

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, January 10, 2018
4:30 p.m.

The Washington County Fair Board will hold a meeting on Wednesday January 10, 2018 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

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, January 10, 2018

4:30 p.m.

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Erin Carroll, President
Bill Ganger, Vice President
Gary Seidel, Board Member

Andy Duyck, Board Member
David Vilalpando, Board Member

David Noyes, Board Member
Bob Rollinger, 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. December 2017 Fair Board Special Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update
3. Educational Fund Update

E. Old Business

1. County Fair 2018 planning update

F. New Business

1. Board Elections
2. Draft Bio-Security Policy
3. Other, if any

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

Next Meeting – March 7, 2018

Washington County Fair Board Meeting Minutes

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro, Oregon 97124
Wednesday, December 6, 2017
4:30 p.m. to 6:00 p.m.

A. Call to Order

- a. President Carroll called the meeting to order at 4:30 pm and noted all Fair Board members were present except for David Villalpando.

B. Oral Communications I

- a. None

C. Approval of Minutes

- a. Board Member Seidel made a motion to approve the October minutes. Second by Board Member Rollinger. Motion carried 6 -0.

D. New Business

- a. **Event Center Update** Assistant County Administrator Rob Massar and Steve Mileham from LRS Architects presented the plan, including an estimated timeline, for the new Event Center that will be located on the east side of the Fair Complex.
- b. **Presentation on Disease Prevention from Public Health & Bio-Security Considerations** Fair Manager Leah Perkins-Hagele introduced Dr. Baumann and Kathleen Rees from the Public Health Department. Dr. Baumann explained what E.coli 0157:H7 is and how it is spread. She explained that there is no treatment, cure, or vaccination. The only tools we have is prevention. Kathleen Rees presented options on managing disease prevention during the Fair to the board, along with the additional essential preventive measures. The Fair Board discussed the options and decided that option #2 and the additional essential preventive measures were acceptable and directed staff to bring back a draft Fair Board policy for the board to consider at the next meeting.
- c. Fair Manager Leah Perkins – Hagele reported that the State Veterinarian has lifted the recommendations for terminal only show for swine and not allowing water fowl which means we can have breeding stock swine and water fowl again. Perkins-Hagele noted that we have requested this information in writing and are currently waiting for this letter.
- d. Brad Anderson from County Counsel announced that he is being cycled to another department and our new representative is Brett Baumann.
- e. Board member Bill Ganger asked about a Holiday Dinner gathering and it was recommended for a January date.

E. Oral Communications II

- a. Community member Rich Vial spoke to what the CDC recommends for bio-security. His concern is how it will be communicated to the exhibitors. Member of the Farm Bureau and 4-H leader Nick Vial spoke of how he wants to see the Open Class livestock continue to be present at the fair. Community member James Harris, asked that we reach out to the livestock community to communicate the information regarding bio-security.

F. Adjourn

- a. President Erin Carroll adjourned at 6:00 pm

Washington County Fair
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Hillsboro, Oregon 97124
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www.bigfairfun.com

MEMORANDUM

Date: January 2, 2018

To: Washington County Fair Board

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

Re: Financial Reports

The 2017_2018 YTD Financials through December are attached.



Monthly Financial Report

Washington County

Washington County

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

Account	17-Jul	17-Aug	SEP-17	OCT-17	NOV-17	DEC-17	JAN-18	FEB-18	MAR-18	APR-18	MAY-18	JUN-18	YTD-Actual	Budget	Remaining Budget	Use
Intergovernmental Rev																
41025 Transient Lodge Tax	\$ (1,146.00)	\$ (58,632.90)	\$ (66,103.50)	\$ (46,396.60)	\$ (42,976.00)	\$ (36,527.10)							(251,782.10)	(591,300.00)	(339,517.90)	43%
43156 Dept Ag Lot. Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							0.00	(50,000.00)	(50,000.00)	0%
TOTAL	\$ (1,146.00)	\$ (58,632.90)	(66,103.50)	(46,396.60)	(42,976.00)	(36,527.10)	0.00	0.00	0.00	0.00	0.00	0.00	(251,782.10)	(641,300.00)	(389,517.90)	39%
Charges for Sevices																
44511 Camping Fees	\$ (30.00)	\$ (8,161.50)	\$ -	\$ -	\$ -	\$ -							(8,191.50)	(9,000.00)	(808.50)	91%
44513 Sunday Arena Event	\$ -	\$ (20,615.45)	\$ -	\$ -	\$ -	\$ -							(20,615.45)	(23,000.00)	(2,384.55)	90%
44514 Comm Booth Rent	\$ (103,570.00)	\$ (1,850.00)	\$ 575.00	\$ -	\$ -	\$ -							(104,845.00)	(100,000.00)	4,845.00	105%
44515 Parking Fees	\$ (4,780.00)	\$ (139,411.90)	\$ -	\$ -	\$ -	\$ -							(144,191.90)	(100,000.00)	44,191.90	144%
44516 Concert Admission	\$ -	\$ (37,657.90)	\$ -	\$ -	\$ -	\$ -							(37,657.90)	(50,000.00)	(12,342.10)	75%
44517 Sponsorship Fees	\$ (15,500.00)	\$ -	\$ -	\$ (2,250.00)	\$ -	\$ -							(17,750.00)	(10,000.00)	7,750.00	178%
44518 Carnival Fees	\$ -	\$ (238,466.84)	\$ -	\$ -	\$ -	\$ -							(238,466.84)	(220,000.00)	18,466.84	108%
44522 Entry Fees	\$ (1,400.00)	\$ -	\$ -	\$ -	\$ -	\$ -							(1,400.00)	(1,800.00)	(400.00)	78%
44527 Thurs. Arena Event	\$ -	\$ (9,173.00)	\$ -	\$ -	\$ -	\$ -							(9,173.00)	(15,000.00)	(5,827.00)	61%
TOTAL	\$ (125,280.00)	\$ (455,336.59)	575.00	(2,250.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(582,291.59)	(528,800.00)	53,491.59	110%
Miscellaneous Revenues																
48195 Reimburse of Exp	\$ (856.95)	\$ -	\$ (125.00)		\$ -	\$ -							(981.95)	(3,000.00)	(2,018.05)	33%
48205 Concessions	\$ (22,025.00)	\$ (256,979.56)	\$ (700.50)		\$ (2,922.50)	\$ -							(282,627.56)	(220,000.00)	62,627.56	128%
48225 Other Misc Rev	\$ (2,875.50)	\$ (302.25)	\$ (62.81)		\$ -	\$ -							(3,240.56)	(2,000.00)	1,240.56	162%
Total	\$ (25,757.45)	\$ (257,281.81)	(888.31)	0.00	(2,922.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(286,850.07)	(225,000.00)	61,850.07	127%
Total Revenues	\$ (152,183.45)	\$ (771,251.30)	(66,416.81)	(48,646.60)	(45,898.50)	(36,527.10)	0.00	0.00	0.00	0.00	0.00	0.00	(1,120,923.76)	(1,395,100.00)	(274,176.24)	80%
Personal Services																
51105 Wages & Salaries	\$ 10,241.04	\$ 14,589.53	\$ 21,727.29	\$ 14,626.40	\$ 14,633.12	\$ 14,626.44							90,443.82	203,806.00	113,362.18	44%
51110 Temporary Salaries	\$ 1,592.40	\$ 6,055.92	\$ -	\$ -	\$ -	\$ -							7,648.32	11,038.00	3,389.68	69%
51115 Overtime/Other Pay	\$ -	\$ 2,109.32	\$ 1,381.98	\$ -	\$ 145.27	\$ -							3,636.57	6,000.00	2,363.43	61%
51125 FICA	\$ 897.70	\$ 1,726.56	\$ 1,755.85	\$ 1,104.74	\$ 1,116.51	\$ 1,104.72							7,706.08	16,435.00	8,728.92	47%
51130 Workers Comp	\$ 165.52	\$ 386.20	\$ 255.17	\$ 179.41	\$ 179.39	\$ 179.36							1,345.05	881.00	(464.05)	153%
51135 Employer Paid Workday	\$ 6.13	\$ 16.53	\$ 8.10	\$ 6.55	\$ 6.34	\$ 5.12							48.77	109.00	60.23	45%
51140 Pers Contribution	\$ 2,136.36	\$ 3,478.52	\$ 4,813.89	\$ 3,056.73	\$ 3,701.71	\$ 3,056.75							20,243.96	43,299.00	23,055.04	47%
51150 Health Insurance	\$ 5,138.65	\$ 4,405.42	\$ 4,588.81	\$ 4,771.81	\$ 4,630.65	\$ 4,630.58							28,165.92	56,004.00	27,838.08	50%
51155 Life, Long Term Disabilit	\$ 63.34	\$ 54.18	\$ 56.52	\$ 58.81	\$ 58.72	\$ 58.83							350.40	741.00	390.60	47%
51160 Unemployment Insurance	\$ 6.95	\$ 16.15	\$ 10.95	\$ 7.65	\$ 7.75	\$ 7.64							57.09	117.00	59.91	49%
51165 Tri-Met Tax	\$ 80.36	\$ 155.77	\$ 153.31	\$ 96.02	\$ 96.42	\$ 95.27							677.15	1,611.00	933.85	42%
51180 Other Employee Allow	\$ 26.25	\$ 52.50	\$ 78.75	\$ 52.50	\$ 52.50	\$ 52.50							315.00	683.00	368.00	46%
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							0.00	0.00	0.00	0%
TOTAL	\$ 20,354.70	\$ 33,046.60	34,830.62	23,960.62	24,628.38	23,817.21	0.00	0.00	0.00	0.00	0.00	0.00	160,638.13	340,724.00	180,085.87	47%

Remaining %

<i>Account</i>	<i>17-Jul</i>	<i>17-Aug</i>	<i>SEP-17</i>	<i>OCT-17</i>	<i>NOV-17</i>	<i>DEC-17</i>	<i>JAN-18</i>	<i>FEB-18</i>	<i>MAR-18</i>	<i>APR-18</i>	<i>MAY-18</i>	<i>JUN-18</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>Use</i>
Materials and Supplies																
51205 Supplies - Office	\$ 54.00	\$ 409.50	\$ 18.58	\$ -	\$ -								482.08	2,000.00	1,517.92	24%
51210 Supplies- General	\$ 1,745.23	\$ 7,124.40	\$ 907.24	\$ -	\$ 158.56								9,935.43	40,000.00	30,064.57	25%
51285 Services -Professional	\$ 76,639.11	\$ 72,005.20	\$ -	\$ -	\$ -								148,644.31	185,000.00	36,355.69	80%
51295 Advertising & Public Not	\$ 121,205.00	\$ 7,307.30	\$ 505.29	\$ 16,000.00	\$ -								145,017.59	150,000.00	4,982.41	97%
51305 Communications - Service	\$ -	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 1,500.00							2,580.00	3,000.00	420.00	86%
51310 Utilities	\$ 11,281.52	\$ 26,421.30	\$ (2,175.96)	\$ 952.70	\$ -	\$ -							36,479.56	25,000.00	(11,479.56)	146%
51320 Repair & Maint	\$ 709.21	\$ 1,243.71	\$ 432.88	\$ 149.14	\$ -	\$ -							2,534.94	2,000.00	(534.94)	127%
51340 Lease & Rentals - Space	\$ 425.00	\$ 425.00	\$ 1,925.00	\$ 425.00	\$ 560.00	\$ 425.00							4,185.00	6,600.00	2,415.00	63%
51345 Lease & Rentals - Equipm	\$ 20,707.76	\$ 130,666.99	\$ (19,573.57)	\$ -	\$ -	\$ -							131,801.18	80,000.00	(51,801.18)	165%
51350 Dues & Membership	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ -							50.00	750.00	700.00	7%
51355 Staff Training & Educat	\$ -	\$ -	\$ -	\$ 644.00	\$ 255.50	\$ -							899.50	3,000.00	2,100.50	30%
51360 Staff Travel Expense	\$ -	\$ -	\$ -	\$ 203.58	\$ 908.23	\$ 113.59							1,225.40	5,000.00	3,774.60	25%
51365 Staff Private Mileage	\$ -	\$ -	\$ -	\$ 211.86	\$ 71.90	\$ -							283.76	300.00	16.24	95%
51355 Board Training & Educat	\$ -	\$ -	\$ -	\$ 89.60	\$ -	\$ -							89.60	600.00	510.40	15%
51360 Board Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							0.00	2,500.00	2,500.00	0%
51365 Board Private Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							0.00	50.00	50.00	0%
51390 Permits, Licenses & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							0.00	1,000.00	1,000.00	0%
51465 - Postage & Freight	\$ -	\$ 24.38	\$ -	\$ -	\$ 1,444.68	\$ -							1,469.06	500.00	(969.06)	294%
51475 Printing- Internal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							0.00	2,000.00	2,000.00	0%
51495 Telephone Monthly	\$ 885.65	\$ -	\$ -	\$ -	\$ -	\$ -							885.65	400.00	(485.65)	221%
51550 Other Materials & Servic	\$ -	\$ 410.48	\$ -	\$ -	\$ -	\$ -							410.48	2,000.00	1,589.52	21%
TOTAL	\$ 233,652.48	\$ 247,118.26	(17,910.54)	18,675.88	3,398.87	2,038.59	0.00	0.00	0.00	0.00	0.00	0.00	486,973.54	511,700.00	24,726.46	95%
Other Expenditures																
52005 Bank Service Fees	\$ 390.38	\$ -	\$ -	\$ -	\$ -	\$ -							\$ 390.38	2,941.00	2,550.62	13%
52130 Other Special Exp	\$ 35,862.68	\$ 19,378.80	\$ 10,503.57	\$ -	\$ 40.00	\$ -							\$ 65,785.05	62,000.00	(3,785.05)	106%
52139 Concert Expenses	\$ 62,804.00	\$ 85,439.19	\$ (2,394.95)	\$ -	\$ -	\$ -							\$ 145,848.24	125,000.00	(20,848.24)	
52146 Entertainment Exp	\$ 142,009.25	\$ 24,843.84	\$ (4,157.91)	\$ -	\$ -	\$ -							\$ 162,695.18	135,000.00	(27,695.18)	121%
52147 Open Class Exp	\$ 23,688.28	\$ 10,638.11	\$ (9,759.19)	\$ 37.50	\$ 95.04	\$ -							\$ 24,699.74	30,000.00	5,300.26	82%
52148 4-H Expenses	\$ 2,684.63	\$ 6,411.57	\$ 14,980.16	\$ -	\$ -	\$ 1,155.60							\$ 25,231.96	25,000.00	(231.96)	101%
52149 FFA Expenses	\$ 6,609.63	\$ 6,627.35	\$ 714.09	\$ -	\$ -	\$ -							\$ 13,951.07	15,000.00	1,048.93	93%
52151 Sunday Arena Exp	\$ 26,526.50	\$ 3,705.90	\$ (1,852.95)	\$ -	\$ -	\$ -							\$ 28,379.45	30,000.00	1,620.55	95%
52152 Saturday Arena Exp	\$ -	\$ -	\$ 2,700.00	\$ -	\$ -	\$ -							\$ 2,700.00	3,000.00	300.00	90%
52153 Thursday Arena Exp	\$ 20,560.50	\$ 3,705.90	\$ (1,852.95)	\$ -	\$ -	\$ -							\$ 22,413.45	25,000.00	2,586.55	90%
52156 Parking Expenses	\$ -	\$ 64,676.87	\$ 3,916.17	\$ -	\$ -	\$ -							\$ 68,593.04	20,000.00	(48,593.04)	0%
TOTAL	\$ 321,135.85	\$ 225,427.53	\$ 12,796.04	\$ 37.50	\$ 135.04	\$ 1,155.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 560,687.56	472,941.00	(87,746.56)	119%
53010 Interdpt Chg - Indirect Charges													\$ -	73,733.00	73,733.00	0%
Total	\$ 6,144.42	\$ 6,144.42	\$ 6,144.42	\$ 6,144.42	\$ 6,144.42	\$ 6,144.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73,733.00	73,733.00	0%
Total Expenditures	\$ 581,287.45	\$ 511,736.81	35,860.54	48,818.42	34,306.71	33,155.82	0.00	0.00	0.00	0.00	0.00	0.00	1,208,299.23	1,399,098.00	190,798.77	86%
TOTAL REVENUES	\$ (152,183.45)	\$ (771,251.30)	(66,416.81)	(48,646.60)	(45,898.50)	(36,527.10)	0.00	0.00	0.00	0.00	0.00	0.00	(1,120,923.76)	(1,395,100.00)	(274,176.24)	
TOTAL EXPENDITURES	\$ 581,287.45	\$ 511,736.81	35,860.54	48,818.42	34,306.71	33,155.82	0.00	0.00	0.00	0.00	0.00	0.00	1,208,299.23	1,399,098.00	190,798.77	
													87,375.47	3,998.00	(83,377.47)	

Washington County Fair Board

Policy 209

Policy and Procedures for Managing Livestock Contact at the Washington County Fair

The Washington County Board of Commissioners has entrusted the Fair Board to give priority for the personal safety and security of members of the public who attend the Fair, as well as those who work and participate at the Fair. The Fair Board takes this matter seriously and has established the following policy and procedures for Fair Staff and Livestock Exhibitors in an effort to reduce transmission of diseases from animals to humans at the Washington County Fair.

1. Expectations and Procedures to Reduce Contamination

- Livestock Exhibitors shall participate in Bio-Security training prior to exhibiting Livestock at the Fair. This training shall be conducted, at least once per year, by Washington County Public Health and the Fair Manager. If a livestock exhibitor fails to participate in Bio-Security training, the exhibitor may lose premiums and eligibility to participate at the Fair.
- To reduce the potential risks between animals and the public, County Fair staff, under the direction of the Fair Manager, shall set up the livestock barns, pens and show rings in a manner that prevents animals and the public from crossing paths yet still gives the public the opportunity to see and interact with the animals and the exhibitors. The Fair Manager shall gather input from Livestock Superintendents on layouts and make the best decision based upon this input, and other factors such as the number of animal entries, to minimize animals/exhibitors and the public from using the same pathways. If needed, a crossing area where animals are allowed to cross the public pathway shall be designated and managed by Fair Staff who shall ensure that during livestock crossing the public will not be allowed into the area and the area will be completely sanitized (Chemical SDS will be posted), and logged, prior to opening the area back up to the public.
- County Fair staff shall provide the following signage, in languages including but not limited to English and Spanish: (1) signs explaining the risks of animal-to-human disease at the entrances to the Fair and the Livestock barn areas; and (2) signs in the barns and showrings reminding the public to not eat or drink in the livestock areas, to not touch their face or mouth after petting the animals or touching the pens, to wash their hands when leaving the livestock area, and to store all personal belongings in plastic zip lock bags that will be provided by the Fair prior to entering the livestock area.
- County Fair staff shall provide an adequate number of handwashing trailers throughout the livestock area. These handwashing trailers shall be ADA-compliant and accessible by small children. Handwashing trailers shall be inspected and serviced hourly by Fair staff to ensure that they are operational and stocked with supplies. When possible, handwashing trailers should be staffed with volunteers to encourage the public to wash their hands. Handwashing trailers shall be located at the entrance/exits to the livestock area including next to the Dairy Women's Ice Cream booth. To encourage handwashing and shoe and stroller sanitization prior to leaving the livestock area, the

handwashing trailers shall be located as close as possible to the walkways where the public will be exiting the livestock area.

- If available, trained public health volunteers shall be stationed at the entrances to the livestock areas to educate the public on staying healthy around animals. These volunteers shall provide plastic bags to store food, beverages, pacifiers, toys, cups and other items during visits to the animal areas.
- Exhibitors shall keep their areas in the barn clean, remove manure from their pens and animal pathways as soon as possible, wipe down panels that are accessible by the public with bleach wipes several times during each day, keep animal pathways misted to prevent dust, keep all fans that are used to keep the animals cool at least 3 feet off the ground and position the fans airflow to prevent the creation of dust or movement of the bedding. Fair staff and exhibitors shall work together to keep public spaces in the barns, showrings, and other livestock areas clean.
- Exhibitors shall clean or change their shoes and wash their hands before leaving the barn/showring areas to prevent contaminating public areas. Chemical SDS shall be posted for cleaning supplies.
- When the public touch the animals and the animal pens, the exhibitors shall remind the public to wash their hands with soap and water and to not touch their face or mouth until they have completely washed their hands. This is the perfect time to provide public education regarding the importance of animal-to-human safety.
- Consumption of food and beverages are strictly prohibited inside the barns and show rings for the public and exhibitors. Due to the heat and the amount of time exhibitors spend in the barns, exhibitors may drink beverages as needed from containers with a twist off cap while in the barns and show rings.
- The milking parlor, animal washing areas, and the backsides of the barns shall be completely blocked from public access and public pathways.

2. Communication to Exhibitors

- The Fair Manager shall work with the Oregon State University 4-H Extension Agent and Future Farmers of America Advisors to arrange for information to be provided to youth livestock exhibitors and their parents regarding these policies and procedures, trainings, and other pertinent livestock exhibitor information regarding the County Fair at least 3 months prior to the first day of the Fair.
- For Open Class livestock exhibitors, information regarding these policies and other pertinent livestock exhibitor information shall be posted on the Fair website at least 3 months prior to the first day of the Fair.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President