930.97	399,426.11	7,504.86	1.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	6,818.38	8,338.26	(1,519.88)	(18.2)%
Total Accounts Payable	6,818.38	8,338.26	(1,519.88)	(18.2)%
Credit Cards				
05 · WCB Visa	1,007.80	0.00	1,007.80	100.0%
Total Credit Cards	1,007.80	0.00	1,007.80	100.0%
Other Current Liabilities				
2065 · Rental Deposits Payable	569.60	(200.00)	769.60	384.8%
Total Other Current Liabilities	569.60	(200.00)	769.60	384.8%
Total Current Liabilities	8,395.78	8,138.26	257.52	3.2%
Total Liabilities	8,395.78	8,138.26	257.52	3.2%
Equity				
3000 · Opening Bal Equity	4,158.10	0.00	4,158.10	100.0%
3900 · Retained Earnings	309,005.51	428,472.33	(119,466.82)	(27.9)%
Net Income	85,371.58	(37,184.48)	122,556.06	329.6%
Total Equity	398,535.19	391,287.85	7,247.34	1.9%
TOTAL LIABILITIES & EQUITY	406,930.97	399,426.11	7,504.86	1.9%

Minutes
Washington County Fair Board
Tuesday, December 10th, 2002

Convened: 4:35pm

FAIR BOARD:

President Kathy Christy
Board Member Rich Vial – Vice President
Board Member Lyle Spiesschaert – Treasurer
Board Member Sheila Day

STAFF:

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

GUESTS:

John Baggott, 4H Extension Agent
Cody Feinauer, Rodeo Chairman
Kathy Schmidlkofer
Jane Willhoite
Jim Clymore

PRESS:

Laura Gunderson, *The Oregonian*

President Christy called the meeting to order at 4:45 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 Spiesschaert to approve Consent Agenda. Second by Board Member Day. Motion carried 3-0.

2. **Special Reports**

A. Rodeo Report – Rodeo Chairman Feinauer announced that at the N.F.R. convention in Las Vegas he was presented with a thank you plaque from W.P.R.A. for donating a thousand dollars to the Olympics for rodeo events. The Dodge contract has

been secured and it went up two percent for a total of \$5972.00. Found a new rodeo clown. The rodeo committee is working to shave time off of the performance to get it down to two hours. Not having a clown in the arena the whole time and not having two specialty act breaks will save about 45 minutes. Queen's coronation will be held January 11th 2003 at the Cloverleaf Building. Directors were elected. Cody Feinauer will be the chairman, Larry Bellamy is vice chair, Lynn Haynes is treasurer, Brian Love is sponsorships, Mike Seavy for grounds and Kelly Bauer is the secretary. Cody requested that the board approve the election.

Motion by Board Member Spiesschaert to approve Rodeo Elections. Second by Board Member Day. Motion carried 3-0.

B. **4-H Report** – John Baggott reported that Premium checks have gone out and he is working on things for next year.

C. **Boosters Report** – Absent, nothing to report.

D. **Maintenance Report** – Executive Director Hillman referred to page 37. Noted that staff was very busy in November and accomplished a lot of tasks. President Christy asked about the holes on the grounds and wondered if gophers caused them. Executive Director Hillman stated that he and the staff believed that was the cause of the problem. President Christy asked if there was a program in place to get rid of the gophers. Executive Director Hillman said there was not a program in place, but would be on next year's goals as a problem to fix. Board Member Day also noted that roots from the trees caused many ruts and dips in the ground and the pavement. Board Member Spiesschaert inquired about Patterson Repair Service working on the John Deere tractor. Wondered why Fisher Implement, the John Deere dealer, didn't do the work. Executive Director Hillman stated that the recommendation came from staff. Board Member Spiesschaert asked where Patterson Repair Service was located. Staff responded that it is located in Yamhill. Board Member Spiesschaert asked for clarification regarding a substantial charge regarding mower repair and wondered if it was on the new leased mower. Executive Director Hillman stated he did not think it was repairs to the new mower, but would look into it. Board Member Day inquired about a comment regarding maintenance to the Main Exhibit bathrooms not being done since the remodel and wanted to clarify that large amounts of maintenance has been done over the years since the remodel. Board Member Day also asked why the Chuckwagon/Amigo's was being referred to as the homestead. Executive Director Hillman stated that is how staff refers to it.

3. **Old Business**

A. **Redevelopment Update** – President Christy asked if there were any comments about the meeting with Charlie Cameron regarding updates on redevelopment. Vice President Vial said that it was clear that a conversation with Chairman Bryan needed to happen and the matter should be tabled until then.

B. Glencoe Football Bingo Update – Marketing Director DuPre stated that she just finished talking with John Duval and they actually only made \$4500.00 last year from \$6500.00 and that they still plan on leaving at the end of the month. Marketing Director DuPre noted that there had been some interest from 4-H and they are looking at the options. The Convention and Visitors Bureau is going to help with getting information out that the space is available for meetings.

C. Policy Resolution – Determination Fair Dates – President Christy noted that the discussion was tabled last month due to Rodeo Chair Feinauer’s absence. 2003 and 2004 dates will remain the same. Vice Chair Vial asked Rodeo Chairman Feinauer if he thought it would be more productive to have this discussion after the 2003 fair is over. Rodeo Chairman Feinauer indicated he thought it would be best. President Christy stated that this item would be tabled until October 2003.

D. Other – President Christy talked about the results from the board retreat and the suggestion that two mission statements might serve the board better. Board Member’s talked about continued work on this item and have a discussion at the next meeting. President Christy also talked about the board evaluation and her desire to go over one of the items every meeting. The first item that needs to be looked at is new board member orientation, since we have new members coming in. President Christy gave members a first draft job description of a board member. Board Members discussed items regarding the job description and orientation. Discussion will continue at future meetings. Executive Director Hillman will be responsible for orientation of the new board members.

4. New Business

A. Contribution to the Old County Jail Project – President Christy reported that the historical society is willing to take the old jail, but they do need to show the anonymous donor that they have 25,000 in commitment to match the donation. They have asked us to contribute 5,000 payable over the next three years. This is an item that requires action at this time. Board Member’s expressed concern about the amount of money and how it relates to our complex and mission. Vice President Vial noted it would cost us at least \$1000.00 to do anything with it ourselves, so we should give them that amount.

Motion by Board Member Vial to approve donation of \$1000.00 to the Washington County Historical Society for purposes of assisting in relocation and repair of the Old County Jail. Second by Board Member Day. Motion carried 4-0.

B. Draft Policy – Non-Paid Usage of Fair Complex Facilities – President Christy called for additions or corrections to the policy. Vice President Vial expressed concern about limiting use to just our stakeholders. East side groups don’t know we are here and by allowing youth groups and other organizations to use our facility the east side will never be tuned into us like the west side. Promoting use to east side groups should be explored. Board Member Spiesschaert questioned what kind of limiting factors would

come into play and types of guarantees they would be given. Vice President Vial noted that the higher end facilities such as the Main Exhibit Hall and the Cloverleaf Building should not be given away, but there are plenty of other buildings and outdoor areas that could be used. Board Members discussed ideas on how the facility could be used by groups and challenged the staff to come back with further ideas

C. Draft Policy - Volunteers – President Christy asked for opinions or changes. Board Member Day questioned the dress code. Such as not wearing shorts, tank tops, logo's, etc. Executive Director Hillman replied that this is primarily targeted towards fairtime when the volunteers are in front of the public representing us. Would rather have them in plain clothes. Board discussed wording changes and clarifications. Executive Director Hillman will come back with modifications.

D. Draft Policy – Fair Board Retreat – President Christy asked for discussion. Vice President Vial suggested that it may not be needed annually and the board could make that decision from year to year.

E. Board Appointments – President Christy reported at the December 17th County Commissioners Board Meeting the board appointments would be made. However, there was discussion that they may go out and solicit more names.

F. Budget Discussion – Executive Director Hillman gave a preview of the upcoming budget. Input from the board is requested. Vice President Vial commented he would like to see a reformat of the budget so it is easier to see where we are at by department. Asked about a report on PERS and a serious look at the possibility of reducing staff. Executive Director Hillman stated that one third of the budget is salaries and a 39% increase in PERS has been reported. More volunteer programs will be looked at. Interim rental rates will be looked at for an increase for revenue since they have not been increased since 1999. Fairtime growth is the area with the most potential and that is where we will concentrate.

G. Other -

5. **Announcements** – None other than what was in the packet

6. **Correspondence** - None other than what was in the packet

7. **Board Communications** - President Christy announced that this would probably be Board Member Spiesschaert's last meeting.

8. **Other Matters of Information** -

A. **Newspaper Articles** - None other than what was in the packet

B. **Oregon Fairs Association Convention Registration** – Due by January 1st if you are planning on attending.

C. **Website Activity** - None other than what was in the packet

D. **Other** – Executive Director Hillman commented on the list showing how all of the precincts voted, we didn't win in any of them.

With no further business before the Board, President Christy adjourned the meeting at 6:20 pm.

Don G. Hillman
Recording Secretary

Kathy Christy
Board President

**Washington County Fair & Rodeo
Rodeo Associates Meeting
December 13, 2002**

In Attendance: Cody F., Larry B., Lynn H., Brian A., Mike S., Brian L., Brandi W., Nick G., Stephanie H., Kim V., Jill & Rod S., Yvonne L., Laurel F., Pat & Kelly B., Lynn F., Tara F., Joyce V., Todd K., Paula M., Bert D., Erin S., Synda S., Marla M., Brian P., Don H.

Absent/Excused: Winnie D.

Cody F. called the meeting to order at 7:31pm.

The November meeting minutes were approved with no changes. Motion to approve by Brian A., seconded by Lynn H.

We had 2 Fair board members present for our meeting, Sheila Day and Lyle Spiesschaert. Lyle came to let all of us know that his term on the fair board has expired and he is not re-applying. He wanted to say goodbye to all of us and let us know of his decision.

New faces in the crowd were: Stephanie Hedin's friend (just here with Stephanie, not joining our committee), and Jane Willhoite whom is interested in helping us and put in her application to become an associate member.

The fair board accepted the applications for director openings from Brian Love, Mike Seavey, and Kelly Bauer and did approve their appointments for 2003.

ANNOUNCEMENTS:

***NFR:** Cody, Paula, Winnie, and Mike Baker attended the WPRA reception, at which we were presented with an appreciation plaque for the money we donated to sponsor a buckle in the rodeo portion of the Winter Olympics earlier this year. The plaque will be displayed in the rodeo museum.

Our delegates also helped to find our clown act for 2003, and they chose Scott "funky-cool" Messina. He is very funny and they're sure he'll be a hit.

We will also have a contract with Dodge Trucks again.

***Queen coronation for Kim is 1/11/03.** Potluck is @ 6:30pm (last names with A-M=main dish; N-Z=side dish or salad please). Dance/Auction will begin @ 7:30pm. Don't forget that Lynn needs lots of help that day, please see her if you can help.

***Cody and the directors need to cut our budget for 2003, and are working on this.**

*Brian Love reminded everyone that his Annual Christmas party will be 12/21/02, everyone is invited. Call Brian if you need directions to his house in Newberg.

*Washington County Fly Girls Drill Team will be our drill team for 2003. This was a unanimous vote. Motion to approve this was made by Brian L., seconded by Mike S., and thirded by Brian A.

OTHER BUSINESS:

We broke up to let the associate body sign-up for committees and discuss any business with the committee directors. **Remember, you must be signed up on at least one committee.** The sign up sheets will be out at the January meeting since the attendance was low this meeting.

Order was called again, and Cody asked for updates on committees from the directors. The only director with updates/news was Lynn. She wants to remind everyone that the **P.R./Flyer committee needs many more volunteers, and basically we should all try to help out on this one.** It is a must to get ad sponsorships for the flyer and it's a must to get the flyer's out.

Also, Lynn reminded us that **Queen Marla's coronation for Miss Rodeo Oregon 2003 will be 1/18/03 at the Moose Lodge in St. Helens.** There will be a dinner, band, and auctions. RV parking and hook-ups are available. Tickets are: \$16pp, \$30/couple, or \$46/for a family of 4 if purchased before 1/10/03. After 1/10/03, tickets will be \$18pp, \$34/couple, or \$50/family of 4. See Lynn or Marla for more details or directions. Lynn has signed us up for the Starlight Parade for 2003 also.

Laurel discussed purchasing shirts for the arena workers from Wrangler. They're about \$15/each and have the Wrangler logo above the pocket. Available in several colors, and to get our rodeo logo on them we would need to ask Molly what the additional cost would be. Paula will check with her. We discussed that the arena workers would buy their own shirts and be responsible for them, and maybe the rodeo will buy a few extra's to have on hand. This subject is tabled until the January meeting for more discussion.

Lastly, Kelly Bauer decided to quit as the temporary secretary since she will be a director next year and didn't feel she could handle both. After discussion with Cody, Laurel Fallick came forth to ask if she could assume this responsibility. **It was decided that Laurel will be our new secretary starting in January! Thank you Laurel.**

Larry B. motioned to adjourn the meeting, seconded by Mike S.. Cody adjourned the meeting at 8:15pm.

**Next meeting—January 7 2003, 7:30pm,
Floral Bldg.**

January 4, 2003

NEWS

WHAT: Press Release for 2003 Washington County Fair and Rodeo Queen, Hillsboro, OR, Coronation

WHEN: January 11, 2003
Silent auction at 7pm, Coronation 7:30

WHERE: Washington County Fair Grounds, Hillsboro, OR, Cloverleaf Building

FROM: Lynn M. Haynes, 2002-2003 Director Washington County Fair and Rodeo Committee Queen Advisor 503-628-0555

September 21, 2002 was the tryout date for the 2003 Washington County Fair and Rodeo Queen, Hillsboro, OR competition. There were four contestants that vied for the title in categories consisting of Speech, Appearance, Horsemanship, and Photogenic. They were all also required to take a 25-question test written by Marla Meadows, 2002 Washington County Fair and Rodeo Queen and were questioned by the judges on categories of current events, personality, and knowledge of rodeo and horsemanship. The contestants also voted for Miss Congeniality.

The contestants were Dawn Pendell of Tigard, OR; Kim Vanderzanden, Forest Grove, OR, Kristen deGroen of Gaston, OR and Stephanie Hedin of Forest Grove, OR. The judges were Joanie Dunn of Canby, OR queen advisor for Clackamas County Fair and Rodeo Queen, Tanya Marie Utberg, past Miss Rodeo Oregon and current board member for Miss Rodeo Oregon, and Julie Singer of Salem, OR, also current board member for the Miss Rodeo Oregon Association.

The winners:

Speech:	Dawn Pendell	Bronze Cowboy Stationary holder, donated by Washington County Fair and Rodeo and FarmGro Supply, Newberg, OR
Appearance:	Kim Vanderzanden	Facial donated by Danielle
Photogenic:	Kristen deGroen	Wooden Picture Frame from Farm-Gro of Newberg, OR and Washington County Fair and Rodeo
Horsemanship:	Kim Vanderzanden	Montana Silver Custom Bracelet Donated by Washington County 4-H Horse Leaders Association
Congeniality:	Kim Vanderzanden	VHS Tape "Miss Congeniality" donated by the Haynes Family

Personality:	Dawn Pendell	Washington County Fair and Rodeo Sweatshirt donated by Rodeo Committee
1 st Runner up:	Dawn Pendell	Montana Silver earrings, and rose Bouquet and flower arrangement
2003 Queen:	Kim Vanderzanden	Briefcase, halter and lead, Washington County Fair and Rodeo denim shirt, and sweatshirt, horse tapestry, rose bouquet and flower arrangement

All the contestants were awarded tee shirts, photo frames, rose bouquets, and nail files from the Rodeo Committee. Kelly Bauer and Lynn Haynes, Associate members of the Rodeo Committee, were in charge of the contest. Volunteers from the Rodeo committee also contributed to the contest, along with Marla Meadows, 2002 Washington County Fair and Rodeo Queen and 2003 Miss Rodeo Oregon.

The official coronation will be held on January 11, 2003 at the Washington County Fairgrounds in the Cloverleaf Building beginning with a potluck at 6:30 PM, with the silent auction and ceremony at 7:30, with a dance to follow. There are over 125 items available at the auction. **The coronation is open to the public.**

Coronation for Marla Meadows, 2003 Miss Rodeo Oregon will be the following Saturday, January 18, 2003 starting at 6pm. The ceremony will be held at the Moose Lodge, 56870 Old Portland Road St. Helens, Oregon. Tickets will be available for purchase at the Washington County Fair and Rodeo Coronation. For more information for the Miss Rodeo Oregon coronation, please contact 503-366-1945.

Washington County **FAIR COMPLEX**

FACILITY SCHEDULE JANUARY-2003

Saturday, January 04, 2003

Main Exhibit-North Gun & Knife Show
Main Exhibit-South Dog Obedience Event
East end of Gravel Christmas Tree Recycling

Sunday, January 05, 2003

Main Exhibit-North Gun & Knife Show
East end of Gravel Christmas Tree Recycling

Monday, January 06, 2003

Main Exhibit-North 4-H Dog Club
Main Exhibit-South 4-H Dog Club
Arts & Crafts Building 4-H Guide Dog Training
Meeting Room 4-H Dog Club Meeting

Tuesday, January 07, 2003

Main Exhibit-South John Deere Day
Main Exhibit-North 4-H Dog Club Meeting
Floral Building Rodeo Committee
Covered Show Ring Dog Flyball Team
Covered Show Ring Dog Flyball Classes
Arts & Crafts Building 4-H Guide Dog Training

Wednesday, January 08, 2003

Main Exhibit 4-H Dog Club Meeting

Thursday, January 09, 2003

Covered Show Ring Dog Flyball Classes

Saturday, January 11, 2003

Main Exhibit-South Pygora Goat Show
Cloverleaf Building Rodeo Queen's Coronation

Sunday, January 12, 2003

Meeting Room 4-H Rabbit Club Meetings

Monday, January 13, 2003

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

Tuesday, January 14, 2003

Covered Show Ring Dog Flyball Classes
Main Exhibit-North 4-H Dog Club Meeting
Covered Show Ring Dog Flyball Team
Main Exhibit-South Dog Obedience Class

Wednesday, January 15, 2003

Main Exhibit 4-H Dog Club Meeting

Thursday, January 16, 2003

Floral Building 4-H Cooking Class
Covered Show Ring Dog Flyball Classes

Saturday, January 18, 2003

Main Exhibit-North Auto Swap Meet
Arts & Crafts Building 4-H Rabbit Show

Tuesday, January 21, 2003

Covered Show Ring Dog Flyball Team
Main Exhibit-South Dog Obedience Class
Covered Show Ring Dog Flyball Classes
Main Exhibit-North 4-H Dog Club Meeting

Wednesday, January 22, 2003

Arts & Crafts Building Dog Obedience

Thursday, January 23, 2003

Covered Show Ring Dog Flyball Classes

Friday, January 24, 2003

Cloverleaf Building Glass Show Vendor Dinner

Saturday, January 25, 2003

Cloverleaf Building Club Meeting
Main Exhibit/Arts & Crafts Glass Show

Sunday, January 26, 2003

Meeting Room 4-H Rabbit Club Meetings
Main Exhibit/Arts & Crafts Glass Show

Monday, January 27, 2003

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

Tuesday, January 28, 2003

Main Exhibit-North 4-H Dog Club Meeting
Covered Show Ring Dog Flyball Classes
Covered Show Ring Dog Flyball Team
Main Exhibit-South Dog Obedience Class

Wednesday, January 29, 2003

Arts & Crafts Building Dog Obedience

Thursday, January 30, 2003

Covered Show Ring Dog Flyball Classes

Friday, January 31, 2003

Main Exhibit Hall Westside Home Improvement Show

SPECIAL REPORTS

County of Washington

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

MEMORANDUM

Date: January 3, 2003

To: Board Members
Washington County Fair Board

From: Alex Brander
Washington County Fair Complex

Re: Operations Report

Due to the staff taking comp time and vacation time, the tasks completed for the month of December is much shorter.

Building Maintenance Repairs:

1. The Livestock Restroom shower interior walls were prepped and repainted. The walls were showing signs of needing another coat of paint to seal the walls from major repairs in the future.
2. The Main Exhibit Hall snack bar was repainted. This is done on a yearly basis. Also, McClenny repaired the heater in the south end. The repair consisted of replacing the spark igniter.
3. The Cloverleaf Building roof above the office area was repaired after a leak was discovered. The repairs consisted of tightening down the loose screws on the roof and replacing the ceiling tile in the office.
4. Northwest Natural Gas repaired the furnace in the Office resulting in the replacement of the thermal coupler that keeps the pilot light burning.
5. Gutters and downspouts continue to be replaced on an ongoing basis. Recently this consisted of replacing the downspouts on the south side of the Rabbit Barn and the north side of the 4H Barn.

Monthly Building Maintenance:

1. Eighty-seven fire extinguishers and 15 emergency lighting systems located in the Cloverleaf Building, Floral Building, ME Building, Arts & Crafts Building and the Meeting Room are checked on a monthly basis.
2. Ten thermostat safety covers are also checked on a monthly basis. During December two safety covers were found missing and two were found damaged requiring their replacement.

Grounds Maintenance Completed by the Groundskeeper:

1. Fertilizer was spread on the interior grounds. The areas that have been concentrated on were the carnival area and around Friendship Square.
2. Leave and tree limbs continue to be removed on an on-going basis. Recent storms have necessitated additional clean-up efforts.
3. Staff continues to clean gutters with some gutters having to be cleaned for the second time. The repeated cleaning was caused from the storm debris.
4. Safety posts around the fire hydrant north adjacent to the Main Exhibit Hall have been replaced. The old wooden ones have rotted off and have been replaced with steel posts poured in cement and painted safety yellow.

Miscellaneous Information:

1. Staff met with Hillsboro Parks and Recreation to review 2002 and talk about 2003. Both organizations agreed that everything went well for 2002 and would like to look at event schedules and set up a meeting in the future to confirm their needs. Primary concern on our part is the continual off-season vehicular traffic in the south parking lots being assessed from the sport field complex parking lot.

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 8, 2003

To: Board Members
Washington County Fair Board

From: Don G. Hillman, Executive Director
Washington County Fair Complex

Re: Draft Policies

At the December 2002 Board Meeting, staff proposed three new draft policies.

Following a lot of discussion, it appeared that the Board was somewhat agreeable to adopt these polices with minor modification to the Volunteers Policy to allow the Executive Director discretion in allowing exceptions to the Dress Code should circumstance dictate.

With respect to the Non-Paid Usage of Fair Complex Facilities and Board Retreat, these policies attempt to adopt existing practice in policy form, except for the provision in the Non-Paid Usage of Fair Complex Facilities where the Fair Complex can now charge for expenses associated with a non-paid event if said expenses are material.

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 301

Non-Paid Use of Fair Complex Facilities

RECITALS

- A. 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; and
- B. WHEREAS, the Washington County Fair Board believes that it is in the best interest of the Fair Complex and the management of Fair Complex facilities to determine when non-paid use of Fair Complex Facilities shall be authorized.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Rental income of Fair Complex facilities and equipment is a major source of revenue for the Washington County Fair Complex. Non-paid use of Fair Complex facilities and equipment should be provided only in cases when such non-paid usage is essential to support programs and activities that directly support the annual Washington County Fair & Rodeo. Accordingly, the following policies and procedures are adopted:

- I. **CONDITIONS:** Non-paid usage of Fair Complex facilities may be provided under the following conditions.
 - A. Organizations requesting non-paid usage of Fair Complex facilities are limited to those non-profit organizations whose activities directly support the annual Washington County Fair & Rodeo. These non-profit organizations include, but are not limited to, Rodeo Committee, Fair Boosters, 4H, FFA, Washington County Livestock Association, Washington County Sheriff's Posse, Washington County Master Gardeners.
 - B. Fair Complex approval to an organization to use its facilities and/or equipment on a non-paid basis is limited to the rental of the facility and/or equipment only. The Fair Complex may charge for expenses associated with a non-paid event if said expenses are material. Such expenses include, but not limited to, garbage removal, janitorial services and supplies, additional or excess utilities usage, staff time to set-up, tear-down or load-out event, staff overtime to cover extended event hours, etc.
 - C. Non-paid usage of Fair Complex facilities shall be evidenced by a Washington County Fair Complex Facility and Equipment Rental Contract (Exhibit I) signed by authorized representatives of both parties. The Fair Complex may exempt the Fair Boosters and the Rodeo Committee from this requirement.

- D. Use of Fair Complex facilities by such organizations shall support or be in connection with the organization's activities associated with the annual Washington County Fair & Rodeo.
- E. Organizations allowed to use Fair Complex facilities at no charge shall not use such facilities for the purpose of raising funds unless said funds directly support activities associated with the annual Washington County Fair & Rodeo.
- F. Approval by the Fair Complex for non-paid usage shall be based upon availability of facilities.
- G. Fair Complex may withdraw its permission to permit an organization to use its facilities under this policy should said facilities be subsequently requested for paid usage. Such withdrawal by the Fair Complex shall not occur within 60 days of the organization's scheduled event.
- H. Organizations authorized to use of Fair Complex facilities and/or equipment shall return the Fair Complex facilities and/or equipment in the same or better condition than received from the Fair Complex. Should the Fair Complex finds that its facilities and/or equipment was not returned in the same or better condition, the Fair Complex may make necessary repairs at the organization's expense.
- I. Fair Complex may limit the number of non-paid events approved for each organization.

II. NOTIFICATION: Staff shall report all contracts where non-paid use is approved at the next regularly scheduled Board Meeting. Such report shall include the fair market value of the Fair Complex facilities and/or equipment used.

III. REPORTS: Following each non-paid event, the organization shall file a report with the Fair Complex noting the total number of individuals attending the non-paid event and the total funds raised, if any.

Dated this ____ day of _____, 2003.

ATTEST:

Executive Director

Board President

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 302

Volunteer Policies

RECITALS

- A. 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; and
- B. WHEREAS, the Washington County Fair Board recognizes the importance of using volunteers during the Washington County Fair & Rodeo, it also recognizes the importance of establishing a policy regarding the role and responsibilities of volunteers as well as a code of conduct.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

The Washington County Fair Complex encourages members of the community to volunteer their services to enhance programming at the annual Washington County Fair & Rodeo and during interim period throughout the year. Members of the community can volunteer their service in many ways, including but not limited to, participating in activities sponsored by the Fair Booster, the Rodeo Committee or by participating directly with Fair Complex staff regarding activities at all levels of fairtime preparation as well as during the annual Washington County Fair & Rodeo.

1. EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy and practice of Washington County Fair Complex (Fair Complex) to ensure equal employment opportunity and affirmative action for applicants, employees, and volunteers without regard to race, color, gender, religion, national origin, age, handicap, sexual orientation, or veteran status. An exception exists when, after reasonable accommodation has been made, age or handicap substantially limits the volunteer's ability to meet or perform legitimate service standards or poses a safety or security hazard.

2. HARASSMENT

Consistent with Fair Complex policy of providing equal employment opportunity for all, the Fair Complex volunteer programs are committed to providing a work environment free of tension, anxiety, and degradation associated with harassment.

A volunteer who believes he or she has been the subject of harassment will immediately report the alleged act to the volunteer's supervisor. If the volunteer is uncomfortable reporting the alleged act to the immediate supervisor, the employee may report the alleged act to any Fair Complex staff, who are outside the volunteer's own department. The Fair Complex will

investigate all such complaints and will take appropriate corrective action, including strong disciplinary measure when justified, to remedy all violations of this policy.

Definition - Fair Complex defines harassment as insulting, intimidating, or exploitive treatment. Specifically, this includes unwanted physical contact, degrading comments, propositions, or offensive pranks, threats that your job assignment or advancement is dependent upon submitting to sexual demands or tolerating harassment, or a hostile working environment created by acts or conduct related to sexual behavior, age, gender, religion, or sexual orientation.

Reporting Procedure - Volunteers are obligated to report alleged acts of harassment where the alleged perpetrator is a coworker, supervisor, volunteer, or non-employee who does business with the Fair Complex.

Investigation - In order to protect your rights, the Fair Complex has established a procedure specifically designed to allow investigation and resolution of any claims of harassment, whether by other employees, managers, supervisors, board members, or other citizens or visitors.

3. INSURANCE AND INDEMNIFICATION

Washington County Fair Complex, a department of Washington County, does NOT provide workers compensation for volunteers.

Medical Insurance - The County has purchased separate medical insurance to cover medical claims from volunteers injured on the job. This is a secondary insurance. Specifically, volunteers must utilize their personal insurance program. Only after the volunteer's insurance is exhausted, can Washington County's medical insurance be considered. The County's insurance limit is \$25,000 per claim. Volunteers are **STRONGLY** encouraged to have their own medical insurance before volunteering.

Indemnification - Volunteers are indemnified under the Oregon Tort Claims Act ORS 30.260 – 30.300 against any claims that may be made against them arising out of the course and scope of their duties in service to the Fair Complex. This obligation may be rejected by Washington County if the claim arises from a volunteer's malfeasance in office or willful or wanton neglect of duty.

Vehicle Insurance - When Fair Complex assigns a volunteer to drive a vehicle owned, leased, or rented by the Fair Complex, the volunteer will be protected by Washington County liability insurance. When a volunteer drives a privately owned vehicle, the owner of that vehicle assumes responsibility, and Washington County vehicle liability and physical damage insurance does not apply.

Volunteers who drive their own vehicles to transport equipment, passengers, or property must provide proof of insurance to the volunteer programs coordinator.

4. EMERGENCY NOTIFICATION

If a volunteer is injured while working under Fair Complex employee supervision, the volunteer will immediately notify his or her supervisor who will enact the Fair Complex emergency procedures.

5. DISMISSAL OF VOLUNTEERS

Volunteers serve at the direction of the Fair Complex. The Fair Complex Executive Director or appointed designee retains the discretion to curtail, postpone, or discontinue the services of a volunteer or volunteer organization.

Conduct or performance of an individual volunteer is subject to review and discipline that may lead up to and include dismissal of the volunteer.

6. VOLUNTEER REPORTING STRUCTURE

Volunteers are responsible to the immediate supervisor on-the-job. If a problem arises, you are encouraged to discuss the issue with your immediate supervisor. If the issue remains unresolved, your next resource will be the volunteer programs coordinator or Fair Complex staff. If you have any questions, please do not hesitate to contact the Fair Complex staff at 648-1416.

7. ORIENTATION

Ideally, orientation by the Fair Complex Office will occur before volunteer duties begin. Most positions have on-the-job training.

8. CREDENTIALS AND PARKING PASSES

The Fair Complex will provide credentials and parking passes to volunteers, if deemed necessary and appropriate.

9. VOLUNTEER CODE OF CONDUCT AND DRESS CODE

Volunteers are held to high standards and as such, will conduct and dress themselves according to the **VOLUNTEER CODE OF CONDUCT AND DRESS CODE** (attached).

10. NOTIFICATION

Volunteers will be notified of these policies by receiving a copy of said policies when the volunteer agrees to provide services to the Fair Complex.

Dated this ___ day of _____, 2003.

ATTEST:

Executive Director

Board President

WASHINGTON COUNTY FAIR COMPLEX

VOLUNTEER CODE OF CONDUCT

- I will conduct myself in the discharge of my duties, and in my relations with the public, and other members of the Washington County Fair Complex Office (Fair Complex), in a diplomatic and professional manner, in accordance with the laws of the United States, the State of Oregon, the ordinances of Washington County, and the policies of the Fair Complex.
- I agree to work with the Fair Complex to create an atmosphere of trust between the Fair Complex Board, Fair Complex Office and the community. I will not incite negative feelings about the Fair Complex Board or staff through negative comments or actions, while on or off duty.
- I will be courteous in the performance of my duties. I will not use profane, insolent, or offensive language when conducting business with citizens, Fair Complex Board or staff, or their business partners or vendors. I will, even in the face of great provocation, maintain control of temper and endeavor to foster a professional relationship with the public.
- I understand that as a volunteer I am a member of the public and have no status as an employee of the Fair Complex.
- I will not act beyond the scope of my authority and understand that I may be held personally liable for my actions if I do.
- I will not remove, make copies, divulge, alter, enter false data, or make personal use of any records; reports; letters; documents; audio or video tapes; pictures; files; lists of names, addresses or phone numbers; or any other official business of the Fair Complex. Nor will I utilize any equipment for personal reasons unless authorized by law, or as directed by the Fair Complex staff.
- I will not smoke or use tobacco products when actually engaged in close contact with the public. I will not attend any official event or report for duty with the odor of alcohol on my breath, nor will I consume alcohol while on duty.
- I will not use or illegally possess any controlled substance as defined by Oregon law, except as duly prescribed and necessary for health. I understand my use of a non-prescribed controlled substance or an unauthorized use of a prescribed controlled substance, whether on or off duty, will be cause for dismissal.
- I understand that while on duty, or when acting in an official capacity, or using an official title, or while wearing any Fair Complex identification, I will not: solicit funds or otherwise act to influence, interfere with, or affect the results of a candidate's campaign or election, or the passage of any ballot measure.

- I will not authorize use of, or use for the benefit or advantage of any person or organization, the name, emblem, endorsement, services, or property of the Fair Complex without written permission from the Fair Complex.
- I will not accept or seek on my behalf, or for any other person or organization, any financial advantage or gain because of my Fair Complex affiliation.
- I will not make statements or spread rumors in regard to Fair Complex policies, activities, individual Board members, employees or volunteers, or make statements regarding public events, unless specifically authorized to do so by the Fair Complex Executive Director or his designee.
- Any logo, computer program, brochure, or other intellectual property designed for the Fair Complex volunteer program will be considered property wholly owned by the Fair Complex.
- Any physical property donated to the Fair Complex volunteer program will become property of the Fair Complex.
- I understand that I serve solely at the direction of the Fair Complex. The Fair Complex Executive Director or his designee retains the discretion to curtail, postpone, or discontinue my services at any time.

WASHINGTON COUNTY FAIR COMPLEX

VOLUNTEER DRESS CODE

Volunteers should wear clean clothing that is in good repair. Slacks or pants of all types (including khakis and blue jeans) may be worn. Good taste should always be used and in particular, these items, unless otherwise authorized by the Executive Director, may not be worn:

- Shorts or cutoffs where pant legs are shorter than three inches above the knees
- Halter or tube tops
- Mini skirts
- T-shirts or tank tops (polo shirts with collars, sleeveless blouses, and tank tops underneath shirts or blouses are allowed)
- Gang-related attire
- Clothing bearing commercial or sports team logos.
- Clothing depicting sexual acts or nude body parts, alcohol, tobacco, or other drugs.
- Clothing with offensive language or symbols.
- Clothing that exposes cleavage or an undue amount of flesh on the back, chest, thigh, or mid-section.
- See-through or tight-fitting clothing
- If form-fitting pants are worn, a loose top, with the torso length to the fingertip must be worn over them.

Please remember that you are representing the Fair Complex and the government of Washington County. Our guests and constituents represent a wide range of cultures. While we want you to be comfortable, a somewhat conservative approach in dress should offend no one. Choose hairstyles, makeup, and jewelry accordingly.

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 105

Fair Board Retreat Policy

RECITALS

- a. 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; and
- b. WHEREAS, the Washington County Fair Board believes that it will benefit the Fair Complex to establish policy regarding hold an annual Board Retreat;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. The Washington County Fair Board shall schedule and hold an annual Board Retreat for the purpose of discussing matters relative to the Washington County Fair Complex, including, but not limited to:
 - a. Assessing the effectiveness of the Board;
 - b. Addressing the organization's short-term and long-term goals and objectives;
 - c. Reviewing the organization's current financial condition;
 - d. Reviewing Board Policies;
 - e. Reviewing the organization's plans for continued re-development; and
 - f. Revising the organization's mission statement, if necessary.
- 2. Unless determined by a majority vote of the Board, the Board Retreat will be held in the month of November at a time and location determined by the Board President.
- 3. The date of the Board Retreat will be determined no later than the October Regular Board Meeting.
- 4. The Board Retreat will use the services of a facilitator selected by the Board President.
- 5. Attendance at the Board Retreat will include the Washington County Fair Complex Executive Director, and may include chairs of advisory and volunteer committees such as the Rodeo Committee and Fair Boosters.

Dated this ___ day of _____, 2003.

ATTEST:

Executive Director

Board President

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 8, 2003

To: Board Members
Washington County Fair Board

From: Don G. Hillman, Executive Director
Washington County Fair Complex

Re: 1999 and 2000 Un-Cashed Checks

Find attached a list of un-cashed checks from 1999 and 2000 in the Premium and General Checking Account.

As a general practice, the Fair Complex Board should write-off such checks once they become more than two years old, and permission to do so is hereby requested.

UN-CASHED CHECKS
PREMIUM ACCOUNT
1999/2000

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>MEMO</u>
10/15/1999	7510	Kyle Aldrich	\$ 9.50	4H PREMIUM
10/15/1999	7513	Joseph Ancell	\$ 10.50	4H PREMIUM
10/15/1999	7520	Kimberly Bauckaus	\$ 4.00	4H PREMIUM
10/15/1999	7524	Doug Banning	\$ 5.00	4H PREMIUM
10/15/1999	7530	Ellal Barrett	\$ 11.00	4H PREMIUM
10/15/1999	7542	Owen Blakesley	\$ 2.50	4H PREMIUM
10/15/1999	7546	Kelsey Bogdem	\$ 12.00	4H PREMIUM
10/15/1999	7552	Meaghan Brennan	\$ 2.50	4H PREMIUM
10/15/1999	7557	Erin Bronleewe	\$ 5.00	4H PREMIUM
10/15/1999	7561	Mieke Buesseler	\$ 3.50	4H PREMIUM
10/15/1999	7580	Brittany Cope	\$ 2.50	4H PREMIUM
10/15/1999	7590	Annette D'Autremont	\$ 2.50	4H PREMIUM
10/15/1999	7603	Nicholas Dreyer	\$ 6.00	4H PREMIUM
10/15/1999	7609	Emily Duyck	\$ 10.50	4H PREMIUM
10/15/1999	7610	Kristi Duyck	\$ 15.00	4H PREMIUM
10/15/1999	7624	Kelsey Ferguson	\$ 21.00	4H PREMIUM
10/15/1999	7642	Margaret Gotshall	\$ 2.50	4H PREMIUM
10/15/1999	7644	Alex Granat	\$ 19.50	4H PREMIUM
10/15/1999	7655	erica Harrison	\$ 6.50	4H PREMIUM
10/15/1999	7674	Sharon Hill	\$ 6.50	4H PREMIUM
10/15/1999	7677	Melissa Hoffman	\$ 2.00	4H PREMIUM
10/15/1999	7757	James Lorence	\$ 6.50	4H PREMIUM
10/15/1999	7781	Emily McLain	\$ 10.00	4H PREMIUM
10/15/1999	7802	Brooke Morin	\$ 28.00	4H PREMIUM
10/15/1999	7817	Megan O'Connell	\$ 9.00	4H PREMIUM
10/15/1999	7822	Jeremy Patterson	\$ 5.00	4H PREMIUM
10/15/1999	7832	Ashley Pfeifer	\$ 20.00	4H PREMIUM
10/15/1999	7851	Sarah Ranf	\$ 2.00	4H PREMIUM
10/15/1999	7878	Gabriel Sanders	\$ 9.50	4H PREMIUM
10/15/1999	7899	Jamie Scott	\$ 11.00	4H PREMIUM
10/15/1999	7918	Stephanie Slabaugh	\$ 7.00	4H PREMIUM
10/15/1999	7926	Lauren Sprauge	\$ 16.00	4H PREMIUM
10/15/1999	7931	Rebecca Stiehl	\$ 2.50	4H PREMIUM
10/15/1999	7949	Jessica Tuefel	\$ 8.00	4H PREMIUM
10/15/1999	7972	Cayla Van Dyke	\$ 15.00	4H PREMIUM
10/15/1999	7982	Katie Vanraden	\$ 5.00	4H PREMIUM
10/15/1999	7989	Nicole Walding	\$ 11.00	4H PREMIUM
10/15/1999	7990	Melissa Walding	\$ 11.00	4H PREMIUM
10/15/1999	7991	Caroline Walker	\$ 2.50	4H PREMIUM
10/15/1999	7992	Meredith Walker	\$ 4.50	4H PREMIUM
10/15/1999	8010	Elanor Wolfe	\$ 2.00	4H PREMIUM
10/15/1999	8016	Kelly Zietz	\$ 12.00	4H PREMIUM
11/01/2000	8025	Shauna Adams	\$ 4.50	4H PREMIUM
11/01/2000	8028	Kyle Aldrich	\$ 21.00	4H PREMIUM
11/01/2000	8034	Sonia Arp	\$ 4.50	4H PREMIUM
11/01/2000	8035	Megan Asuncion	\$ 13.00	4H PREMIUM
11/01/2000	8036	Janet Bailey	\$ 9.00	4H PREMIUM
11/01/2000	8042	Alex Barno	\$ 8.00	4H PREMIUM
11/01/2000	8043	Haley Barno	\$ 14.00	4H PREMIUM
11/01/2000	8044	Ian Barr	\$ 17.50	4H PREMIUM

UN-CASHED CHECKS
PREMIUM ACCOUNT

1999/2000

11/01/2000	8046	Nathan Becker	\$ 2.00	4H PREMIUM
11/01/2000	8054	Owen Blakesley	\$ 4.50	4H PREMIUM
11/01/2000	8057	Teresa Bonn	\$ 2.50	4H PREMIUM
11/01/2000	8062	Ashley Bowlen	\$ 2.50	4H PREMIUM
11/01/2000	8065	Travis Brekke	\$ 10.00	4H PREMIUM
11/01/2000	8072	Stephen Chalmers	\$ 2.00	4H PREMIUM
11/01/2000	8083	Ashely Cullinan	\$ 19.00	4H PREMIUM
11/01/2000	8093	Nick Dreyer	\$ 1.50	4H PREMIUM
11/01/2000	8103	Albert Evers	\$ 7.00	4H PREMIUM
11/01/2000	8104	Amanda Evers	\$ 7.00	4H PREMIUM
11/01/2000	8109	Emily Ferris	\$ 8.00	4H PREMIUM
11/01/2000	8110	Caitlan Fetzner	\$ 5.00	4H PREMIUM
11/01/2000	8114	Paige Foekler	\$ 4.50	4H PREMIUM
11/01/2000	8116	Joscelyn Franck	\$ 8.00	4H PREMIUM
11/01/2000	8118	Brody Fry	\$ 18.00	4H PREMIUM
11/01/2000	8183	Cheyenne Kent	\$ 2.50	4H PREMIUM
11/01/2000	8184	Christopher Kent	\$ 2.50	4H PREMIUM
11/01/2000	8202	Emma Larkins	\$ 2.00	4H PREMIUM
11/01/2000	8214	R.C. Blake Little	\$ 9.00	4H PREMIUM
11/01/2000	8237	Shawn Meyer	\$ 7.50	4H PREMIUM
11/01/2000	8269	Grant Pautz	\$ 2.00	4H PREMIUM
11/01/2000	8274	Aubrey Peters	\$ 8.50	4H PREMIUM
11/01/2000	8275	Damian Peters	\$ 8.00	4H PREMIUM
11/01/2000	8284	Caleb Powell	\$ 7.00	4H PREMIUM
11/01/2000	8292	Marcey Raney	\$ 7.00	4H PREMIUM
11/01/2000	8315	Kendra Rychlick	\$ 14.00	4H PREMIUM
11/01/2000	8322	Cassandra Schade	\$ 2.00	4H PREMIUM
11/01/2000	8324	Jordon Schenck	\$ 7.50	4H PREMIUM
11/01/2000	8331	Sarah Schmidt	\$ 7.00	4H PREMIUM
11/01/2000	8335	Sarah Schribner	\$ 3.00	4H PREMIUM
11/01/2000	8342	Mark Sifuentes	\$ 5.00	4H PREMIUM
11/01/2000	8344	Alexandra simpson	\$ 2.00	4H PREMIUM
11/01/2000	8358	Bret Sydenstricker	\$ 17.00	4H PREMIUM
11/01/2000	8359	Tyler Sydenstricker	\$ 13.00	4H PREMIUM
11/01/2000	8363	Kristin Tarrowksi	\$ 2.50	4H PREMIUM
11/01/2000	8395	Kristen Watson	\$ 9.50	4H PREMIUM
11/01/2000	8400	Kelley Williams	\$ 2.50	4H PREMIUM
11/01/2000	8403	Jaron Wright	\$ 12.00	4H PREMIUM
11/01/2000	8409	Melissa McCarthy	\$ 4.00	4H PREMIUM
11/01/2000	8413	Jennifer Avery	\$ 11.50	4H PREMIUM
11/01/2000	8416	Ella Barrett	\$ 16.50	4H PREMIUM
11/01/2000	8424	Kelsey Brogden	\$ 18.50	4H PREMIUM
11/01/2000	8450	Brett Eldridge	\$ 39.50	4H PREMIUM
11/01/2000	8454	Megan Fagliano	\$ 8.00	4H PREMIUM
11/01/2000	8462	Tim Gonzales	\$ 2.00	4H PREMIUM
11/01/2000	8470	Patty Kirk	\$ 5.00	4H PREMIUM
11/01/2000	8471	Sammy Kirk	\$ 3.00	4H PREMIUM
11/01/2000	8479	Faith Lightfoot	\$ 14.50	4H PREMIUM
11/01/2000	8482	Taylor Linse	\$ 6.00	4H PREMIUM
11/01/2000	8483	Kelsey Loper	\$ 10.00	4H PREMIUM
			\$ 842.00	

UN-CASHED CHECKS
GENERAL CHECKING ACCOUNT
1999/2000

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>MEMO</u>
05/20/1999	25150	GMAC	\$ 75.00	Refund of Booth Overpayment
06/26/1999	25223	Oregon Military Department	\$ 250.00	May Armory Rental
07/15/1999	25347	Scottish Deehound National Specialty	\$ 103.90	Deposit Refund
07/24/1999	25402	Linda Kay Bergstrom	\$ 50.00	4H Fashion Revie Judge
07/27/1999	25506	Kinton Jr. Grange #321	\$ 250.00	1999 Award
08/01/1999	25541	Tigard Grange #148	\$ 250.00	1999 Award
07/28/1999	25594	Eric Pond	\$ 10.00	OC Draft Horse
08/01/1999	25614	Nic Vial	\$ 20.00	OC Beef Show
08/01/1999	25615	Alicia Vial	\$ 30.00	OC Beef Show
07/29/1999	25652	Megan Zimmer	\$ 2.00	OC Poultry
07/30/1999	25672	Hillsboro National Guard Family Program	\$ 200.00	Ticket Takers
07/31/1999	25693	Suzanne Kernek	\$ 7.00	OC Sheep
07/31/1999	25740	Kevin Magwood	\$ 3.00	Banks FFA
07/31/1999	25746	Patty Agular	\$ 1.00	Forest Grove FFA
07/31/1999	25747	Gloria Andres	\$ 1.00	Forest Grove FFA
07/31/1999	25752	April Brazington	\$ 15.00	Forest Grove FFA
07/31/1999	25754	James Doyle	\$ 1.00	Forest Grove FFA
07/31/1999	25756	April Ford	\$ 1.00	Forest Grove FFA
07/31/1999	25757	Eric Hutchinson	\$ 1.00	Forest Grove FFA
07/31/1999	25764	Dan Lozano	\$ 1.00	Forest Grove FFA
07/31/1999	25767	Justin McRobert	\$ 1.00	Forest Grove FFA
07/31/1999	25777	Kevin Ryall	\$ 1.00	Forest Grove FFA
07/31/1999	25783	Tera Shappell	\$ 1.00	Forest Grove FFA
07/31/1999	25786	Tony Sohler	\$ 1.00	Forest Grove FFA
07/31/1999	25793	Matt Torrey	\$ 1.00	Forest Grove FFA
07/31/1999	25800	Alica Weaver	\$ 1.00	Forest Grove FFA
08/01/1999	25878	Joyce Barrett	\$ 24.00	Open Class
08/02/1999	25981	Dennis Michalek	\$ 5.00	OC Rabbit
08/02/1999	26005	Bob Johnson	\$ 4.00	OC Rabbit
08/02/1999	26007	Londa Somers	\$ 2.00	OC Rabbit
08/16/1999	26236	Furry Friends 4H Club	\$ 25.00	1 Shift Touch & See
09/13/1999	26306	Paws & Roses Cat Show	\$ 41.48	Concessions %
09/16/1999	26315	Lisa Zeitz	\$ 10.00	Refund of Entry Fee - Canceled
09/16/1999	26316	Kelly Zeitz	\$ 25.00	Refund of Entry Fee - Canceled
10/11/1999	26424	Hillsboro Garbage Disposal	\$ 1,036.80	Drop Box Service
01/11/2000	26711	Lyle Speisschaert	\$ 40.00	Travel
05/03/2000	26924	Washington County Sherrif's Office	\$ 4.00	
06/06/2000	26997	User Friendly Computers	\$ 50.00	
06/20/2000	27010	Alan Greenslade	\$ 15.00	
08/02/2000	27303	Megan Zimmer	\$ 6.00	OC Poultry
08/06/2000	27489	Heather Belden	\$ 1.00	Forest Grove FFA
08/06/2000	27500	Tom Everson	\$ 1.00	Forest Grove FFA
08/06/2000	27505	Joe Jarrel	\$ 1.00	Forest Grove FFA
08/06/2000	27506	Mike Kanaster	\$ 1.00	Forest Grove FFA
08/06/2000	27510	Darryn Kyle	\$ 1.00	Forest Grove FFA
08/06/2000	27512	Dan Lincoln	\$ 22.00	Forest Grove FFA
08/06/2000	27514	Jesica McKimmy	\$ 8.00	Forest Grove FFA
08/06/2000	27516	Bryan Mitchell	\$ 1.00	Forest Grove FFA
08/06/2000	27517	Devon Moser	\$ 1.00	Forest Grove FFA
08/06/2000	27525	Sammy Ramurez	\$ 1.00	Forest Grove FFA
08/06/2000	27528	Chad Rogers	\$ 1.00	Forest Grove FFA
08/06/2000	27532	Graham Savage	\$ 8.00	Forest Grove FFA
08/06/2000	27538	Tony Sohler	\$ 1.00	Forest Grove FFA
08/06/2000	27544	Matt Tulberg	\$ 1.00	Forest Grove FFA

UN-CASHED CHECKS
GENERAL CHECKING ACCOUNT
1999/2000

08/06/2000	27548 Devon Weaver	\$	1.00	Forest Grove FFA
08/06/2000	27551 Jennifer White	\$	1.00	Forest Grove FFA
08/06/2000	27631 Dennis & Barbara Schultz	\$	42.00	
08/06/2000	27634 Moon Shadow Farm	\$	42.00	Open Class
08/06/2000	27635 Lilly Mayer	\$	5.00	
08/06/2000	27643 Jessica Tuefel	\$	30.00	OC Llama
08/07/2000	27722 Tigard Grange #148	\$	25.00	2000 Award
08/07/2000	27724 Hillsboro Grange # 173	\$	25.00	2000 Award
08/07/2000	27729 Kinton Jr. Grange #321	\$	25.00	2000 Award
11/01/2000	28135 Mindy Pederson	\$	12.00	4H
11/01/2000	28141 Melodee Poe	\$	14.50	4H
11/01/2000	28145 Haley Railton	\$	2.50	4H
11/01/2000	28151 Garrett Rohde	\$	7.50	4H
11/01/2000	25152 Elizabeth Rollack	\$	10.50	4H
11/01/2000	28153 Alexis Roseta	\$	15.00	4H
11/01/2000	28156 Cassandra Schade	\$	38.50	4H
11/01/2000	28161 Brittany Shaw	\$	8.50	4H
11/01/2000	28170 Sarah Marie Strom	\$	13.50	4H
11/01/2000	28178 Corie Townsend	\$	11.50	4H
11/01/2000	28194 Jessica White	\$	18.50	4H
			<u>\$ 2,963.68</u>	

County of Washington

Washington County Fair Complex
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FAX MEMORANDUM

Date: January 7, 2002

To: Board Members
Washington County Fair Board

From: Don G. Hillman, Executive Director
Washington County Fair Complex

Re: Rental Rate Adjustment Recommendation

Recommendation One: To the extent practical, adjust rental rates so that direct program costs (personnel and operating expenses) do not exceed direct program revenues. See attached rental rate adjustments.

The attached rental rate sheet reflects a 26.7% increase in the daily rental rate for the Main Exhibit Hall (the most used rental facility); a change in policy of charging tenants an hourly labor charge for any requested set-up or tear-down; and a change in policy of charging move-in and move-out days at 50% of the daily rate.

Recommendation Two: Adopt an automatic annual 10% rental rate adjustment for each rental facility for the five-year period ending December 31, 2009, to keep pace with increase personnel and operating costs associated with the facilities rental program.

Background: The Fair Complex mission states that “. . . the Washington County Fair Complex is to provide excellent facilities and services in a self-supporting manner . . . {to} promote year-round facilities for consumer trade shows, public expositions, and special gatherings.”

The Fair Complex generates revenue from the annual County Fair & Rodeo, its interim facility rental program, RV Park, Washington County Hotel/Motel Tax receipts and miscellaneous activities (interest, Air Show parking, etc). Based upon the Fair Complex 2002-03 budget (exclusive of the \$100,000 Special Show line item), the annual County Fair & Rodeo generates \$633,556 (44%); Interim Income from building rentals generates

\$155,894 (11%); RV Park generates \$20,000 (1.4%); Hotel/Motel Tax receipts generate \$600,000 (41%); and miscellaneous activities generate \$37,300 (2.6%).

Interim facility rental income has fluctuated from year to year based upon demand and the health of the local economy.

The Fair Complex Board approved the last rate adjustment in March 1999 (minutes and rate sheet attached).

Program Analysis – Given the reality that the Fair Complex facility rental program is limited due to the number, size and age of its facilities, it would be difficult to operate this program in a manner that would generate surplus revenues sufficient to replace existing facilities or at a minimum, provide sufficient net revenues to fund continuous facility improvements or major maintenance projects.

That said, a current analysis indicates that the interim facility rental program is operated at a deficit that requires a subsidy from other Fair Complex program revenues. This deficit ranges between \$100,292 and \$315,702 depending upon how much personnel costs and other expenses are allocated to the program.

Note: The deficit is primarily a matter of pricing and associated program costs in that the Fair Complex's primary rental facility (Main Exhibit Hall) is rented most every weekend of the year except during the annual County Fair & Rodeo, Christmas Holidays and Easter weekend.

Revenues – Based upon estimates in the Fair Complex 2002-03 Budget, interim rental revenues totaling \$155,894 are generated from the Main Exhibit Hall (\$86,894); Cloverleaf Building, (\$25,000); Arts & Crafts Building (\$5,000); Friendship Square (\$2,000); Floral Building (\$2,000); Grounds (\$10,000); Arena (\$3,000); RV/Boat Storage (\$10,000); Concessions (\$2,000); and Other Storage (\$10,000).

The Main Exhibit Hall is the Fair Complex's most used rental facility. The Cloverleaf Building is the next most used rental facility primarily due to the BINGO tenant; however, as of January 2003, this tenant has decided to cease its long-term agreement.

Expenses – Based upon the Fair Complex 2002-03 Budget, costs associated with the interim facility rental program range between \$256,186 and \$471,596 per year. This represents personnel costs (includes salaries, medical, FICA, PERS, etc.) ranging between \$150,186 and \$272,404 and facility costs ranging between \$106,000 to \$199,192. It is difficult to determine the exact costs since some costs also support non-paid usage and fairtime program.

The largest single expense is related to personnel costs for four (4) employees primarily associated with this program on a year-round basis. The next largest expenses are those operating expenses related to the facilities themselves such as utilities (electricity, natural gas, water, sewer, etc.), building maintenance (building repairs and maintenance), general

supplies (cleaning and restroom supplies), advertising (*Argus* advertising) and professional services (event security).

Most all expenses related to the interim facilities rental program increase annually. Personnel costs increase annually due to merit raises, cost of living adjustments, PERS increases, etc. Generally, these increases average 7-9% per year. Utilities have risen dramatically over the last couple years. Electricity charges alone rose more than 34% during FYE 2000-01.

Comparison with other Facilities – The following facilities and rental rates are offered for comparison:

	<u>Square Feet</u>	<u>Rate Per Square Foot</u>
Fair Complex Main Exhibit Hall – Current Rate	24,000	\$0.031
Fair Complex Main Exhibit Hall – Proposed Rate	24,000	\$0.040
Portland Expo Center – Hall A	48,000	\$0.046
Portland Expo Center – Hall B	36,000	\$0.047
Oregon State Fair – Jackman-Long Building	48,000	\$0.050
Oregon State Fair – Columbia Hall	36,000	\$0.050
Lane County Fair – Performance Hall	22,000	\$0.082
Lane County Fair – Exhibit Hall	38,000	\$0.087
Deschutes County Fair – Middle Sisters	15,000	\$0.090
Deschutes County Fair – Event Center	28,250	\$0.071

Conclusion – It should be the short-term goal of the Fair Complex to increase current rental rates so that the current operating deficit can be minimized. Currently, direct personnel costs (\$150,186) and direct operating costs (\$106,000) exceed the program revenues (\$155,894) by at least \$100,292. It is estimated that the proposed rate increase will lower the deficit in this program between \$30,000 and \$40,000 for FYE 6/30/04.

It should be the long-term goal of the Fair Complex to annually increase rental rates to account for the increase in direct personnel costs and other operating expenses so that the current operating deficit does not increase. The proposed annual rental rate increase of 10% per year, over the next five fiscal years, is estimated to keep pace with those annual increases. It is estimated that the annual rate increase of 10% will increase revenues by approximately \$15,000 - \$18,000 per year

Staff believes that most current tenants will continue to access Fair Complex facilities with the new rates in place. Should some current tenants decide to no longer access Fair Complex facilities, staff will seek new tenants from those currently requesting access, but have not been accommodated.

It is requested that the proposed rental rates be instituted immediately for all new contracts not already being negotiated.

Attachments - Attached are summary of personnel costs, services and supplies, and proposed rental rates.

PERSONNEL COSTS – INTERIM RENTAL PROGRAM*

1. Management Analyst (Marketing Manager)	\$ 65,747
2. Facilities Maintenance Worker (Operations Staff)	\$ 50,287
3. Facilities Maintenance Worker (Operations Staff)	\$ 49,782
4. Facilities Maintenance Worker (Operations Staff – Temp)	\$ 6,812
5. Total Personnel Costs	\$172,628
6. Allocated to Interim Rental Program (10 months/year or 87%)	\$150,186
7. Facilities Maintenance Worker (Operations Staff)	\$ 47,613
8. Groundskeeper (Operations Staff)	\$ 51,369
9. Accounting Assistant II	\$ 44,129
10. Fair Coordinator/Ops Analyst (Operations Manager)	\$ 56,229
11. Senior Administrative Specialist (Fair Coordinator)	\$ 45,095
12. Total Personnel Costs	\$244,435
13. Allocated to Interim Rental Program (6 months/year or 50%)	\$122,218
14. ESTIMATED PERSONNEL COSTS (Line 6 and 13)	\$272,404

SERVICES AND SUPPLIES – INTERIM RENTAL PROGRAM**

Direct Costs Associated with Program Activities	
1. Utilities (Electricity, garbage, natural gas, water & sewer, etc.)	\$ 70,000
2. General Supplies (Janitorial Supplies, Restroom Supplies, etc.)	\$ 18,000
3. Professional Services (Event Security)	\$ 10,000
4. Advertising (<i>Argus</i> Ad, Chamber Listing, etc.)	\$ 6,000
5. RV Park Repairs and Maintenance (Gravel, signage, etc.)	\$ 1,000
6. RV Park Hotel/Motel Tax	\$ 1,000
Total Direct Costs (Line 1 through 6)	\$106,000
Indirect Costs Associated with Program Activities	
1. Office Expenses	\$ 4,000
2. Telephone	\$ 9,000
3. Printing	\$ 1,000
4. Postage	\$ 1,750
5. Equipment and Building Rentals (Photocopier, tables, etc.)	\$ 5,000
6. Repairs and Maintenance (Building/Equipment)	\$ 40,000
7. Legal Fees	\$ 1,200
8. County Indirect Costs	\$ 14,992
9. Insurance and Bonding	\$ 11,250
10. Other (Dues, Board Expenses, Car Allowance, Training, etc.)	\$ 5,000
Total Indirect Costs (Line 1 through 10)	\$ 93,192
Total Direct and Indirect Costs	\$199,192

* Personnel costs include salaries/wages and other payroll costs such as Dental Insurance, FICA Medicare, FICA Taxes, Life Insurance, Medical Insurance, PERS, Unemployment, and Worker's Compensation Day Tax.

** Based upon estimated expenses in the 2002-03 Complex budget.

FACILITIES RENTAL RATE SCHEDULE

1. MAIN EXHIBIT HALL

Rental Fees *(Does not include labor charges to set-up or tear-down facility):*

~~\$750.00~~ \$950 per day for entire building, 8 a.m. to Midnight

~~\$500.00~~ \$625 per day for North Section, 8 a.m. to Midnight

~~\$300.00~~ \$375 per day for South Section**, with kitchen, 8 a.m. to Midnight

50% of daily rental fee per day for move-in and/or move-out.

**South Section available Monday through Thursday at an hourly rate of ~~\$25.00~~ \$32.00 per hour if the event can move-in and be held in under six hours, otherwise full daily rate applies.

Dog training programs can use the building Monday through Wednesday at the hourly rate for a maximum of 3 hours, and with no inventory set-up, based upon availability.

~~\$25.00~~ \$30.00 alcoholic beverage fee is assessed if alcohol is served.

\$200.00 refundable damage/cleaning/key deposit secures the reservation, and is returned upon inspection of the building after the event.

One set-up day is provided at no charge. ~~Additional days are charged at half of the daily price.~~

2. CLOVERLEAF COMMUNITY BUILDING

Rental Fees *(Does not include labor charges to set-up or tear-down facility):*

Monday-Thursday: ~~\$.25.00~~ \$32.00 per hour, including move-in and move-out, with 4-hour minimum. If building is needed all day for multiple weekdays, with no other usage possible, then weekend rate will apply.

Friday-Sunday: ~~\$225.00~~ \$285 per day, 8 a.m. to Midnight.

(Includes six hours of staff time to set-up and/or tear-down facility)

\$145 per day for move-in and/or move-out.

~~\$25.00~~ \$30.00 alcoholic beverage fee is assessed if alcohol is served.

\$200.00 refundable damage/cleaning/key deposit secures the reservation, and is returned upon inspection of the building after the event.

3. FLORAL BUILDING

Rental Fees *(Does not include labor charges to set-up or tear-down facility):*

Monday-Thursday: ~~\$25.00~~ \$32.00 per hour, including move-in and move-out, with four-hour minimum. If building is needed all day for multiple weekdays, with no other usage possible, then weekend rate will apply.

Friday-Sunday: ~~\$200.00~~ \$250.00 per day, 8 a.m. to Midnight.

~~\$25.00~~ \$30.00 alcoholic beverage fee is assessed if alcohol is served.

\$200.00 refundable damage/cleaning/key deposit secures the reservation, and is returned upon inspection of the building after the event.

4. ARTS & CRAFTS BUILDING

Rental Fees *(Does not include labor charges to set-up or tear-down facility):*

Monday-Thursday: ~~\$25.00~~ \$32.00 per hour, including move-in and move-out, with four-hour minimum. If building is needed all day for multiple weekdays, with no other usage possible, then weekend rate will apply.

Friday-Sunday: ~~\$175.00~~ \$220 per day, 8 a.m. to Midnight.
\$110 per day for move-in and/or move-out.

~~\$25.00~~ \$30.00 alcoholic beverage fee is assessed if alcohol is served.

\$200.00 refundable damage/cleaning/key deposit secures the reservation, and is returned upon inspection of the building after the event.

5. MEETING ROOM

Rental Fees *(Does not include labor charges to set-up or tear-down facility):*

~~\$25~~ \$32.00 per hour.

~~\$25~~ \$30.00 non-refundable Alcoholic Beverage Fee if alcohol is served.

7. LABOR CHARGE *(Half-hour minimum)*

General Labor - \$30.00 per hour.

General Labor - \$20.00 per half-hour.

\$60.00 per hour equipment w/operator.

\$40.00 per half-hour equipment w/operator.

EQUIPMENT RENTAL RATES

ITEM	NUMBER IN STOCK FOR RENTAL	PRICE
8 ft. tables	335 total (See break down below)	\$5.25 each
Formica 8-ft.	37	\$5.25 each
New Plywood 8-ft.	100	\$5.25 each
Plywood 8-ft.	50	\$5.25 each
"Gun Show" 8-ft. tables	68	\$5.25 each
Particleboard 8-ft.	80	\$5.25 each
60-inch round tables	48	\$6.50 each
Misc. tables	12	\$5.25 each
6-ft. tables	4	\$5.25 each
Narrow, 6-ft. Bingo Tables	10	Now available, \$5.00
Old painted tables	45	Free IF anybody wants them
New painted tables	30	\$6.50 each
Old brown tables	32	Free IF anybody wants them
Picnic tables	39	\$6.50 each
Metal, padded chairs	550	\$.90 each
Plastic folding chairs	150	\$.65 each
Stools	35	\$1.50 each
Old room dividers	12	\$2.50 each
New room dividers	20	\$2.50 each
Green Panels	67	\$2.50 each
White Panels	325	\$2.50 each
Misc. livestock panels	40	\$2.50 each
New Stage (sections)	1 stage made up of 10, 4 x 8 sections	\$30.00 each or \$250 for all of it
Old Stage (sections)	1 stage made up of 10, 4 x 8 sections	\$15.00 each, if they want it
Coat racks	2	\$6.50 each
Old wooden white podium	1	Free, as it's rather embarrassing
New lectern/podium with mic	1	\$40.00
T.V. Audio Cart	1	\$25.00
Portable Screen	1	\$20.00
Overhead projector	1	\$20.00
Portable P.A. System	1	\$20.00
Old metal stanchions	55	\$2.50 each
New white plastic stanchions	25	\$4.00 each
Old painted benches	160	\$2.50 each
New benches	100	\$2.50 each
Old high-back benches	23	\$4.00 each
New high-back benches	25	\$4.00 each
Portable bleachers	6 sections	\$40.00 each
Non-portable bleachers	8	Included w/ rent at location
Power Drops		\$20.00 each in MEH
Phone lines		\$85.00 each

EQUIPMENT RENTAL RATES (CURRENT)

ITEM	NUMBER IN STOCK FOR RENTAL	PRICE
8 ft. tables	335 total (See break down below)	\$4.00 each
Formica 8-ft.	37	\$4.00 each
New Plywood 8-ft.	100	\$4.00 each
Plywood 8-ft.	50	\$4.00 each
"Gun Show" 8-ft. tables	68	\$4.00 each
Particleboard 8-ft.	80	\$4.00 each
60-inch round tables	48	\$5.00 each
Misc. tables	12	\$4.00 each
6-ft. tables	4	\$4.00 each
Narrow, 6-ft. Bingo Tables	10	Not listed as available inventory
Old painted tables	45	Free IF anybody wants them
New painted tables	30	\$5.00 each
Old brown tables	32	Free IF anybody wants them
Picnic tables	39	\$5.00 each
Metal, padded chairs	550	\$.75 each
Plastic folding chairs	150	\$.50 each
Stools	35	\$1.00 each
Old room dividers	12	\$2.00 each
New room dividers	20	\$2.00 each
Green Panels	67	\$2.00 each
White Panels	325	\$2.00 each
Misc. livestock panels	40	\$2.00 each
New Stage (sections)	1 stage made up of 10, 4 x 8 sections	\$25.00 each or \$200 for all of it
Old Stage (sections)	1 stage made up of 10, 4 x 8 sections	\$10.00 each, if they want it
Coat racks	2	\$5.00 each
Old wooden white podium	1	Free, as it's rather embarrassing
New lectern/podium with mic	1	\$35.00
T.V. Audio Cart	1	\$20.00
Portable Screen	1	\$15.00
Overhead projector	1	\$15.00
Portable P.A. System	1	\$15.00
Old metal stanchions	55	\$2.00 each
New white plastic stanchios	25	\$3.00 each
Old painted benches	160	\$2.00 each
New benches	100	\$2.00 each
Old high-back benches	23	\$3.00 each
New high-back benches	25	\$3.00 each
Portable bleachers	6 sections	\$35.00 each
Non-portable bleachers	8	Included w/ rent at location
Power Drops		\$15.00 each in MEH
Phone lines		\$85.00 each

WASHINGTON COUNTY FAIR BOARD MINUTES
MARCH 3, 1999
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Spiesschaert comments that he and the Board are very appreciative of the ongoing efforts of the Boosters.

6. Fair Report: Bill McKinley gives report. McKinley has talked to Terry Amato about the beer sponsorship and feels confident about us getting Coors Light and Corona for this year. Amato mentioned that he would try to expedite a decision. McKinley comments on the many people at the Rodeo meeting, and the enthusiasm that he found there. Food concession contracts are coming in. One major fall out is the bar-b-que stand. Howard will not be coming back, looking at several options to fill the space. Kathy Christy mentions that she may have a possible replacement. Fred Sheller also refers to a possible replacement resource. Professional Services contracts go out in the next few weeks. McKinley refers to the superintendents meeting attended by Garza and Day, and Paige Payne. Day gave her impressions of that meeting. Felt there was some progress and also some reluctance to experiment with new ideas in exhibiting in the Main Exhibit Building. Spiesschaert mention that we need to work with these superintendents and be sensitive to their concerns. He also mentioned the superintendents work shop that took place in Medford just a week ago as a good forum for new ideas. Garza mentioned that we were willing to provide the tools or whatever to assist the superintendents in being creative,. Lloyd Baron mentioned the beautiful color coordination after the exhibits had been shown and taken apart at the Alaska State Fair. Garza said those at the superintendents meeting were for the most part upbeat. McKinley mentioned that he and Garza attended the Area meeting (#1) at Clatsop County Fairgrounds in Astoria. Both of us were impressed with the quality and forethought that went into creating the new "multi-purpose" Fairgrounds. McKinley refers to the Power Rents accident involving Mary Eldred at last year's Fair. County Risk Management's Bob Osip denied her claim, but Eldred wanted to present her position in writing and she is going to present a clean copy for me to forward to Risk Management for further review.

7. Marketing Report: Lisa DuPre' gives report. DuPre' reviews the proposed rate increase, and the coordination in folding those increases into the existing ongoing schedule. There has not been a rate increase at the Fair Complex in the last six years. DuPre' has done a comparative of other facilities and found that our rates have been significantly below other facilities of similar size and scope, and that these other facilities are in the process of raising their rates right now. Even with a rate increase here, we will still be below other facilities. The Fair Complex will explain that this

WASHINGTON COUNTY FAIR BOARD MINUTES
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reflects the increases in our cost of doing business. the cost of doing business. Garza said that it is time to bring our facilities rental rates to a comparable with other facilities given the ambiguous nature of the Fairgrounds development plan. We need to enforce our 4-hour minimum use rule, as other facilities do. We are going to meet soon with other facilities to network on rates and rental policies at the State Fair.

Chairman Lyle Spiesschaert calls for a motion to adopt the proposed rate increase table. Rich Vial moves that the Fair Board adopt the facility rate increases effective July 1, 1999 as proposed. Kathy Christy seconds, the motion carries.

DuPre' mentions that she is working on advertising for the Entertainment Guide with a date of getting it out by June 1st, also with target dates of April 1st as our reservation deadline, with copy in by April 15, and go to press by mid- May. Kathy Christy asks what the cost of an add is, she suggests some alternatives in soliciting selective adds as with a one liner with a persons name in the Guide. Staff says that they will into that suggestion.

8. Maintenance Report: Jim Jordan gives report. The painting in the ME and Cloverleaf building is just about wrapped up. Mike Wold has gotten in all the bids for the trimming of the trees. We have been addressing several bad drain problems. Two major drainage problems are in front of our most publicly used buildings. From the looks of Lisa's schedule, it appears that our set-up team is going to be very busy. Jordan has been maintaining and repairing electrical services in the facilities.

9. Old Business: **(A)** AOC/OFA proposed legislative bill update. McKinley says that the bill has not been given a reading yet. Garza mentions being at a meeting of Hillsboro public schools with Charles Starr, Bruce Star and Jim Hill. They briefed her that the funding for fairs will probably be authorized. The issue is at what level the monies will be available. The low figure is \$44,000 for all fairs or \$50,000. Cal Wade mentioned a discussion with Denny Holmes in which he told him that the Linn County initiative was dropped from the bill with AOC and OFA agreeing to delete that portion. **(B)** Garza mentions the meeting she had in gathering preliminary information from "Western World" personnel concerning the Crop trailer controversy. Also that she has to have a couple more meetings in which to draw this issue and it's elements all together.

FACILITY RATE INCREASES EFFECTIVE JULY 1, 1999

Meeting Room: \$25 an hour up from \$15.

Floral Building: \$200 a day, Friday-Sunday, up from \$175.

Cloverleaf Building: \$225 a day, Friday-Sunday, up from \$175.

National Guard Armory: \$300 a day, Friday-Sunday, up from \$250.

Arts & Crafts Building: \$175 a day, Friday-Sunday, up from \$150.

Main Exhibit Hall: \$750 a day for entire building, Fri.-Sun. up from \$600.

\$500 a day for North Section, Fri.-Sun. up from \$350.

\$300 a day for South Section, Fri.-Sun. up from \$250.

All of the above buildings will rent for \$25 an hour with a 4-hour minimum, Monday through Thursday, for smaller events. Large events taking the entire building and preventing any other hourly use on weekdays, will be charged the higher weekend rates, or a package price will be negotiated.

All other facilities will remain at current prices.

INVENTORY RATE INCREASES:

8-foot banquet tables: \$4.00 each, up from \$3.00

60-inch round tables: \$5.00 each, up from \$4.00

Metal, padded chairs: \$.75 each, up from \$.50

Plastic chairs: \$.50 each, up from \$.75

Labor Hours: \$25 per man hour, up from \$15

Electrician Hours: \$50 an hour, up from \$40

All other inventory will remain at current prices.

County of Washington

Washington County Fair Complex
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Fax: (503) 648-7208
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FAX MEMORANDUM

Date: January 8, 2003

To: Board Members
Washington County Fair Board

From: Don G. Hillman, Executive Director
Washington County Fair Complex

Re: 2003/04 Budget Preparation

Find attached the proposed 2003-04 Fair Complex budget. The budget is due at the County in mid-February so as to allow the Board and staff time to make adjustments to the proposed budget at the January and February Board meetings.

Preparation of the 2003-04 will provide significant challenges for the Fair Complex. Despite an increase in estimated facility rental income accomplished by a proposed increase in rental rates (\$25,000), the overall estimated revenues for the coming fiscal year are expected to be approximately \$159,000 less than the current fiscal year budget. This figure is comprised of lower-than-expected Hotel/Motel Tax revenues (\$62,000); possible elimination of state funding for county fairs (\$43,000); reduction in Cloverleaf Building rental fees due to the loss of the long-term BINGO tenant (\$18,000); reduction in interim parking fees due to the discontinued Rose Festival Airshow (\$21,000); and reduction in Rodeo sponsorships (\$15,000).

Despite the increase in estimated revenues for the upcoming fiscal year, the goal of the proposed 2003-04 budget is to not create a budget deficit, but where possible, build cash reserves to better attend to the Fair Complex's aging facilities. Staff has already suggested program reductions amounting to approximately \$109,000. This has been accomplished by reducing fulltime staff from nine to seven with these positions being filled on a temporary basis during fairtime, if necessary (\$75,300); reducing the entertainment budget (\$30,000); and reducing the rodeo budget (\$3,500).

Saving of between \$20,000 and \$30,000 still need to be identified before the Board adoption of the budget at its February Board meeting.

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

2003-04 Budget Assumptions:

1. Revenues -

- a. Hotel/Motel Tax Receipts will continue at 2001-02 levels.
- b. State Funds for County Fairs may be withdrawn for 2003-04.
- c. Interest rates on cash balances will continue to be low.
- d. Rental rates adjusted to cover more program related expenses.
- e. No Air Show is scheduled for summer of 2003.
- f. Fairtime Youth Admission will be limited to 6-12 years of age.
- g. Fairtime Corporate Hospitality program will be continued.
- h. No BINGO scheduled for 2003-04.

2. Expenses -

- a. Personnel costs and some general expenses will be allocated between programs.
- b. Full-time staffing levels will be maintained at current levels (7 FTE vs. 9 FTE).
- c. Staff will research a possible post-fair special event.
- d. An automated ticketing program will be instituted to enhance customer service.
- e. Main Stage entertainment re-located to the east side of the Main Exhibit Hall.
- f. Main Stage artists limited to \$15,000 for Thursday/Friday night performances.
- g. Cowboy Stage will be deleted. Country artists featured on Main Stage Friday-Sunday.
- h. Amphitheater will be used for special radio shows on Friday/Saturday.
- i. Amphitheater will be used for Sunday Hispanic Concert.
- j. Pre-fair and fairtime promotions will be continued.
- k. Advance Season Fun Pass Program to be continued.
- l. Computerized entry system will be purchased.

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
Interim Operating Revenues							
1	Rent & Storage	\$ 178,595	\$ 190,339	\$ 155,894	\$ 155,894	\$ 180,894	Includes rate adjustments. No BINGO planned for 2003-04.
2	Damage Deposits	10,800	4,536	-	-	-	Not a budget category.
4	Parking Fees	17,669	13,900	17,000	32,358	8,000	Forth of July only. No Air Show planned for 2003.
5	Miscellaneous income	16,584	9,090	12,000	10,000	10,000	Estimated at 2002-03 levels.
6	RV Park	26,790	18,194	20,000	18,000	18,000	Estimated at 2002-03 levels.
7	ATM Fees	-	719	300	353	750	New ATMs planned for July 1, 2003.
Total Interim Operating Revenues		\$ 250,438	\$ 236,778	\$ 205,194	\$ 216,605	\$ 217,644	

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Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
Interim Personnel Expenses							
8	Salaries	\$ 222,758	\$ 188,021	\$ 216,533	\$ 210,000	\$ 194,845	Full-time staff prorated to interim rental program (See Attached).
9	O.P.E.	65,792	55,859	79,404	75,000	65,000	FICA; Tri-Met; Unemployment; PERS (17.18%); Health & Dental.
Subtotal		\$ 288,550	\$ 243,880	\$ 295,937	\$ 285,000	\$ 259,845	
Interim Operating Expenses							
10	Office Expense	\$ 2,982	\$ 8,653	\$ 4,300	\$ 4,000	\$ 4,000	Office Supplies, etc.
11	Telephone	9,386	8,710	10,575	9,000	9,000	(Split) Local Service and Long Distance.
12	Printing	858	1,190	1,450	1,000	1,000	Letterhead, etc.
13	Postage	2,638	1,690	1,750	1,750	1,750	(Split) Postage, etc.
14	Equipment & Building Rental	6,626	2,353	6,200	5,000	5,000	Photocopier, postage meter, etc.
15	Utilities	71,521	67,551	70,300	70,000	70,000	(Split) Non-Fair Gas, Water, Sewer, Garbage and Electricity.
16	Repair & Maintenance	56,169	39,733	43,000	40,000	40,000	On-going repairs and maintenance to equipment and buildings.
17	General Supplies	23,510	8,984	18,050	18,000	18,000	Janitorial Supplies, First Aid Supplies, etc.
18	Parking	300	-	-	-	-	No expenditures expected.
19	Travel & Training	553	5,874	1,500	1,000	500	(Split) Staff to attend local meetings and training opportunities.
20	Legal Fee to County	6,610	172	2,400	1,300	1,200	(Split) Legal Advice from County Counsel @ \$100/month.
21	Professional Services	14,885	16,398	12,000	10,000	10,000	Event Security (reimbursable), web update, etc.
22	Insurance & Bonding	7,537	8,695	9,250	11,000	11,250	(Split) Increase to cover special events insurance at \$1 Million.
23	Private Mileage	211	40	500	500	500	Reimbursement of staff mileage using personal vehicles.

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Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
24	Car Allowance	\$ 1,300	\$ 178	\$ 2,130	\$ 2,130	\$ 2,130	(Split) Executive Director car allowance @ \$355 per month.
25	Advertising & Public Relations	9,338	11,863	9,500	8,000	6,000	Chamber directories, facility availability, Cloverleaf Marketing, etc.
26	Board Expense	845	2,171	1,750	750	750	(Split) Travel expenses and per diem.
27	Due, Licenses, Fees	1,961	1,282	1,125	1,125	1,125	(Split) Chamber dues, etc.
28	Misc. Materials & Services	4,369	506	4,250	2,500	2,500	Miscellaneous materials and supplies.
29	Refunds	7,457	6,191	-	-	-	Not a budget category.
30	County Indirect Cost	-	9,905	12,906	14,489	14,992	(Split) County allocated services.
31	RV Park Repair & Maintenance	82	1,788	1,000	1,000	1,000	Signage, gravel, etc.
32	RV Park Hotel/Motel Tax	1,105	1,004	800	1,000	1,000	\$250 per quarter based upon average occupancy.
33	ATM Fees	-	2,140	300	200	500	(Split) ATMs on-line in 2003-04.
Total Interim Operations		\$ 230,243	\$ 207,071	\$ 215,036	\$ 203,744	\$ 202,197	
Total Interim Expenses		\$ 518,793	\$ 450,951	\$ 510,973	\$ 488,744	\$ 462,042	
Net Revenues/Expenses		\$ (268,355)	\$ (214,173)	\$ (305,779)	\$ (272,139)	\$ (244,398)	

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Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
Special Show or Event							
34	Interim Show Revenue	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	Special post-fair event.
35	Interim Show Expenses	-	-	100,000	-	100,000	Special post-fair event.
Net Revenues/Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	

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Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
Fair Revenues							
36	State Sources - Dept. of Agriculture	\$ 41,976	\$ 43,056	\$ 43,056	\$ 43,056	\$ -	State money may not be available in 2003/04.
37	Youth Admissions	29,075	35,779	35,500	37,886	37,500	Youth rates adjusted to ages 6-12.
38	Other Admissions	206,347	200,085	200,000	213,820	210,000	Based upon 2002 actual.
39	Concessions/Booths	136,916	62,341	109,000	120,695	120,000	Based upon 2002 actual.
40	Sponsorships	51,400	49,175	50,000	57,625	57,500	Based upon 2002 actual.
41	Advertising Sold	2,875	2,300	15,000	1,800	2,500	Requires special efforts.
43	Carnival Income	54,463	49,672	50,000	50,946	50,500	Based upon 2002 actual.
44	Entry & Bedding Fees	3,127	3,328	5,500	2,468	2,500	Based upon 2002 actual.
45	Parking Fees	39,924	39,951	55,500	40,491	40,000	Based upon 2002 actual. Carpool rate still in effect.
46	Rodeo Sponsorships	68,271	34,490	44,800	29,090	30,000	30% of Rodeo Budget per Board Policy. Excludes title sponsor.
47	Miscellaneous	15,005	11,203	10,700	18,530	17,500	Ice sales, Corporate Hospitality Program, steak fry tickets, etc.
48	Rodeo Admissions	5,981	4,964	5,000	4,870	4,800	Open VIP Section to Public - Move VIP to Chute Area.

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Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
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 County Fairgrounds Fund 150

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
49	Main Stage	\$ -	\$ 21,197	\$ -	\$ -	\$ -	No hard-ticketed entertainment planned.
50	Amphitheater Merchandise	1,074	1,039	1,000	697	500	No major artists planned.
51	Rodeo Miscellaneous	11,896	3,070	3,000	1,740	1,750	Based upon 2002 actual. Merchandise, Member Dues, Donations.
52	ATM Fees	-	2,687	2,500	2,267	2,500	Two ATM machines planned (only one in 2002).
53	Rodeo Queen Activities	-	-	3,000	-	3,000	Based upon 2003 Queen Contract.
54	Total Fair Operations	\$ 668,330	\$ 564,337	\$ 633,556	\$ 625,981	\$ 580,550	
Fairtime Personnel Expenses							
55	Salaries	\$ 222,758	\$ 188,021	\$ 216,533	\$ 210,000	\$ 194,195	Prorated full-time staff and fairtime temporary staff.
56	O.P.E.	65,792	55,860	79,404	75,000	65,000	FICA; Tri-Met; Unemployment; PERS (17.18%); Health & Dental.
Total Fairtime Personnel Expenses		\$ 288,550	\$ 243,881	\$ 295,937	\$ 285,000	\$ 259,195	
Fair Operations							
57	Telephone	\$ 3,129	\$ 2,903	\$ 3,525	\$ 3,000	\$ 3,000	(Split) June, July and August Telephone Charges.
58	Car Allowance	1,300	177	2,130	2,130	2,130	(Split) 50% of Executive Director's car allowance.
59	Printing	5,452	4,214	8,000	7,035	7,500	Roll Tickets (\$500); Letterhead (\$500); Entry Tags (\$650); Daily Sheets (\$2,500); Fun Passes (\$750); Gate Tickets (\$2,000).
60	Postage	1,000	1,000	1,000	1,000	1,000	(Split) June, July and August Postage Charges
61	Travel & Training	3,500	3,500	4,000	4,000	4,500	(Split) OFA, WFA and IAFE Meetings and Conventions.
62	Legal Fees to County	1,200	1,200	1,200	1,200	1,200	(Split) Legal Advice from County Counsel @ \$100/month.
63	Insurance and Bonding	7,538	8,695	9,250	11,000	11,250	(Split) 50% of estimated costs.
64	Board Expense	845	2,172	1,750	750	750	(Split) 50% of estimated costs.

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Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
65	County Indirect Costs	\$ -	\$ 9,905	\$ 12,905	\$ 14,490	\$ 14,992	(Split) 50% of estimated costs.
66	Utilities	16,306	14,807	15,000	11,616	13,000	(Split) Estimated at 2002 Levels plus 10% - Water, Sewer,
67	Dues, Licenses and Fees	1,100	1,100	1,125	1,125	1,125	(Split) OFA, WFA and IAFE Dues
68	Parking	12,336	12,654	2,000	5,185	5,200	Sheriff's Posse (\$750); Parking Passes (\$250); Parking Attendants (\$3,400); Shuttle Buses (\$950).
69	Professional Services	41,752	45,352	24,000	29,154	29,500	Grounds Cleanup (\$2,750); Security (\$11,500); EMTs (\$1,500); Law Enforcement (\$2,000); Sponsorship Fees (\$10,000).
70	Advertising	80,514	77,917	75,000	76,299	77,500	Radio, MAX, TV and Newspaper Advertising (\$72,500); Pre-Fair and Fairtime Promotions (\$5,000);
71	Refunds	100	1,189	-	-	-	Not a Budget category.
72	Miscellaneous	7,832	7,357	10,000	15,976	16,500	Tents/Canopies (\$6,000); Ice (\$2,000); Picnics (\$7,500); Steak Fry Canopy (\$500); Steak Fry Reimbursements (\$400).
73	Decorations	4,262	3,735	4,000	4,083	4,000	Pipe/Drapes (\$1,500); Plants (\$2,000); Table Covers (\$500)
74	Equipment Rental	15,749	14,293	10,000	9,623	13,000	Bleachers/ADA Platform (\$5,600); Radios (\$1,800); Chairs (\$750) Fencing (\$750); Computers (\$600); Ticketing (\$2,750).
75	Restroom Service	19,806	17,410	17,000	14,000	15,500	Janitorial (\$6,000); Portable Restrooms (\$6,000); Janitorial Supplies (\$2,500); Wash Stations (\$1,000).
76	Repair & Maintenance	6,445	13,312	7,250	7,115	7,000	Paint (\$1,500); Gasoline/Diesel (\$900); Drop Box (\$450); Refrigeration (\$2,000); Backflows (\$500).
77	Materials & Supplies	17,689	21,991	20,000	13,427	10,500	Shavings (\$5,000); Signage (\$3,000); Electrical Supplies (\$800); Misc. Supplies (\$1,000).
78	ATM Fees	-	105	250	-	250	(Split) Repairs and Supplies.
Total Fair Operations		\$ 247,855	\$ 264,988	\$ 229,385	\$ 232,208	\$ 239,397	

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Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
Exhibits & Competitions							
79	Awards FFA	\$ 3,130	\$ 2,672	\$ 2,750	\$ 2,575	\$ 2,600	Based on 2002 Fair.
80	Personnel FFA	877	968	1,000	632	650	Based on 2002 Fair.
81	Other FFA	676	1,081	1,200	1,361	1,350	Based on 2002 Fair.
Total FFA		\$ 4,683	\$ 4,721	\$ 4,950	\$ 4,568	\$ 4,600	
82	Awards 4-H	\$ 9,206	\$ 7,490	\$ 7,750	\$ 5,947	\$ 6,000	Based on 2002 Fair.
83	Personnel 4-H	5,647	6,043	6,000	5,912	5,900	Based on 2002 Fair.
84	Other 4-H	3,753	7,760	8,000	9,945	9,950	Based on 2002 Fair. Includes Shavings/Portable Rest Rooms.
Total 4-H		\$ 18,606	\$ 21,293	\$ 21,750	\$ 21,804	\$ 21,850	
85	Awards Open Class	\$ 33,417	\$ 32,926	\$ 34,000	\$ 25,778	\$ 25,800	Based on 2002 Fair.
86	Personnel Open Class	4,235	4,267	4,500	2,052	2,050	Based on 2002 Fair.
87	Other Open Class	2,357	5,400	5,750	3,627	3,650	Based on 2002 Fair.
Total Open Class		\$ 40,009	\$ 42,593	\$ 44,250	\$ 31,457	\$ 31,500	
Total Exhibits & Competitions		\$ 63,298	\$ 68,607	\$ 70,950	\$ 57,829	\$ 57,950	

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Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
Rodeo							
88	Prize Money	\$ 46,000	\$ 46,000	\$ 46,000	\$ 45,000	\$ 45,000	\$6,000 added per event plus \$1,000 day money/performance.
89	Announcer/Contractors/Personnel	19,150	21,634	21,300	18,871	16,600	Announcer, clown, bullfighter, timer, judges, scoreboard, etc.
90	Stock Contract	21,180	25,430	30,080	28,012	27,000	Rough stock and feed.
91	Special Awards	2,280	402	1,200	816	500	Awards for all-around cowboy and special winners.
92	Exceptional Kid's Rodeo	2,531	897	2,000	712	2,000	Event similar to Special Olympics rodeo-style.
93	Promotion	8,060	6,262	5,700	5,323	5,500	Cowboy hospitality and VIP incentives.
94	Materials & Supplies	3,681	3,354	3,500	2,957	3,000	Arena and staging area maintenance, cell phone reimbursement.
95	Board Expense	3,200	1,971	3,000	3,000	2,000	Attendance at NFR/CRC Convention, etc.
96	Other (Fees & Dues)	3,072	4,287	2,825	2,522	2,500	Sanction fees with PRCA and WPRA, ambulance stand-by, etc.
97	Queen	8,590	3,576	4,000	3,000	4,000	Expenses to promote queen, travel, clothes closet, etc.
98	Rental Equipment	5,240	6,523	6,500	7,810	7,500	Bleachers and ADA Platform, tables, chairs, tent and generator.
99	Money Raising Projects	1,797	2,013	2,000	1,750	1,750	Merchandise, merchandise tent, Poker ride, etc.
100	Sponsorship Fees	-	-	2,000	1,125	-	Contractor fee to secure rodeo related sponsors.
Total Rodeo		\$ 124,781	\$ 122,349	\$ 130,105	\$ 120,898	\$ 117,350	

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Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
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 County Fairgrounds Fund 150

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
Fair Entertainment							
101	Main Stage (Artist Fees)	\$ 66,100	\$ 75,100	\$ 50,000	\$ 80,210	\$ 60,000	Thursday/Friday (\$30,000); Saturday/Sunday (\$20,000); Sunday/Hispanic (\$7,500).
102	Grounds Entertainment	59,995	61,097	75,000	57,224	45,000	Draft Horse (\$5,000); Truck Pull (\$6,000); Demo Derby (\$5,500); Blues Artists (\$9,000); Jest-In-Time (\$5,000); Calliope (\$2,000); Hypnotist (\$5,500); Birds (\$3,500); Racing Pigs (\$4,000).
103	Associated Costs - Main	38,689	41,417	32,000	23,712	30,000	Stage/Sound/Lights (\$15,000); Sound/Sunday (\$1,500); Stagehands (\$1,500); Chairs (\$3,000); TBA (\$4,000); Fence (\$750 Aguilar (\$1,500); Hospitality (\$1,000); Dance Floor (\$750).
104	Associated Costs - Grounds	8,746	9,734	13,500	16,282	12,500	Blues/Friendship Sound (\$7,500); Props (\$750); Blues Tent (\$1,500); Stage (\$750); Chairs/Tables (\$1,000); Fencing (\$750); Dance Floor (\$750).
105	Touch & See	2,052	1,947	2,000	3,000	2,500	Seek Local Contractor.
106	Special Exhibit	-	-	25,000	17,233	17,500	Special Show on Grass Near Lv Restrooms (Goat Mountain, Rain Forest, etc.)
Total Fair Entertainment		\$ 175,582	\$ 189,295	\$ 197,500	\$ 197,661	\$ 167,500	
Total Fairtime Expenses		\$ 900,066	\$ 889,120	\$ 923,877	\$ 893,596	\$ 841,392	
Net Fairtime Income/Loss		\$ (231,736)	\$ (324,783)	\$ (290,321)	\$ (267,615)	\$ (260,842)	

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Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
Non-Operating Revenues							
107	Dedicated Funds - Hotel/Motel Tax	\$ 632,100	\$ 538,376	\$ 600,000	\$ 538,000	\$ 538,000	Represents reduced level of receipts.
108	Interest	16,875	15,026	8,000	6,000	5,000	Expect low returns for 2003-04.
Total Non-Operating Revenues		\$ 648,975	\$ 553,402	\$ 608,000	\$ 544,000	\$ 543,000	
Non-Operating Expenses							
109	Purchase/Lease	\$ 57,698	\$ 55,950	\$ 42,709	\$ 42,709	\$ 42,667	Debt Service on 34th Ave. property. \$320K Balance as of 6/03.
110	Land Improvements	2,085	1,177	-	-	-	No expenditures planned.
111	Building & Structures	5,792	-	10,000	-	-	No expenditures planned.
112	Equipment	9,699	345	10,000	17,500	20,000	ATM Machine, Barricades, Turnstile, Canopy, etc.
113	Development Reserve	-	35,000	-	10,000	-	No expenditures planned.
Total Non-Operating Expenses		\$ 75,274	\$ 92,472	\$ 62,709	\$ 70,209	\$ 62,667	

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Description	Actual 2000-01	Actual 2001-02	Adopted 2002-03	Mid-Year Estimate	Requested 2003-04	Line Item Explanation
Budget Recap							
114	Cash On Hand - July 1	\$ 348,131	\$ 421,741	\$ 328,352	\$ 410,141	\$ 344,178	
115	Interim Revenues	250,438	236,778	205,194	216,605	217,644	
116	Special Show	-	-	100,000	-	100,000	
117	Fairtime Revenues	668,330	564,337	633,556	625,981	580,550	
118	Non-Operating Revenues	648,975	553,402	608,000	544,000	543,000	
Total Revenues		\$ 1,567,743	\$ 1,354,517	\$ 1,546,750	\$ 1,386,586	\$ 1,441,194	
Total Cash and Revenues		\$ 1,915,874	\$ 1,776,258	\$ 1,875,102	\$ 1,796,727	\$ 1,785,372	
119	Interim Expenses	\$ 518,793	\$ 450,951	\$ 510,973	\$ 488,744	\$ 462,042	
120	Special	-	-	100,000	-	100,000	
121	Fairtime Expenses	900,066	889,120	923,877	893,596	841,392	
122	Non-Operating Expenses	75,274	92,472	62,709	70,209	62,667	
Total Expenses		\$ 1,494,133	\$ 1,432,543	\$ 1,597,559	\$ 1,452,549	\$ 1,466,101	
123	Cash on Hand - June 30	\$ 73,610	\$ 410,141	\$ 277,543	\$ 344,178	\$ 319,271	
Total Expenses and Ending Cash		\$ 1,567,743	\$ 1,842,684	\$ 1,875,102	\$ 1,796,727	\$ 1,785,372	

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County of Washington

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

FAX MEMORANDUM

Date: January 8, 2003

To: Board Members
Washington County Fair Board

From: Don G. Hillman, Executive Director
Washington County Fair Complex

Re: Restaurant Row and Arts & Crafts Building Status

As discussed at the December 2002 Board meeting, staff suggested that some facilities be assessed as to their current and future usefulness. Many of the Fair Complex facilities are more than 30 years old with most having little or no major maintenance or repairs performed over the last decade. Some facilities such as the sheep and swine barns are used only during the annual County Fair & Rodeo with other facilities, such as the Main Exhibit Hall and the Cloverleaf Building, used on a year-round basis.

Since the last Board meeting, staff has reviewed the Restaurant Row and Arts & Craft Building present usefulness as well as both facilities ability to contribute on an on-going basis during fairtime and interim periods.

Restaurant Row Building – Built more than 30 years ago, this facility is in disrepair and is currently used only by St. Mathews during fairtime. It is suggested that this facility be demolished and its only tenant, St. Mathews, relocated to the Chuck Wagon concession stand with Amigo's. Cost to remove this facility is minimal and demolition is within our staff's capability. Any outside assistance would probably be limited to relocating power feeds to an adjacent pole. An analysis of this facility is attached.

Arts & Crafts Building – This facility, although structurally sound, is more difficult to assess as to its future usefulness. Built more than 30 years old as the Fair Complex Maintenance Facility, it was converted for fairtime and interim use in 1986 when new maintenance facilities were built at the south end of the Complex.

During fairtime, this facility is used to house arts and crafts exhibits. If it is determined that this facility should be removed, arts and crafts exhibits would most likely be moved and incorporated with other the static exhibits located in the south end of the Main Exhibit Hall.

During the interim, this facility is part of the Fair Complex's facility rental program, but over time has been rented more sparingly although used often for non-paid 4H events. The cost to operate this facility, i.e., natural gas, electricity, water and sewer, etc., is estimated at approximately \$5,000 annually with natural gas charges over the last twelve months alone costing almost \$3,200. If it is determined that this facility should be removed, interim usage would likely shift to the Cloverleaf Building or future leases would opt to use tents or canopies to replace any lost exhibit space.

Perhaps more important to the Fair Complex's fairtime and interim rental programs, this facility detracts from the Complex's over physical aesthetics. Although somewhat softened during fairtime with vendors located on the facility's exterior and artwork scattered inside the facility, there is little that can be done to hide the facility's rusting roof, outdated corrugated siding or the scared interior space. The facility's rather stark appearance is most prevalent during the non-fairtime as it sits adjacent to the Main Exhibit Hall, the Complex's most often rented and visited facility. Any efforts to address the facility's aesthetics would be costly and not likely recouped by increased rental opportunities.

Costs to remove this facility could be mitigated by using the Sheriff's Office inmate team and having some materials such as the interior frames salvaged by advertising in the *Argus*. An analysis of this facility is attached.

Attachments

Washington County Fair Complex Facility Analysis



Building Name:	Restaurant Row	Year Constructed:	Pre 1975
Building Age:	More than 30 years.	Acquisition Cost:	\$11,000
Size:	40' x 80' w/20' x 20' stand	Foundation:	Concrete Slab
Construction Type:	Wooden beam and plywood.	Siding:	Plywood
Roof:	Corrugated Metal.	Entrances:	Walkup Service
Insulation:	None	Heating System:	None
Gutters:	None	Windows:	None
Restrooms:	None	Electrical System:	Direct feed to building
Water Service:	Two Inch Line.	Fire Alarm System:	No.
Water Meter:	No.	Sprinkler System:	No.
ADA Compliant:	No - Counters not at correct height.		
Other:	Improper venting system. Sinks do not meet health code requirements.		
Operating Costs:	Minimal.		
Maintenance Costs:	Minimal.		
Life Expectancy:	Limited - estimated at less than five years.		

Building History: Originally built to house fair concession stands. At one time there were three separate concession stands. Over time, more restrictive health codes and operating requirements prevented continued operation by various local groups. Two of the stands were removed before the 2002 County Fair.

Building Maintenance Summary:

Exterior Structure - Siding Condition

Condition is poor. Some support beams showing sign of dry rot.

Exterior Structure - Painted Surfaces

Should be repainted on a regular schedule.

Structure Perimeter - Floor

Concrete slab is higher than surrounding grass.

Roof/Gutters Condition

Roof condition good - no gutters.

Electrical Service - Panel and Subpanels

200 Amp service.

Electrical Service - Plugs, Switches, Junction Boxes

Located on outside of building.

Heating System

None.

Washington County Fair Complex Facility Analysis



Building Name:	Arts & Crafts Building	Year Constructed:	Pre-1975
Building Age:	More than 30 years.	Acquisition Cost:	\$21,000
Size:	4,800 sq. ft. (60' x 80')	Foundation:	Formed concrete.
Construction Type:	Metal Truss.	Siding:	Corrugated Metal.
Roof:	Corrugated Metal.	Entrances:	Rolling Metal Doors.
Insulation:	Exposed fiberglass batting.	Heating System:	Suspended NG Units.
Gutters:	Yes.	Windows:	None.
Restrooms:	Yes	Electrical System:	Two 200 amp panels
Water Service:	Two Inch Line.	Fire Alarm System:	No - Not required.
Water Meter:	No.	Sprinkler System:	No - Not required.
ADA Compliant:	Entry - No. Restrooms - Yes.	Floor:	Wood over asphalt.
Other:	Non-Commercial Kitchen w/Cooking Equipment (Not Vented). No hoods.		
Operating Costs:	Total - \$5,380. Annual Natural Gas - \$3,180 (actual); Electricity - \$1,200 (estimated); Water/Sewer - \$500 (estimated); Repairs/Maintenance - \$500 (estimated).		
Maintenance Costs:	Maintain gutters. Areas of rust can not be effectively treated or painted.		
Life Expectancy:	Unknown.		
Building History:	First used as Maintenance Shop until new maintenance shop was built elsewhere. Converted to house arts and crafts. Restrooms and wooden floor was added after 1986. Used most often for overflow events or non-paid 4H events.		

Building Maintenance Summary:

Exterior Structure - Siding Condition

Structurally sound. Roof shows visible signs of rust. Some roof damage.

Exterior Structure - Painted Surfaces

Some areas show signs of peeling. Some sections are dented.

Structure Perimeter

Good drainage around foundation. No signs of moisture penetration.

Roof/Gutters Condition

Roof shows signs of rust. Gutters drain on to lawn area or pavement.

Electrical Service - Panel and Subpanels

Two 200 amp service.

Electrical Service - Plugs, Switches, Junction Boxes

Numerous outlets on exterior for fairtime access by exhibitors.

Heating System

System of questionable age and reliability.

Other

Has men and women restroom.

ANNOUNCEMENTS

Calendar of Events
January 2003 - March 2003

Date	Event	Location
January		
1	New Years Holiday	Office Closed
6 - 9	Western Fair's Annual Convention	San Diego, CA
7	Rodeo Committee Meeting	Floral Building (7:30 PM)
10 - 12	Oregon Fair's Convention	Portland, OR
11	Rodeo Queen Coronation	Cloverleaf Building
15	Board Meeting	Floral Building (4:30 PM)
17	Martin Luther King Holiday	Office Closed
25	Washington County Livestock Assoc. Annual Meeting & Banquet	Farm House Restaurant (6 PM)
February		
4	Rodeo Committee Meeting	Floral Building (7:30 PM)
5	Board Meeting	Floral Building (4:30 PM)
5	Booster Meeting	Board Room (7:00 PM)
20	Presidents Day	Office Closed
March		
4	Rodeo Committee Meeting	Floral Building (7:30 PM)
5	Board Meeting	Floral Building (4:30 PM)
5	Booster Meeting	Board Room (7:00 PM)
25-28	IAFE Zone Meeting	White Fish, Montana

CORRESPONDENCE

COMMUNICATIONS

OTHER MATTERS OF INFORMATION

County of Washington

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

MEMORANDUM

Date: October 8, 2002

To: Fair Board
Washington County Fair Complex

From: Lisa DuPre'
Marketing/Events Director

Re: Marketing of Cloverleaf Building for Weekday Usage

With the Cloverleaf Building now having more available time for rentals Monday through Wednesday with the end of the Bingo program, steps are already underway to try and bring some additional business to the building on weekdays.

- Tim Morgan, Sales Manager for the Convention and Visitors Bureau of Washington County, visited the building on January 3rd, and he's received all of the specifics on it so he can keep it in mind and promote it as a viable option for those contacting the Bureau for help in finding meeting space.
- The building will be set up in a meeting-style format so photos can be taken to depict its potential for conferences, workshops, etc. These photos will then be used for presentation packets that will go out to our list of customers who have come to us for meeting space in the past and have had to use the large Main Exhibit Hall, or the Arts & Crafts Building, as well as other potential users.
- We also will be looking at ways to highlight this building on our website so visitors to the opening page will immediately be presented with a message drawing their attention to the fact that we now have more available meeting space and they can pursue further details about the Cloverleaf Building on the site.
- Our weekly advertising in the Hillsboro Argus already highlighted the building in the January 3rd edition, and future ads will also focus attention on the available weekday space.
- Don Hillman is working with the Maintenance Team on some construction/remodeling ideas to potentially close off more of the kitchen to further improve the overall atmosphere of the room.

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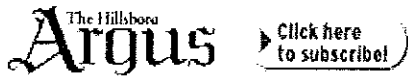
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NEWS



The Hillsboro Argus
News

\$25,000 needed to preserve 150-year-old wooden jail

12/10/02

In an all-out 25 in 25 Save the Jail effort to save a colorful historical landmark from weather-related deterioration and eventual collapse by the end of 2002, the Washington County Historical Society and Museum are asking Oregon citizens to put one of the state's oldest log structures on their year-end donation list.

According to preservation specialist David C. Rogers, the old log jail needs to be moved and preserved before winter weather takes its toll.

The structure needs to be protected from one more wet cycle, he says.

Winter wetness is the building's biggest enemy, causing significant dry rot and insect infestations to the nearly 150-year old wood structure, according to Rogers.

For the last 49 years, the building has rested at ground level rather than on its original elevated foundation. Ground moisture has seeped into the lower logs and wind-driven rain has saturated the exterior. The roof is also in need of repair.

The Old Log Jail would be relocated to a repair facility to be restored for

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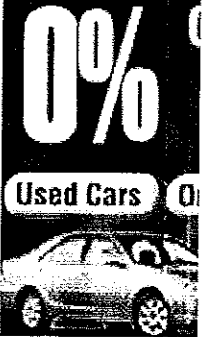
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future exhibit and display.

We received a \$25,000 challenge grant, but we need citizens who care about conserving Oregon's history to step up to the plate in the next 25 days in order to save the jail from further deterioration this winter, he says.

Funds raised will be used to move the jail from its current location at the Washington County Fairground and carefully preserve and reassemble it at the museum site.

The Washington County Log Jail is historically significant not only because of its age but because it housed a variety of colorful criminals during Oregon's settlement period.

The jail was built before Oregon was a state. The people who were sent to the jail, and the reasons why they were jailed offer a fascinating glimpse of life in the Oregon Territory, says historian Melissa Darby, who researched and documented the jail's history earlier this year for The Washington County Historical Society.

She spent days looking at original jail papers and court records at the Oregon State Archives, gleaned information on the original construction of the jail, its day-to-day operation, its inmates and their stories.

Darby asks anyone with photos from when it was first moved in 1953 or information about this structure to contact her through the museum.

To contribute to the 25 in 25 Save the Jail Fund, send a check in care of the Washington County Historical Society, 17677 NW Springville Road, Portland, OR 97229. Call 503-645-5353.

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Hope for diversity on Fair Board evaporates

12/17/02

LAURA GUNDERSON

HILLSBORO -- When Washington County commissioners fill two open seats on the Fair Board today, they will choose among eight candidates -- all but one of whom live in the western part of the county.

Kathy Christy, board chairwoman and a Cedar Hills resident, has asked to be reappointed to another three-year term. Seven candidates are vying for the seat vacated by longtime board member Lyle Spiesschaert of Forest Grove, whose term expires Dec. 31.

No one questions the quality of the candidates. Some, however, are asking whether the five-member Fair Board should be more diverse, both in ethnicity and in geography. They say that would help the board tackle the difficult issues of redeveloping the aging fairgrounds while preserving its agricultural heritage.

Deadline extended last year Commissioners shared that concern last year, extending an application deadline for two seats in hopes of attracting candidates from the more suburban, eastern part of the county.

This year, commissioners say they are pleased with the turnout at a time when it's hard to find anyone to fulfill civic duties; three of the five county commissioners ran unopposed for re-election in November.

"It would be nice if we had more ethnicity as far as applicants go, but we don't so I'm going to deal with those applicants that have applied," said county Commissioner Andy Duyck, who represents a portion of Hillsboro and points west.

Besides Christy, candidates are Jim Clymore of Hillsboro, Joe Evers of Banks, Edmin Kristovich of Hillsboro, Lynelle Morgan of Aloha, Eric Sahnnow of Forest Grove, Kathy Schmidkofer of Forest Grove and Jane Willhoite of Hillsboro.

Each commissioner makes a recommendation for a particular Fair Board seat. After discussion, all commissioners vote on the appointments.

Spiesschaert's seat is in Duyck's district. Christy's seat is in Commissioner Dick Schouten's district. He says he plans to recommend her reappointment.

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"It is indeed a continuing goal to solicit applications from as broad a pool as possible and to appoint folks who best represent the county," said Gerald Kubiak, who coordinates advisory councils and commissions for the county.

County officials seek applicants for such groups by posting announcements in community newsletters, with chambers of commerce, newspapers, TV and radio stations. For these Fair Board openings, they also put the word out informally among current Fair Board members and a citizens committee that helped shape redevelopment plans for the fairgrounds.

Lillian Aamold applied to the Fair Board last December and says she would have applied again if she'd heard a seat was open. A self-proclaimed city kid who visits county fairs each summer, Aamold says she hopes for a wider range of people on the board to help the fair move into the future.

"The face of our county has changed, and that diversity needs to be represented," said Aamold, who lives in the Bethany area.

Revamping board under discussion When Aamold applied last year, the Fair Board was simmering in controversy. Soon after, two members commented that Latinos dominated the annual Fourth of July celebration and the fair's executive director Margaret Garza resigned.

After soliciting additional applications, the commissioners ultimately reappointed Ken Leahy, who lives in the Laurelwood area, and Sheila Day of Banks.

County commissioners and Fair Board members have discussed revamping the board. One idea is a board to manage the fairgrounds with a separate committee to oversee the fair and rodeo. Board members also have talked about adding two more seats to the board.

"As a board member, I am very hopeful that whoever the county commissioners appoint will have an appreciation for the importance of reaching out to our neighbors in the eastern part of the county," said Richard Vial, a board member who lives in Scholls and has a law practice in Tigard.

"I hope they understand the extreme need to find ways to attract their allegiance as well as the allegiance of the rural western community."

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Washington County News

THE NEXT QUESTION

12/19/02

Should Washington County commissioners create a more diverse fair board?

When the application deadline for two openings on the Washington County Fair Board closed last year, county commissioners were frustrated that few people from the east side of the county applied. Commissioners extended the deadline for three months to solicit a more diverse field, then decided to reappoint two members, both white and from the rural, western half of the county.

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This year, eight people have applied for two seats that open in January. Board chairwoman Kathy Christy has asked to be reappointed. The other seven applicants live in western Washington County.

The current board is made up of two women and three men, all of them white. Christy lives in Beaverton, the rest in western Washington County.

Whoever is chosen will join a board facing the task of renovating the aging fairgrounds and attracting more people to the summer fair. Following the November failure of a \$40 million bond measure, board members must find a way to pay for an Event Center, a year-round

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facility they say will bring a range of activities and better serve the county's growing and changing population.

Does it matter if most Fair Board members live in the western part of the county? As the board tries to extend the scope of whom the fairgrounds serves, should the county go to special lengths to solicit a broader range of candidates? If so, how should they do that?

We'd like to publish your response. To respond by e-mail, write to west@news.oregonian.com. To use The Oregonian's Inside Line, a free service inside the local calling area, dial 503-225-5555 from a touch-tone telephone, then enter category number 6689. Responses will be published in next Thursday's Washington County Weekly.

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Bingo loss is meetings' gain

12/24/02

LAURA GUNDERSON

HILLSBORO -- With a little spit-shine and a few swipes of paint, Washington County Fair & Rodeo officials hope to turn a bingo parlor into a board room.

When the bottom fell out of the bingo market this fall, Glencoe High School's football boosters canceled their traditional fund-raising games in the fairgrounds' Cloverleaf Building. For fair officials striving to make the fairgrounds more profitable year-round, loss of the weekly rental meant a hit of \$13,000 a year.

To make up the loss, fair officials will begin peddling the Cloverleaf to local businesses as the perfect place for quarterly report meetings, training seminars and brainstorming sessions.

The numbered bingo board and TV screens on the walls came down for good last week. "That equipment doesn't lend itself to business meetings," fair director Don Hillman said. "We're hoping to give this building a new lease on life."

Hillman and others hope that attracting the suit-and-tie set year-round could bring more support for the proposed Event Center, a 136,000-square-foot facility they hope to see built on the fairgrounds someday.

A \$40 million Event Center bond measure, which would have paid for updating buildings and building two exhibit halls and an arena/amphitheater, failed in every precinct countywide in November's election.

Fair officials plan to continue researching ways to pay for an Event Center, which they say could attract a host of new customers, from business meetings and consumer shows to football playoffs and graduation ceremonies.

This year's total budget for the fairgrounds is \$1.6 million, \$160,000 of which comes from events outside the fair.

In years past, several groups, including Intel, the Hillsboro School District and the U.S. Postal Service, have rented buildings at the fairgrounds.

"Some businesses rent because they need the extra space," said Lisa DuPre, events coordinator at the fair. "But for some, where people are sitting in cubicles all day, they can sometimes think better when they get out of the office."

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During the fair, quilted, sewn and painted entries blanket the walls of the Cloverleaf. The building has a kitchen that fair officials tout as perfect for catering.

The 3,200-square-foot building rents for \$225 a day on Friday, Saturday and Sunday. Other days, the rate is \$25 an hour with a four-hour minimum. The room seats as many as 200 -- with tables and chairs that can be rented for an additional fee.

"We've had to turn business away all the time," DuPre said. "Our main exhibit hall is booked every weekend year-round, and depending on how big the shows are, it takes at least a day to clean up, and then we start set-up for the next one. So, we've had very little available before the bingo hall opened up."

Fair officials aim to change the minds of folks who pull into the fairgrounds' graveled parking lot only for a glimpse of farm life and a spin on the Ferris wheel under the summer sun.

"It's definitely a great idea, because there is a greater demand than there is a supply," said Deanna Palm, who fields frequent requests for meeting halls as executive director of the Hillsboro Chamber of Commerce.

"We have a large business community that's been in need," she said, "as well as a lot of organizations and associations who are looking for space."

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Year in review: Best of

12/26/02

Best false alarm: Police officers responding to a report of a man with a painted face carrying a shotgun outside a Beaverton pizza parlor found a life-sized mannequin of Arnold Schwarzenegger as the Terminator -- wearing a chef's hat and an apron reading, "You'll be back." Best hoops: Four Washington County teams made it to the Class 4A boys basketball tournament: Champion Tigard, runner-up Jesuit, third-place Beaverton and sixth-place Westview. Best hoops, distaff: Three Washington County teams also made it to the Class 4A girls basketball semifinals: Second-place Beaverton; Jesuit, third; and Glencoe, sixth. Back on track: After years on hold, the \$100 million Round at Beaverton Central project began rolling again with a new developer and a New York-based financier. The 'What's In a Name?' Department, Round One: The state yanked King City Police Chief Jim Brooks' badge after learning that over the years he'd used 12 variations of his name, gave six different birth dates, five birthplaces and nine Social Security numbers. The 'What's in a Name?' Department, Round Two: Hillsboro Police came up with a new policy for releasing mugshots of fugitives when issuing public dragnets. Twice in two months, police had handed out pictures of innocent people and claimed they were wanted for felonies. What part of "FIRE" don't you understand? Former King City Police Chief Jim Brooks asked for his job back in May, saying he "thoroughly enjoyed his time with the City of King City." Town officials declined his offer to return. Best game of Texas Hold'em Up: Beaverton School Superintendent Yvonne Katz asked the school board for an \$87,000 raise -- to \$241,300 -- after a Texas school district offered to hire her away for \$268,750. Before the board made its decision, Katz decided to say adios to Beaverton.

A truly deliberative body: Beaverton put a measure on the ballot asking voters not if they wanted their drinking water fluoridated, but if they wanted the city to discuss whether drinking water should be fluoridated.

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~~It passed.~~ Most mystifying entertainment decision: The new director of the Washington County Fair & Rodeo signed Carrot Top as the event's Friday night headliner, for \$30,000. Sure beats the racing pigs: Fair board members voted to display a tank full of live sharks at the Washington County Fair. The fair's director noted, "Sharks are not a traditional fairtime exhibit." To which they respond, "Were you at the fair?": ~~Garry Turner Jr., 24-year-old Rock Creek man~~

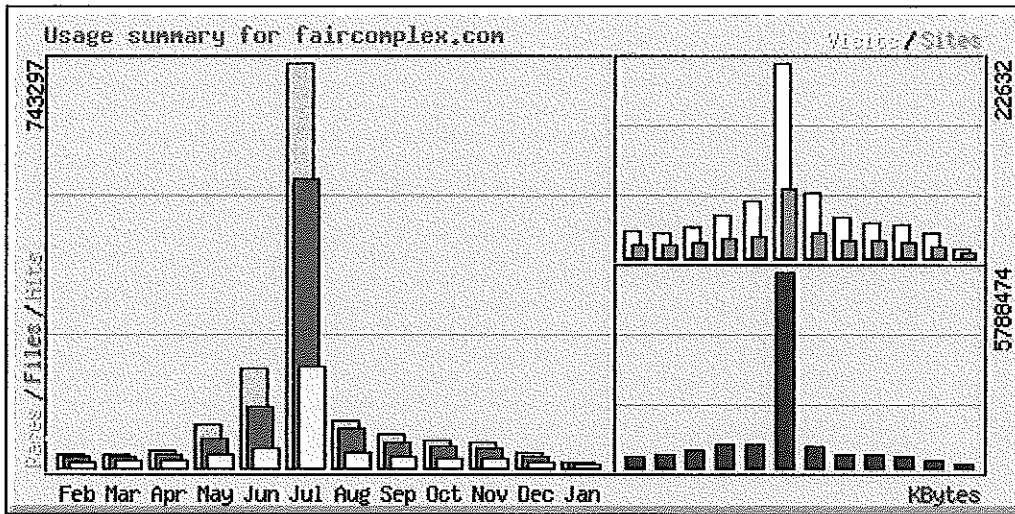
who was bitten by a shark off the Oregon Coast, said there was one good thing about the experience: It gives him a new line to try on the ladies. "Hello there. I got bit by a shark." Best big score by a small school: Gaston, Washington County's smallest school district, ranked near the top statewide for pushing 34 percent of its most recent graduates to meet requirements of Oregon's Certificate of Initial Mastery.

Hottest Web site: The Tualatin Valley Firefighters Union page became a porn site when the union forgot to renew the address. The British porn operator who pulled the fast one eventually gave the address back; he said there weren't many hits on it anyway. Dang! I knew I should have been a firefighter: A Washington County deputy who said he had an addiction to pornography resigned after he was caught using jail computers to view pornographic Web sites. We're No. 1: The intersection at 185th Avenue and Southwest Baseline Road in Hillsboro is the state's most

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Summary by Month

Month	Daily Avg				Monthly Totals						
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits	
Jan 2003	1279	1001	463	128	560	80017	1030	3711	8012	10237	
Dec 2002	827	638	321	92	1347	193802	2868	9966	19778	25650	
Nov 2002	1550	1204	542	126	1752	326165	3796	16284	36136	46514	
Oct 2002	1612	1246	543	131	2054	376505	4088	16837	38630	49997	
Sep 2002	1997	1561	687	154	2013	404058	4645	20612	46846	59933	
Aug 2002	2787	2261	933	238	2887	621372	7407	28950	70108	86401	
Jul 2002	23977	17050	5950	730	7853	5788474	22632	184459	528578	743297	
Jun 2002	6073	3727	1153	221	2500	701228	6642	34601	111815	182200	
May 2002	2504	1704	744	157	2305	677318	4873	23077	52853	77643	
Apr 2002	1085	849	439	119	1746	480348	3594	13182	25479	32570	
Mar 2002	820	639	363	96	1472	402881	2997	11255	19827	25425	
Feb 2002	899	706	378	108	1537	350067	3045	10607	19792	25184	
Totals						10402235	67617	373541	977854	1365051	