

M I N U T E S

Washington County Fair Board

Minutes of a regular meeting of the Washington County Fair Board held Wednesday, January 4, 1984, in the Fairgrounds office beginning at 5 p.m.

ATTENDANCE

Fair Board

Jeanne Leeson
John Love
Homer Speer
Margaret Sprecher, absent

Staff

Adeline Hesse
Valerie Bentley

CONSENT
AGENDA

MOTION: MOVED BY JEANNE LEESON, SECONDED BY JOHN LOVE TO APPROVE THE BILLS AS SUBMITTED, THE OCTOBER AND NOVEMBER 1983 FINANCIAL RECAP, THE NOVEMBER 2 AND DECEMBER 12, 1983, BOARD MINUTES, AND THE OCTOBER AND NOVEMBER 1983 OFF-SEASON CALENDARS. MOTION CARRIED. (Bills listed on page 2 & 3.)

ELECTIONS

NOMINATED BY JEANNE LEESON, SECONDED BY JOHN LOVE TO ELECT MARGARET SPRECHER AS CHAIRMAN, HOMER SPEER AS VICE CHAIRMAN, AND JOHN LOVE AS TREASURER OF THE BOARD AND MOVED THAT A UNANIMOUS BALLOT BE CAST BY THE SECRETARY. MOTION CARRIED.

MOVED BY JOHN LOVE, SECONDED BY JEANNE LEESON TO APPOINT VALERIE BENTLEY AS SECRETARY TO THE BOARD. MOTION CARRIED.

FAIR BOARD

The Fair Board discussed the upcoming Fair Board appointments to be made by the Board of County Commissioners. The Fair Board will submit a letter of recommendation to the Commissioners.

COMMERCIAL
DEV.

The Fair Board reviewed a letter from realtors Lucke, Drake, Van Houten & Co., Portland, saying they are still interested in marketing the fairgrounds commercial property. Hesse will keep the letter on file.

OFA

The Fair Board reviewed a letter from the Oregon Fairs Association thanking the Board for sharing Director Hesse as President of OFA for the past two years. The letter was very complimentary concerning Hesse's contribution to the Association and organizing and smoothly running the 1983 convention. The Fair Board added their appreciation to Hesse for a job well done.

DEPT.
HEADS

Pam Tefft has resigned as Open Class Rabbit Superintendent. Hesse met with Tualatin Valley Rabbit Breeder member Greg Hickmott and recommends Hickmott for the post.

MOTION: MOVED BY JEANNE LEESON, SECONDED BY JOHN LOVE TO REGRETFULLY ACCEPT PAM TEFFT'S RESIGNATION AS OPEN CLASS RABBIT SUPERINTENDENT AND TO APPOINT GREG HICKMOTT AS 1984 OPEN CLASS RABBIT SUPERINTENDENT. MOTION CARRIED.

RODEO
COURT

The 1984 Rodeo Court was selected December 11; they are Queen Kathy Brooks, Princesses Andrea Books and Shirley VanDyke. Leeson reported and photographed the selection and also the get acquainted luncheon held in November. Hesse said Leeson did an excellent job of covering the events. Hesse feels good about the relationship of the fairgrounds and the Rodeo Committee.

5

Bills for Approval

4813	VOID		
4814	John T. Bral	35.00	CCB - gas lines for stoves
4815	Coca-Cola Bottling Co.	183.80	Sept. 10 destruction derby
4816	Addy Hesse	96.94	OFA management meeting
4817	Christy's Deli	13.50	Fair Board meeting
4818	Albertsons	20.90	Fair Board meeting
4819	Copeland Lumber Yards	92.47	New steps for grandstand
4820	Times Publications	12.60	RV storage classified ad
4821	Don's Plumbing & Heating	9.00	Horse barn faucet repair
4822	Pool-Gardner Lumber	92.99	New steps for grandstand
4823	Hillsboro Farm Equipment	6.50	Oil filter for Toro
4824	Hillsboro Auto Parts	106.49	Antifreeze, oil, clutch parts-big truck
4825	Taylor Rental	13.65	Transmission jack for big truck
4826	Addy Hesse	50.00	November car allowance
4827	Valerie Bentley	25.00	November car allowance
4828	Canby Nursery	24.00	Trees to replace damaged ones
4829	Baker Rock	2,500.00	Pave Poultry/Rabbit barn
4830	VOID		
4831	Finance & Administration	4,683.50	September salaries
4832	Valerie Bentley	44.23	two first aid kits, pledge
4833	Check 'n Balance	50.00	Bookkeeper
4834	N.W. Natural Gas	36.12	Utilities
4835	Assoc. Janitor & Paper	16.20	Paper supplies
4836	G.T.E.	175.96	Telephone
4837	P.G.E.	29.87	Utilities
4838	Finance & Administration	15.85	Printing, xerox copies
4839	The Outhouse Deli	40.00	Rodeo Court luncheon
4840	Adeline Hesse	200.00	OFA responsibilities
4841	Charles Colegrove	135.00	Meeting per diem
4842	Jeanne Leeson	150.00	Meeting per diem
4843	John Love	135.00	Meeting per diem
4844	Margaret Sprecher	142.50	Meeting per diem
4845	Homer Speer	142.50	Meeting per diem
4846	Garment Graphics	31.99	Workshop t-shirts
4847	BiMart	25.24	Misc. supplies
4848	Hillsboro Farm Equipment	15.05	Filter for toro
4849	T-Bird Home Center	53.29	Exit sign bulbs, plumbing supplies
4850	Baker Rock Crushing	218.40	Rock for near CCB
4851	Full Circle, Inc.	197.27	Oil for toro, gasoline
4852	Hillsboro Auto Parts	26.48	Oxygen-cutting torch, spark plugs
4853	Times Publications	7.50	News-Times subscription
4854	Check 'n Balance	50.00	Bookkeeper
4855	J. Thayer Co.	5.00	Office supplies
4856	Chapman's Service Store	19.50	Flat tire repairs
4857	U-Haul Center of Hillsboro	15.75	Rent transmission jack-big truck
4858	Copeland Lumber Yards	271.16	Metal-horse barn, Arts & Crafts sign, Pipe fittings-CCB, 2 boxes nails
4859	Hills. Utilities Comm.	332.53	Water, sewer
4860	P.G.E.	508.69	Utilities
4861	Adeline Hesse	50.00	December car allowance
4862	Valerie Bentley	25.00	December car allowance
4863	N.W. Natural Gas	27.27	Utilities
4864	Christy's Deli	16.45	Fair Board meeting

Bills for Approval

4865	Albertsons	16.65	Fair Board meeting
4866	Petty Cash	23.38	Misc. office supplies
4867	Postmaster	80.00	Postage
4868	G.T.E.	199.95	Telephone
4869	P.G.E.	16.78	Utilities
4870	Baker Rock Crushing	70.20	Load of rock
4871	Don's Plumbing & Heating	17.25	Plumbing fittings & solder
4872	VOID		
4873	N.W. Natural Gas	84.06	Utilities
4874	Hillsboro Garbage Disposal	37.00	Utilities
4875	Oregon Fairs Association	401.50	Convention dues and meals
4876	Finance & Administration	4,294.58	October salaries
4877	Assoc. Janitor & Paper	39.00	Cleaning supplies

- DETERMINEN The Rodeo Committee has recommended the beer garden be expanded from noon to 11 p.m. daily. Hesse will take the suggestion to Fire District #2, who run the concession and to the 4-H people, and report back to the Fair Board.
- MERIT RATE Merit Rate points are worth \$16.30 each. Washington County Fair rated Gold Medallion -- 900 points; \$14,670 for us -- \$1,957.16 less than 1982.
- PREMIUM BOOK Hesse sent out request for proposals for printing of the 1984 premium book, but has received only one proposal to date. Hesse will contact other printers and bring more information to the next meeting.
- MEETING POLICY The Fair Board reviewed a draft of "Fair Board Meeting Policy." Hesse felt the policy should be put in writing. Policy states public invited to all meetings; official meeting held first Wednesday of each month; special session notices sent to Times (added by Board request), Argus, and Oregonian; guests encouraged to discuss their concern with Director prior to meeting; visitors complaints related to personnel heard in Executive Session.
- MOTION: MOVED BY JEANNE LEESON, SECONDED BY JOHN LOVE TO ADOPT FAIR BOARD MEETING POLICY WITH REQUESTED ADDITION OF ANNOUNCEMENT OF SPECIAL MEETINGS TO THE TIMES. MOTION CARRIED.
- CCB The heating system and ceiling are now being installed in the Cloverleaf Community Building. Ceiling tile contractor is Professional Accoustics; cost is \$2,380.40 plus \$81 for replacement tile for office ceiling. It was a good decision to put the ceiling in at the same time the heating system is installed.
- MEETINGS Fairgrounds Boosters meetings will be held first Wednesday of the month at 7:30 p.m. No meetings scheduled for December or January.
- ELECTRICAL Electrician Jay Bentley assessed the Cloverleaf Community Building needs and concluded there would be enough electricity to add one of the two suggested electric ranges without bringing more power to the building. Hesse will be discussing this with the 4-H Home Economics Council.
- The Unified Sewerage Agency and Washington County are to jointly evaluate the entire fairgrounds electrical system and current needs. The evaluation has not yet been started because of other priority projects.
- OPERATIONS SUPT. The Fair Board reviewed job descriptions and salary ranges for the new positions of Fairgrounds Maintenance Worker and Fairgrounds Operations Superintendent. The Superintendent salary would be about 15% higher than the Maintenance worker salary. Hesse thinks by carefully monitoring part-time help expenses, the budget will allow hiring the Superintendent for three months this fiscal year. The Board agreed it would be good to get the Superintendent hired.
- CHAMBERS The Board reviewed a proposed Chamber of Commerce promotion day including discount coupons for ride wristbands, the cowboy breakfast, and youth admission. The coupons would be good for Saturday only -- "Chamber Day" -- and would be distributed through county Chamber members office and business only. Fair Board agreed Hesse should pursue establishing a "Chamber Day."
- RACING County Counsel has not responded on Metro Masters Management's request to utilize Washington County Fair's ten allotted racing days.

MASTER

Speer reported the Fairgrounds Development Plan Steering Committee formed a subcommittee to draft a letter to accompany the master plan to the Board of Commissioners. After two subcommittee meetings the letter recommends the Commissioners adopt the plan; set up a segregated fund by ordinance for development funds; the Commissioners review and approve any proposal for expenditure of funds; Fair Board implement the plan; Commission member appointed ex-officio of Fair Board; and Commissioners advance funds to begin plan implementation.

The letter and ordinance will be submitted to the full Steering Committee on Thursday, February 2.

Hesse reported on her December 20 meeting with County Administrative Officer Don Stilwell. Stilwell is hopeful of getting a tax base established for Washington County and suggested fairgrounds funding be tied to passage of the tax base. Due to economics Stilwell is convinced that a poor choice was made in retaining the fairgrounds in its current location.

MASTER
PLAN
BUDGET

Hesse put together a proposed master development plan budget to begin implementing the plan. She used estimates from the plan and also from John Peterson Co., a survey company.

THANK YOU

The Board discussed dates for a thank you party for Chuck Colegrove, outgoing Fair Board member. The party will be at the Speers; no date was set.

NEXT
MEETING

It may be necessary to have a special budget meeting in January because as yet no budget forms have been received from Washington County.

Next regular meeting will be February 1, 1984, in the Fairgrounds office at 4:30 p.m.

Meeting adjourned at 6 p.m.

Respectfully submitted,

Valerie Bentley

A G E N D A
Washington County Fair Board
Regular Meeting
4:30 p.m., Wednesday, January 4, 1983

1. Call to Order.
2. Public Welcome. This time is provided for members of the audience to comment on any item(s) on the agenda prior to the Board's discussion and decision. It is respectfully requested that those addressing the Board state their name for the record.
- *3. Bills for approval (enclosed).
- *4. Financial recap for October & November 1983 for approval (enclosed).
- *5. Board minutes from November 2 & December 12, 1983, for approval (enclosed).
- *6. October & November 1983 off-season calendar (enclosed).
 - * Consent Agenda: Any item may be removed for separate consideration upon request by any Board member or anyone from the audience.
7. Election of Chairman, Vice Chairman, Treasurer, and appointment of Secretary.
8. Correspondence:
 - A. Lucke, Drake, VanHouten & Co. re development of fairgrounds property (enclosed).
 - B. Oregon Fairs Association Board of Directors re Hesse's service to the state association (enclosed).
9. Director's report:
 - A. Pam Tefft has resigned as Open Class Rabbit Superintendent. She is getting out of the rabbit business. Greg Hickmott, member of Tualatin Valley Rabbit Breeders, has been recommended for Rabbit Superintendent. Hesse will be meeting with him Monday, January 2.
 - B. Fair & Rodeo Court was selected December 11. Queen Kathy Brooks, Princesses Andrea Books and Shirley VanDyke.
 - C. Rodeo Committee is recommending we expand beer garden noon to 11 p.m. daily.
 - D. Merit Rate points are worth \$16.30 each. \$14,670 for us--\$1,957.16 less than 1982.
 - E. Premium book printing proposals for review and award of job (did not arrive by 12-29).
 - F. Suggested Board policy on Fair Board meetings (enclosed).
 - G. Cloverleaf Community Building update -- ceiling tile installation is scheduled for January 3; contractor is Professional Accoustics. Cost is \$2,380.40 plus \$81 for replacement tile for office area. Heating system is also being installed. (Ceiling tile proposal enclosed).
10. Booster meetings will be held first Wednesday of month at 7:30 p.m. No meeting will be held in January or February.

11. Fairgrounds Master Plan Steering Committee report from Homer Speer.
12. Hesse/Stillwell (County Administrative Officer) meeting December 20.
13. Date for Chuck Colegrove's "thank you" party at Speers. Recommend Board give Chuck a lifetime pass and plaque of appreciation.
14. Announcements.

** If you are unable to attend or will be late, call 648-1416.