

WASHINGTON COUNTY FAIR BOARD

Regular Meeting

Wednesday, July 10, 1996

4:30 p.m.

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. Audience members are also welcome to comment at the time the agenda topic is being discussed by the Board. It is respectfully requested that those addressing the Board state their full name for the record.
- \*3. A. Bills for approval & detail of income received,  
June 1996 (enc., pages 3 - 8)
- \*4. A. Financial position, May 1996 (enc., page 9)  
B. Financial report, June 1996 (enc., pages 10 - 12)
- \*5. A. Fair Board Minutes - June 5 (enc., pages 13 - 18)
- \*6. A. Activities Calendar, July/August 1996 (enc., page 19)  
B. Facility use, July 1996 (enc., page 20)

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

7. FAIR ORGANIZATION'S REPORT:

- A. Rodeo Board  
Report, June 3 (handout at meeting)  
Report, July 1 (handout at meeting)
- B. Booster's Report

8. FAIR COMPLEX MARKETING REPORT:

- A. Margaret Garza

9. MAINTENANCE REPORT:

- A. Maintenance Team Member - Mike Wold

10. OLD BUSINESS:

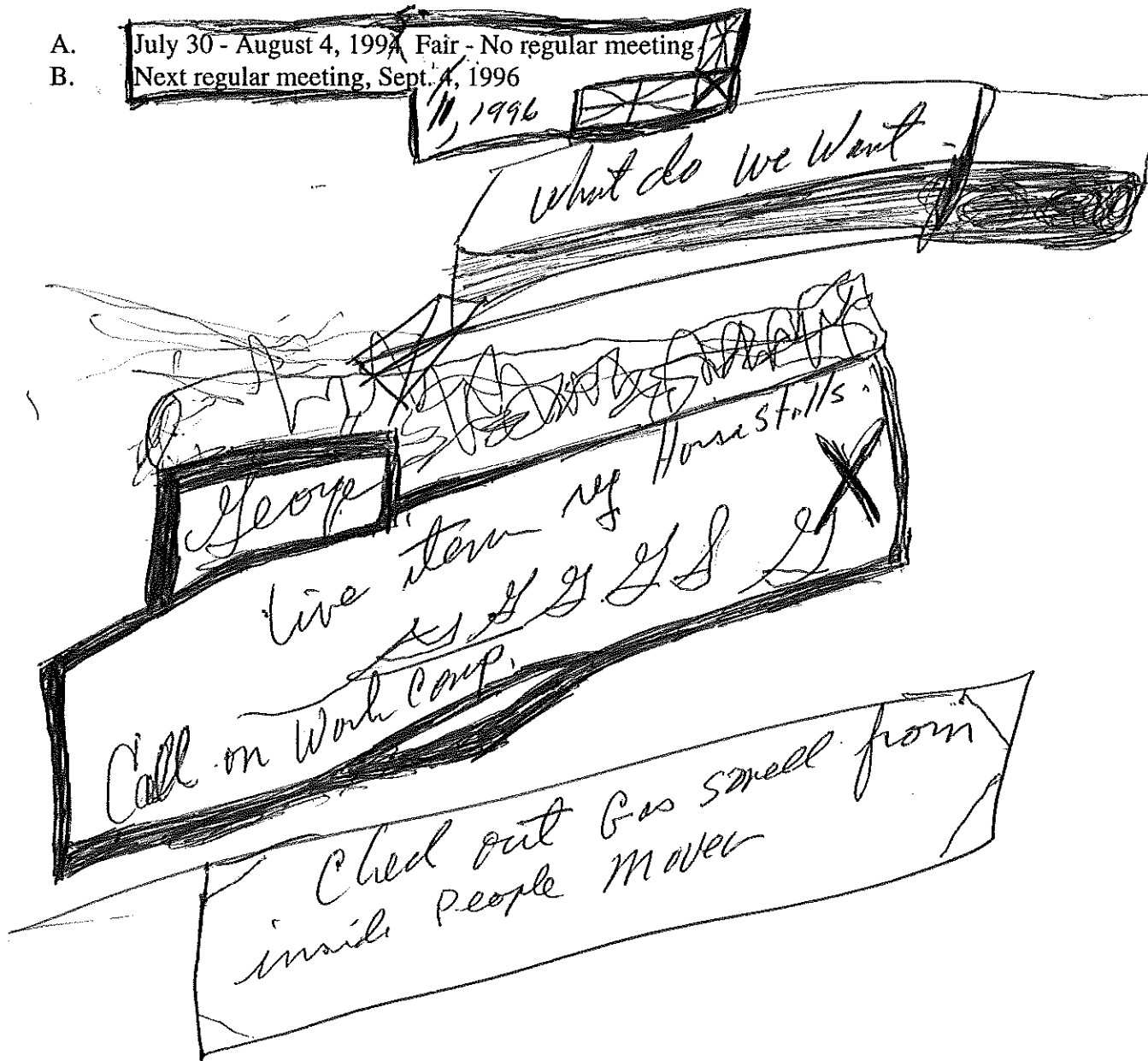
- A. Budget committee and commissioners approved preliminary cost for multi-purpose building.
- B. Grandstand Update (end., pages 21 - 26)
- C. Fair Update *+ St Lewis + Sue -*
- D. Financial Audit update
- E. Dog Leg - Regarding Tri-Met
- F. Air Show
- G. Beer Sales Grandstand*

11. NEW BUSINESS:

- ~~A. Closed 4 days over Fourth of July~~
- B. Thank you - Hillsboro Schools (enc., page 27)
- C.*

12. ANNOUNCEMENTS:

- A. *July 30 - August 4, 1996 Fair - No regular meeting*
- B. *Next regular meeting, Sept. 4, 1996*



**LINE ITEM REPORT**  
6/1/96 Through 6/28/96

Num	Date	Payee	Memo	Amount
<b>INCOME CATEGORIES</b>				
<b>D-Interim Use Income</b>				
<b>10 Rent &amp; Storage</b>				
888	6/3/96	Stephanle Osborne		353.00
893	6/3/96	Hillsboro Chamber of Commerce	Savor the Flv. in ME 4/20/96	550.78
894	6/3/96	Funtastic Shows	Fair Grounds Happy Days	4,000.00
895	6/3/96	Rocky Mountain Elk Foundation	June 8 ME Main Section	707.50
897	6/4/96	Chuck The Peddler	A payment for June 2 show	350.00
904	6/4/96	Kathy Kossler	ME-South CCB July Aug dates	45.00
905	6/4/96	Lisa Mulholland	June 23 Grandstand/Arena	67.50
918	6/4/96	T.V. Garden Club	May 4 & 5 plant sale paid in ful	113.00
919	6/4/96	ACCESS MARKETING	ME South Section Feb 10 event	490.00
920	6/4/96	Pacific NW Toy Fox Terrier Club	A & C May 4 & 5 show paid in ful	224.50
921	6/4/96	Chuck The Peddler	Feb. 11 show paid in full	415.50
922	6/4/96	RV Camping	RV Camping (50.00)	835.00
926	6/7/96	Greater Portland Dachshund Club	Floral June 15/16 event	350.00
930	6/7/96	Tropical Promotions	Armory rental May 11	243.00
935	6/7/96	JOAN'S CONCESSIONS	Food % for Bird and Gem show	486.87
941	6/7/96	Rosalind Maglich	Floral bldg 6/8 event	302.00
944	6/12/96	Education Restoration Council	Deborah Knapp CCB 6/20	73.50
945	6/12/96	Dan O'Toole	June 15 event Armory	116.00
946	6/12/96	RV Camping	RV Camping (200.00)	740.00
947	6/12/96	Wash. Co. Dairy Women	Food % for All Ford Swap meet	156.47
948	6/12/96	Bill Pearl	Coffee % NW All Ford Swap Meet	43.35
961	6/17/96	Columbia-Willamette Beagle Club	Bal on March 30 & 31 show	181.00
1001	6/19/96	Jim Miller	6/96 auction cash	50.00
1002	6/19/96	Fisher Implement	Inv # 44711	55.00
1004	6/19/96	RV Camping	RV Camping (128.00)	348.00
1005	6/19/96	Pakhar Sandhi	CCB 6/29	275.00
1008	6/19/96	Dan O'Toole	June 15 event Armory inventory	25.00
1009	6/19/96	Torres	Rent A & C 6/22/96 invent.	270.00
967	6/20/96	Martha Easterday	CCB June 21 for Kathy Linhares	320.00
1011	6/20/96	Hardy Plant Society	ME entire April 13 & 14 show	1,724.42
1012	6/20/96	Rose City Exotic Bird Club	ME entire May 18 & 19 in full	1,890.31
1021	6/24/96	NW All Ford Swap Meet	Entire June 1	1,531.90
1027	6/24/96	RV Camping	RV Camping (117.00)	117.00
1031	6/24/96	Carla Boeen	CCB 6/22 paid in full	270.00
1033	6/25/96	RV Camping	RV Camping (12.00)	237.00
1042	6/26/96	Pacific NW Fenton Glass Club	ME 3/21, 22, 23	300.00
1044	6/26/96	Vickie Seavey	Arena	67.50
1045	6/26/96	RV Camping	RV Camping (150.00)	250.00
1047	6/27/96	Intel Corporation	CCB Jan 17	208.00
1052	6/27/96	RV Camping	RV Camping (23.00)	93.00
1054	6/27/96	Hillsboro Chamber of Commerce	ME entire May 22	400.00
1055	6/27/96	Cox Auctions	June 29 Auction in Armory	250.00
1060	6/28/96	RV Camping	RV Camping (31.00)	31.00
				<u>19,557.10</u>
<b>11 Damage Deposits</b>				
900	6/4/96	Washington County ESD-Outdoor Sc	Deposit for June 8 1996	50.00
906	6/4/96	Cox Auctions	June 29 Auction in Armory	200.00
942	6/8/96	Deborah Knapp	Deposit June 20 CCB	60.00
1006	6/19/96	Cardenas	Deposit	200.00
1007	6/19/96	Software Factory Outlet	Deposit	100.00
1030	6/24/96	Anna Wassmer	A & C Aug. 17, 96 deposit	200.00
1053	6/27/96	Donna Garza	Dep. for Armory on Oct 12	200.00
1056	6/28/96	Oregon State Bar Aviation Sectio	Deposit forfeited Frdshp SqCance	75.00
				<u>1,085.00</u>
<b>14 Interest</b>				
	6/1/96	Interest (May)		1,310.10
	6/1/96	Interest (May)		17.51
				<u>1,327.61</u>

**LINE ITEM REPORT**  
6/1/96 Through 6/28/96

<b>Num</b>	<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Amount</b>
<b>16 Parking Fees</b>				
932	6/7/96	Airshow RV Camping	July '96 camping	1,080.00
943	6/12/96	Airshow RV Camping	July '96 camping	45.00
960	6/17/96	Airshow RV Camping	'96 AIRSHOW	315.00
1003	6/19/96	Airshow RV Camping	July '96 camping	90.00
1025	6/24/96	Airshow RV Parking	1 @ \$45	45.00
1032	6/25/96	Airshow RV Camping	July '96 camping	45.00
1040	6/26/96	Airshow RV Parking	2 @ \$45	90.00
				<u>1,710.00</u>
<b>17 Misc Income</b>				
930	6/7/96	Tropical Promotions	To Armory	125.00
945	6/12/96	Dan O'Toole	To Armory	125.00
1055	6/27/96	Cox Auctions	To Armory	125.00
				<u>375.00</u>
<b>Total D-Interim Use Income</b>				<u><b>24,054.71</b></u>

**E-Fair Income**

<b>31 Other Admissions</b>				
940	6/7/96	Murphy's Furniture	Exhibitor pass book/2 seas park	66.00
				<u>66.00</u>
<b>32 Concessions-Booths</b>				
889	6/3/96	Marsalee's Thai Foods	'96 Fair booth paid in full	150.00
890	6/3/96	C & J Enterprises	'96 Fair booth paid in full	275.00
891	6/3/96	St. Matthew Altar Society	'96 Fair booth paid in full	110.00
892	6/3/96	Dorling Kindesley Library	'96 Fair booth paid in full	162.50
896	6/3/96	Nichola's Restaurant	'96 Fair booth see acct maint.	150.00
898	6/4/96	OHAKA INTERNATIONAL	'96 Fair booth paid in full	162.50
899	6/4/96	Senor Frogg	'96 Fair booth paid in full	150.00
901	6/4/96	Wash. Co. Dept. of Health	'96 Fair booth paid in full	162.50
902	6/4/96	Wash. Co. Cooperative Recycling	'96 Fair booth paid in full	162.50
903	6/4/96	Long Trail Beads & Supply	'96 fair booth paid in full	300.00
907	6/4/96	Faye's Tees	'96 Fair booth	150.00
908	6/4/96	The Olive Branch	'96 Fair booth paid in full	150.00
909	6/4/96	Michael Laslo	'96 Fair booth paid in full	300.00
910	6/4/96	Funtime Enterprises	'96 Fair booth paid in full	150.00
911	6/4/96	Oven Fresh Pizza	'96 Fair booth paid in full	180.00
912	6/4/96	Anita Paul	'96 Fair booth paid in full	137.50
913	6/4/96	JOAN'S CONCESSIONS	'96 Fair booth paid in full	510.00
915	6/4/96	Discovery Toys	'96 Fair booth paid in full	162.50
916	6/4/96	Horse Feathers	'96 Fair booth paid in full	75.00
917	6/4/96	Brooks Custom Engraving	'96 Fair booth paid in full	137.50
923	6/4/96	Moments In Time	'96 Fair booth paid in full	162.50
933	6/7/96	Selco Marketing Co.	'96 Fair booth paid in full	162.50
936	6/7/96	Child Evangelism Fellowship	'96 Fair booth paid in full	162.50
937	6/7/96	Kiwanis Bone Marrow Unit	'96 Fair booth paid in full	137.50
938	6/7/96	Dollman Enterprises	'96 Fair booth paid in full	150.00
939	6/7/96	Alternative Healthlines	'96 Fair booth paid in full	137.50
940	6/7/96	Murphy's Furniture	'96 Fair booth paid in full	325.00
	6/14/96	Facepainting By Barbara	'96 fair booth paid in full	300.00
949	6/14/96	Christmans Around The World	'96 Fair booth paid in full	162.50
953	6/14/96	God's Garments	'96 Fair booth paid in full	137.50
954	6/14/96	Earline & Howard's Catering	'96 Fair booth paid in full	400.00
955	6/14/96	Cindy Kaye Enterprises	'96 Fair booth paid in full	300.00
956	6/14/96	Knaupp's Country Fudge	'96 Fair booth paid in full	150.00
957	6/14/96	American Chimney & Masonry	'96 Fair booth paid in full	175.00
958	6/14/96	Hillsboro Elks Lodge	'96 Fair booth paid in full	162.50
959	6/14/96	Watkins Concessions	'96 Fair booth paid in full	300.00
962	6/17/96	Advance Resorts of America	'96 Fair booth paid in full	325.00
963	6/17/96	Karemor International	'96 Fair booth paid in full	275.00
964	6/17/96	L.G. Haaheim	'96 Fair booth paid in full	403.00

**LINE ITEM REPORT**  
6/1/96 Through 6/28/96

Num	Date	Payee	Memo	Amount
965	6/20/96	Jafra Cosmetics	'96 Fair booth-paid in full	325.00
966	6/20/96	Sunglass Stop International	'96 Fair booth paid in full	275.00
968	6/20/96	All Star Food & Beverage	'96 Fair booth paid in full	300.00
998	6/20/96	Sea Imports	'96 Fair booth paid in full	300.00
999	6/20/96	Tuality Healthcare	'96 Fair booth paid in full	350.00
1000	6/20/96	Cedar Canyon Bottled Water	'96 Fair booth paid in full	162.50
1010	6/20/96	Bronleewe Inc.	'96 Fair booth paid in full	162.50
1013	6/20/96	E & G Catering	'96 Fair booth paid in full	225.00
1014	6/20/96	Cactus Patch Ent.	'96 Fair booth extra space	62.50
1015	6/20/96	Wash. Co. Republicans	'96 Fair booth paid in full	162.50
1016	6/20/96	Wash. Co. Democrats	'96 Fair booth paid in full	162.50
1017	6/20/96	Amigo's Restaurant	'96 Fair booth paid in full	350.00
1018	6/20/96	Highland Horse	'96 Fair booth paid in full	50.00
1022	6/24/96	Shaperite Concepts Limited	'96 Fair booth paid in full	275.00
1023	6/24/96	Lopez Enterprises	'96 Fair booth paid in full	300.00
1024	6/24/96	Cellular Northwest	'96 Fair booth	162.50
1026	6/24/96	Wash. Co. Dairy Women	'96 Fair booth paid in full	250.00
1028	6/24/96	Sierra Club	'96 Fair booth paid in full	275.00
1029	6/24/96	Cascade Sales	'96 Fair booth paid in full	227.50
1037	6/25/96	Shannon the Cannon Windows	'96 fair booth paid in full	325.00
1038	6/25/96	Discount Merchandise	'96 Fair booth paid in full	275.00
1039	6/26/96	E'OLA PRODUCTS Melissa Willard	'96 Fair booth still owes \$12.50	150.00
1043	6/26/96	H.G. Supply	'96 Fair booth paid in full	175.00
1046	6/27/96	Usborne Books	'96 fair booth paid in full	275.00
1048	6/27/96	Komman	'96 fair booth	300.00
1049	6/27/96	Chucks Specialty Hot Foods	'96 Fair booth paid in full	227.50
1058	6/28/96	Wash. Co. Teen Pregnancy Task Fo	'96 fair booth paid in full	325.00
1061	6/28/96	Oddfellows	'96 Fair booth paid in full	162.50
				<u>14,658.00</u>
<b>37 Entry Fees</b>				
925	6/7/96	D.B. Suffolks Unltd.	Livestock entry	22.50
950	6/14/96	Schmeltzer Cream Ranch	Entree Fee Draft Horses	5.00
951	6/14/96	Nancy Rau	Open class large livestock	5.00
952	6/14/96	Enchanted Llamas	LLamas entry fee	5.00
1019	6/20/96	TMK HOLSTEINS	Entry fee	45.00
1020	6/20/96	Pat & Melody O'Dell	entry fees	25.00
1035	6/25/96	Peppmeyer Family	Entry fee's	20.00
1036	6/25/96	Dianna Rode	Entry Fee's	52.50
1041	6/26/96	Sarah Willis	Entry fee	12.50
1050	6/27/96	Austin Matthias	Entry fee	7.50
1051	6/27/96	Rock Creek Jerseys	entry fees	85.00
1059	6/28/96	Elsa Sandoval	entry fee	25.00
				<u>310.00</u>
<b>41 Miscellaneous</b>				
914	6/4/96	Fair Camping	Joan McDowell 7 nts w/ hookups	70.00
924	6/7/96	Fair Camping	D.B Suffolks LTD	12.00
927	6/7/96	Fair Camping	Adolph & Mary Wagner	15.00
928	6/7/96	Fair Camping	Ashley Bellinger	9.00
929	6/7/96	Fair Camping	Marina Schrader	18.00
934	6/7/96	Fair Camping	Selco Marketing	35.00
969	6/20/96	Fair Camping	Jane Boyd	20.00
970	6/20/96	Fair Camping	Kathy August	9.00
971	6/20/96	Fair Camping	Marilyn Kirkland	9.00
972	6/20/96	Fair Camping	Lorrie/Mike Walden	9.00
973	6/20/96	Fair Camping	Leanne Ballard/Elaine Ocnasak 2	90.00
974	6/20/96	Fair Camping	Synda Spath	9.00
975	6/20/96	Fair Camping	Karl & Sandra Usher	6.00
976	6/20/96	Fair Camping	Joyce Vanderzanden	12.00
977	6/20/96	Fair Camping	Lisa Goldbeck	24.00
978	6/20/96	Fair Camping	Hau Haddock	9.00
979	6/20/96	Fair Camping	Stacie & Ariel Toombs	9.00
980	6/20/96	Fair Camping	Julie White	18.00
981	6/20/96	Fair Camping	Dan, Wendy, Emily Gleason	9.00

**LINE ITEM REPORT**  
6/1/96 Through 6/28/96

Num	Date	Payee	Memo	Amount
982	6/20/96	Fair Camping	Heberle Family	9.00
983	6/20/96	Fair Camping	Julie Hacker	9.00
984	6/20/96	Fair Camping	Elizabeth Deulin	9.00
985	6/20/96	Fair Camping	Rita Smith	9.00
986	6/20/96	Fair Camping	Amy Lawrence	18.00
987	6/20/96	Fair Camping	Anne Stevens	18.00
988	6/20/96	Fair Camping	Janet VanDyke	12.00
989	6/20/96	Fair Camping	Terrie Steele	9.00
990	6/20/96	Fair Camping	Sharon Hasenkamp	36.00
991	6/20/96	Fair Camping	Dean Jepson	33.00
992	6/20/96	Fair Camping	Marge Hovda	24.00
993	6/20/96	Fair Camping	Rita Benson	18.00
994	6/20/96	Fair Camping	Vicky Jev	6.00
995	6/20/96	Fair Camping	Gail Bredemeier	9.00
996	6/20/96	Fair Camping	Julie Rose	9.00
997	6/20/96	Fair Camping	Ann Krutsinger	9.00
1034	6/25/96	Fair Camping	Lynn Reini	12.00
1057	6/28/96	Fair Camping	Jackie Griffin	63.00
				<u>704.00</u>

**Total E-Fair Income** 15,738.00

**G-Bingo**

70 Sessions				
931	6/7/96	Glencoe Football	CCB April 2, 3, 9,10,16,17,23,24	2,700.00
				<u>2,700.00</u>

**Total G-Bingo** 2,700.00

**TOTAL INCOME CATEGORIES** 42,492.71

**EXPENSE CATEGORIES**

**A-Personnel**

101 Salaries				
20713	6/7/96	Wash. Co. Finance Division	payroll	(12,314.37)
20720	6/21/96	Wash. Co. Finance Division	payroll	(13,154.88)
				<u>(25,469.25)</u>

102 O.P.E.				
20713	6/7/96	Wash. Co. Finance Division	benefits	(1,678.38)
20720	6/21/96	Wash. Co. Finance Division	benefits	(1,795.81)
				<u>(3,474.19)</u>

**Total A-Personnel** (28,943.44)

**B-Interim Operations**

107 Office Expense				
20726	6/24/96	BOISE CASCADE OFFICE PRODUCTS	General Office Supplies	(113.93)
20727	6/24/96	Automated Office Systems	Black toner for copier	(118.86)
				<u>(232.79)</u>

108 Telephone				
20725	6/24/96	GTE	Phone	(583.42)
20743	6/27/96	AT & T Wireless Services	Cal's cell phone	(49.65)
				<u>(633.07)</u>

110 Postage				
20732	6/25/96	U.S. Postmaster	Bulk mail July-August	(108.49)
20733	6/25/96	U.S. Postmaster	Postage Meter	(300.00)
				<u>(408.49)</u>

**LINE ITEM REPORT**  
6/1/96 Through 6/28/96

Num	Date	Payee	Memo	Amount
<b>112 Utilities</b>				
20722	6/24/96	Northwest Natural Gas	Gas	(240.70)
20723	6/24/96	PGE	Electric	(202.90)
20724	6/24/96	Hillsboro Garbage	Close Date 05/31/96	(432.00)
				<u>(875.60)</u>
<b>113 Repair &amp; Maintenance</b>				
20734	6/26/96	Cudahy Lumber Company	Outside Tieacks	(1,413.18)
20737	6/27/96	POOL-GARDNER LUMBER CO.	Chuckwagon awning	(358.38)
20738	6/27/96	AG West Supply	Sheep & goat barn restoration	(348.00)
20744	6/27/96	Fisher Implement	Rankin, JD AMT #1,Brillion	(2,194.06)
20745	6/27/96	PLATT ELECTRIC	exit light ME/band hookup CCB	(121.22)
20746	6/27/96	True Value Hardware	Weedeater parts,RV Park	(283.07)
20748	6/28/96	Les Schwab	2 tires for 3600 Ford tractor	(438.04)
20750	6/28/96	EOFF ELECTRIC	Lights for entire Fair and Rodeo	(2,116.52)
20751	6/28/96	PLATT ELECTRIC	Replacelights in dairy,beef,rabb	(694.22)
				<u>(7,966.69)</u>
<b>114 General Supplies</b>				
20718	6/13/96	Office Depot	Overhead projector lamps	(47.97)
20719	6/20/96	Jerry Wood	For tool purchase	(45.00)
20737	6/27/96	POOL-GARDNER LUMBER CO.	Gloves, bolts misc. supplies	(189.11)
20745	6/27/96	PLATT ELECTRIC	Supplies	(158.31)
20746	6/27/96	True Value Hardware	Shop and Paint Supplies	(189.70)
20747	6/27/96	RODDA PAINT	Paint forgrnds/blinds for A & C	(793.00)
				<u>(1,423.09)</u>
<b>118 Travel &amp; Training</b>				
20736	6/27/96	U.S. Bankcard Division	Chamber retreat	(8.00)
				<u>(8.00)</u>
<b>121 Professional Svc.</b>				
20728	6/24/96	Bonnie Hays/Consulting Services	Consutations from 1/1-5/31 '96	(2,146.36)
20729	6/24/96	Carlson Testing Inc.	April 21 - May 18 Main Exhibit H	(995.00)
				<u>(3,141.36)</u>
<b>124 Car Allowance</b>				
20715	6/10/96	Cal Wade	Car Allowance	(325.00)
20716	6/10/96	Sue Oxendine	Car Allowance	(70.00)
20717	6/10/96	Margaret Garza	Car Allowance	(100.00)
				<u>(495.00)</u>
<b>131 Advertising &amp; P.R.</b>				
20736	6/27/96	U.S. Bankcard Division	Chamber/Rotary	(113.18)
20740	6/27/96	US West	Yellow pages	(121.98)
20741	6/27/96	Hillsboro Argus	Weekly Ad	(246.00)
				<u>(481.16)</u>
<b>132 Board Expense</b>				
20730	6/25/96	Sue Oxendine	Office/Maint. paper cups Costco	(15.49)
				<u>(15.49)</u>
<b>150 Refunds</b>				
20714	6/7/96	Rosalind Maglich	Refunded tables/were not avail.	(48.00)
20721	6/21/96	Deborah Knapp	Refund deposit of June 20 event	(60.00)
20731	6/25/96	Kevin Countryman	4 airshow spaces cancellation	(180.00)
				<u>(288.00)</u>
<b>Total B-Interim Operations</b>				<u>(15,968.74)</u>
<b>G-Shows &amp; Entertainment</b>				
<b>326 Associated Costs</b>				
20752	6/28/96	Stix Lumber	Amph crowd control fence	(415.00)
				<u>(415.00)</u>

**LINE ITEM REPORT**  
6/1/96 Through 6/28/96

<u>Num</u>	<u>Date</u>	<u>Payee</u>	<u>Memo</u>	<u>Amount</u>
<b>Total G-Shows &amp; Entertainment</b>				<u>(415.00)</u>
<b>I-Bingo</b>				
<b>402 Supplies</b>				
20745	6/27/96	PLATT ELECTRIC	Bingo Supplies	(21.60)
				<u>(21.60)</u>
<b>Total I-Bingo</b>				<u>(21.60)</u>
<b>J-Capital Outlay</b>				
<b>512 Building &amp; Structure</b>				
20735	6/26/96	N.W. Solar Structures	Roof on Chuckwagon	(5,000.00)
20739	6/27/96	Copeland Lumber Yards, Inc.	Supplies, sheep barn 2 new ticks	(601.75)
20742	6/27/96	Cudahy Lumber Company	4-H barn restoration	(693.00)
				<u>(6,294.75)</u>
<b>513 Equipment</b>				
20749	6/28/96	Fisher Equipment	Lawn edger, Comm. rough cut mowe	(1,650.00)
				<u>(1,650.00)</u>
<b>Total J-Capital Outlay</b>				<u>(7,944.75)</u>
<b>Expense - Unassigned</b>				
	6/17/96	Account Maintenance	Nichola's Restaurant stop paymen	(150.00)
<b>Total Expense - Unassigned</b>				<u>(150.00)</u>
<b>TOTAL EXPENSE CATEGORIES</b>				<u>(53,443.53)</u>
<b>TRANSFERS</b>				
<b>POOL #4486</b>				
	6/27/96	Gov't Pool		39,000.00
	6/28/96	Gov't Pool		<u>8,800.00</u>
<b>Total POOL #4486</b>				<u>47,800.00</u>
<b>U.S. BANK</b>				
	6/27/96	Gov't Pool		(39,000.00)
	6/28/96	Gov't Pool		<u>(8,800.00)</u>
<b>Total U.S. BANK</b>				<u>(47,800.00)</u>
<b>TOTAL TRANSFERS</b>				<u>0.00</u>
<b>GRAND TOTAL</b>				<u>(10,950.82)</u>



Washington County Fair Complex  
FINANCIAL POSITION  
May 31, 1996

**CHECKING ACCOUNTS**

	U.S. Bank	First Interstate	Bingo
Beginning Balance	2,690.72	1,087.04	2,760.56
Income	157,139.99	0.00	0.00
From Government Pool	<u>14,000.00</u>	<u>0.00</u>	<u>0.00</u>
	173,830.71	1,087.04	2,760.56
Less Checks	60,299.54	0.00	0.00
To Government Pool	<u>110,000.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Balance	\$3,531.17	\$1,087.04	\$2,760.56

**TOTAL COMBINED CHECKING**

**\$7,378.77**

**SAVINGS ACCOUNTS**

<b>Investment Pool</b>	
Beginning Balance	216,629.51
Interest for Month	1,073.16
From Checking	110,000.00
To Checking	<u>14,000.00</u>
Ending Balance	<b>\$313,702.67</b>
<b>EXPO ACCOUNT</b>	
Beginning Balance	3,660.95
Interest for Month	<u>16.74</u>
Ending Balance	<b>\$3,677.69</b>

**TOTAL COMBINED SAVINGS**

**\$317,380.36**

**TOTAL RESOURCES**

**\$324,759.13**

WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1, 1995 - JUNE 30, 1996

JUNE 1 - 30, 1996

ACTUAL 1994-95	LINE ITEM #	DESCRIPTION	BUDGET 1995-96	REVISED 1995-96	TRANS FOR MONTH	TOTAL TO DATE	BALANCE
<b>PERSONNEL</b>							
290,008	101	Salaries	290,000	300,000	25,469.25	320,800.90	(20,800.90)
119,423	102	O.P.E.	110,000	116,000	3,474.19	94,061.40	21,938.60
409,431			400,000	416,000	28,943.44	414,862.30	1,137.70
<b>INTERIM OPERATIONS</b>							
3,774	107	Office Expense	4,000	4,000	232.79	3,720.56	279.44
10,486	108	Telephone	10,800	10,800	633.07	9,033.42	1,766.58
405	109	Printing	500	500	0.00	1,247.87	(747.87)
3,628	110	Postage	4,000	4,000	408.49	3,845.35	154.65
2,372	111	Equip/Bldg Rental	2,000	2,000	0.00	2,341.29	(341.29)
59,335	112	Utilities	64,000	64,000	875.60	63,926.39	73.61
57,232	113	Repair & Maintenance	35,000	45,000	7,966.69	52,529.74	(7,529.74)
17,876	114	General Supplies	15,000	18,000	1,375.12	18,560.47	(560.47)
0	115	Legal Notices	0	0	0.00	0.00	0.00
11,250	116	Gate Change	11,500	5,500	0.00	5,500.00	0.00
4,327	117	Parking	6,000	6,000	0.00	5,932.39	67.61
3,398	118	Travel & Training	4,000	4,000	8.00	1,887.16	2,112.84
674	119	Legal fee to County	500	700	0.00	1,087.00	(387.00)
50,667	121	Professional Svcs.	5,000	15,000	3,141.36	13,943.39	1,056.61
8,509	122	Insurance & Bond	8,500	8,500	0.00	6,677.60	1,822.40
0	123	Private Mileage	0	0	0.00	0.00	0.00
5,790	124	Car Allowance	5,940	5,940	495.00	5,740.00	200.00
7,494	131	Advertising & P.R.	7,000	7,500	481.16	8,952.11	(1,452.11)
3,637	132	Board Expense	4,000	3,600	15.49	2,098.82	1,501.18
2,606	133	Dues, Licenses, Fees	3,000	3,000	0.00	2,841.04	158.96
4,187	149	Misc. materials & Svcs.	5,000	5,000	0.00	3,382.11	1,617.89
6,522	150	Refunds	4,000	6,500	288.00	8,536.93	(2,036.93)
14,919	151	County-Indirect cost	17,761	17,761	0.00	17,761.00	0.00
0	152	Decorations	0	0	0.00	0.00	0.00
279,087			217,501	237,301	15,920.77	239,544.64	(2,243.64)

Inc 15774690  
EXP 1259686  
3149

WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1, 1995 - JUNE 30, 1996  
**JUNE 1 - 28, 1996**

ACTUAL 1994-95	LINE ITEM #	DESCRIPTION	BUDGET 1995-96	REVISED 1995-96	TRANSACTIONS FOR MONTH	TOTAL TO DATE	BALANCE
<b>FAIR OPERATIONS</b>							
10,751	175	Printing	11,910	11,910	0.00	8,472.12	3,437.88
7,311	176	Utilities	7,500	8,199	0.00	8,199.15	(0.15)
0	177	Gate Charge	11,500	0	0.00	0.00	0.00
5,649	178	Parking	6,000	5,911	0.00	5,611.30	299.70
42,313	179	Professional Svcs.	41,000	32,500	0.00	35,949.57	(3,449.57)
57,977	180	Advertising	60,000	63,069	0.00	63,068.73	0.27
2,528	181	Refunds	2,300	783	0.00	783.25	(0.25)
3,405	182	Miscellaneous	3,000	5,551	0.00	9,975.91	(4,424.91)
4,900	183	Decorations	3,000	2,548	0.00	2,807.26	(259.26)
6,520	184	Equipment Rental	3,200	4,794	0.00	5,193.66	(399.66)
13,056	186	Restroom Service	13,500	18,853	0.00	15,353.24	3,499.76
2,165	187	Repair & Maintenance	4300	1,000	0.00	1,001.32	-1.32
156,574			167,210.00	155,118.00	0.00	156,415.51	(1,297.51)
<b>EXHIBITS/COMPETITIONS</b>							
2,382	211	Awards FFA	2,500	3,301	0.00	3,301.05	(0.05)
1,345	212	Personnel FFA	1,350	1,494	0.00	1,493.58	0.42
915	213	Other FFA	900	1,145	0.00	1,177.89	(32.89)
8,414	221	Awards 4-H	8,400	7,133	0.00	7,133.13	(0.13)
6,259	222	Personnel 4-H	6,300	7,984	0.00	7,984.34	(0.34)
3,495	223	Other 4-H	3,500	4,059	0.00	4,059.39	(0.39)
37,983	231	Awards Open Class	40,000	37,889	0.00	38,305.47	(416.47)
3,995	232	Personnel Open	5,000	7,290	0.00	7,290.29	(0.29)
5,276	233	Other Open Class	5,000	4,950	0.00	4,950.07	(0.07)
70,063			72,950.00	75,245.00	0.00	75,695.21	(450.21)
<b>RODEO</b>							
33,033	311	Prize Money	31,500	32,700	0.00	32,700.00	0.00
10,723	312	Announcer/Contractor	12,000	14,464	0.00	14,464.29	(0.29)
15,900	313	Stock Contract	16,500	16,500	0.00	16,500.00	0.00
0	314	Special Awards	800	318	0.00	318.00	0.00
0	315	Special Kid's Rodeo	1,000	0	0.00	0.00	0.00
397	316	Promotion	1,400	0	0.00	315.00	(315.00)
3,730	317	Materials & Supplies	4,500	4,967	0.00	8,172.63	(3,205.63)
2,252	318	Board Expense	2,500	2,500	0.00	4,544.59	(2,044.59)
2,295	319	Other (Fees & Dues)	1,500	1,500	0.00	1,427.80	72.20
367	320	Queen	2,000	2,000	0.00	1,750.30	249.70
0	321	Rental Equipment	3,525	4,930	0.00	4,860.00	70.00
68,697			77,225.00	79,879.00	0.00	85,052.61	(5,173.61)

WASHINGTON COUNTY FAIR COMPLEX  
FISCAL YEAR JULY 1, 1995-JUNE 30, 1996  
JUNE 1 - 28, 1996

ACTUAL 1994-95	LINE ITEM #	DESCRIPTION	BUDGET 1995-96	REVISED 1995-96	TRANSACTIONS FOR MONTH	TOTAL TO DATE	BALANCE
<b>HORSE SHOWS</b>							
1,890	322	Personnel	0	0	0.00	0.00	0.00
3,572	323	Other	0	0	0.00	0.00	0.00
5,462			0	0	0.00	0.00	0.00
<b>FAIR: ENTERTAINMENT</b>							
106850	324	Main Stage	120,000	106,300	0.00	106,300.00	0.00
48695	325	Grounds Entertainment	55,000	54,446	0.00	54,446.26	(0.26)
33620.7	326	Associated Costs	34,500	36,057	415.00	36,471.69	(414.69)
1859.7	327	Touch & See	2,000	1,972	0.00	1,971.50	0.50
191,025			211,500	198,775	415.00	199,189.45	(414.45)
<b>INTERIM ENTERTAINMENT</b>							
7,989	375	Interim shows	100,000	100,000	0.00	611.00	99,389.00
7,989			100,000	100,000	0.00	611.00	99,389.00
<b>BINGO</b>							
11,652	401	Personnel	0	0	0.00	0.00	0.00
2,464	402	Supplies	0	0	21.60	21.60	(21.60)
0	403	Mileage	0	0	0.00	0.00	0.00
1,961	404	Food	0	0	0.00	0.00	0.00
4,245	405	Advertising	0	0	0.00	0.00	0.00
0	406	Equipment Rental	0	0	0.00	0.00	0.00
435	407	Operating Change	0	0	0.00	0.00	0.00
1,216	408	Dues, Licenses, Fees	0	0	0.00	70.00	(70.00)
21,972			0	0	21.60	91.60	(91.60)
<b>CAPITAL OUTLAY</b>							
55419.89	510	Purchase/Lease	56,000	56,000	0.00	54,380.00	1,620.00
124.28	511	Land Improvements	0	19,200	0.00	7,729.65	11,470.35
83571.23	512	Bldg. & Structure	6,564	11,564	6,294.75	14,786.11	(3,222.11)
20520	513	Equipment	6,000	6,000	1,650.00	11,327.87	(5,327.87)
500	514	Equipment-Bingo	0	0	0.00	0.00	0.00
160,135			68,564	92,764	7,944.75	88,223.63	4,540.37
<b>CONTINGENCY</b>							
196,042	600	Contingency	252,500	252,500	0.00	0.00	252,500.00
196,042			252,500	252,500	0.00	0.00	252,500.00
1,566,477			1,567,450	1,607,582	53,245.56	1,259,685.95	347,896.05

**FAIR BOARD MINUTES**  
**JUNE 5, 1996**

**FAIR BOARD**

John Thomas  
Linda Gray  
George Otten  
Ken Leahy (arrived late)  
David Lintz (arrived late)

**STAFF**

Cal Wade  
Margaret Garza  
Jim Jordan  
Sue Oxendine

**GUESTS**

Fred Boyles  
Cody Fineauer  
John Robinson  
Marlene Spadt  
Claude Werner  
Rocky Williams  
other rodeo committee  
members

The public was welcomed by Chairman Thomas.

**CONSENT AGENDA**

Wade reported on projections as of May 31. Based on a \$1,562,354 income and \$1,268,224 expense figure he projects a cash carry forward of \$294,130 which is better than originally thought.

Payroll could go over \$419,000. The fair booth income is lagging behind as some booths still remain to be sold and second payments are due.

The hotel/motel tax for the fiscal amounts to \$465,807 which is \$30,000 more than first projected.

**MOTION: MOVED BY LINDA GRAY, SECONDED BY GEORGE OTTEN, TO APPROVE THE CONSENT AGENDA. MOTION PASSED 3 - 0 (LEAHY AND LINTZ WERE NOT THERE TO VOTE).**

Glencoe football will be giving up their Wednesday night game. They will play Tuesday night.

**MARKETING**

Garza reported May as a good month. The major show, Antique to Modern Doll Show, re-scheduled for 1997. The Gem Fair was saved by Jordan when the show experienced major electrical problems. This show will also be returning. Other major shows in May were the Exotic Bird Show, Mustang Ford Swap Meet, and Gun Show.

Garza said her promoters were giving positive remarks for all the staff. Albert Flanagan has been especially helpful.

An alpaca show has booked for 1997 and 1998. The Australian Cattle Dogs will be here in 1998. Leopold Stevens has reserved the grounds for a company picnic in 1997.

Besides facility bookings, Garza has been selling ads for the entertainment guide and booths in the marketplace. Of the 8-10 leads given her by the rodeo board, four have confirmed ad space in the entertainment guide.

Gray stated the Forestry Education Convention is looking for a place for extra show and RV parking and would be contacting Garza.

### **RODEO**

New siding has been placed on three sides of the office. The old 4-H office is now a computer room. 4-H will use the front office this year during 4-H Horse Fair. The arena is in good shape although the panels need to be replaced on the southeast side. Best Mix Concrete has donated concrete for the construction of the new bull pens.

Boyles talked with Corky Warren and secured four additional bucking chutes at a cost of \$800 per chute. Boyles said they have sponsors to cover the costs.

Williams stated there are four new \$1,500 sponsors to help off-set the chute costs. They are getting a good response from the second mailer. TCI Cable would like to be a major sponsor with a \$10,000 in-kind sponsorship of the rodeo and fair. Williams is coordinating with Terry Amato since KATU is the official fair and rodeo TV media sponsor. The advertising spots would air on TNN, ESPN, CNN, and PRIME cable channels.

Overall the rodeo has attracted \$12,000 additional sponsors plus TCI.

Werner asked for verification from the fair board about their commitment to the new grandstand providing the rodeo board found a \$50,000 backer(s). He has been discussing a monster truck show with a promoter and has reserved the first weekend in October. The show would be both nights and would bring in good capital for the grandstand. He wanted a commitment from the fair board that money earned from the monster truck show and other arena events would go towards the grandstand and not the general Fair Complex operating fund.

Lintz stated that the rodeo board cannot operate independently of the fair board. It is the obligation of the fair board to pay for any debts of the Fair Complex.

Thomas asked that the discussion be deferred to old business in the agenda.

Gray thanked the rodeo board for arranging the monster truck show.

### **MAINTENANCE**

Jordan gave this month's report. Weather has slowed all outdoor projects. This has especially affected Wold who is in charge of landscaping.

Bemis has been enlarging the shop compound and working on the re-conditioning of the sheep/goat barns with Wood. The Tri-County Lamb Show participants gave very favorable comments to the 4-H Barn improvements.

Flanagan Jr. has been assisting the maintenance team with various projects when not busy with events.

Jordan is about to begin an electrical project that will improve the Floral, Cloverleaf, and Gazebo areas.

### **GRANDSTAND**

Wade received a revised estimate of \$433,500 for a new grandstand from Southern Bleacher Company. The new grandstand would be built to the Uniform Fire Code of 1994 and the roof built to fit. Concession and rest room facilities could be built underneath.

This new price throws a curve at the used one currently under negotiation. The County Commissioners would be placed in an awkward spot when asked for an exemption from the bid laws when the difference between the used and new grandstand is only \$8,000. County Counsel feels there could be a difficulty in justifying the \$8,000 difference an exemption from the bid laws.

Another problem is with the financing. The leasing company will not lease to the Fair Complex without the County signing the lease. The County is having a problem with this because of the other monies loaned to the Fair Complex for the Main Exhibit Hall improvements.

Lintz responded to rodeo board complaints that the fair board was not dealing with the grandstand issue quickly by stating that the idea for replacing the grandstand is approved, but the fair board must go through the county process of bids and exemptions first. The issues of the comparison of the new to used grandstand, \$8,000 difference, and attaching a new roof to the used grandstand without going to bid need to be resolved. The county process may delay the October 1 projected completion date.

Werner asked if a group of private financiers could purchase the grandstand. They would be charged a higher interest rate as the lower quoted rate is for a county secured lease. According to County Counsel there are three ways to purchase the grandstand: Certificates of Participation with the leasing company, county financing the purchase, and individual group purchase with higher interest rates.

The County would insist on handling the purchase like a COP and would want bond counsel's opinion as to the validity of the deal.

Board members expressed the need to talk with the Commissioners and County Counsel regarding the exemption and to find if the roof would be considered a sole source. If it isn't, a RFP will have to be designed for the roof.

Gray suggested getting on the County Commissioners agenda as an off-docket item for the coming Tuesday. Meanwhile, she encouraged all the fair board members to converse with their individual commissioner. Wade said the Commissioners should be given some information ahead of time to study. Lintz suggested someone from the rodeo board attend the meeting with Wade to answer all questions.

**MOTION: MOVED BY DAVID LINTZ THAT WADE, LEAHY, AND BOYLES GO TO THE BOARD OF COUNTY COMMISSIONERS ON AN OFF-DOCKET ITEM TO TEST THE QUESTION OF A SINGLE SOURCE OF THE GRANDSTAND ROOF AND DISCUSS WITH THEM THE LEASING SOURCE.**

Discussion: Wade reminded the board there was still the issue of the \$8,000 difference. Leahy said he didn't know if that even had to be brought up. Wade responded that we can not hide the fact that we have this figure and he is obligated to inform the Commissioners of all the facts.

Boyles asked why Southern Bleacher was allowed to see the specification on the used grandstand. He called it price pedaling.

Lintz reminded everyone that they must work in the same direction in order to get the grandstand.

An addition was made to the motion: **INCLUDE A LIST OF INFORMATION TO PRESENT TO THE BOARD OF COUNTY COMMISSIONERS PRIOR TO THE MEETING. MOTION SECONDED BY KEN LEAHY. MOTION PASSED UNANIMOUSLY.**

#### **\$100,000 BUDGET APPROVAL**

Wade and Bonnie Hays attended the county budget hearing. The budget was approved. Hays and Wade presented the request of the fair board to acquire a \$100,000 grant to come up with preliminary drawings for the proposed main pavilion. There are strings attached to the approval of the grant. The County Commissioners have to approve what the money is used for and will probably have the Facility Manager control the money as it is spent. The commissioners also want to know what is expected of them down the road in the way of a bond issue or other support.

Wade and Hays are having two separate meetings with different commissioners to define the RFP. The intent is to use the \$100,000 to put validity to the new building with preliminary drawings. The RFP will be sent to various architectural firms to get a basic idea of the size and design of the building. The final design will be used as a tool for a bond issue or to sell the idea to private companies.



The county will want to know how the fair board plans to pay for the building.

Wade mentioned a two-cent differential with the hotel/motel tax between Multnomah and Washington Counties. Metro now collects this from Multnomah and would like to raise the hotel/motel tax in Washington County to parity and take the two-cent increase to fund its programs. Since it is a Regional Government it can do so without a vote. The referendum law in Washington County requires a vote and Wade is proposing that the commissioners go out for a vote and dedicate the increased generated revenue to tourism. The hotel owners/managers do not want an increase, but if there is one, would rather it stay in Washington County than go to Metro.

He asked for board approval to pursue this line of reasoning. He was given unanimous approval.

#### **FAIR UPDATE**

Oxendine reported second payments for commercial booths are coming in now. Reminder notices were sent out to those who had yet to make a second payment. There are still commercial holes to fill.

Premium books are in the board was requested to help distribute them. Bonnie Petitjean designed the covers and the office is receiving many compliments.

There will be an antique tractor display courtesy of Don Leahy.

Sponsorships are up from 1995. Amato has been working hard at securing additional sponsors.

Petitjean is working on the entertainment guide. Stacy Putzler started work as full-time help for fair. She is typing judge's books, assisting with Air Show passes, has sent out contracts for the Pioneer Village participants, and will be processing the livestock entries as they come in.

Half of the fair signs are refurbished.

Pre-sale tickets for amphitheater entertainment and rodeo grandstand seating began June 1. Advertising has started for the pre-sale and press releases are being regularly sent. Today Oxendine and Petitjean visited with Roger Parrish who designs the county's web pages. The Air Show, Happy Days, and the Fair & Rodeo will be promoted on the Internet.

The gazebo and totem pole areas were planted by garden club ladies this morning.

Sunday's main entertainer is still being sought. Wade reported he only has \$11,000 left for Sunday and may need additional money to bring in a quality act. Concert Services told

him that the Dwight Yokum tour was flopping and Emilio, who had originally signed for Sunday but backed out when he was invited to tour with Yokum, might be back in the picture. Wade asked for approval to spend an additional \$5,000-\$7,000 if needed for Sunday.

**MOTION: MOVED BY DAVID LINTZ, SECONDED BY GEORGE OTTEN, TO AUTHORIZE AN ADDITIONAL \$7,500, BUT SEEK EMILIO FIRST. MOTION PASS UNANIMOUSLY.**

#### **FINANCIAL AUDIT**

The audit began Monday. They have asked all types of questions and put Wade through the 3rd degree regarding the rodeo board petty cash amount.

#### **DOG LEG DIRT**

Wade met with Tri-Met and was asked to deal directly with Peter Kiewit to get the dirt removed. Wade asked Leahy to walk the grounds and find a place for the dirt.

Kiewit has 280,000 yards of dirt that is going on the Port of Portland clear zone east of the Fair Complex. They would give the Complex 30,000 yards and move the existing fourteen from the dog leg. Tri-Met would like the dirt moved immediately, but Wade feels they can wait until after the fair.

#### **4TH OF JULY CLOSURE**

The fair board approved the closure of the office for the four day weekend. This will be the last weekend off for staff prior to fair.

#### **TABLES AND CHAIR PURCHASE**

Wade reported a shortage of tables and chairs due to increased usage and breakage of existing inventory. The fair board has already approved \$6,000 trade with the Black Powder group to build additional tables, but others will still be required and Wade would like another \$20,000 to put towards their purchase.

#### **LIFETIME PASS**

Williams asked why Ron McAuley, who worked at the Fair Complex for nine years, did not receive a lifetime pass. Wade said it was an oversight and one would be issued.

#### **WC HOGG**

Lintz asked if anyone would take offense if the mascot was changed or there was no longer one associated with the Fair Complex. He said the Complex has outgrown the pig. Other board members and staff agreed.

The meeting was adjourned at 7:05 p.m.

Submitted  
Sue Oxendine  
Secretary

# FAIR COMPLEX

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

## July- August Activities

**July 3 - 7**

### **HILLSBORO HAPPY DAYS CARNIVAL**

Wednesday 5 pm - 11 pm

Thursday 11 am - midnight

Friday 6 pm - 11 pm

Saturday 1 pm - 11 pm

Sunday 1 pm - 8 pm

Carnival, food booths and entertainment. Admission \$3.00 Adults, \$2.00 Seniors & Youth (6 - 16), under 6 Free. Parking \$3.00 on the 4th and \$2.00 on the other days. Contact: (503) 761-0989.

**July 4 - 5**

### **Northwest Speedway Racing**

Thursday & Friday 7 - 9 PM

Professional motorcycle racing in the arena. Exciting new sport in the area. AMA sanctioned. General Admission \$6.50, Reserved seating \$7.50. Contact: (360) 687-0539.

**July 12 - 14**

### **Rose Festival Airshow Auto and RV Parking**

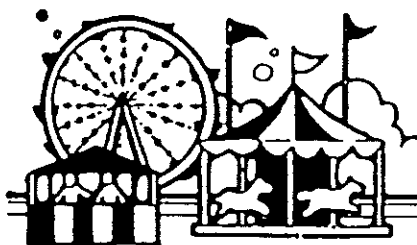
Daily auto parking is available for \$3.00 a day. RV spaces are available for \$45.00 for a three day pass (no one day passes). Contact the Fair Office.

**July 20**

### **Columbia Empire USA Volleyball MUD VOLLEYBALL**

**Saturday 7 - 5**

The 7th Annual Coed 8-person events. Proceeds will be donated to charity. Eight courts with eight inches of mud. Contact (503) 225-4955.



**July 30 - August 4**

### **Washington County FAIR & RODEO**

(See Reverse Side)

**August 3**

### **Iron Horse Auction**

### **Nursery Plant Auction**

Preview Friday Noon - 5

Auction Saturday 10 AM Sharp

Small lots to large lots! Flowering/shade trees, evergreens, and shrubs. Contact: (503) 648-7394.

**August 10 - 11**

### **Pegasus Promotions DOLL, BEAR & TOY SHOW**

**Saturday & Sunday 10 - 4**

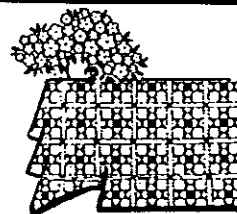
A GREAT show. come on out and have fun! Admission \$4.00 adults, \$2.00 children (6-12).

**August 10 & 24**

### **Northwest Speedway Racing**

**Saturday 7 - 9 PM**

Professional motorcycle racing in the arena. Exciting new sport in the area. AMA sanctioned. General Admission \$6.50, Reserved seating \$7.50. Contact: (360) 687-0539.



**August 16 - 17**

### **AMISH QUILT SHOW**

**Friday 12 - 8**

**Saturday 10 - 5**

Over 100 Amish, Mennonite, and other select crafts peoples will be represented. Art, quilts, wall hangings, dolls, pillows, furniture, toys, books, rugs, home accessories and more. Presentation on Amish lifestyle both days at 2:00 PM. Admission is FREE. Contact: (717) 687-9270.

**August 24 - 25**

### **Collectors West GUN SHOW**

**Saturday 9 - 5**

**Sunday 9 - 4**

Gun show and sale. Knives, militaria, related items, coins, jewelry, and more. Buy, sell, and trade. Free appraisals. Contact: (503) 644-5952.

**August 31 -  
September 1**

### **Peer Pressure TRUCK & CAR SHOW**

**Saturday 11 - 6**

**Sunday 11 - 1**

Third Annual Oregon Supershow. Show on Saturday, Awards on Sunday. Custom vehicle show open to all. Proceeds to local programs and charities. Admission \$5.00 for spectators. Contact (503) 335-3579.

July 1-31, 1996

FACILITY USE

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

9th continued  
CLOVERLEAF  
Bingo

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 FLORAL Civil Air Patrol MAIN EXHIBIT HALL Dog Training	2 MAIN EXHIBIT HALL Dog Training CLOVERLEAF Bingo	3 FAIR COMPLEX Happy Days	4 ARENA Speedway Racing FAIR COMPLEX Happy Days	5 ARENA Speedway Racing FAIR COMPLEX Happy Days	6 ARENA Mexican Concert MAIN EXHIBIT HALL Public Dance FAIR COMPLEX Happy Days
7 FAIR COMPLEX Happy Days	8 CLOVERLEAF Air show Training FLORAL Civil Air Patrol ARTS & CRAFTS Dog Training MAIN EXHIBIT HALL Dog Training ARENA Riding Practice	9 ARTS & CRAFTS Air show Training/Chamber MAIN EXHIBIT HALL Dog Training ARENA Riding Practice FRIENDSHIP SQUARE 4-H Meeting WARM UP ARENA 4-H Riders	10 CLOVERLEAF Police Command Post MAIN EXHIBIT HALL Air Show Forum - Chamber FRIENDSHIP SQUARE Air show meeting	11 CLOVERLEAF Police Command Post MAIN EXHIBIT HALL Air Show Forum - Chamber FRIENDSHIP SQUARE Air show meeting	12 CLOVERLEAF Police Command Post FRIENDSHIP SQUARE Private function/picnic ARMORY Guard Drill FAIR COMPLEX Air Show	13 CLOVERLEAF Police Command Post ARMORY Guard Drill FAIR COMPLEX Air show
14 CLOVERLEAF Police Command Post ARMORY Guard Drill FAIR COMPLEX Air show	15 CLOVERLEAF Police Command Post FLORAL Civil Air Patrol ARTS & CRAFTS Dog Training MAIN EXHIBIT HALL Dog Training ARENA Riding Practice	16 CLOVERLEAF Bingo MAIN EXHIBIT HALL Dog Training ARENA Riding Practice	17 CLOVERLEAF Private Function ARENA Riding Practice	18 ARENA Riding Practice	19 ARENA Riding Practice	20 ARENA Rodeo Queen Hornmanship RODEO PASTURE Mud Volleyball Tournament ARMORY Private Function
21 ARTS & CRAFTS Dog Training ARENA Riding Practice	22 ARTS & CRAFTS Dog Training ARENA Riding Practice	23 ARENA Riding Practice	24 FAIR COMPLEX Horse Fair - 4 H	25 FAIR COMPLEX Horse Fair - 4H	26 FAIR COMPLEX Horse Fair - 4H	27 FAIR COMPLEX Horse Fair - 4H
28 FAIR COMPLEX Horse Fair - 4H	29 ARENA Riding Practice FAIR COMPLEX Horse Fair - 4-H	30 FAIR COMPLEX Washington County Fair & Rodeo	31 FAIR COMPLEX Fair and Rodeo Ends: August 4, 1996			

# WASHINGTON COUNTY

## Inter-Department Correspondence

June 14, 1996

To : Cal Wade, Manager  
Washington County Fair Plex

From : Charles D. Cameron, County Administrator  
County Administrative Office



Re : Agenda Item Regarding Purchase of Grandstand and Roof

Following receipt of your requested off-docket agenda item we met with County Counsel and Purchasing and, combined with our review, we have identified the following issues for your reconsideration. Until these issues have been addressed, we will not be able to recommend that the Board of Commissioners move forward with your request.

1. The agenda item needs to make clear that the bleacher purchase is being made under an exemption based on specific purchasing rules. There needs to be a concise explanation on the specifics of this purchase and how the purchasing rules apply. The purchasing rules require that a minimum of 3 quotes be obtained from reputable suppliers for basis of comparison. These quotes should be documented on the standard quote sheets provided by the County Purchasing Division (attached) and summarized in the agenda item. Leslie Johnson of the Purchasing Division is available to assist you as needed. Her number is 648-8737.
2. The agenda item requests an exemption for the purchase of the roof based on a sole source provider due to the type of bleachers being purchased. As this purchase exceeds \$25,000 a newspaper notice summarizing the intended purchase and inviting input is required prior to approval of the exemption. It is our understanding the Dan Olsen has discussed this requirement with you. Again Ms. Johnson is available to assist you if necessary.
3. This agenda item also references the need for the County to assume some form of financial responsibility, such as a co-signer or guarantor, to the proposed lease agreement and assume tax exempt financing. The specific role for the County needs to be clarified in the agenda item. Further, we need to know why this type of financing was selected and how it compared to other types of financing. A summary and discussion of this analysis needs to be included as part of the agenda item. In addition, if tax-exempt financing is to be authorized, review by bond counsel will be required. It is our understanding that Dan Olsen has discussed this requirement with you and with one or more members of the Fair Board, and already referred the matter to bond counsel.

4. Finally, as you have discussed with my staff, there are at least three significant projects that are currently being pursued by the Fair that have major financial implications. These are:

- The grandstand/roof purchase of approximately \$435,000 which requires annual payments of approximately \$66,000 per year.
- The request for \$100,000 from the County General Fund that was addressed to the Budget Committee.
- The upgrade to the main event building, for which you have identified a desire/need to secure outside funding - potentially from the County General Fund - of approximately \$100,000 to be financed over a three year period (payments of approximately \$34,000 per year).

Given the significance of these projects it is important to be able to view them within the context of the Fair's near-term (five year) financial outlook. An example of such a financial context is the five-year forecast for the County's General Fund.

While we understand that time is a concern, we feel it is necessary to follow the required procedures, undertake the same analysis and provide the same type of information to the Board of Commissioners as would be done under similar circumstances if a County department were involved. Please do not hesitate to call if County staff can be of assistance to you in any way.

**Attachment**

**c. w/o attachment:**

Washington County Board of Commissioners  
Dan Olsen, County Counsel  
Gayle Graham, Purchasing Division

# AGENDA

## WASHINGTON COUNTY BOARD OF COMMISSIONERS

Agenda Category Consent Agenda - Fair Complex  
Agenda Title Approve findings/Grant Specific exemption from bidding requirements.  
Approve and participate in lease purchase agreement.  
To be presented by Cal Wade, Executive Director, Fair Complex

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### EXECUTIVE SUMMARY:

Request that your Board approve findings and grant a specific exemption from bidding requirements to allow the Fair Complex to contract with Arena Development Inc. to purchase a used 3400 seat grandstand and a new cover (roof) to fit the above grandstand. The roof is a sole-source product through Outdoor Aluminum Company of Geneva, Alabama. The used grandstand is manufactured by Outdoor Aluminium Company. Their competitors have advised us that it would not be cost effective to attach a different brand cover to the bleachers. In checking other covers the price is very competitive.

Arena Development Company has guaranteed the bleachers to meet the 1994 Uniform Commercial Building Code (which meets the city of Hillsboro's standard). The 1994 UCC also includes ADA and crowd management requirements. They have also guaranteed "as new" condition. The grandstands were manufactured in 1992 and have reportedly been used only three or four times.

The total cost delivered and installed is \$300,000 for the grandstand and \$135,000 for the new cover for a total cost of \$435,000.

We have negotiated a lease option purchase plan through Key Corporation Leasing Company, a subsidiary of Key Bank.

(continued on next page)

### DEPARTMENT'S REQUESTED ACTION:

Approve the findings attached as Exhibit A, grant a specific exemption from the formal competitive bidding process and authorize the lease/purchase contract with Key Leasing Corporation.

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### COUNTY ADMINISTRATOR'S RECOMMENDATION:

Agenda Item No. \_\_\_\_\_  
Date \_\_\_\_\_

Consent Agenda - Fair Complex  
APPROVE FINDINGS/GRANT EXEMPTION  
TO EXECUTE CONTRACT TO PURCHASE  
GRANDSTAND SEATING & ROOF FOR SAID  
GRANDSTAND

(#)

Page 2

The terms of the proposed Tax-exempt lease is 6.72 variable rate per annum on a 7-year payout with semi-annual payments of approximately \$33,000 (\$66,000 per year) with a \$1.00 buyout at the end of the lease (See Exhibit B). The leasing company has requested the Fair Complex "enter into a lease/purchase agreement through Washington County" (See Exhibit C).

The lease payments are projected to be made through the increased revenues generated by the new facility. Guarantees of several Rodeo sponsors have been obtained for a one time combined total payment of \$50,000 in the event payment cannot be made by the Fair Complex. It has been determined by the Fair Board that a percentage of the payment can be made with the already approved Fair budget if necessary. This would be done through the Capital Investment line item.

The lease/purchase will carry it's own income and expense line items in the '97 - '98 budget year.

To execute the contract to purchase the grandstand, findings must be approved and a formal exemption from the formal competitive bidding process must be granted by your Board.

To execute the lease contract your Board must be willing to participate with the Fair Complex (See Exhibit C).

Fair Complex staff, Fair Board and Rodeo Board will be prepared to respond to your questions.

Exhibit A  
Information Required to Grant Specific Exemption

County Purchasing Rule #125-315-001 states that your Board may grant a specific exemption from the competitive bidding requirements of ORS 279.015; and Purchasing Rules #125-310-120 and #125-340-040 state that an exemption may be granted if a product is deemed to be a sole-source/single manufacturer. The request for exemption shall contain the following:

- (a) The nature of the project;

Response: Purchase of a used 3400 seat grandstand and a new roof for said grandstand.

- (b) The estimated cost of the project;

Response: \$435,000



Consent Agenda - Fair Complex  
APPROVE FINDINGS/GRANT EXEMPTION  
TO EXECUTE CONTRACT TO PURCHASE  
GRANDSTAND SEATING & ROOF FOR SAID  
GRANDSTAND

(#)

Page 3

- (c) A narrative description of the savings anticipated by the exemption from competitive bidding, and the reasons why competitive bidding would be inappropriate;

Response: Outdoor Aluminum is the sole source to supply a roof to match the used Outdoor Aluminum grandstand. Other manufacturer's roofs are not compatible with Outdoor Aluminum bleachers without major changes.

Southern Bleacher Company, a competitor, advised us that the price of Outdoor Aluminum is very competitive (\$135,000) and that if in fact we find the used bleachers are a substantial savings, we would be well advised to purchase the matching roof.

- (d) Proposed alternative contracting and purchasing practices to be employed;

Response: None

- (e) The estimated date by which it would be necessary to let the contract;

Response: As soon as possible.

EXHIBIT A - FINDINGS

The following findings (a & b) must be approved to grant an exemption:

- (a) It is unlikely that such an exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts.

Finding: As a sole-source product, exemption from the bid process would not have any negative effect on the competitive process.

- (b) The awarding of public contracts pursuant to the exemption will result in substantial cost savings to the public contracting agency. In making such finding, the director or board may consider the type, cost, amount of the contract, number of persons available to bid and such other factors as may be deemed appropriate.

Finding: A competitive bid process for a sole-source acquisition would not offer any advantage to the County.

96043E

JUN 24 1996

*agenda*



June 21, 1996

Dear School-to-Work Partner:

Thank you for your contribution to our successful school-to-work partnership with the Hillsboro Chamber of Commerce.

We take our responsibility to prepare young people for career success and workplace productivity seriously. We couldn't do it without great business partners like you. We look forward to working with you in the future.

Sincerely,

A handwritten signature in cursive script that reads "Nikki L. Squire".

Nikki L. Squire, Ph.D.  
Superintendent

NLS/sfs