

MINUTES

Washington County Fair Board

Minutes of a regular meeting of the Washington County Fair Board held June 5, 1985, beginning at 4:35 p.m.

ATTENDANCE

Fair Board

Lloyd Baron
John Meek
Jeanne Leeson
Homer Speer

Staff

Adeline Hesse
Ron McAuley
Jamie Hammack

Guests

Rocky Williams
Carl Jensen
Stan Rickard

CONSENT AGENDA

MOTION: MOVED BY JEANNE LEESON, SECONDED BY JOHN MEEK TO APPROVE THE APRIL 1985 FINANCIAL RECAP, MAY 1, 1985 FAIR BOARD MINUTES, APRIL 1985 OFF-SEASON CALENDAR, AND THE BILLS FOR APPROVAL (Bills listed on page 2). MOTION CARRIED.

RODEO BOARD REPORT

The Fair Board reviewed minutes from the May 6, 1985 Rodeo Board meeting. Rocky Williams, Rodeo Board Chairman, presented a proposal to move the bleachers in the north end of the arena. Addy Hesse, Executive Director, received a quote from Safway Scaffold of \$4,500 to simply move the bleachers. Hesse solicited a bid from C.M.F. Landscape & Concrete. They indicated they would rock, apply weed killer and move bleachers for \$1,920. For an additional \$2,775 they would replace the boards and hardware on the bleacher seating. The present condition is marginal and Hesse recommended moving the bleachers to the proposed area and replacing the wood seating on the same.

MOTION: MOVED BY LLOYD BARON, SECONDED BY JEANNE LEESON, TO MOVE THE BLEACHERS TO THE NORTH ARENA PER ROCKY WILLIAMS PLAN "A" DRAWING AND REBUILDING THE WOOD SEATING ON THE SAME. MOTION CARRIED.

Hesse said the bleacher frames would be sandblasted and painted this fall. Williams suggested the bleachers have fencing surrounding them to prevent someone from falling.

GRADER USE

A letter from Washington County Land Use and Transportation was read, outlining grader costs for the derbies and during the fair.

Washington County Fair Board
 Bills for Approval, June 5, 1985

5834	Albertson's	25.23	Fair Board meeting refreshments, coffee and bandaids
5835	Calibre Corporation	25.00	Return deposit for Main Entrance plans
5836	Adeline Hesse	50.00	Car Allowance - May
5837	Jamie Hammack	25.00	Car Allowance - May
5838	Christy's Deli	19.60	Fair Board meeting
5839	Adky Construction, Inc.	20.00	Return deposit for Main Entrance plans
5840	City of Hillsboro	257.40	Plumbing permit application, parking lot
5841	Consulting Engineering	74.20	Reimbursement, printing plans for parking lot
5842	Print Right	143.60	Printing plans, binding for parking lot
5843	American Dairy Goat Assn.	20.00	Show sanction fee
5844	Petty Cash	18.80	Postage, office expense
5845	Quality Rock Company	185.00	Top soil for Dyches home
5846	Albertson's	10.65	Fair Board planning session
5847	Sunshine Pizza	36.40	Fair Board planning session
5848	Pepsi	66.00	Rodeo coronation dance
5849	Hillsboro Argus	15.00	Yearly subscription
5850	Check 'n Balance	100.00	February, March bookkeeping services
5851	GTE	175.58	Telephone
5852	Hillsboro Argus	131.04	Advertising Main Entrance bid
5853	Hillsboro Auto Parts	12.27	Truck repair
5854	The Fair Publishing House	460.88	Fair tickets
5855	Baker Rock Crushing Co.	71.40	Crushed rock new storage building
5856	Times Publications	61.08	Advertisement for Main Entrance bid
5857	Northwest Natural Gas	68.27	Utilities
5858	Sav-On Office Supply	46.94	Office Expense
5859	Sherwin-Williams Co.	41.94	Paint for M.E. Bldg and concession stands
5860	Hillsboro Farm Equipment	50.41	Filters for mower
5861	Copeland Lumber Yards	4.89	Stringline
5862	Your Town & County Coop	485.39	Spray for lawns, plumbing repair for Chuck Wagon, water pipe repair, log cabin/livestock barn, hose & filter for fuel tank, fuel
5863	Finance & Administration	9,451.00	March & April salaries, county counsel charges of \$35.00
5864	Valley Tire & Supply, Inc.	4.50	Repair flat
5865	Dak's Distributing	12.00	Cut blinds for Addy's office
5866	Postmaster	127.00	Postage
5867	Award Specialties	15.00	Plaques for Wallender donation (coat racks)
5868	Albertson's	6.90	Donuts for Garden club members
5869	High Tech Paging	46.00	Pager rental
5870	Platt Electric	28.68	Electrical repair M.E. Building
5871	Chris Cullen	100.00	May services - Entertainment Coordinator
5872	Trump Litho	129.80	Printing, envelopes and letterhead
5873	Hillsboro Quick Print	39.50	Pit Passes - destruction derby
5874	Consulting Engineering	2.40	Postage reimbursement

PARKING LOT LIGHTING

Hesse reported she would be meeting with PGE regarding installation of underground cable for the parking lot lights. Cost could be as high as \$18,000. Hesse recommended rental rather than purchasing therefore the responsibility for repairs, maintenance, and vandalism lies with PGE.

MOTION: MOVED BY LLOYD BARON, SECONDED BY JEANNE LEESON TO AUTHORIZE HESSE TO NEGOTIATE AND CONTRACT WITH PGE REGARDING LIGHTING IN THE 34TH AVENUE PARKING LOT. MOTION CARRIED.

HOTEL/MOTEL TAX REVENUE

John Meek reported, according to Don Stilwell, County Administrator, that hotel/motel tax revenue for three quarters of the year is slightly over \$100,000 for each percent of collection. Hesse was told by Bob Davis, Senior Analyst, that supplemental (1985-86) budget could be supplied to the County by July 18.

BOAT STORAGE

E.G. Hoppe, boat storage customer, experienced vandalism to his boat while stored in the Poultry/Rabbit Building. Hesse recommended returning the fee paid for storage with a letter of apology. A proposed letter to Mr. Hoppe was approved by the Fair Board and Hesse has permission to return his storage fee.

PARKING LOT

Seven qualified bids were read on Thursday, May 30, at 10:00 a.m. Low bid was from Clearwater Construction in the amount of \$216,317.50. The high bid was \$328,237.15. Carl Jensen of Consulting Engineering Services and Hesse recommended contracting with Clearwater Construction. Jensen indicated they could cut back on excavation, woven fabric, and PVC pipe. Jensen also stated that certain bid items could be adjustable during construction and the Fair Board should enter the contract with that knowledge.

MOTION: MOVED BY LLOYD BARON, SECONDED BY JOHN MEEK TO CONTRACT WITH CLEARWATER CONSTRUCTION COMPANY WITH THE KNOWLEDGE AND UNDERSTANDING CERTAIN ITEMS MAY ADJUST DURING CONSTRUCTION OF 34TH AVENUE PARKING LOT. MOTION CARRIED.

MAIN ENTRANCE DESIGN

Stan Rickard, architect, presented several options to the Fair Board concerning the Main Entrance design. Independent roof structure, pre-fab ticket booths, reducing number of ticket booths, allowing for expansion, basic power, glass roof and other options were discussed at length. Rickard indicated the project needed to be scaled down to meet budget. Rickard and Hesse will meet and bring a recommendation to the July 10, 1985 Fair Board meeting.

READERBOARD/SIGN

Hesse reported she was working on getting the illuminated readerboard/sign installed before County Fair.

PREMIUM BOOK DISTRIBUTION

Fair Board members volunteered to distribute premium books throughout Washington County at various businesses.

MARKETING

Hesse has been working with Hallmark Inn on co-marketing the facilities for regional and state events. Court Carrier is no longer with the Hallmark.

ACTIVE 20/30 CLUB

The Action 20/30 Club painted the recycle center. They will also be upgrading the landscaping.

COMPUTER DONATION

John Meek and Carl Story are donating an Apple III computer to the fairgrounds office. We are getting close to delivery of the system. We will be looking at purchasing a dot matrix, letter quality, printer. Thank you John.

FREEZER DONATION

The Tualatin Valley Men's Garden Club and the Hillsboro Rotary Club donated \$1,350 towards the purchase of two freezers for the Land Products Department.

CLOTHING RACK DONATION

Fred and Esther Wallender donated two clothing racks for the Clover-leaf Community Building.

PARKING EXEMPTIONS

A list of possible exemptions for paid parking was presented to the Fair Board. The board consensus was that the proposed exemptions were acceptable and that Hesse had authority to alter if necessary.

VANDALISM

R.V.'s stored in the outside barns were vandalized during the past storage season. Hesse remarked that before utilizing those facilities the building sides would have to be secured. Homer Speer suggested hiring a security guard. John Meek suggested looking into the possibility of a closed circuit monitor.

DERBY RULES

The Washington County Derby Drivers Association submitted a new rule to Hesse which was incorporated into the 1985 rules. Hesse received numerous complaints regarding the rule. Drivers were concerned with the hardship it would cause financially and due to the time frame before the first race. Hesse recommended the rule for 1986 and to clarify the 1985 rule. Board members agreed with the recommendation.

34th AVENUE

The State will be leaving the rock they put down on 34th Avenue at no cost to the fairgrounds, as it was their error.

PAGER

Hesse contracted for a voice activated pager to be worn by Ron. Cost is \$22 per month, which includes repairs and maintenance, voice time, loss and theft insurance. This will eliminate the need for a radio during fair week.

TELEPHONES

Hesse had push button telephones installed on May 14th. This will allow for the use of the voice activated pager.

COFFEE MUGS

Washington County Fair & Rodeo coffee mugs are available. Some will be sold at \$1.50 and the balance will be given to superintendents, volunteers, and V.I.P.'s. Cost to fairgrounds for each cup is \$1.14.

STORER CABLE INTERVIEW

Hesse did an interview on May 30 with Storer Cable on fairground summer activities and fair highlights. It will be part of a "What's Happening in Washington County" program.

MILK PARLOR SUPERINTENDENT

Julie Hering was hired to fill the Milk Parlor Superintendent position.

FAIR PROGRAM

Christie Gray was hired to write articles and take photographs for the fair program and for off-season events.

TICKET TAKERS/SELLERS

If Fair Board members know anyone, 17 or older, interested in working as ticket takers or ticket sellers during the week of the fair, have them contact Hesse at the fair office.

FLOWER BEDS

The Washington County Garden Clubs planted flowers on May 17. The plants were donated by Iwasaki Brothers.

OPEN CLASS PREMIUMS

Glen Ireland has offered \$250 for additional Holstein Dairy Open Class premiums, if matched by Fair Board or others. Up to \$50 of this donation should be used for Herdsmanship prize.

MOTION: MOVED BY LLOYD BARON, SECONDED BY JOHN MEEK, TO MATCH GLEN IRELAND'S \$250 CONTRIBUTION TOWARDS ADDITIONAL OPEN CLASS HOLSTEIN DAIRY PREMIUMS. MOTION CARRIED.

OPERATIONS REPORT

Completed May projects were, removed R.V.'s from storage, planted flower beds, painted west ticket gate, repaired plumbing in Chuck Wagon and fertilized lawns. June projects consist of building portable planters, painting Men's Livestock restrooms, and painting the ticket booth at the arena. Jeanne Leeson commented that the fairgrounds looked really nice.

ENTERTAINMENT

Rocky Williams suggested bringing a portable stage into the arena on Tuesday night for Stella Parton's performance, rather than Friendship Square, to allow for more seating and better viewing. Hesse said she was negotiating for Off-Road Race Cars and a Draft Horse Show in the arena on Tuesday night. She also said there was a lot of expense involved with bringing a portable stage in, i.e. lighting and P.A. system.

PLANNING SESSION

Comments regarding the May 8, 1985 planning session were made. John MEEK suggested a wrap-up session. Speer indicated Hesse needed to respond to objectives from the planning session and bring that back to the board. Hesse said she would be unable to work on the project until September, at which time a wrap up meeting will be scheduled.

BUDGET ADJUSTMENT

Hesse told the Board with the number of capital projects undertaken close to the end of the fiscal year, it is apparent that the capital outlay section of the budget will be exceeded.

Wages and Salaries are under spent and money can be appropriated from that section of the budget. The total of the budget cannot and will not be exceeded. The Board concurred with the adjustment.

NEXT FAIR BOARD MEETING

The next Fair Board meeting will be July 10, 1985 at 4:30 p.m., in the fairgrounds office.

Meeting adjourned, 5:45 p.m.

Respectfully submitted,

Jamie Hammack
Secretary

A G E N D A
Washington County Fair Board
Regular Meeting
4:30 p.m., Wednesday, June 5, 1985

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 full name for the record.

Guests: 4:45 p.m., Carl Jensen, Information on parking area and storm drain improvements. Fair Board to award contract (enclosed, pages 4 & 5). Also, main parking lot area lighting (see 7C).

5:00 p.m., Stan Rickard, Update on progress of Main Exhibit redesign.

- *3. Bills for approval (enclosed, page 6).
- *4. Financial recap for April, 1985 (enclosed, page 7).
- *5. Board Minutes for May 1, 1985 (enclosed, pages 8 - 14).
- *6. A. April 1985 Off-Season Calendar (enclosed, page 15).
B. June Activities Calendar (enclosed, page 16). This is a public relations tool and hopefully a marketing tool as well.

*Consent Agenda: Any item may be removed for separate consideration upon request of any board member or anyone from the audience.

7. Correspondence:
 - A. Rodeo Board Minutes (enclosed, pages 17 & 18).
 - B. Washington County Land Use & Transportation. Regarding rental of grader and operator for destruction derbies (enclosed, page 19).
 - C. PGE proposal for main parking area lighting (enclosed, pages 20 - 22).
 - D. Letter from G.E. Hoppe (enclosed, page 23), and proposed response (enclosed, page 24).
8. Executive Director's Report:
 - A. Progress on placement of illuminated sign/readerboard on Cornell Road.
 - B. Premium Book published. Available for distribution. Would appreciate Fair Board members placing books in local businesses.
 - C. Court Carrier, Hallmark Inn, and I are working on co-marketing fairground facilities - hotel complex for state and regional events.
 - D. Active 20/30 Club painted the recycle center. Also will be up-grading landscaping.

- E. John Meek and Carl Story donated an Apple III (128k) computer, 2 discs and monitor - value of donation \$3,000. We will be looking into purchasing a dot matrix letter quality printer at a cost of \$1,300 - \$2,000.
- F. Donation of two freezers for the land products berry display. Cost of freezer, \$1,350. Tualatin Valley Men's Garden Club \$750 and the Hillsboro Rotary Club \$600.
- G. Donation of two clothing racks for the Cloverleaf Community Building from Fred & Esther Wallender - value \$300.
- H. Suggested exemptions for 1985 parking (see enclosed, pages 25 & 26). Board action.
- I. We have experienced considerable vandalism on boats and trailers this season. To continue the RV storage, we must move on enclosing at least the Poultry/Rabbit Building and FFA barns.
- J. Washington County Derby Drivers Association were unable to get insurance, etc., in place to have a derby June 1, 1985.
- K. Proposal to relocate bleachers. Drawing by Rocky Williams (enclosed, pages 27 & 28), and cost estimate from Safway Scaffold Co. to move bleachers. (Safway estimate did not arrive in time to mail to you).
- L. The State will be leaving the rock they put down on 34th Avenue. No cost to fairgrounds, their error.
- M. I have contracted for a voice activated pager to be worn by Ron. Cost is \$22 per month. Includes repair and maintenance, voice time, loss and theft insurance. This will eliminate the need for a radio during fair week.
- N. I had push button telephones installed on May 14. This will allow for use of the pager.
- O. Three hundred coffee mugs available. Some will be sold at \$1.50 and the balance will be for Superintendents, volunteers and V.I.P.S. Cost to the fairgrounds for each mug is \$1.14.
- P. Convention Center Supported. Oregonian, 5-20-85, for your information (enclosed, page 29).
- Q. On May 30, 7 - 8 p.m., I did an interview for Storer Cable on fair-ground summer activities and highlights on the fair. Part of a program on what's happening in Washington County.
- R. July 4 Derby Assignments (enclosed, page 30).
- S. Hired Julie Hering to work as Milk Parlor Superintendent.
- T. Hired Christie Gray to write articles and take photographs for Fair Program and off-season events.
- U. If Board members know of anyone interested in working as ticket sellers or ticket takers during the week of the fair, have them contact Hesse at the fair office.
- V. Washington County Garden Clubs planted flowers on May 17, plants donated by Iwasaki Brothers, Inc.

9. Operations Superintendent's Report:

A. May projects completed:

1. Removed R.V.'s.
2. Plant flower beds.
3. Painted west ticket gate.
4. Repaired plumbing in Chuck Wagon.
5. Fertilized lawns.

B. June projects:

1. Portable planters.
2. Paint Men's Livestock Restrooms.
3. Paint ticket booth at arena.

10. Old Business:

- A. May 8, 1985 Planning Session - comments and additions (enclosed, pages 31 & 32).
- B.

11. New Business:

- A.
- B.

12. Non-Agenda Items:

- A.
- B.

13. Announcements:

- A. The next regular Fair Board meeting is Wednesday, July 3, 4:30 p.m. at the fairgrounds office. I would prefer to meet on Wednesday, July 10, if it's acceptable to the Fair Board.

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