

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, January 7, 2015
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday January 7, 2015 at 4:30 p.m. in the Cloverleaf Building at the Washington Fair Complex. 873 NE 34th Ave, Hillsboro, OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

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.

FAIR BOARD MEETING PROCEDURES

Washington County Fair Board of Directors 873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Erin Wakefield, President
Don McCoun, Board Member
Betty Atteberry, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Andy Duyck, County Commissioner
& Board Member
David Vilalpando, Board Member

The Washington County Fair Board is comprised of seven members appointed by the Board of County Commissioners. Each Fair Complex Board member is appointed for a three-year term.

The primary function of the Fair Board is to oversee the planning, preparation and production of the annual County Fair.

In compliance with the American 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

All meetings are recorded.

Current Meeting Schedule

Unless otherwise noted, Fair Board Meetings are held the first Wednesday of every month at 4:30 p.m. in the Floral Building at the Washington County Fair Complex, 873 N.E. 34th Avenue, Hillsboro, Oregon 97124.

Regular Business Meetings

Regular business meetings are the time during which the Fair Board will consider the items published in their Board Agenda at the times noted above.

Generally, Board Meetings are scheduled to last no longer than two hours. At the discretion of the Board Chair, agenda items may be deferred to a later date if more discussion or consideration is required.

Quorum

To take formal action on any agenda item, at least four (4) Board members must be present. Once a quorum is established, at least a majority of these members present must vote in the affirmative to move an action or motion. The Board can still conduct business and discuss agenda items without a quorum present. However, no formal action can take place until a quorum of the Board is in attendance.

Once the Regular Business Meeting Begins

The Fair Board's formal meetings typically include the following elements:

1. **Call to Order:** At the start of the Board meeting, the Chair (or Vice Chair) of the Board will call the meeting to order. All matters noticed and listed on the agenda, in any category, may be considered for action in any order at the discretion of the Board Chair. Items not so noticed may be discussed at the discretion of the Board Chair, but cannot be considered for action.
2. **Oral Communications 1:** This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.
3. **Consent Agenda:** The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda.
4. **Regular Agenda Items:** Unless otherwise noted, regular agenda items will follow in the order listed on the agenda.
5. **Oral Communications 2:** As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.
6. **Adjournment:** At the conclusion of the items on the Board's agenda, the Board Chair will formally conclude the Board's regular business

Meeting Protocol

The Fair Board welcomes public attendance and participation at its meetings. Anyone wishing to speak on an agenda or non-agenda item at a regular business meeting should feel free to do so. In doing so, the Board asks that the following guidelines be observed:

1. Please follow sign-in procedures located on the table by the entrance to the meeting room.
2. When your name is announced, please be seated at the table in front and state your full name, address and organization represented, if any, for the record.
3. Groups or organizations wishing to make a presentation are asked to designate one spokesperson in the interest of time and to avoid repetition.

4. When more than one citizen is heard on any matter, please avoid repetition in your comments. Careful attention to the previous speaker's remarks will be helpful in this regard.

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, January 7, 2015

4:30 p.m. to 6:00 p.m.

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Erin Wakefield, President
Betty Atteberry, Board Member
Don McCoun, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

David Vilalpando, Board Member
Andy Duyck, Board Member

A. Call to Order

B. Oral Communications I

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

C. Approval of Minutes

1. November 2014 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2015
2. Educational Fund Update

F. New Business

1. Board Elections

G. Other Matters of Information

1. County Administrative Office Update, if any
2. Other, if any

H. Oral Communications II

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

I. Adjourn

Minutes
Washington County Fair Board
Wednesday, November 5, 2014

Convened: 4:32 pm

FAIR BOARD:

President Erin Wakefield
Board Member Don McCoun
Board Member David Villalpando
Board Member Andy Duyck

Board Member Bill Ganger
Board Member Gary Seidel
Board Member Betty Atteberry

STAFF:

Leah Perkins-Hagele, Fairgrounds Manager
Nancy Karnas, Fair Assistant

A) Call to Order

- 1) Board Member Don McCoun called the meeting to order at 4:32 p.m. and noted Board Members Duyck, Ganger, Seidel and Atteberry were present along with Staff.

B) Oral Communications 1

- 1) **Lindsey Stimpson, Washington County 4H National Communications Team-** Ms. Stimpson came before the board to follow up on her teams' original request from the July meeting for a donation of five hundred dollars to attend a competition in Kentucky this month. Board Member McCoun asked the board if they recalled the original request and all answered in the affirmative. Board Member Duyck asked if there was room left in the budget for a donation and if there was a special fund set aside for this purpose. Fairgrounds Manager Leah Perkins-Hagele stated that typically these donations are taken from the line item of the program they may apply to, in this case 4H. Board Member Ganger stated he recalled the team was having fundraisers to raise the money they were short and asked if that occurred. Ms. Stimpson stated that the team ran a booth at Horse Fair and raised a thousand dollars and received a donation from the OFA but they are still at a five hundred dollar shortage. Board Member Duyck stated that the board donates to scholarships at the Oregon Fairs Association to fund travel and other scholarships and that puts them in a difficult situation. Perkins-Hagele confirmed that the board has donated in the past to special cases but yes there is a redundancy in the donations. Board Member McCoun asked if the remaining three hundred in the 4H line item would be able to be donated. Perkins-Hagele confirmed that it could if they wished. Board Member McCoun stated he would be willing to personally donate funds to make up the remaining amount requested. Ms. Stimpson stated that she would be grateful for any amount even if it was just the three hundred left in the budget. Board Members Seidel, Atteberry and Ganger also offered to donate funds totaling two hundred dollars from the board in cash at the meeting. Perkins-Hagele asked Ms. Stimpson to come by the office to meet with the bookkeeper to supply some information about the request.

Motion by Board Member Seidel to use the remaining balance in the 4H fund to provide the expense to the communication group and the board will personally match the remaining requested amount of \$500. 2nd by Board Member Ganger. Motion carried 5-0.

C) Approval of Minutes

- 1) Board Member McCoun called for a motion to accept the October minutes. Board Member Atteberry moved to approve the minutes as presented, a second by Member Duyck. McCoun asked if there was any discussion, and called for the vote.

Motion by Board Member Atteberry to approve the October Minutes as presented. 2nd by Board Member Duyck Motion carried 5-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials were presented through September 2014. Perkins-Hagele stated that the majority of the revenue for fair has been collected as of this statement with most of the expenses showing for this fair. Perkins-Hagele stated there will be deposits of the Transient Lodging Tax and lottery funds still to come and things look right on track for revenue. She provided a brief overview of fair line items that exceeded expectations and those that didn't perform up to projections. Board Member McCoun requested a motion to accept the financial report as presented. Board Member Duyck moved to approve the financials presented, a second by Member Seidel.

Motion by Board Member Duyck to approve the September financials as presented. 2nd by Board Member Seidel Motion carried 5-0.

- 2) **4-H Update** – Fairgrounds Manager Leah Perkins-Hagele stated Pat Willis was not available to meet this morning and has no update at this time.

E) Old Business

- 1) **County Fair 2015** – Fairgrounds Manager Leah Perkins-Hagele stated that work is underway for the next fair, booth sales and marketing strategies are continuing as planned. She stated that soon staff will be traveling to conventions to make entertainment buys. Perkins-Hagele stated that she had an opportunity for a large equestrian show similar in style to the Cavalia show in Portland recently and is considering placing that in the arena as a free event. Board Member Ganger asked if there was a known attendance the group drew at events. Perkins-Hagele stated that they typically perform under their big top tent and it seats about eleven hundred people. Board Member Atteberry asked if the show would perform every day of fair. Perkins-Hagele stated that she would negotiate for daily performances four times per day. She added that the tent is a significant cost addition to their performance fee and the arena is more than big enough to accommodate the attraction. Board Member Seidel suggested the board advise moving forward on contracting this type of entertainment. Perkins-Hagele concluded that if the board members encounter any businesses that would like to be involved in the fair to have them contact staff.
- 2) **Educational Fund Update-** Fairgrounds Manager Leah Perkins-Hagele stated the group is working on getting a meeting set up in the next few weeks. She stated that Facilities has awarded the contract for the sound system and it has gone to the contractor that the Fund had been hoping to work with. Perkins-Hagele stated that she is working on the taxes for the fund. She added there was an error made by the IRS on the accounting date for the Fund and is working to have that corrected with the attorney. Perkins-Hagele stated the fund has collected twenty two thousand dollars for the sound system and an additional eleven thousand is forthcoming from Intel. Board Member McCoun asked about the five thousand nine hundred from the WCVA. Perkins-Hagele stated that donation will come when the project is completed. She added that Commissioner Duyck has donated another five thousand to the fund.

F) New Business- NONE

G) Other Matter of Information

- 1) **County Administrative Update** – Fairgrounds Manager Leah Perkins-Hagele stated she met with Senior Deputy County Administrator Sia Lindstrom today and they are currently working on budget items. She stated she has no other updates at this time. Board Member Duyck stated that the county is working on a donation policy to aid in the Funds’ handling of donations. Perkins-Hagele stated she is writing a paper on the fairs’ opinion on how donations should be accepted then it will go to the CAO and Commissioners to put together a policy if they choose.
- 2) **Other-** Board Member Bill Ganger reported on the National FFA Conference he attended where local youth Curt Herman was awarded an American Farmer Degree. Ganger stated that over thirty five hundred youth attend the conference; sixty five were from Oregon receiving their degrees. Ganger added that over six hundred thousand kids are FFA members and only one percent receives this degree.
- 3) **Other-** Fairgrounds Manager Leah Perkins-Hagele stated the Oregon Fairs Association convention begins January 9th and asked the board to attend. Board Member Ganger asked if a basket is needed for the auction. Perkins-Hagele confirmed that yes donations are needed this year.

H) Oral Communications 2-NONE

I) Adjourn

- 1) With no further business before the Board, Board Member McCoun adjourned the meeting at 5:07 p.m.

Leah Perkins-Hagele
Recording Secretary

Erin Wakefield
Board President

County of Washington

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

MEMORANDUM

Date: December 31, 2014

To: Washington County Fair Board

From: Leah E. Perkins-Hagele, Fair Complex Manager

Re: Financial Reports

The financials for FY 14/15 through November 2014 are attached.



Monthly Financial Report

Washington County

Washington County

Fund=200 (Fairplex), Program=981010 (Annual County Fair)

Account	JUL-14	AUG-14	SEP-14	OCT-14	NOV-14	DEC-14	JAN-15	FEB-15	MAR-15	APR-15
Intergovernmental Rev										
41025 Transient Lodge Tax	\$ -	\$ (10,423.80)	\$ (10,999.10)	\$ (88,423.30)	\$ (15,670.20)					
43156 Dept Ag Lot. Funds	\$ -	\$ -	\$ -	\$ -	\$ -					
TOTAL	0.00	(10,423.80)	(10,999.10)	(88,423.30)	(15,670.20)	0.00	0.00	0.00	0.00	0.00
Charges for Sevices										
44511 Camping Fees	\$ (4,201.00)	\$ -	\$ -	\$ -	\$ -					
44512 Friday Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -					
44513 Sunday Arena Event	\$ (5,685.64)	\$ -	\$ -	\$ -	\$ -					
44514 Comm Booth Rent	\$ (79,110.00)	\$ -	\$ -	\$ -	\$ -					
44515 Parking Fees	\$ (91,970.61)	\$ -	\$ -	\$ -	\$ -					
44517 Sponsorship Fees	\$ (40,235.72)	\$ (1,771.43)	\$ (1,671.43)	\$ (1,071.43)	\$ -					
44518 Carnival Fees	\$ (201,514.20)	\$ -	\$ -	\$ -	\$ -					
44522 Entry Fees	\$ (2,173.00)	\$ -	\$ -	\$ -	\$ -					
44526 Sat. Arena Event	\$ (29,779.65)	\$ -	\$ -	\$ -	\$ -					
44527 Thurs. Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -					
TOTAL	(454,669.82)	(1,771.43)	(1,671.43)	(1,071.43)	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues										
48195 Reimburse of Exp	\$ (2,909.00)	\$ -	\$ -	\$ (395.00)						
48205 Concessions	\$ (163,811.64)	\$ (34,129.61)	\$ -	\$ (5,504.00)						
48225 Other Misc Rev	\$ (3,835.76)	\$ (710.41)	\$ (258.60)	\$ -						
Total	(170,556.40)	(34,840.02)	(258.60)	(5,899.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	(625,226.22)	(47,035.25)	(12,929.13)	(95,393.73)	(15,670.20)	0.00	0.00	0.00	0.00	0.00
Personal Services										
51105 Wages & Salaries	\$ 9,182.98	\$ 13,222.53	\$ 13,319.78	\$ 19,876.65	\$ 13,251.24					
51110 Temporary Salaries	\$ 1,822.46	\$ 3,986.64	\$ -	\$ -	\$ -					
51115 Overtime/Other Pay	\$ 60.52	\$ 998.25	\$ 206.45	\$ 698.19	\$ 156.42					
51125 FICA	\$ 835.19	\$ 1,376.75	\$ 1,019.34	\$ 1,559.96	\$ 1,010.93					
51130 Workers Comp	\$ 53.76	\$ 89.24	\$ 44.67	\$ 67.19	\$ 44.79					
51135 Employer Paid Workda	\$ 9.30	\$ 16.36	\$ 6.16	\$ 10.88	\$ 7.34					
51140 Pers Contribution	\$ 1,376.42	\$ 2,126.96	\$ 2,016.50	\$ 3,079.67	\$ 1,998.63					
51150 Health Insurance	\$ 3,951.53	\$ 3,809.42	\$ 3,809.54	\$ 3,809.63	\$ 3,809.62					
51155 Life, Long Term Disabi	\$ 53.64	\$ 58.44	\$ 58.43	\$ 76.57	\$ 58.30					
51160 Unemployment Insuran	\$ 29.73	\$ 50.93	\$ 25.48	\$ 38.33	\$ 25.56					
51165 Tri-Met Tax	\$ 72.45	\$ 120.32	\$ 86.80	\$ 133.18	\$ 86.11					
51180 Other Employee Allow	\$ 24.50	\$ 35.00	\$ 43.75	\$ 78.75	\$ 52.50					
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -					
TOTAL	17,472.48	25,890.84	20,636.90	29,429.00	20,501.44	0.00	0.00	0.00	0.00	0.00

<i>Account</i>	<i>JUL-13</i>	<i>AUG-13</i>	<i>SEP-13</i>	<i>OCT-13</i>	<i>NOV-13</i>	<i>DEC-13</i>	<i>JAN-14</i>	<i>FEB-14</i>	<i>MAR-14</i>	<i>APR-14</i>
Materials and Supplies										
51205 Supplies - Office	\$ 1,854.00	\$ 513.28	\$ 80.88	\$ -	\$ 10.89					
51210 Supplies- General	\$ 22,331.48	\$ 10,927.81	\$ 977.44	\$ (14.42)	\$ -					
51285 Services -Professional	\$ 78,895.63	\$ 8,609.12	\$ 9.53	\$ 29,870.50	\$ -					
51295 Advertising & Public N	\$ 109,212.40	\$ 12,418.72	\$ 288.70	\$ -	\$ -					
51305 Communications - Serv	\$ -	\$ 940.74	\$ -	\$ -	\$ -					
51310 Utilities	\$ 5,176.48	\$ 5,678.64	\$ -	\$ -	\$ -					
51320 Repair & Maint	\$ 2,925.00	\$ 1,755.18	\$ 122.00	\$ -	\$ -					
51340 Lease & Rentals - Spac	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00					
51345 Lease & Rentals - Equi	\$ 11,755.39	\$ 48,913.26	\$ -	\$ -	\$ -					
51350 Dues & Membership	\$ 68.75	\$ -	\$ -	\$ 50.00	\$ -					
51355 Training & Education	\$ -	\$ -	\$ -	\$ -	\$ 349.00					
51360 Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ 352.48					
51365 Private Mileage	\$ -	\$ -	\$ 58.35	\$ 88.83	\$ -					
51390 Permits, Licenses & Fe	\$ -	\$ -	\$ 862.00	\$ -	\$ -					
51460 Office Suuplies - Intern	\$ 108.00				\$ -					
51465 - Postage & Freight	\$ -	\$ -	\$ 50.98	\$ -	\$ 47.50					
51475 Printing- Internal	\$ 1,512.97	\$ -	\$ -	\$ 271.22	\$ -					
51495 Telephone Monthly	\$ 662.31	\$ 290.00	\$ -	\$ -	\$ -					
51550 Other Materials & Serv	\$ -	\$ -	\$ -	\$ -	\$ -					
TOTAL	234,927.41	90,471.75	2,874.88	30,691.13	1,184.87	0.00	0.00	0.00	0.00	0.00
Other Expenditures										
52005 Bank Service Fees	\$ 480.07	\$ 2,269.84	\$ -	\$ -	\$ -					
52130 Other Special Exp	\$ 50,357.93	\$ (3,181.31)	\$ 28.99	\$ 371.55	\$ -					
52139 Concert Expenses	\$ -	\$ 3,384.15	\$ -	\$ -	\$ -					
52146 Entertainment Exp	\$ 164,869.27	\$ 13,284.60	\$ 19.66	\$ 353.37	\$ 163.40					
52147 Open Class Exp	\$ 18,227.06	\$ 3,956.08	\$ (42.79)	\$ 3.00	\$ -					
52148 4-H Expenses	\$ 18,674.67	\$ 5,814.14	\$ 158.02	\$ 11.98	\$ 300.00					
52149 FFA Expenses	\$ 6,672.11	\$ 6,297.90	\$ -	\$ -	\$ -					
52150 Friday Arena Exp	\$ -	\$ 508.50	\$ -	\$ (508.50)	\$ -					
52151 Sunday Arena Exp	\$ 29,133.04	\$ 775.42	\$ -	\$ -	\$ -					
52152 Saturday Arena Exp	\$ 25,012.16	\$ 745.66	\$ -	\$ 508.50	\$ -					
52153 Thursday Arena Exp	\$ -	\$ -	\$ -	\$ -	\$ -					
53010 Interdpt Chg - Indirect	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58					
53015 Interdpt Chg - Legal Se	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00					
Total	320,942.89	41,371.56	7,680.46	8,256.48	7,979.98	0.00	0.00	0.00	0.00	0.00
Total Expenditures	573,342.78	157,734.15	31,192.24	68,376.61	29,666.29	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	(625,226.22)	(47,035.25)	(12,929.13)	(95,393.73)	(15,670.20)	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	573,342.78	157,734.15	31,192.24	68,376.61	29,666.29	0.00	0.00	0.00	0.00	0.00