

# NOTICE OF MEETING

Washington County Fair Board  
Executive Session: Wednesday, June 5, 2002 at 4:00 p.m.  
Regular Meeting: Wednesday, June 5, 2002 at 4:30 p.m.  
Fair Complex Floral Building  
Hillsboro, Oregon

Kathy Christy, President  
A. Richard Vial, Vice President      Lyle Spiesschaert, Treasurer  
Sheila Day, Member                      Ken Leahy, Member

## 51 Days to the 2002 Washington County Fair & Rodeo

- A. **Call the Regular Meeting to Order:** All matters noticed and listed on this agenda, in any category, may be considered for action in any order at the discretion of the Board President. Items not so noticed may be discussed at the discretion of the Board President, but cannot be considered for action.
- B. **Executive Session – Executive Director Evaluation:** Executive Session pursuant to ORS 192.610-192.690 to discuss Personnel issues.
- C. **Public Welcome – Audience Time:** This time is provided for members of the audience to comment on any item(s) not on the regular agenda. At the discretion of the Board President, each individual's comments may be limited to two minutes. Audience members, when recognized by the Board President, may also comment at the time agenda topics are being discussed by the Board. It is requested that those addressing the Board state their full name, address and organization represented.
- D. **Consent Agenda:** All Consent Agenda items shall be approved without discussion and with one motion except those items removed from the Consent Agenda by a Board member or a member of the public attending the meeting so requesting. If a matter is removed, it shall then be considered, discussed and voted on individually, after the Consent Agenda has been approved.
- A. Financial Statements
1. Profit & Loss Budget Overview – April 2002
  2. Balance Sheet – April 2002
  3. Line Item Report – April 2002
  4. ATM Statement – March 2002
  5. Other, if any
- B. Minutes
1. Fair Board Minutes – May 2002
  2. Rodeo Committee Minutes – April and May 2002
  3. Fair Booster Meeting Minutes – May 2002
- C. Facility Use Schedule – June 2002

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In compliance with the Americans with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling (503) 648-1416 at least 48 hours prior to this meeting.

D. Other, if any

**4. Special Reports**

- A. Rodeo Committee Report – Cody Feinauer, Rodeo Committee Chair
- B. 4-H Report – John Baggott, 4-H Extension Service
- C. Fair Boosters Report – Bill Duerden, Booster President
- D. Maintenance Report – Alex Brander, Fair Operations Manager
- E. Other, if any

**5. Old Business**

- A. ATM Statement – February 2002
- B. Insurance Update – Executive Director Hillman
- C. Historic Jail Update – Executive Director Hillman
- D. Admission and Parking Policy – Final
- E. Other, if any

**6. New Business**

- A. Fair & Rodeo Advertising – Terry Amato
- B. Other, if any

**7. Announcements**

- A. Calendar of Events
- B. Contracts Calendar
- C. Other, if any

**8. Correspondence**

- A. Letter from Western Alpaca Show
- B. Letter from Hillsboro FFA Alumni
- C. Letter from Hillsboro School District
- D. Invitation to Rodeo Queen “Good Luck Party”
- E. Other, if any

**9. Board Communications**

**10. Other Matters of Information**

- A. Sponsorship Report – May
- B. Newspaper Articles
- C. 2001-2003 Hotel/Motel Tax Receipts Estimate
- D. May 23, 2002 Letter Resubmitted to include signature of Board Member Day
- E. Art Project Status
- F. Caretaker Status
- G. *The Oregonian* Insert
- H. *Hillsboro Argus* Insert
- I. Other, if any

*Adjourn*

\*\*Executive Session pursuant to ORS 192.610-192.690 to discuss Personnel issues immediately following the regular Fair Board meeting if deemed necessary.

In compliance with the Americans with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling (503) 648-1416 at least 48 hours prior to this meeting.

# FINANCIAL STATEMENTS

Washington County Fair Complex  
 Custom Summary Report  
 April 2002

	Apr 02	Apr 01	Jul '01 - Apr 02
<b>Income</b>			
<b>A · STATE FUNDS</b>			
001 · Racing Commission	0	0	0
002 · Apportionment	0	0	0
003 · Merit Rate	0	0	0
004 · Dept. of Economic Development	0	0	43,056
A · STATE FUNDS - Other	0	0	0
<b>Total A · STATE FUNDS</b>	<b>0</b>	<b>0</b>	<b>43,056</b>
<b>B · SPECIAL FUNDS</b>			
005 · Grants	0	0	0
006 · Funds Borrowed	0	0	0
007 · RE Sold/Leased	0	0	0
B · SPECIAL FUNDS - Other	0	0	0
<b>Total B · SPECIAL FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C · DEDICATED FUNDS</b>			
008 · Horse Stall Construction Fund	0	0	0
009 · Hotel/Motel Tax	71,266	72,990	486,304
C · DEDICATED FUNDS - Other	0	0	0
<b>Total C · DEDICATED FUNDS</b>	<b>71,266</b>	<b>72,990</b>	<b>486,304</b>
<b>D · INTERIM INCOME</b>			
<b>010 · Rent &amp; Storage</b>			
010A · National Guard Armory	0	0	0
010B · Main Exhibit Hall	18,448	5,814	76,448
010C · Cloverleaf Building	4,058	1,987	22,245
010D · Arts & Crafts Building	788	413	6,421
010E · Friendship Square	0	400	1,242
010F · Floral Building	0	2,072	2,700
010G · Grounds/General	1,335	300	14,464
010H · Main Arena	0	400	4,372
010J · RV/Boat Storage/Barns	1,610	1,181	5,385
010K · Interim Use Concessions	(110)	151	1,641
010 · Rent & Storage - Other	0	0	12,577
<b>Total 010 · Rent &amp; Storage</b>	<b>26,129</b>	<b>12,719</b>	<b>147,495</b>
011 · Damage Deposits	500	800	6,203
012 · Advertising Sold	0	0	0
013 · Gate Changes	0	0	0
014 · Interest Income	206	1,760	12,845
015 · Shows/Entertainment	0	0	0
016 · Parking Fees	0	0	13,876
017 · Miscellaneous Income	40	225	7,779
<b>018 · RV Parking</b>			
018A · RV Parking/Short Term	1,315	975	13,190
018B · RV Parking/Long Term	600	800	1,610
018 · RV Parking - Other	0	0	0
<b>Total 018 · RV Parking</b>	<b>1,915</b>	<b>1,775</b>	<b>14,800</b>
020 · ATM Fees Income - Interim	150	0	414
D · INTERIM INCOME - Other	0	0	0
<b>Total D · INTERIM INCOME</b>	<b>28,939</b>	<b>17,278</b>	<b>203,411</b>

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Washington County Fair Complex  
 Custom Summary Report  
 April 2002

	Apr 02	Apr 01	Jul '01 - Apr 02
<b>E · FAIR INCOME</b>			
028 · ATM Fees Income - Fair	0	0	2,687
030 · Youth Admission	0	0	35,779
031 · Other Admission	0	0	199,966
032 · Concessions/Booths	0	10,108	62,341
033 · Sponsorships	0	0	48,925
034 · Advertising Sold	0	0	2,300
035 · Gate Change	0	0	15,000
036 · Carnival Income	0	0	49,672
037 · Entry Fees	0	0	2,941
038 · Parking Fees	0	0	39,804
039 · Rodeo Sponsorships	0	0	34,490
040 · Horse Show	0	0	0
041 · Miscellaneous	0	0	10,608
042 · Rodeo Admissions	0	0	5,464
043 · Main Stage	0	0	21,197
044 · Arena Admissions	0	0	0
045 · Amphitheater Concessions	0	0	1,039
046 · Rodeo Miscellaneous	0	0	1,967
047 · Horse Stall Rentals	0	0	0
E · FAIR INCOME - Other	0	0	0
<b>Total E · FAIR INCOME</b>	<b>0</b>	<b>10,108</b>	<b>534,179</b>
<b>G · BINGO</b>			
070 · Sessions	0	0	0
071 · Food	0	0	0
072 · Operating Charges	0	0	0
G · BINGO - Other	0	0	0
<b>Total G · BINGO</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Income</b>	<b>100,206</b>	<b>100,376</b>	<b>1,266,949</b>
<b>Cost of Goods Sold</b>			
5000 · Cost of Goods Sold	0	0	0
<b>Total COGS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Gross Profit</b>	<b>100,206</b>	<b>100,376</b>	<b>1,266,949</b>
<b>Expense</b>			
6560 · Payroll Expenses	0	0	0
6999 · Uncategorized Expenses	0	0	0
<b>AE · PERSONNEL</b>			
101 · Salaries	31,939	28,281	295,317
102 · O.P.E.	6,838	5,068	94,658
AE · PERSONNEL - Other	0	0	0
<b>Total AE · PERSONNEL</b>	<b>38,777</b>	<b>33,349</b>	<b>389,975</b>
<b>BE · INTERIM OPERATIONS</b>			
107 · Office Expense	2,491	228	6,800
108 · Telephone	1,091	1,150	10,393
109 · Printing	99	33	1,190
110 · Postage	404	144	2,200

Washington County Fair Complex  
 Custom Summary Report  
 April 2002

	Apr 02	Apr 01	Jul '01 - Apr 02
111 · Equip/Bldg Rental			
111A · Equipment Rental	215	1,907	2,283
111B · Armory Rental	0	0	0
111 · Equip/Bldg Rental - Other	0	0	70
<b>Total 111 · Equip/Bldg Rental</b>	<b>215</b>	<b>1,907</b>	<b>2,353</b>
112 · Utilities	6,673	2,466	62,038
113 · Repair & Maintenance			
113B · Main Exhibit Hall R & M	0	21	782
113C · Cloverleaf R & M	249	7	665
113D · Arts & Crafts R & M	0	0	82
113E · Friendship Square R & M	0	0	0
113F · Floral Building R & M	0	0	253
113G · Grounds/General R & M	5,401	692	12,287
113H · Main Arena R & M	0	0	2,585
113J · Barns R & M	0	0	1,438
113L · Equipment R & M	458	1,484	9,947
113 · Repair & Maintenance - Other	92	0	1,727
<b>Total 113 · Repair &amp; Maintenance</b>	<b>6,200</b>	<b>2,205</b>	<b>29,767</b>
114 · General Supplies	382	1,598	8,465
115 · Legal Notices	0	0	0
116 · Gate Change	0	0	0
117 · Parking	0	0	0
118 · Travel & Training	355	0	8,943
119 · Legal Fees	186	5,191	1,256
121 · Professional Svcs.	1,214	0	15,024
122 · Insurance & Bond	0	0	17,390
123 · Private Mileage	0	54	40
124 · Car Allowance	0	0	355
131 · Advertising & P.R.	844	496	10,275
132 · Board Expense	211	81	4,243
133 · Dues, Licenses, Fees	414	389	2,063
149 · Misc. Materials & Svcs.	0	69	506
150 · Refunds	1,022	303	7,125
151 · County Indirect Cost	0	0	0
153 · Petty Cash	0	0	0
154 · RV Park			
154A · RV Park Repair & Maint.	0	0	1,788
154B · RV Park Hotel/Motel Tax	0	169	1,004
154 · RV Park - Other	0	0	0
<b>Total 154 · RV Park</b>	<b>0</b>	<b>169</b>	<b>2,792</b>
155 · ATM Expense - Interim	400	0	1,858
BE · INTERIM OPERATIONS - Other	0	0	0
<b>Total BE · INTERIM OPERATIONS</b>	<b>22,201</b>	<b>16,485</b>	<b>195,077</b>

Washington County Fair Complex  
 Custom Summary Report  
 April 2002

	Apr 02	Apr 01	Jul '01 - Apr 02
<b>CE · FAIR OPERATIONS</b>			
175 · Printing	549	0	4,178
176 · Utilities	0	0	14,807
177 · Gate Change	0	0	0
178 · Parking	0	0	12,654
179 · Professional Svcs.	0	0	46,202
180 · Advertising	0	0	77,917
181 · Refunds	0	0	1,189
182 · Miscellaneous	0	0	7,357
183 · Decorations	0	0	3,735
184 · Equipment Rental	0	0	14,293
185 · Horse Stall Rental	0	0	0
186 · Restroom Service	0	0	17,410
187 · Repair & Maintenance	0	0	13,312
188 · Materials & Supplies	0	1,528	21,991
189 · ATM Expense - Fair	0	0	105
CE · FAIR OPERATIONS - Other	0	0	0
<b>Total CE · FAIR OPERATIONS</b>	<b>549</b>	<b>1,528</b>	<b>235,151</b>
<b>DE · EXHIBITS/COMPETITIONS</b>			
211 · Awards FFA	0	0	2,672
212 · Personnel FFA	0	0	968
213 · Other FFA	0	0	1,081
221 · Awards 4-H	0	0	7,490
222 · Personnel 4-H	0	75	6,043
223 · Other 4-H	13	46	7,760
231 · Awards Open Class	0	0	32,926
232 · Personnel Open	0	0	4,267
233 · Other Open Class	85	0	5,400
DE · EXHIBITS/COMPETITIONS - Other	0	0	0
<b>Total DE · EXHIBITS/COMPETITIONS</b>	<b>98</b>	<b>121</b>	<b>68,607</b>
<b>EE · RODEO</b>			
311 · Prize Money	0	0	46,000
312 · Personnel	0	0	21,634
313 · Stock Contract	0	0	25,430
314 · Special Awards	0	0	402
315 · Exceptional Kid's Rodeo	0	0	897
316 · Promotion	0	0	6,262
317 · Materials & Supplies	0	0	3,354
318 · Board Expense	98	0	1,881
319 · Other (Fees & Dues)	1,300	0	4,287
320 · Queen	0	608	3,476
321 · Rental Equipment	0	0	6,523
322 · Money Raising Projects	0	0	2,013
323 · Petty Cash	0	0	0
EE · RODEO - Other	0	0	0
<b>Total EE · RODEO</b>	<b>1,398</b>	<b>608</b>	<b>122,159</b>

Washington County Fair Complex  
 Custom Summary Report  
 April 2002

	Apr 02	Apr 01	Jul '01 - Apr 02
<b>GE · SHOWS &amp; ENTERTAINMENT</b>			
324 · Main Stage	0	0	75,100
325 · Grounds Entertainment	0	0	61,097
326 · Associated Costs-Main	0	0	41,417
327 · Associated Costs-Grounds	0	0	9,734
328 · Touch & See	0	0	1,947
GE · SHOWS & ENTERTAINMENT - Ot...	0	0	0
<b>Total GE · SHOWS &amp; ENTERTAINMENT</b>	0	0	189,296
<b>HE · INTERIM ENTERTAINMENT</b>			
375 · Interim Shows	0	0	0
HE · INTERIM ENTERTAINMENT - Other	0	0	0
<b>Total HE · INTERIM ENTERTAINMENT</b>	0	0	0
<b>IE · BINGO-EXPENSE</b>			
401 · Personnel	0	0	0
402 · Supplies	0	0	0
403 · Mileage	0	0	0
404 · Food	0	0	0
405 · Advertising	0	0	0
406 · Equipment Repairs	0	0	0
407 · Operating Change	0	0	0
408 · Dues, Licenses, Fees	0	0	0
IE · BINGO-EXPENSE - Other	0	0	0
<b>Total IE · BINGO-EXPENSE</b>	0	0	0
<b>JE · CAPITAL OUTLAY</b>			
510 · Purchase/Lease	0	0	55,950
511 · Land Improvements	0	170	1,177
512 · Bldg. & Structure	0	0	0
513 · Equipment	0	2,063	345
514 · Development Reserve	0	0	25,000
515 · Horse Stalls	0	0	0
JE · CAPITAL OUTLAY - Other	0	0	0
<b>Total JE · CAPITAL OUTLAY</b>	0	2,233	82,472
<b>Total Expense</b>	<b>63,022</b>	<b>54,324</b>	<b>1,282,737</b>
<b>Net Income</b>	<b>37,184</b>	<b>46,052</b>	<b>(15,788)</b>



**Washington County Fair Complex**  
**Balance Sheet Prev Year Comparison**  
As of April 30, 2002

	Apr 30, 02	Apr 30, 01	% Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
0900 · West Coast Bank	13,737.15	33,399.76	(58.9)%
<b>0925 · West Coast Bank-ATM Account</b>			
1050 · ATM Machine	2,080.00	0.00	100.0%
1051 · ATM Cash in Bank	7,920.00	0.00	100.0%
0925 · West Coast Bank-ATM Account - Other	0.00	0.00	0.0%
<b>Total 0925 · West Coast Bank-ATM Account</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
0950 · West Coast Bank-Premium	204.29	120.34	69.8%
1000 · US Bank	0.00	0.00	0.0%
1010 · Wells Fargo	0.00	0.00	0.0%
1020 · Pool #4486	73,566.27	65,692.88	12.0%
1030 · EXPO	0.00	0.00	0.0%
1040 · Petty Cash	200.00	0.00	100.0%
1080 · Wash. Co. Hotel/Motel Tax Fund	288,026.39	305,767.15	(5.8)%
<b>Total Checking/Savings</b>	<b>385,734.10</b>	<b>404,980.13</b>	<b>(4.8)%</b>
<b>Accounts Receivable</b>			
1200 · Accounts Receivable	(11,223.40)	0.00	(100.0)%
<b>Total Accounts Receivable</b>	<b>(11,223.40)</b>	<b>0.00</b>	<b>(100.0)%</b>
<b>Other Current Assets</b>			
1120 · Inventory Asset	0.00	0.00	0.0%
1499 · Undeposited Funds	1,692.91	0.00	100.0%
<b>Total Other Current Assets</b>	<b>1,692.91</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Current Assets</b>	<b>376,203.61</b>	<b>404,980.13</b>	<b>(7.1)%</b>
<b>Fixed Assets</b>			
200 · Buildings	0.00	0.00	0.0%
210 · Land	0.00	0.00	0.0%
220 · Equipment	0.00	0.00	0.0%
300 · Accumulated Depreciation	0.00	0.00	0.0%
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>376,203.61</b>	<b>404,980.13</b>	<b>(7.1)%</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	0.00	0.00	0.0%
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Credit Cards</b>			
01 · Home Depot	0.00	0.00	0.0%
02 · United Grocers	0.00	0.00	0.0%
03 · Office Depot	0.00	0.00	0.0%
04 · West Coast Bank Visa	(461.98)	0.00	(100.0)%
<b>Total Credit Cards</b>	<b>(461.98)</b>	<b>0.00</b>	<b>(100.0)%</b>
<b>Other Current Liabilities</b>			
2050 · Deferred Advertising Income	250.00	0.00	100.0%
2053 · Deferred Commercial Exhibit Rev	0.00	0.00	0.0%
2056 · Deferred Concession Revenue	0.00	0.00	0.0%
2059 · Deferred Sponsorship Income	0.00	0.00	0.0%
2100 · Payroll Liabilities	0.00	0.00	0.0%
<b>Total Other Current Liabilities</b>	<b>250.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Current Liabilities</b>	<b>(211.98)</b>	<b>0.00</b>	<b>(100.0)%</b>
<b>Long Term Liabilities</b>			
<b>Total Liabilities</b>	<b>(211.98)</b>	<b>0.00</b>	<b>(100.0)%</b>

05/30/02

Washington County Fair Complex  
Balance Sheet Prev Year Comparison  
As of April 30, 2002

	<u>Apr 30, 02</u>	<u>Apr 30, 01</u>	<u>% Change</u>
Equity			
3000 · Opening Bal Equity	220.75	0.00	100.0%
3900 · Retained Earnings	401,285.98	348,131.39	15.3%
Net Income	(25,091.14)	56,848.74	(144.1)%
Total Equity	<u>376,415.59</u>	<u>404,980.13</u>	<u>(7.1)%</u>
TOTAL LIABILITIES & EQUITY	<u>376,203.61</u>	<u>404,980.13</u>	<u>(7.1)%</u>

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**Washington County Fair Complex**  
**Line Item Report**  
**April 2002**

05/30/02

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>Income</b>					
<b>C · DEDICATED FUNDS</b>					
<b>009 · Hotel/Motel Tax</b>					
04/15/2002		Washington County Finance ...	Hotel/Motel Tax for Quarter Jan.-...	(110.31)	(110.31)
04/30/2002		Washington County Finance ...	February Hotel/Motel Tax disburse...		
04/30/2002		Washington County Finance ...	April	71,376.78	71,376.78
Total 009 · Hotel/Motel Tax					71,266.47
Total C · DEDICATED FUNDS					71,266.47
<b>D · INTERIM INCOME</b>					
<b>010 · Rent &amp; Storage</b>					
<b>010B · Main Exhibit Hall</b>					
04/05/2002		Feathered Friends	Main Exhibit Hall- Full payment for...	1,078.80	1,078.80
04/05/2002		Tualatin Valley Gem & Miner...	Main Exhibit Hall- South end	323.70	323.70
04/05/2002		Jan Herinckx	Main Exhibit Hall	350.00	350.00
04/05/2002		Dwight Bash & Associates	Main Exhibit Hall	1,264.80	1,264.80
04/19/2002		Rip City Cats	Remaining base lease on Main Ex...	700.00	700.00
04/19/2002		Beaverton Golden Grads	Main Exhibit Hall- Applied deposit ...	50.00	50.00
04/19/2002		Lewis & Clark Cat Club	Main Exhibit Hall- Refundable dep...	200.00	200.00
04/19/2002		Portland's Rain of Glass	Main Exhibit Hall-Invoice 2001-171	1,731.15	1,731.15
04/19/2002		Unique Animal Expo	Main Exhibit Hall-2001-192	1,646.80	1,646.80
04/29/2002	2001-216	Hardy Plant Society of Oregon	Base Lease of Main Exhibit Hall 4/...	1,125.00	100.38
04/29/2002	2001-216	Hardy Plant Society of Oregon	Tables	860.00	76.73
04/29/2002	2001-216	Hardy Plant Society of Oregon	Picnic Tables	10.00	0.89
04/29/2002	2001-216	Hardy Plant Society of Oregon	Phone connections	170.00	15.17
04/29/2002	2001-216	Hardy Plant Society of Oregon	PA System	25.00	2.23
04/29/2002	2001-216	Hardy Plant Society of Oregon	Fair Complex dumpster at direct c...	64.80	5.78
04/29/2002	2001-216	Hardy Plant Society of Oregon	Labor- Man-hours @ \$25 per hour...	300.00	26.77
Total 010B · Main Exhibit Hall					7,573.20
<b>010C · Cloverleaf Building</b>					
04/05/2002		Fiji Association of Oregon	Cloverleaf Building	275.00	275.00
04/05/2002		Fiji Association of Oregon	Tables	80.00	80.00
04/05/2002		Fiji Association of Oregon	Metal Chairs	75.00	75.00
04/05/2002		Patricia Hopkins	Refundable Deposit for Cloverleaf ...	200.00	200.00
04/05/2002		The Shire of Dragons Mist	Refundable deposit on Cloverleaf ...	200.00	200.00
04/05/2002		Maria Reyne	Cloverleaf Building	225.00	225.00
04/05/2002		Maria Reyne	Tables	80.00	80.00
04/05/2002		Maria Reyne	Metal Chairs	52.50	52.50
04/05/2002		Maria Reyne	Cloverleaf Building- Security Deposit	504.00	504.00
04/05/2002		Araceli Hermilo	Cloverleaf Building- refundable de...	200.00	200.00
04/19/2002		maria Mandujano	Refundable deposit on Cloverleaf ...	200.00	200.00
04/19/2002		Washington Co. Dog Control	Cloverleaf Building-Invoice 2001-1...	334.00	334.00
04/19/2002		Glencoe Football Bingo	Cloverleaf Building-Bingo in CCB f...	1,200.00	1,200.00
04/19/2002		Susan Esko	Base Lease on Cloverleaf Building...	225.00	225.00
04/19/2002		Susan Esko	Cloverleaf Building-Refundable de...	200.00	200.00
Total 010C · Cloverleaf Building					4,050.50
<b>010D · Arts &amp; Crafts Building</b>					
04/05/2002		Saqra	Arts & Crafts Building-bldg rental	350.00	350.00
04/05/2002		Saqra	Tables-50	200.00	200.00
04/05/2002		Saqra	Plastic Chairs	37.50	37.50
Total 010D · Arts & Crafts Building					587.50
<b>010G · Grounds/General</b>					
04/19/2002		Noiz Productions	Amphitheater-Refundable deposit	200.00	200.00
04/29/2002	2001-216	Hardy Plant Society of Oregon	Power drops	135.00	12.05
Total 010G · Grounds/General					212.05

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**Washington County Fair Complex**  
**Line Item Report**  
**April 2002**

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>010J · RV/Boat Storage/Barns</b>					
04/01/2002		RV Parking Fee	Boat/RV Storage Fee	178.64	178.64
04/01/2002		RV Parking Fee	Boat/RV Storage Fee	90.30	90.30
04/01/2002		RV Parking Fee	Boat/RV Storage Fee	164.40	164.40
04/01/2002		RV Parking Fee	Boat/RV Storage Fee	43.41	43.41
04/01/2002		RV Parking Fee	Boat/RV Storage Fee	98.62	98.62
04/01/2002		RV Parking Fee	Boat/RV Storage Fee	222.24	222.24
04/05/2002		Marvin Windred	Boat/RV Storage Fee	169.32	169.32
04/05/2002		Henry Jay	Boat/RV Storage Fee	112.56	112.56
04/19/2002		RV Parking Fee	Boat/RV Storage Fee	101.13	101.13
04/19/2002		RV Parking Fee	Boat/RV Storage Fee	175.05	175.05
04/30/2002		RV Parking Fee	Boat/RV Storage Fee	254.72	254.72
Total 010J · RV/Boat Storage/Barns					1,610.39
<b>010K · Interim Use Concessions</b>					
04/05/2002		Portland's Rain of Glass	Interim Use Concessions - Our 10...	130.00	130.00
04/29/2002	2001-216	Hardy Plant Society of Oregon	Interim Use Concessions- Less pa...	(240.00)	(100.38)
04/29/2002	2001-216	Hardy Plant Society of Oregon	Interim Use Concessions- Less pa...	(240.00)	(76.73)
04/29/2002	2001-216	Hardy Plant Society of Oregon	Interim Use Concessions- Less pa...	(240.00)	(0.89)
04/29/2002	2001-216	Hardy Plant Society of Oregon	Interim Use Concessions- Less pa...	(240.00)	(15.17)
04/29/2002	2001-216	Hardy Plant Society of Oregon	Interim Use Concessions- Less pa...	(240.00)	(2.23)
04/29/2002	2001-216	Hardy Plant Society of Oregon	Interim Use Concessions- Less pa...	(240.00)	(12.05)
04/29/2002	2001-216	Hardy Plant Society of Oregon	Interim Use Concessions- Less pa...	(240.00)	(26.77)
04/29/2002	2001-216	Hardy Plant Society of Oregon	Interim Use Concessions- Less pa...	(240.00)	(5.78)
Total 010K · Interim Use Concessions					(110.00)
Total 010 · Rent & Storage					13,923.64
<b>014 · Interest Income</b>					
04/01/2002			Interest	4.03	4.03
04/02/2002			Interest Income	201.56	201.56
Total 014 · Interest Income					205.59
<b>017 · Miscellaneous Income</b>					
04/05/2002		Winona Grange	Income Awards- Heaves of Grain	15.00	15.00
04/05/2002		Lost & Found	Lost & Found Money Found on Fai...	25.00	25.00
Total 017 · Miscellaneous Income					40.00
<b>018 · RV Parking</b>					
<b>018A · RV Parking/Short Term</b>					
04/01/2002		RV Parking Fee	Short Term RV Parking	45.00	45.00
04/01/2002		RV Parking Fee	Short Term RV Parking 4/26 & 4/27	30.00	30.00
04/02/2002		RV Parking Fee	Short Term RV Parking 4/2-4/9	105.00	105.00
04/04/2002		RV Parking Fee	Short Term RV Parking April 4th-8th	60.00	60.00
04/05/2002		RV Parking Fee	Short Term RV Parking	15.00	15.00
04/05/2002		RV Parking Fee	Short Term RV Parking	15.00	15.00
04/05/2002		RV Parking Fee	Short Term RV Parking 5/10-5/11/02	30.00	30.00
04/08/2002		RV Parking Fee	Short Term RV Parking 5/8/02	15.00	15.00
04/08/2002		RV Parking Fee	Short Term RV Parking	105.00	105.00
04/08/2002		RV Parking Fee	Short Term RV Parking 1extra car	35.00	35.00
04/10/2002		RV Parking Fee	Short Term RV Parking	30.00	30.00
04/10/2002		RV Parking Fee	Short Term RV Parking 2 NTS 4/1...	30.00	30.00
04/10/2002		RV Parking Fee	Short Term RV Parking	15.00	15.00
04/11/2002		RV Parking Fee	Short Term RV Parking	75.00	75.00
04/19/2002		RV Parking Fee	Short Term RV Parking	45.00	45.00
04/19/2002		RV Parking Fee	Short Term RV Parking for 5/10 & ...	30.00	30.00
04/19/2002		RV Parking Fee	Short Term RV Parking	30.00	30.00
04/19/2002		RV Parking Fee	Short Term RV Parking	105.00	105.00
04/19/2002		RV Parking Fee	Extra vehicle	35.00	35.00
04/19/2002		RV Parking Fee	Short Term RV Parking 5/10-5/11/02	30.00	30.00
04/19/2002		RV Parking Fee	Short Term RV Parking 5/31 & 6/1	30.00	30.00
04/19/2002		RV Parking Fee	Short Term RV Parking	15.00	15.00
04/19/2002		RV Parking Fee	Short Term RV Parking 5/9-5/12/02	60.00	60.00
04/19/2002		RV Parking Fee	Short Term RV Parking 5/30-6/1/02	45.00	45.00
04/19/2002		RV Parking Fee	Short Term RV Parking 5/30-6/1/02	45.00	45.00
04/19/2002		RV Parking Fee	Short Term RV Parking 5/10-5/11/02	30.00	30.00
04/19/2002		RV Parking Fee	Short Term RV Parking 5/17-5/19/02	45.00	45.00

**Washington County Fair Complex  
Line Item Report  
April 2002**

Date	Num	Name	Memo	Original Amount	Paid Amount
04/19/2002		RV Parking Fee	Short Term RV Parking 4/12-4/15	30.00	30.00
04/19/2002		RV Parking Fee	Short Term RV Parking 4/19-4/23/02	60.00	60.00
04/25/2002		RV Parking Fee	Short Term RV Parking 4/25/02	15.00	15.00
04/29/2002		RV Parking Fee	Short Term RV Parking 4/29/02	15.00	15.00
04/30/2002	2001-244	RV Parking Fee	Short Term RV Parking	15.00	15.00
Total 018A · RV Parking/Short Term					1,285.00
<b>018B · RV Parking/Long Term</b>					
04/03/2002		RV Parking Fee	Long Term RV Parking	200.00	200.00
04/05/2002		RV Parking Fee	Long Term RV Parking 4/2-05/02/02	300.00	300.00
04/19/2002		RV Parking Fee	Long Term RV Parking-Rich Edwa...	100.00	100.00
Total 018B · RV Parking/Long Term					600.00
Total 018 · RV Parking					1,885.00
<b>020 · ATM Fees Income - Interim</b>					
04/05/2002		Samsar ATM	ATM Fees - Interim for February	150.00	150.00
Total 020 · ATM Fees Income - Interim					150.00
Total D · INTERIM INCOME					16,204.23
Total Income					87,470.70
Gross Profit					87,470.70
<b>Expense</b>					
<b>AE · PERSONNEL</b>					
<b>101 · Salaries</b>					
04/05/2002		Washington County Finance ...	Payroll 3/16 - 3/29/02	17,612.33	17,612.33
04/18/2002		Washington County Finance ...	Payroll for 4/8-4/19/02	14,326.20	14,326.20
Total 101 · Salaries					31,938.53
<b>102 · O.P.E.</b>					
04/05/2002		Washington County Finance ...	Payroll 3/16 - 3/29/02	3,431.76	3,431.76
04/18/2002		Washington County Finance ...	Payroll for 4/8-4/19/02	2,780.34	2,780.34
04/22/2002		SAIF Corp.	Premium Installment	626.00	626.00
Total 102 · O.P.E.					6,838.10
Total AE · PERSONNEL					38,776.63
<b>BE · INTERIM OPERATIONS</b>					
<b>107 · Office Expense</b>					
04/10/2002		Hillsboro Computer Service	6 hrs labor -Computer servivces, s...	300.00	300.00
04/10/2002		Hillsboro Computer Service	4 hrs labor -Computer/network ser...	200.00	200.00
04/10/2002		Citicorp Vendor Finance, Inc.	Sharp Copier System	46.94	46.94
04/18/2002		Washington County Human ...	Employee Orientation-Don Hillman	50.00	50.00
04/18/2002		Washington County Human ...	Employee Orientation-Leah Perkin...	50.00	50.00
04/22/2002		Office Depot Credit Plan	Office Supplies	141.26	141.26
Total 107 · Office Expense					788.20
<b>108 · Telephone</b>					
04/10/2002		A T & T	503-648-1416	147.10	147.10
04/22/2002		Verizon Northwest	Mar. Phone service for 503-648-1...	599.03	599.03
04/22/2002		Verizon Northwest	Mar. phone service for 503-648-58...	41.96	41.96
04/22/2002		Verizon Northwest	Mar. phone service for 503-648-56...	76.53	76.53
Total 108 · Telephone					864.62
<b>109 · Printing</b>					
04/22/2002		Kinko's Inc.	Fair Complex Letterhead	99.18	99.18
Total 109 · Printing					99.18
<b>110 · Postage</b>					
04/22/2002		Pitney Bowes	Postage by phone reset	192.02	192.02
Total 110 · Postage					192.02

**Washington County Fair Complex  
Line Item Report  
April 2002**

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>111 · Equip/Bldg Rental</b>					
<b>111A · Equipment Rental</b>					
04/22/2002		Pacific Office Automation	Copier Rental	215.00	215.00
Total 111A · Equipment Rental					215.00
Total 111 · Equip/Bldg Rental					215.00
<b>112 · Utilities</b>					
04/10/2002		City of Hillsboro	Water/Sewer/Storm Drain	3,421.83	3,421.83
04/22/2002		Portland General Electric	Fair Complex/prkng lights	10.30	10.30
04/22/2002		Portland General Electric	Fair Complex	3,306.67	3,306.67
04/22/2002		Portland General Electric	Display Board	56.88	56.88
04/22/2002		NW Natural	Mar. 76453-0	309.51	309.51
04/22/2002		NW Natural	Mar. 76294-8	548.44	548.44
04/22/2002		NW Natural	Mar. 76284-9	7.00	7.00
04/22/2002		NW Natural	Mar. 76285-6	7.00	7.00
04/22/2002		NW Natural	Mar. 76282-3	7.00	7.00
04/22/2002		NW Natural	Mar. 76266-6	669.72	669.72
04/22/2002		NW Natural	Mar. 76814-3	67.60	67.60
04/22/2002		NW Natural	Mar. 76743-4	439.10	439.10
04/22/2002		Hillsboro Garbage Disposal	bal fwd from Garbage Disposal 2/2...	450.00	450.00
04/22/2002		Hillsboro Garbage Disposal	Garbage from 3/31/02	600.00	600.00
04/22/2002		Portland General Electric	Fair Complex/ABT Cornell & 28th	162.29	162.29
04/22/2002		Portland General Electric	Fair Complex/ABT NE Cornell & 3...	31.41	31.41
Total 112 · Utilities					10,094.75
<b>113 · Repair &amp; Maintenance</b>					
<b>113C · Cloverleaf R &amp; M</b>					
04/10/2002		McClenney Refrigeration	Repairs to furnace in Cloverleaf	249.30	249.30
Total 113C · Cloverleaf R & M					249.30
<b>113G · Grounds/General R &amp; M</b>					
04/10/2002		Cudahy Lumber Company	Grand Stand steps	248.93	248.93
04/22/2002		Home Depot	Materials for Dairy Womens Booth	160.26	160.26
Total 113G · Grounds/General R & M					409.19
<b>113L · Equipment R &amp; M</b>					
04/05/2002		Patterson's Repair Service	Repairs to John Deer 2155 Tractor	4,028.40	4,028.40
04/10/2002		Metro New Holland	Cleaning shoes for Brillion Coutap...	37.44	37.44
04/10/2002		Metro New Holland	Anti skid wheels for Ford Mower d...	33.80	33.80
04/10/2002		Metro New Holland	Full 600 hr Mower serviced & Sup...	424.68	424.68
04/10/2002		Metro New Holland	Tap & SC-Mower parts	17.51	17.51
04/10/2002		Metro New Holland	Disc Blades	200.64	200.64
04/10/2002		Metro New Holland	Equipment R & M-Freight	64.42	64.42
04/10/2002		Hillsboro Auto Parts	Fan belts for Dodge P-U	54.16	54.16
04/10/2002		Gratteri Tire & Wheel	Tire Repair & Maintenance	84.46	84.46
04/29/2002		Doug Patterson	Repair clutch on mower.	289.30	289.30
Total 113L · Equipment R & M					5,234.81
Total 113 · Repair & Maintenance					5,893.30
<b>114 · General Supplies</b>					
04/10/2002		Bob Nagel Distributing Co.	Janitorial supplies	1,172.17	1,172.17
04/22/2002		Sierra Springs/Brewed Hot C...	Water Supplies	41.75	41.75
Total 114 · General Supplies					1,213.92
<b>121 · Professional Svcs.</b>					
04/10/2002		Coast to Coast Event Services	Security Service for Wedding Rec...	112.00	112.00
04/22/2002		2nd Site Business Solutions	Quickbooks Specialized Assistance	180.00	180.00
04/22/2002		Coast to Coast Event Services	Security Service for Wedding Rec...	350.00	350.00
Total 121 · Professional Svcs.					642.00
<b>131 · Advertising &amp; P.R.</b>					
04/22/2002		Qwest	April 02 Directory Advertising	164.80	164.80
Total 131 · Advertising & P.R.					164.80

**Washington County Fair Complex**  
**Line Item Report**  
**April 2002**

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>133 · Dues, Licenses, Fees</b>					
04/01/2002			March 29-West Coast Bank Servic...	29.00	29.00
04/22/2002		Hillsboro Chamber	Membership Dues	195.00	195.00
04/22/2002		Western Fairs Association	January dues-Out of State Fair	190.00	190.00
Total 133 · Dues, Licenses, Fees					414.00
<b>150 · Refunds</b>					
04/01/2002	2001-207	Maria Reyne	Rental Deposit Refund on Cloverl...	200.00	200.00
04/01/2002	2001-218	Susan Esko	Rental Deposit Refund	133.00	133.00
04/12/2002	2001-204	Charles Young	Rental Deposit Refund	186.00	186.00
04/12/2002	2001-205	Homier Distributing, Inc.	Rental Deposit Refund	200.00	200.00
04/29/2002	2001-209	Saqra	Rental Deposit Refund for Cloverl...	103.40	103.40
Total 150 · Refunds					822.40
<b>155 · ATM Expense - Interim</b>					
04/10/2002		Sign Pro	ATM Signs	200.00	200.00
04/22/2002		Sign Pro	ATM Signs	200.00	200.00
Total 155 · ATM Expense - Interim					400.00
Total BE · INTERIM OPERATIONS					21,804.19
<b>CE · FAIR OPERATIONS</b>					
<b>175 · Printing</b>					
04/22/2002		Express Press Printing & Co...	Letterhead & Envelopes	548.77	548.77
Total 175 · Printing					548.77
Total CE · FAIR OPERATIONS					548.77
<b>DE · EXHIBITS/COMPETITIONS</b>					
<b>223 · Other 4-H</b>					
04/22/2002		Kathy Syrstad, Foods Judge	Mileage	13.26	13.26
Total 223 · Other 4-H					13.26
<b>233 · Other Open Class</b>					
04/22/2002		American Dairy Goat Associ...	Show Sanction Application Fees	85.00	85.00
Total 233 · Other Open Class					85.00
Total DE · EXHIBITS/COMPETITIONS					98.26
<b>EE · RODEO</b>					
<b>318 · Board Expense</b>					
04/22/2002		Kinko's Inc.	Business Cards	53.10	53.10
04/22/2002		Kinko's Inc.	Business Cards	44.55	44.55
Total 318 · Board Expense					97.65
<b>319 · Other (Fees &amp; Dues)</b>					
04/05/2002		Pro Rodeo Cowboys Associa...	PRCA Sanction Fees	900.00	900.00
04/05/2002		Women's Pro Rodeo Associ...	WPRA Sanction Fee	150.00	150.00
Total 319 · Other (Fees & Dues)					1,050.00
Total EE · RODEO					1,147.65
Total Expense					62,375.50
<b>Net Income</b>					<b>25,095.20</b>

TerminalNo: 80900607

FIID: 0607

DistributorID: 1

Period: 03/01/02 to 03/31/02

Washington County Fair  
Complex [80%+.30]

	<i>Amount of Transactions</i>	<i>Total Fee Transactions</i>	<i>Trans Fees</i>	<i>Total Trans Fees</i>	<i>Sur- charge Fees</i>	<i>Total SurCH Fees</i>	<i>Total Process Fees</i>	
03/02/2002	\$2,000.00		17	\$0.30	\$5.10	\$1.20	\$20.40	\$25.50
03/09/2002	\$1,820.00		18	\$0.30	\$5.40	\$1.20	\$21.60	\$27.00
03/10/2002	\$2,760.00		31	\$0.30	\$9.30	\$1.20	\$37.20	\$46.50
03/11/2002	\$260.00		3	\$0.30	\$0.90	\$1.20	\$3.60	\$4.50
03/15/2002	\$40.00		1	\$0.30	\$0.30	\$1.20	\$1.20	\$1.50
03/17/2002	\$340.00		6	\$0.30	\$1.80	\$1.20	\$7.20	\$9.00
03/18/2002	\$140.00		4	\$0.30	\$1.20	\$1.20	\$4.80	\$6.00
03/22/2002	\$40.00		1	\$0.30	\$0.30	\$1.20	\$1.20	\$1.50
03/23/2002	\$940.00		10	\$0.30	\$3.00	\$1.20	\$12.00	\$15.00
03/24/2002	\$160.00		3	\$0.30	\$0.90	\$1.20	\$3.60	\$4.50
03/25/2002	\$340.00		4	\$0.30	\$1.20	\$1.20	\$4.80	\$6.00
<b>Sum</b>	<b>\$8,840.00</b>		<b>98</b>		<del>\$24.50</del>	\$117.60	<b>\$147.00</b>	

Day	Amt/Day	Trans/Day
Sun	1,086.67	13
Mon	\$246.67	4
Fri	\$40.00	1
Sat	1,586.67	15

↙ \$ 29.40 \*

\* Column totals \$ 29.40; NOT \$ 24.50.

DGH 5/30/02

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# MINUTES

**Minutes**  
**Washington County Fair Board**  
**Wednesday May 1<sup>st</sup>, 2002**

**Convened:** 4:38pm

**Fair Board:**

President Kathy Christy  
Board Member Rich Vial – Vice President  
Board Member Lyle Spiesschaert – Treasurer  
Board Member Ken Leahy

Board Member Sheila Day - Excused

**STAFF:**

Don Hillman, Executive Director  
Lisa DuPré, Marketing Manager  
Leah Perkins, Fair Coordinator  
Cindy Rodriguez, Office Manager  
Alex Brander, Fair Operations Manager

**GUESTS:**

John Baggott, 4-H Extension Service  
Bill Duerden, Fair Boosters President  
Cody Feinauer, Chair, Rodeo Committee  
Ed Kristovich, Booster

**PRESS:**

Hank Stern, *The Oregonian*

President Christy called the meeting to order at 4:38 p.m., welcomed everyone and called for additions to the Agenda. No additions were requested.

**1. Consent Agenda**

President Christy asked if any items were requested to be removed from the Consent Agenda. Board Member Speisschaert asked that ATM Statement – Item A5 be removed from the Consent Agenda. President Christy called for a motion to approve Consent Agenda except for Item A5.

**Motion by Board Member Vial to approve Consent Agenda with Item A5 removed.**  
**Motion carried 4-0.**

**A. Financial Statements**

Item 5A - Board Member Spiesschaert suggested that the total transaction fees stated as \$25 might be incorrect and should read \$30. Executive Director Hillman stated that staff would review.

**2. Special Reports**

**A. Rodeo Report** - Cody Feinauer, Rodeo Committee Chair, reported that he has been working with Alex Brander, Fair Operations Manager, looking at what needs to be done in the Arena for preparation of the Rodeo. Mr. Feinauer also stated that staff has already got a lot done and was hoping to get the Rodeo's part started soon.

Rodeo Chair Feinauer reported that the Starlight Parade is Saturday, June 1<sup>st</sup>. If anyone would like to be involved contact either him or Lynn Haynes. Board Member Vial asked whether it was an all day commitment or can people show up late. Rodeo Chair Feinauer stated that late arrivals are okay for showing up downtown.

Board Member Leahy asked what the Rodeo would be using to take thru the parade. Rodeo Chair Feinauer stated that a flat bed is used, however, last year the Rodeo Committee discussed the possibility of approaching Board Member Leahy about using one of his rigs. Rodeo Chair Feinauer would like to further discuss this possibility with Board Member Leahy at another time.

President Christy asked when the Rodeo Queen began making appearances. Rodeo Chair Feinauer stated that Rodeo Queen has already made some appearances, and that when rodeo season kicks off in a few weeks, she will be traveling more heavily.

**B. 4-H Report** - John Baggot, 4-H Extension Service, commented that he's still struggling with Superintendents turning things in. Mr. Baggot reported that the Washington County Events Center Forum went really well.

**C. Maintenance Report** - President Christy asked if Fair Operations Manager Brander had an update regarding the light pole that had fallen and the testing of the other poles. Mr. Brander stated that he would have a core analysis report by the next Fair Board Meeting.

Board Member Leahy asked what the project was that Mr. Brander and Executive Director Hillman wanted to complete before Fair. Executive Director Hillman stated that they had done away with the idea of moving the stage due to Fire Marshall issues. There have also been recent discussions about getting some fill dirt and contacts have been made with the City and County.

3. Old Business

A. **Task Force Update** - President Christy mentioned that in the Board Packet is information regarding the Task Force recommendations as well as a list of concerns. President Christy asked whether Vice-President Vial had anything to report from the meeting. Board Member Vial asks to defer this topic to New Business - Item 6A.

B. **Insurance** - Executive Director Hillman gave an update on insurance, stating that quotes have started coming in. He asked that President Christy appoint a two-member committee to assist in reviewing the five proposals expected to be received so that in June staff could come back to the Board with a recommendation.

President Christy asked for volunteers and Board Members Vial and Leahy were appointed.

C. **Other** - President Christy commented that the goals were not ready as more information is needed under Community Outreach. President Christy stated that she had spoken with Gerald Kubiak, County Administrator's Office, about working with him on this issue. Board Member Spiesschaert asked for further explanation from President Christy.

President Christy indicated that Community Outreach is listed as one of the Fair Board goals. With the possible re-development and ballot measure coming up, Community Outreach will include a different approach as opposed to the Fair Board going out to educate the community about what is happening at the Washington County Fair Complex. President Christy commented that she sees Community Outreach now as having a different focus.

4. New Business

A. **Recommendations from the Task Force** - President Christy stated that the Board Packet contained updated information on the Task Force Recommendations received from Gerald Kubiak, County Administrator's Office.

Board Member Vial asked for point of clarification as to whether the Fair Board could amend this recommendation. President Christy stated that Fair Board could add or attach suggestions.

Motion by Board Member Vial to forward the Washington County Event Center Task Force Recommendations to the Board of Commissioners. Second by Board Member Leahy.

Board Member Vial indicated that there were a number of things he wanted to add to the Board action to accept the Task Force Recommendations, such as the concerns for more green space. Board Member Vial further stated that he is fearful to complicate things.

President Christy indicated that the Events Center Issues and Ideas List was excellent because it covered things they talked about in their meetings. President Christy asked whether there was a discussion as to when the list would be revisited. Board Member Vial stated that Task Force work was completed, but that Commissioner Chair Brian of the Washington County Commissioners may not wish to dismiss that group should matters need to be referred back to the Task Force for additional consideration.

Rodeo Chair Feinauer stated that as a member of the Task Force, and with his involvement at the Fair Complex, that he feels that other members of the Task Force aren't as informed as to the actual business of the Fair Complex and suggested an attachment explaining to the public that more individuals would be contacted as to design issues.

President Christy stated that in speaking with Chair Brian, he noted that within the next couple of month there would be meetings to discuss issues, but that they would probably not want to address design issues at that time. President Christy suggested that the website state that design issues will be handled later in the process. Rodeo Chair Feinauer stated if someone had a design issue, they could submit it via the website.

Board Member Speisschaert stated that he is in favor of the Task Force Recommendations and applauds their work as he knows there was a lot of effort put into it and it is a better product because of that. Board Member Speisschaert further indicated that he echoes what Rodeo Chair Feinauer stated about the design issues and opportunity for citizens to have a part of that process.

Board Member Speisschaert indicated that there are four issues he would like to see the Fair Board address. They have to do with issues raised prior, during and subsequent to the process. First, that if the bond measure passes, we have the money to build a new facility and would not have to sell any land. Second, that the Washington County Fair & Rodeo is assured a permanent home on the site. Third, that community groups, youth groups and others are assured that they have access to facilities in a manner that is consistent with present practice. Forth, that there would be a process for public input on the final design.

Board Member Spiesschaert also expressed his concern about being sensitive to smaller users.

Board Member Spiesschaert stated that if these were considered, they would only go into effect if the bond measure passes and if the bond measure doesn't pass, then everything is back on the table to sell, or to lease or to do whatever those in authority decide to do.

Board Member Vial indicated that he liked the idea and suggested to send a cover letter with the recommendations stating it is done so because it is understood that it accomplishes the previously stated objectives of getting a new facility without selling land, that it provides a permanent home for the Washington County Fair & Rodeo, that it

allows us to maintain our mission to provide space to youth groups and that it facilitates public input.

Board Member Vial stated that he would be willing to draft something out for consideration by the end of the meeting.

President Christy stated that some of this could also be addressed at the next Board of Commissioners meeting.

Board Member Spiesschaert stated that letting the public know that this is the commitment of the Fair Board and that perhaps Board Member Vial's idea would help.

President Christy stated that it would be good to have it on our website as well as the Event Center site so that if people have any suggestions they can submit them right away.

President Christy reminded everyone that there is a motion on the floor, and asked if there was any further discussion about the motion.

**Board Member Vial asked to table the motion until the completion of the letter.**

**B. Redevelopment Project - Additional Funding Request** - President Christy stated that Executive Director Hillman outlined in the Board Packet how much money has been spent and the request of what is needed and how it would be spent. President Christy indicated that she agreed with Board Member Spiesschaert in that the Task Force did an outstanding job. The materials that were presented at the meetings were done very well and those items cost money. President Christy indicated that she would entertain a motion.

**Motion by Board Member Vial to approve the expenditure of the additional funding as requested by the County in connection with the Task Force work. Board Member Spiesschaert seconds.**

Discussion - Board Member Spiesschaert asked Executive Director Hillman what line item it would come from. Executive Director Hillman stated that it would be charged to the same line item as the initial \$25,000 and would be funded out of contingency or ending cash. Board Member Spiesschaert questioned whether they were already at the \$25,000 budgeted for that line item. Executive Director Hillman stated that they were.

Board Member Spiesschaert stated that it would help him if there were some kind of a budget and questioned whether the amount contributed is sufficient to take them thru all the costs up to and including the election. Executive Director Hillman stated that that was his understanding.

Board Member Spiesschaert asked whether the figure was firm. Executive Director Hillman stated that it was.

Board Member Vial stated that it was his understanding that this is for bond counsel and the transaction costs of getting a bond measure pulled together and in front of the voters.

Board Member Spiesschaert asked if it costs that kind of money. Board Member Vial stated that it is likely to be ultimately several \$100,000 for bond counsel alone, but the front-end costs could be anywhere between \$20,000 to \$50,000.

Board Member Spiesschaert questioned whether it was assured that this is what is necessary to get the project on the ballot. Executive Director Hillman stated that it was the best estimate at this point and time, however it wasn't a guarantee.

President Christy inquired as to whether the money would be paid back if the ballot measure is successful. Executive Director Hillman indicated in the affirmative.

President Christy called for the vote.

**Motion carried 5-0.**

**C. Transfer of Property to Washington County Historical Society** - President Christy indicated that the Old County Jail is in need of repair, and in the past, it had been difficult to get the Washington County Historical Society to take on this project. Their Board has agreed to dismantle the Old County Jail, restore it to its original condition and have it re-assembled at their facilities at Rock Creek.

President Christy reported that she had spoken with Mark Granlund, Executive Director, Washington County Historical Society, and that they would use it for educational purposes. It sounds as though it will be a good addition to their museum.

President Christy stated that before they can go further, they have to request permission from the City of Hillsboro. President Christy indicated that it is her understanding that the Old County Jail would be delisted from the National Historical Register then relisted once it was re-assembled at the Washington County Historical Society facility.

Executive Director Hillman reported that after speaking with Larry Eisenberg, Washington County Facilities Department, this would be the worst-case scenario. There might be some discussions with the City where the transfer can take place without having the Old County Jail delisted. Mr. Eisenberg had made contacts with the appropriate State Department and has spoken with County Counsel and all are in agreement to work with the City through their prescribed process.

President Christy asked for a motion. Board Member Spiesschaert commented that before a motion is made to transfer the jail, it assumes the Fair has current ownership of the property. Executive Director Hillman reported that Mr. Eisenberg stated that he could perhaps find documents where it is property of the Fair Complex. Staff may also research this matter by reviewing Board Minutes back in the 1970's to see if there is any reference to ownership.

Board Member Leahy inquired as to the total cost of the project. Executive Director Hillman reported that they have the project estimated to cost \$45,000 to \$50,000 and that he was asking some of the stakeholders for contributions. Board Member Leahy asked where the estimate came from. Executive Director Hillman stated that the Historical Society received a bid regarding the project.

Board Member Spiesschaert inquired as to the cost for storing the Old County Jail. Executive Director Hillman stated that storage was part of total cost. The estimated cost is to dismantle, tag, inventory, photograph, microwave the wood to kill the bugs, transportation to the contractor's shop, restoration using prescribed techniques, plus re-assembling at the Washington County Historical Society facilities.

Executive Director Hillman noted that it is a very detailed process and it will take approximately one-two years to complete. It has to be done according to the same trades that were in effect when it was originally built. Executive Director Hillman also noted there were original planks when it was first built and they have to go back and mill similar planks just like they did in the 1850's.

Board Member Spiesschaert indicated that the Fair Complex has been asked to contribute \$5,000 to \$10,000 and nowhere in our mission statement does it address log cabins, so it's not the mission of the Fair Complex, however, it does belong to the Fair Complex.

Executive Director Hillman stated that this was the first step in safeguarding this historical asset.

President Christy called for a motion.

**Motion by Board Member Vial to approve Transfer of the Old County Jail to the Washington County Historical Society. Board Member Leahy seconds.**

Discussion - Board Member Spiesschaert inquired whether any money is obligated from the budget at this time. Executive Director Hillman stated that not at this time. The funding would be the next step, and that he would be come back from the next few meetings with progress reports.

President Christy indicated that Mr. Granlund had mentioned that they were meeting with different folks in the area, such as the Sheriff's office, so as to involve interested parties to help with the funding.

Board Member Spiesschaert inquired as to the timing for funding the transfer. Executive Director Hillman stated that there probably wouldn't be any cost from the contractor until the very end of this fiscal year or early next fiscal year.

**Motion carried 4-0.**



President Christy remarked about inviting Mr. Granlund to come talk to the Board about moving the Old County Jail.

**D. Admissions & Parking Policy** - President Christy referred to the copy of the draft and indicated that Board Member Spiesschaert had emailed items that he had concerns about and that there didn't appear to be any major changes or concerns.

Board Member Spiesschaert inquired whether this was the first meeting on this proposal and that most of the items he addressed was stuff for staff to think about.

President Christy asked whether any other Board Members had anything they would like to discuss on this policy.

Board Member Vial indicated that during past discussions on this matter, there was a comment about lifetime credentials and stated that it would be a mistake not to tie down more specifically whom this includes noting that perhaps categories could be created, and then allow the Fair Board the flexibility to add to it as necessary.

Board Member Spiesschaert stated that he addressed the same area and believed persons to have received actual lifetime passes are former Fair Board Members, but is not aware of any other groups.

Rodeo Chair Feinauer stated that the Rodeo Committee does have a gold card membership program in which they typically vote on once a year. Rodeo Chair Feinauer indicated that since he's been involved with Rodeo, there haven't been any, however, he himself is a gold cardholder, his father, and perhaps 10-12 other individuals. Rodeo Chair Feinauer further commented that there are certain stipulations established by the Rodeo Committee, such as active involvement with Rodeo. Rodeo Chair Feinauer stated that he would research these stipulations further. Rodeo Chair Feinauer questioned whether the Fair Board and staff were aware of this program and perhaps they could put something together and not have a separate program. Rodeo Chair Feinauer indicated that there is a plaque, which lists gold card members.

Board Member Spiesschaert stated that he believe this falls within the same category, and asked that Rodeo Chair Feinauer forward the information to Executive Director Hillman.

Executive Director Hillman stated that he had received from staff a list of persons with lifetime passes and he would present this information to the Board as well.

President Christy asked for clarification if at this point the Rodeo Committee would recommend it's gold card members for Board approval or just forward the information to the Board. Rodeo Chair Feinauer stated that he would leave that decision up to the Fair Board as to how they would proceed on handling the gold card members.

President Christy asked Rodeo Chair Feinauer whether there were criteria written into the rules. Rodeo Chair Feinauer indicated in the affirmative and noted that he would look for them.

Ed Kristovich, Fair Booster, asked whether they could discuss the fees on parking and questioned whether they were referring to fairtime-only parking, or all event parking. Executive Director Hillman stated that staff wrote this specifically to fairtime parking.

Mr. Kristovich stated that he had spoken with Executive Director Hillman on the subject that if his gem club wants to rent the same amount of space at the new proposed event center, it will cost 50% more than what they are paying now. He commented that if parking fees were added in, then his club would have to find another place to hold their event.

President Christy indicated that this policy was strictly fairtime passes and parking only. President Christy suggested that Mr. Kristovich's event was a separate issue that could be addressed later

Board Member Spiesschaert questioned if the price was projected to be 50% higher at the new facility. Mr. Kristovich stated the building he currently rents is \$750 per day for 24,000 square feet and that the same space at the new event center would cost \$1,200 per day based upon \$0.05 per square foot rental rate.

Executive Director Hillman stated he would double-check the figures.

President Christy stated that this was something that could be addressed for long term, however, the lifetime credentials is something that she would like to resolve now. President Christy stated that this is the first reading of this policy and asked if there were any further discussion on the lifetime credentials.

Board Member Spiesschaert commented that the only general thing at this point would be parking situation.

Executive Director Hillman stated that not everyone has to park at the facilities and it is a policy or practice with many fairs not to give out a lot of parking passes. He further noted that sufficient admission passes are given, but usually just one parking pass per exhibitor is the standard in the industry.

Board Member Spiesschaert indicated that it could be a new standard for the Washington County Fair & Rodeo. He stated that he believed in the past, parking and admission were all in one pass so it could be a new practice and another added cost.

President Christy stated that if anyone had anything else to add, it could be e-mailed to Executive Director Hillman to be addressed at the next Board Meeting.

**E. Poker Ride Request** - President Christy indicated that the Fair Board has to approve all Rodeo fundraising activities.

Executive Director Hillman noted that this the second fundraising event; the first was the Queens Coronation in January of this year.

**Motion by Board Member Spiesschart to approve the request of Benefit Fundraiser Horse Poker Ride. Board Member Leahy seconds.**

Discussion - Board Member Spiesschaert inquired as to the exposure of liability.

Executive Director Hillman stated that it is a regularly scheduled activity of the Rodeo Committee, however at the same time, Rodeo Chair Feinauer and the rest of the committee have agreed to have participants sign a waiver of liability.

President Christy called for the vote.

**Motion carried 4-0**

**F. Hillsboro Argus Partnership** - Executive Director Hillman stated that he would like to discuss what is considered in newspaper lingo a “dink”. The dink is a single pull out page in the newspaper. Executive Director Hillman stated that the *Hillsboro Argus* is working with staff to have a dink provide information about the County Fair’s competitive program as well as an entertainment guide. Executive Director Hillman further stated that the idea of the dink was the result of a suggestion by the Board back in December or January, to put into the hands of our perspective competitive program participants as well as using it as a publicity tool for the Fair & Rodeo. Executive Director Hillman indicated that around May 16<sup>th</sup>, there will be a dink in the *Hillsboro Argus* that goes to 51,000 subscribers. The same dink will be mailed to households that don’t get the *Hillsboro Argus*. Staff will also receive around 2,500 copies to hand out to retail outlets.

President Christy inquired whether they would still have to get online to get the rest of the information. Executive Director Hillman answered in the affirmative and noted that the dink would include entry dates, deadline, list of competitive classes, etc.

Board Member Spiesschaert asked whether it was going to the “everything you wanted to know about the Fair or where to find it.” Executive Director Hillman stated that not everything would be included in the dink, but at least where to obtain more information via the website or at our offices.

Board Member Spiesschaert confirmed that it was to include the dates, times, admissions, and special events for the Fair & Rodeo.

Leah Perkins, Fair Coordinator, stated that it is being called the Pre-Fair Guide and also reported that she is hopeful the new website will be available June 1<sup>st</sup>.

Board Member Spiesschaert stated that he likes the changes that have been made so far. Board Member Spiesschaert inquired who was the population of non-subscribers. Fair Coordinator Perkins indicated that anyone who lives in Western Washington County and doesn't subscribe to the *Hillsboro Argus* receives a *Courier* delivered in the mail.

Board Member Spiesschaert stated that he would like to know what zip codes are involved, the reason being is that it has been discussed very strongly to include the east side of the County.

Executive Director Hillman stated that staff has had discussions with the *Community Times*, however they never submitted a proposal. Staff eventually pursued this proposal with the *Hillsboro Argus*. Executive Director Hillman indicated that perhaps efforts would start again with the *Community Times* to involve them next year. Fair Coordinator Perkins also indicated that the 2,500 overrun will be distributed in east County as well.

Board Member Spiesschaert suggested conversations with *The Oregonian* since it reaches a lot more households on the east side of the County. Board Member Spiesschaert expressed that although he is very pleased at what is being done, he likes the idea of it falling out of the paper, and delivered to their house.

President Christy stated that it might be a good idea to research how costly it would be to do something like that in *The Oregonian*, even if it's a little half sheet to advertise.

Fair Coordinator Perkins stated that since the 51,000 would be saturated in the Hillsboro, Western Washington County area, staff's focus would be concentrated on the East side of 185<sup>th</sup>.

Board Member Spiesschaert asked whether this was a part of the *Hillsboro Argus* sponsorship, or if the dink something we were paying for. Executive Director Hillman stated that it was part of the sponsorship. Board Member Spiesschaert inquired whether the sponsorship would contain advertising. Fair Coordinator Perkins stated that it would.

Board Member Vial commented that it would be nice to get something like that in the West Metro version of *The Oregonian* since it covers clear out Tualatin and Tigard. Hank Stern. *The Oregonian*, commented that there is also a Southwest version. Board Member Vial stated that perhaps both of those should be looked at.

Executive Director Hillman indicated that it is a step in the right direction from what wasn't done last year and trying to work the bugs out this year will be very good for next year.

Board Member Vial questioned Mr. Stern from *The Oregonian*, as to whether the West Metro section reached the Cedar Hills area. Mr. Stern indicated that it was handled block-by-block and he wasn't sure where the boundary lines were, but it did go through the Rock Creek Area.

**G. Parking & RV** - Executive Director Hillman stated that a few months ago staff brought up the difference in fees the Fair Complex charges as opposed to others for the AirShow parking for vehicles and RVs.

**Motion by Board Member Vial to approve price increases for RV and vehicle parking during AirShow. Board Member Leahy seconds.**

Discussion – Board Member Vial inquired what has been done to test the market. Executive Director Hillman stated that staff had reported that other parking lots in the area charge considerably more.

Lisa Dupre', Marketing Director, stated that general parking is currently \$3.00 per vehicle and RV Parking is currently \$45.00 for three nights.

Marketing Director Dupre', indicated that the Rose Festival folks who handled RV parking for the Cart races, stated that they charged \$150.00 for the weekend.

Board Member Vial stated that on the other hand, he attended a swap meet where he paid \$8.00 per night.

Executive Director Hillman stated that this was such a prime parking location.

President Christy asked whether the price increase only affects the AirShow or would regular RV Parking be increased as well. Executive Director Hillman stated this would only affect the AirShow.

President Christy indicated that this should be looked at in the future since the Fair Complex offers the only RV Park in the Hillsboro area.

President Christy called for the vote.

**Motion carried 4-0**

**H. Executive Director Evaluation** - President Christy stated that the Board Packet included the previously used evaluation form for the Executive Director. Also included, is an evaluation form provided by Executive Director Hillman. President Christy asked that Board Members decide which form they would like to use for Executive Director Hillman's seven-month evaluation.

Board Member Leahy inquired whether the evaluation form provided by Executive Director Hillman was used in his evaluation in California. Executive Director Hillman stated that it wasn't as he was a Governor's appointee, however it was used on staff. Board Member Leahy stated that it appeared to be very thorough.

President Christy indicated that she liked that format provided by Executive Director Hillman and was inclined to use it for the upcoming evaluation. Board Member Vial stated that he would support the use of the evaluation form provided by Executive Director Hillman.

President Christy indicated that everyone has a copy, and asked that they all take time to review and fill out the evaluation form before next Board meeting.

**President Christy asked to return to Item A under New Business**

Board Member Vial reported that he had prepared comments with regards to the Task Force Recommendations. The first piece is a resolution of the Board and would read as follows:

*Whereas the Washington County Event Center Task Force has adopted the Report to the County Board of Commissioners and the Washington County Fair Board, dated April 25, 2002, and attached as Exhibit A;*

*The Washington County Fair Board hereby recommends that the Washington County Board of Commissioners adopt the Report and proceed to place before the voters of Washington County a \$40 million General Obligation Bond measure for the purpose of carrying out the implementation of the Report.*

*Adopted this \_\_\_\_ day of \_\_\_\_.*

Board Member Vial provided the following as a letter to accompany the resolution:

*Dear Chairman Brian and Members of the Board of Commissioners,*

*With this letter we are forwarding to you our resolution recommending adoption of the Report of the Events Center Task Force. We would also like to express appreciation for the assistance provided by the County as well as the great work of all the participants.*

*We are glad that the process has provided the citizens of Washington County an alternative to selling any of the land currently owned. We remain committed to use all such public lands for the benefit of those citizens.*

*We believe the Event Center will, if properly designed, provide an excellent permanent home for the Washington County Fair & Rodeo. It is of course very important to this Board that the ability of the Fair & Rodeo to have the facility available in perpetuity is assured.*

*The Mission Statement of the Washington County Fair Complex currently reads:*

Board Member Vial proposes to insert the Fair Complex Mission Statement and continue with the following:

*We will continue to urge solutions for management of the new facility that will be consistent with this mission statement and will support the various youth groups and other community service organizations, which currently benefit from our facilities.*

*Finally, we are communicating to our constituent groups that the opportunity for input in the final design issues will be available generally. We look forward to working to insure that this very important public input will be successful.*

*We feel a commitment to our fellow citizens to continue the tradition of serving the families and individuals of Washington County and our neighbors in carrying out our stewardship. We consider it an honor to have been entrusted with this important task.*

*We also appreciate the opportunity to work closely with your Board on this project and are grateful for the increased understanding and communication it has fostered.*

*Sincerely,*

**WASHINGTON COUNTY FAIR BOARD**

Rodeo Chair Feinauer suggested a revision of where it was stated, "if properly designed" to "when properly designed."

Board Member Vial concurred and requested that the motion previously tabled be brought back to adopt the resolution and requested President Christy forward the resolution with the aforementioned letter.

Board Member Spiesschaert suggested that the letter be signed by all Fair Board Members.

Board Member Vial asked whether the Fair Board should wait until Board Member Sheila Day returns and stated that he believed the Washington County Board of Commissioners want this right away.

Board Member Spiesschaert stated that Board Member Day could sign later.

Executive Director stated that the resolution and letter could be completed by tomorrow and everyone would be called to come into sign.

President Christy called for the vote.

**Motion carried 5-0**

President Christy stated that Board Members should be present at the May 14<sup>th</sup> Board of Commissioners Meeting.

5. Announcements

A. **Calendar of Events** - Executive Director Hillman indicated that he would like to get a head count on the Greater Hillsboro Chamber Banquet and reminded Board Members of the Hillsboro Chamber Expo in June, which is scheduled for the same day as the June Fair Board Meeting.

6. Other Matters of Information

Board Member Spiesschaert stated that he had a question as to what unresponsive meant in regards to the Pepsi/Coke Bid noted on the Sponsorship Report.

Executive Director Hillman explained that one company did not fill out the required form and the other company did not include the correct minimum bid amount. Executive Director Hillman noted that he has conversations with both companies.

Board Member Spiesschaert stated that this may indicate that neither company is very interested. Executive Director Hillman stated that they are interested. Coke indicated that they have picked-up a lot of 7-Up sponsorships so that their level of interest is low where as Pepsi bid the same amount that they bid last year.

Board Member Spiesschaert inquired whether they are required to be at the minimum. Executive Director Hillman responded in the affirmative.

Board Member Spiesschaert asked what happens next. Executive Director Hillman explained that he would go back and talk to each individually and see if he could get them to agree to a better amount.

President Christy indicated that she had spoken to Chair Brian last week about a possible campaign committee for the Events Center ballot measure once the Commissioners authorize it to be put on the ballot. President Christy asked that Board Members be thinking of people that might be asked to contribute to a campaign fund, or people that might be asked to be on the campaign committee.

Board Member Spiesschaert inquired if the Boosters would be able to provide assistance. President Christy stated that she believed that an account could be opened for the campaign committee.

President Christy stated she would speak with Gerald Kubiak, County Administrator's Office, and come up with a plan and noted that staff can't advocate, only educate. President Christy indicated that she believed that Fair Board Members could advocate, however, she would double-check on that.

President Christy asked if there were any other items to come before the Board.



Executive Director Hillman stated that he wanted to share with the Board Members that the comedian Carrot Top, has been secured for Friday, July 26<sup>th</sup>.

**With no further business before the Board, President Christy adjourned the meeting at 6:00 pm.**

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**Don G. Hillman**  
**Recording Secretary**

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**Kathy Christy**  
**Board President**

**Washington County Rodeo  
Associate Meeting  
April 2, 2002**

**In Attendance:** Susan G., Lisa M., Don H., Alex B., Jeremiah E., Marla M., Jean M., Kelly and Pat B., Angela and Gary M., Christina M., James S., Brian and Laurel F., Greg H., Bert D., Rod S., Todd K., Erin S., Synda S., Cory A., Brandi W., Randy T., Nick G., Sandee W., Lonna P., Dale Z., Jack P., Winnie D., Brian L., Cody F., Candace D., Lynn H., Mike S.

**Absent/Excused:** Patty and Stephanie Crop, Yvonne ,Lawrence, Dwayne, Brian P., The Feinauers,  
Jenny O., Larry b.

Cody F. called the meeting to order at 7:33pm.

**Welcome** to Amanda Leto.

Peewee rodeo donation was requested by Lisa M. in the amount of \$300.

A motion was made by Brian L. to grant the request. Seconded by Winnie D.

Directors and Associates break into sub-committees for meeting.

Winnie D. reported that the poker Ride is set for June 15, 2002.

Cory sent out letters to all of last years sponsors and flyers have been made. There will be extras in the Fair office.

Kelly and Patty have everything under control for the Special Kids Rodeo.

Mike S. reported that Don H. and Alex B. were looking at possibly replacing the announcers booth.

Work Parties are going to start at the end of May and will be on Tuesday night this year starting at 6:00pm. Everyone needs to participate.

A water truck has been arranged, sponsored by H&R Water Tanker.

Brian L. reported that he would like more contacts for sponsorship. He has an additional 26 spaces for banners this year. 2x4 cost \$250, 2x8 cost \$500 plus cost of sign.

Pat B reported for Larry B. that everything is line up for the BBQ.

Cody F reported that Larry B. put in for NFR tickets. There is a signup sheet for those tickets and anyone wanting to attend the 2002 convention.

Lynn reported that Queen Marla is going for Miss Rodeo Oregon this year. Good luck Marla!

The question was raise about insurance for the drill team. Don H. said that he would look into it.

Washington County Fair and Rodeo has been accepted to take part in the Star Light Parade again this year. Brian L. said he could contact our sponsors about a truck.

Sen. Gordon Smiths daughter is the 2002 Pendleton Round Up Queen and has been invited via email to attend Washington County Rodeo.

Winnie D. motion to adjourn the meeting. It was seconded by Brian L. Cody F. adjourned the meeting at 8:20pm

## Next Meeting- May 7, 2002

Minutes submitted by Candace Davis  
Washington County Fair and Rodeo  
April 2, 2002  
Pg 2

**Washington County Rodeo  
Associate Meeting  
May 7, 2002**

**In Attendance:** Casey F., Esther B., Melody S., Ruth H., Misty B., Clarice N., Nick G., Rod S., Kelie W., Brian P., Kelly & Pat B., Lynn F., Tara F., Don H., Alex B., Laurel & Brian F., Patty C., Sandee W., Paula M., Lonna P., Jack P., Jennifer B., Richard K., Yvonne L., Duane S., Linda J., Bert D., Candace D., Brian L., Larry B., Cody F., Mike S., Lynn H., Marla M., Jean M.

**Absent/Excused:** Stephanie C., Synda S., Erin S., Winnie D. and the McVey's Lisa M.

Cody F. called the meeting to order at 7:31pm.

Welcome to all first timers and to Kellie W. who announced she is interested in Queen try outs and offered to get involved with the rodeo.

Crooked River Roundup invited two representatives from Washington County rodeo to attend their rodeo. Marla and Lynn will be going as Marla is trying out for Miss Rodeo Oregon. That contest is held the same weekend.

Brian L reported no change in sponsorship and things are going well. Brian will have a bracelet type pass for those who will be working at the rodeo on a temporary basis.

Larry B. reported cost of food is being looked at and that the stairs in the VIP section are done.

Cody F. reported that contracts have all been mailed.

Mike S. is starting the **work parties May 14<sup>th</sup> at 5:00**. Everyone is strongly encouraged to attend.

Cory A. reported that the Special Kid's Benefit Poker Ride set for June 15<sup>th</sup> is ready.

Lynn H. reported that she is the unofficial, official liaison for the 4H Leaders. Lynn has been working hard to get the 4H kids involved in the rodeo this year. The kids will be helping serve, clean up, etc.

Please pay your dues to Lynn ASAP.

Drill Team contracts are done. The fair and rodeo has signed there part.

The first **Drive By Breakfast** is scheduled for the Friday of fair week and will be in the fair parking lot. The second Drive By Breakfast will be on Tuesday of fair week and will be in East Washington County. Call the fair office for exact location as it had not been set

at the time of this meeting.

Volunteers are needed for both mornings. If you can do it an horse back, all the better.

Washington County Fair and Rodeos place in the Star Lite Parade is #68. It is on June 1, 2002. We need to be in line between 3:30-5:00pm. All who attend will need to sign a waver. Volunteers are needed and to be at the Rodeo office at 10:30 am. The truck is being rented from Jeremiah and Mike B. is donating the use of his generator. There is assigned parking at the parade site ( NW Everet & Park ave.) Please car pool. Volunteers may bring, duct tape, zip ties, step latter and anything you may need to put the float together.

Queens Contest will be September 21, 2002 and Coronation is January 11, 2003. Please be ready to help out.

Tara F is ordering ad cards and will be available for everyone to hand out at the next meeting.

Queen Marla approached the board, requesting funds to place an ad in the Crooked River Roundup ad sheet. The ad would highlight Washington co Rodeo. It was established that it is not the policy to run that kind of ad and that was outside of the targeted marketing area.

The alternative is to use money out of the Queens Closet.

Brian L. made the motion to use \$100 from the Queens Closet Fund to run the ad and that motion was pasted.

Larry B. seconded the motion.

Brian A. reported that Dr Alexander will be the attending veterinarian again this year and Metro West will have a unit on sight all day.

A ferrior still needs to be scheduled. Patty C. will be asking to Jeff L. to return.

Don H. and Brian A. will be handling animal welfare.

A request was made to have ¼ zip sweatshirts and denim shirts at the retail booth.

Cody F. announced that we would have Pepsi back this year.

If you signed up for NFR tickets, bring \$33.50 per ticket ordered to the next meeting.

Larry B. motion to adjourn the meeting. It was seconded by All. Cody F. adjourned the meeting at 8:20pm

**Next Meeting- June 4, 2002**

**Work Parties every Tuesday at 5:00pm**

# Washington County Fair Boosters Club

## Minutes for 1 May 2002 Meeting

**Attendance:** Don Hillman, Lorena Roberts, Irene Barnes, Ed Kristovich, David Barnes, Tom Gordon, Judy Gordon, James Clute, Bill Duerden, Al Goldman, Judy Goldman

**Prior Meeting Minutes:** Approved as written.

**Treasurer's Report:** \$30,972 in cd's, \$327.59 in checking.

### Old Business:

**Fair Board Meeting:** The board voted 4-0 to send on the Task Force recommendations to the County Commissioners, with these additional requests:

1. If the measure passes, no land will be sold.
2. The Fair and Rodeo will have a permanent home.
3. The facility will have the same uses as before, i.e. 4-H free weekday use
4. The public will have input into the final design.

Parking policies were discussed. Cody says rodeo preparation is doing well. \$20,000 will be given to the County for additional redevelopment group expenses.

A Poker Ride is being sponsored by the Rodeo people to the Flying-M Ranch. It is a fundraiser for the Special Kids Rodeo.

In mid-May, The Argus will have a foldout of activities, events and an entertainment preview. It will be 74,000 pieces. It will also include information about participating and entering projects in the Fair.

Parking and RV fees for the Airshow will be increased. The Reader Board on the west end of the Fairgrounds is being refurbished. The six month evaluation of Don Hillman will take place at the next Fair Board meeting.

**Fairgrounds Redevelopment Update:** The Task Force recommendations are on their way to the County Commissioners. Public meetings are still being held. The Task Force is in a standby mode for now.

**By-Laws:** These were extensively discussed. Please read and bring your input to the next meeting.

**Fair Planning:** Sheila is the "Volunteers Volunteer". She will be one scheduling all the volunteers for the Fair. We will not sell hamburgers. We have only two more meetings before the event. Ed Kristovich will coordinate the tent booth. The maintenance crew will help with power, water and wastewater disposal. The hours at the Booster booth will be when the arena is in use. The tent will have the same hours as the Beer BBQ, approximately 10:00 am to 10:00 pm. Al Goldman will meet with us to give us information from years past.

Don may need some help with some drive-by breakfasts, planned before the Fair (burritos and juice) to encourage people to attend the Fair. He also may need some help selling Four-Day Passes in advance at Washington County Courthouse or Tuality Hospital. The Four-Day Pass is \$10.00. Volunteers will get free passes and parking.

**The Vending Bus:** Title to the bus has been signed over to the Fair and given to Don Hillman.

### New Business:

**The Old Jail:** See the attached memorandum. The role of the Fair Boosters in helping to fund this project will be discussed further. Hopefully, the Jail will be removed from the Fairgrounds by Fair time. The replica log cabin will be removed as well. The Pioneer and Indian Village is not a part of this year's Fair.

**The Next Meeting:** 5 June 2002 at 7:00 p.m, at the Fair Office.

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County of Washington

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

## MEMORANDUM

**Date:** April 29, 2002

**To:** Bill Duerden, President  
Washington County Fair Boosters

**From:** Don G. Hillman  
Executive Director



**Re:** Funding Request – Historical Jail

Request – Approve matching funds of up to \$5,000 to support the transfer of Jail to Washington County Historical Society.

Background – The Jail was built in 1853, moved to its present location in 1971, and is currently in need of repair and restoration, the cost of which is outside the Fair Complex's current fiscal capability. In its current condition, it is deteriorating quickly and will soon become a safety issue if left unattended.

Discussion – Staff has met with representatives of the Washington County Historical Society regarding the long-term status of the Jail. The Historical Society is requesting that ownership of the Jail be transferred to their organization allowing them to dismantle the structure, inventory, tag, repair and restore it to its original condition so that it can be re-assembled and exhibited in the Society's new Rock Creek facility.

The process to transfer ownership of the Jail and having it removed from the grounds will take approximately sixty days. The cost to dismantle, tag, remove, repair and re-assembled at its new how, is estimated at approximately \$50,000.

The Complex has been asked to contribute up to \$10,000 to assist in the structure's removal. The Fair Complex will match funds provided by the Fair Boosters, i.e., if the Booster approve to provide up to \$5,000 in funding, the Fair Complex will also approve same amount thereby providing total funding of up to \$10,000 for the project.

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# FACILITY USE SCHEDULE



# Washington County **FAIR COMPLEX**

## June 2002 Events

- The 20th Annual **All Ford Car Show and Swap Meet** will be held Saturday, June 1<sup>st</sup>, at the Washington County Fair Complex from 8 a.m. to 5 p.m. It's open to all Ford cars with over 300 participating with 100 awards offered. You can also enjoy music, a raffle, and concessions. There are over 200 swap meet spots available with automotive memorabilia, and car parts. Admission is \$3.00 for ages 16 and up. For more information, call 360-727-0141.
- The Hillsboro Chamber of Commerce presents the **2002 Trade and Technology Expo**, sponsored by West Coast Bank, Wednesday, June 5<sup>th</sup>, in the Main Exhibit Hall from 3:30 p.m. to 7:30 p.m. You will have the chance to meet with nearly 100 local area businesses while they showcase their products and services to you. There will be door prizes, refreshments, and entertainment! Admission is free. For more information, call the Chamber at 503-648-1102.
- The **Collectors West Gun & Knife Show** will be held Saturday and Sunday, June 8-9, in the Main Exhibit Hall-South from 9 a.m. to 5 p.m. Saturday, and 9 a.m. to 4 p.m. on Sunday. You'll find antique and modern rifles, shotguns, handguns, knives, swords, military and western collectibles, ammunition, safes, and accessories of all kinds. Come and buy, sell, or trade. Admission is \$5.00 and is good for both days. Children 12 and under are admitted free with an adult. For more information, call 503-644-5952.

- The **Northwest Youth Rodeo** Association will hold a rodeo June 8<sup>th</sup> and 9<sup>th</sup> in the Grandstand Arena. The hours are 10 a.m. to 5 p.m. This is a youth rodeo for ages 4 through 18, and admission is free. You can visit the Northwest Youth Rodeo Association's website at [www.nwrya.com](http://www.nwrya.com), or call 503-628-1505.
- The **4-H Rabbit Program and the 4-H Poultry Program** will hold a joint show Saturday, June 8<sup>th</sup>, in the Arts & Crafts Building. For more information, call the 4-H office at 503-725-2110.
- The **Northwest Holland Lop Club** will hold a rabbit show June 15, 2002 at the Large Covered Show Ring. The hours are 8 a.m. to 5 p.m. and it's free to come and watch.
- The **Beaverton High School Golden Grads** will host their annual reunion Wednesday, June 19<sup>th</sup>, starting at 11 a.m. and going until 5 p.m. in the Main Exhibit Hall-South. Admission is \$3.50. This is a reunion of classes up to 50 years after graduation. For more information, call 503-646-7739.
- The **Country Faire Cat Fanciers All-Breed Cat Show** will be held Saturday, June 29<sup>th</sup>, in the Main Exhibit Hall-North. The hours are 9 a.m. to 5 p.m. The cost is \$4.00 for adults, \$3.00 for Seniors and children 6 and above. Children under 6 are free. For more information, call 503-663-9259.

#### **DOG TRAINING PROGRAMS AT THE FAIR COMPLEX**

- The Pet Consultants offers Obedience Training Tuesday's in the Main Exhibit Hall-South from 7 p.m. to 8 p.m. For more information, call 503-646-1442.

#### **BINGO**

- Glencoe Community Football, Inc. conducts Bingo in the Cloverleaf Building starting at 6 p.m. on Tuesday nights. For more information, call 503-648-0361.

## SPECIAL REPORTS

County of Washington

Washington County Fair Complex  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, Ore. 97124  
Phone: (503) 648-1416  
Fax: (503) 648-7208  
[alexbr@fairplex.com](mailto:alexbr@fairplex.com)  
[www.faircomplex.com](http://www.faircomplex.com)

## MEMORANDUM

**Date:** May 24, 2002

**From:** Alex Brander  
Washington County Fair Complex

**Re:** Operations Report *AB*

Here is a list of tasks completed for the month of May.

1. Staff core analysis results show we need to have three poles that we own and one owned by PGE replaced before Fair. The analysis shows that two more poles in the rodeo arena need replacing by the 2003 Fair. Staff is researching.
2. Staff has completed the first phase of the Message Board renovation.
3. Staff has completed removal of the two stands in restaurant row.
4. Staff has completed removal of the gazebo and fountain making way for the return of Boss Hog.
5. Staff is working with Hillsboro Parks and Recreation staff to complete projects as a team to save in costs, ie; spraying, fixing fence, gate repair, parking lot maintenance, and security.
6. Attached is the staff report analysis on the gang mower per the May report.

County of Washington

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## MEMORANDUM

**Date:** May 28, 2002

**To:** Washington County Fair Complex Board

**From:** Alex Brander, Fair Operations Manager  
Washington County Fair Complex

**Re:** Gang Mower Lease *AB*

**Recommendation:** Lease a Jacobsen® Model HR 5111 Rotary Mower, with a two-year warranty, at a monthly cost of \$617.00, for a period of four years.

**Discussion:** Staff currently uses a Ford® CM 222 six-foot mower to maintain approximately 50+ acres of grass. The mower is three years old and in need of replacement. It takes about 35 man-hours per week to maintain the groomed areas and with only one groundskeeper, this provides little time to perform other grounds related duties.

Staff has studied the feasibility of acquiring a more efficient mower seeking to reduce the amount of man-hours required to maintain the groomed areas. This process included conversations with the Hillsboro Parks & Recreation and Tualatin Valley Parks & Recreation regarding their experience with various brands and models of equipment.

After field-testing a number of pieces of equipment, a 12-foot gang mower was determined to fit our needs the best by reducing man-hours necessary to mow from 35 hours per week to 12 hours. This savings in man-hours of over 60% reduces the need for seasonal staff and permits the Complex's sole groundskeeper additional time to attend to other grounds maintenance duties such as weeding, spraying, watering, etc.

Staff issued an Invitation to Bid and received qualified bids from Hustler, Jacobsen, John Deere and Toro ranging in price from \$24,876 to \$39,986. Lowest four year lease payment was a Jacobsen® Model HR 5111 Rotary Mower.

Mindful of the Complex's limited resources and the 2002-03 Capital Outlay budget of \$10,000, staff recommends leasing the equipment over a four-year period at \$617 per month for a total annual lease of \$7,404. Leasing provided the option for the Complex to replace the equipment every four years, the estimated life expectancy of such equipment.

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TerminalNo: 80900607

FID: 0607

DistributorID: 1

Period: 02/01/02 to 02/28/02

Washington County Fair  
Complex [80%]

	Amount of Transactions	Total Fee Transactions	Trans Fees	Total Trans Fees	Sur- charge Fees	Total SurCH Fees	Total Process Fees
02/01/2002	\$20.00	1	\$0.30	\$0.30	\$1.20	\$1.20	\$1.50
02/02/2002	\$20.00	1	\$0.30	\$0.30	\$1.20	\$1.20	\$1.50
02/03/2002	\$320.00	8	\$0.30	\$2.40	\$1.20	\$9.60	\$12.00
02/04/2002	\$120.00	5	\$0.30	\$1.50	\$1.20	\$6.00	\$7.50
02/09/2002	\$160.00	2	\$0.30	\$0.60	\$1.20	\$2.40	\$3.00
02/10/2002	\$3,060.00	32	\$0.30	\$9.60	\$1.20	\$38.40	\$48.00
02/11/2002	\$360.00	6	\$0.30	\$1.80	\$1.20	\$7.20	\$9.00
02/23/2002	\$1,560.00	19	\$0.30	\$5.70	\$1.20	\$22.80	\$28.50
02/24/2002	\$2,440.00	26	\$0.30	\$7.80	\$1.20	\$31.20	\$39.00
Sum	\$8,060.00	100		<del>\$25.00</del>	\$120.00	\$150.00	

\$ 30.00\*

Day	Amt/Day	Trans/Day
Sun	1,940.00	22
Mon	\$240.00	6
Fri	\$20.00	1
Sat	\$580.00	7

\* Column totals \$ 30.00; NOT \$ 25.00.

DGM 5/30/02

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OLD BUSINESS

May 23, 2002

**CITY OF HILLSBORO  
NOTICE OF PLANNING COMMISSION CONSIDERATION  
REQUEST FOR CULTURAL RESOURCE ALTERATION APPROVAL  
CRA 2-02: OLD WASHINGTON COUNTY JAIL**

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Hillsboro Planning Commission, at or shortly after 7:00 p.m., on Wednesday, June 12, 2002, in the Shirley Huffman Auditorium of the Public Services Building, 155 North First Avenue, Hillsboro. At this meeting, the City of Hillsboro Planning Commission will consider a request for approval to relocate the Old County Jail, a designated Cultural Resource, to the Washington County Museum at the Portland Community College Rock Creek Campus. Prior to its placement in the Museum, the structure is proposed to be restored by a professional historical conservator. The applicant for the proposed alteration is the Washington County Fair Complex, and the property owner is Washington County.

The Old County Jail is currently located at the Washington County Fair Complex located south of NE Cornell Road, north of the Westside Light Rail Line, and west of NE 34<sup>th</sup> Avenue. The property can be specifically identified as Tax Lot 800 on Washington County Tax Map 1N2-33 and is addressed at 873 NE 34<sup>th</sup> Avenue.

The evaluation factors for approval of a Cultural Resource relocation and alteration are listed in Section 132 (5) (c) of the Zoning Ordinance as follows:

- 1) the economic or structural necessity of the proposed action;
- 2) the extent of visible modification to the resource;
- 3) the relationship of the proposed action to the resource's original character;
- 4) the possibility of any alternative action which would reduce negative impacts on the cultural resource;
- 5) in the case of moving or demolition, the scheduling of redevelopment of the resource site.

The staff report on this matter will be available on Tuesday, June 4, 2002 at 4:00 p.m. The staff report, and the applicable criteria are available for public inspection at no cost or can be provided at reasonable cost. Materials can be reviewed from 8:00 a.m. to 5:00 p.m. weekdays, excluding holidays, in the Planning Department at the City Hall Offices, 123 West Main Street, Suite 250, Hillsboro, Oregon. Information may also be obtained by calling Brett Estes in the Planning Department at (503) 681-6230.

All interested persons are invited to attend this meeting and will be given an opportunity to be heard concerning the proposal. Oral testimony will be taken in the following order: applicant; other proponents; opponents; and applicant's rebuttal. Oral testimony should avoid repetition of issues, and should be based on the application or on the approval criteria listed above. ORS 197.763 provides that under certain circumstances, the record may remain open or a continuance may be granted upon the request of a participant. If you are unable to attend



the hearing, you may submit a written statement to the Planning Director on or before the hearing date. Telephone conversations cannot be accepted as testimony.

Pursuant to ORS 197.763, failure to raise an issue at the final evidentiary hearing, or by close of the record, in person or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Sincerely,

CITY OF HILLSBORO PLANNING DEPARTMENT

Sheril Brown  
Deputy City Recorder

Enclosure

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County of Washington

Washington County Fair Complex  
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## MEMORANDUM

**Date:** May 31, 2002

**To:** Washington County Fair Complex Board

**From:** Don G. Hillman, Executive Director  
Washington County Fair Complex

**Re:** Fairtime Admission and Parking Policy

Find attached a revised copy of the **Fairtime Admission and Parking Policy**. This draft policy has been updated based upon suggestions provided by Board Member Spiesschaert and staff.

Specifically, we have provided that caregivers to the disabled may request credentials in advance; clarified that the lifetime credentials shall be issued by policies adopted by the Board; that lifetime credentials do not include complimentary parking; for donations to stakeholders, stakeholders include FFA and 4-H; credentials provided as part of a sponsorship agreement where cash is received as part of the agreement, shall be credited to admission and/or parking revenue; that the Chair of the Rodeo Committee and the President of the Boosters shall provide a roster of active members for the purposed of receiving their credentials; that damaged wristbands will not be replaced; and that draft horse exhibitors will receive one parking pass per day.

Perhaps the most challenging aspect of this draft policy is its affect on groups such as St. Mathews, Dairy Women and draft horse exhibitors. A survey of the Marion County Fair, Oregon State Fair, Clark County Fair and Clackamas County Fair indicates different policies in place at each. For food vendors, it ranges from two – twenty admissions per day at the Marion and Oregon State Fairs to a formula based upon the amount of rent paid at the Clark County Fair. The only constant is a policy for vendors and exhibitors to purchase additional credentials at a discount price.

Attachment

PS – Clackamas County Fair has yet to provide any information.

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WASHINGTON COUNTY FAIR BOARD

Policy Resolution \_\_\_\_\_

Fairtime Admission and Parking Policy

RECITALS

- A. **WHEREAS**, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- B. **WHEREAS**, the Washington County Fair Board believes that it will benefit the Fair Complex to establish a Fairtime Admission and Parking Policy:

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

Fair admission and parking are major revenue sources for the Washington County Fair & Rodeo. Free admission and parking tickets should be provided only in cases when it is essential to programming. Accordingly, the following policies and procedures are adopted:

**I. CONDITIONS:** Free admission and parking may be provided in the following categories under the conditions noted.

A. Fair Patron Admission. Individuals attending the County Fair & Rodeo may be provided free admission and parking tickets when it is deemed beneficial for customer relations. Such circumstances may include but are not limited to disgruntled patrons, Complex clients, and caregivers to disabled patrons.

1. Disgruntled Patrons. Disgruntled patrons who request reimbursement for their admission or parking tickets may be reimbursed with free admission or parking. These tickets may be approved and issued only by a member of the Washington County Fair Complex permanent staff or Board Member.
2. Complex Clients. Clients of the Complex, including but not limited to permittees who regularly rent facilities, may be provided with free tickets. These tickets may be approved and issued only by a member of the Washington County Fair permanent staff or Board Member.
3. Caregivers to Disabled Patrons. Disabled patrons who need assistance to attend the County Fair & Rodeo may be accompanied by one caregiver per patron who will be admitted through any entrance gate at no charge. Actual passes are not required, *but may be provided in advance at the request of the disabled patron.*

B. Lifetime Credentials. Dignitaries, long-time employees, and others who have performed distinguished service for the Complex may be awarded *lifetime* credentials that allow them

and one guest free admission to the annual County Fair & Rodeo during their lifetime. *Lifetime credentials shall be issued by policies adopted by the Board. Lifetime credentials do not include complimentary parking.* The Executive Director shall maintain a list of such individuals.

- C. Media, Sponsorship Development, and Promotions Admissions. Admission to the Complex grounds may be provided as a sales tool to encourage corporate and business associates to visit the County Fair & Rodeo for future sponsorship consideration; as trade for advertising, and for promotional support. The Executive Director must approve the distribution of these tickets.
- D. Donations. Admission passes may be provided as donations to stakeholders for drawings, auctions, and other activities benefiting the stakeholder. Stakeholders are groups closely aligned with the Complex's fair related activities, such as the Washington County Livestock Association, FFA, 4-H, etc.
1. Stakeholder must provide public recognition of Complex's donation through event announcement or display, mention in organizational newsletter and/or event advertising materials, or similar acknowledgement.
  2. Tickets to be provided will be determined solely by Complex. Tickets may not be refunded, exchanged, or redeemed for cash.
- A. Sponsorship Agreements. Admission and parking passes may be provided as financial trade for sponsorship support, both cash and in-kind. The amount and type of passes must be included in the signed agreements. *Passes shall be credited as admission and/or parking revenue when cash is received as part of the sponsorship agreement. The value of the passes shall be at a discount value of no less than fifty percent of the admission or parking value.*
- B. Working Press. Admission and parking passes may be provided to allow members of the working press including print, television and radio media to cover the County Fair & Rodeo as a news event. *Members of the working press must report to the general offices for appropriate passes if they are not received in advance of their visit.*
- C. Participant Admission. Individuals participating in County Fair & Rodeo programs may be provided free admission and sometimes parking to accommodate their participation. Participants include contractors, licensees, purveyors, and suppliers; employees; entertainers; exhibitors, winners, award presenters, judges, and demonstrators in open class and 4-H and FFA departments; and volunteers.
1. Contractors, licensees, purveyors, and suppliers.
    - a) Carnival. The Carnival licensee shall receive admission and parking privileges in accordance with their written agreement.

- b) Commercial Exhibits and Food Booth Licensees. Commercial exhibitors and food booth licensees shall receive passes based upon their booth size.
- I. A 10 x 10 booth shall receive three (3) daily admission passes per day and one (1) season exhibitor parking pass.
  - II. A 10 x 20 booths, or larger, shall receive four (4) admission passes per day and one (1) season exhibitor parking pass.
  - III. Booths not paying any fee shall be issued no more than three (3) admission passes per day and one (1) season exhibitor-parking pass per organization. Organizations requiring greater staffing needs may be issued up to, but not to exceed, four (4) admission passes per day and one (1) season exhibitor parking pass, with approval by the Complex Executive Director.
- D. Contractors and Licensees. Contractors and licensees shall receive admission and parking privileges in accordance with written agreements.
- E. Purveyors/Suppliers. Admission and parking passes are not required for commercial vehicles that are admitted on to the Complex grounds if the vehicles are removed from Complex property *thirty minutes before the official daily fair opening.* ~~before 9:30 a.m. each Fair date.~~
- F. Employees.
1. Employees shall be provided daily admission and parking passes to the County Fair & Rodeo to perform official duties.
  2. Fair admission will be provided to employee family members if the purpose is to visit the employee and not to visit the County Fair & Rodeo.
- G. Entertainers. For all grounds, stage and specialty acts, paid and non-paid entertainers shall receive one (1) daily admission per person per day and one (1) daily parking per group per day for each day they are scheduled to perform. Additional parking passes may be provided based upon individual circumstances.
- H. Rodeo Committee. Active members shall receive four (4) daily admission passes and four (4) parking passes. This is in addition to the admission and parking passes that may be received due to their volunteer duties. *The Chair of the Rodeo Committee shall provide a roster of active members annually.*
- I. Fair Boosters. Active members shall receive two (2) daily admission passes and two (2) parking passes. This is in addition to the admission and parking passes that may be

receive due to their volunteer duties. *The President of the Boosters shall provide a roster of active members annually.*

- J. Participants. Individuals participating in special activities such as the Youth Livestock Auction, demonstrations, special recognition programs shall receive one daily admission pass per day per participant.
- K. Judges (Paid). Judges who are paid a fee for their services during the Fair shall receive one daily adult admission pass and one daily general parking pass per day of assigned judging.
- L. Judges (Non-Paid). Judges who are not paid any fee for their services during the Fair shall receive two daily adult admissions passes and one daily general parking pass per day of assigned judging. n
- M. 4-H/FFA Livestock. Currently enrolled 4-H & FFA members and 4-H leaders may purchase a season admission wristband for \$5.00. Member's name will be verified. Damaged wristbands will not be replaced.
- N. 4-H/FFA Parents. Parents of currently enrolled 4-H and FFA members may purchase a season pass for \$10.00. 4-H and FFA member names will be verified. *Damaged wristbands will not be replaced.*
- O. Livestock (Open Class). Open class livestock shall be issued passes based upon the number of livestock exhibited.
  - 1. One to three animals entered shall be issued one (1) daily passes per day.
  - 2. Four to six animals entered shall be issued two (2) daily passes per day.
  - 3. Seven or more animal entered shall be issued three (3) daily passes per day.
  - 4. No more than three (3) daily passes per day will be issued to an exhibitor.
  - 5. For each \$5.00 entry fee, an exhibitor will receive one season parking pass.
  - 6. No more than two (2) season parking passes will be issued to an exhibitor.
- P. Draft Horses. Draft Horse exhibitors shall receive one (1) daily admission pass per day and one (1) daily parking pass *per day* plus one (1) daily admission pass and one (1) daily parking pass per animal per day.
- Q. Volunteers. Volunteers are entitled to receive one daily adult admission pass for every eight hours worked, if requested. A maximum of four (4) daily admission passes may be

issued per volunteer. Department staff shall attach a detailed time sheet with pass issue records for auditing purposes.

- R. Board Members. Board Members shall receive four (4) admission passes and four (4) daily parking passes per day.
- S. Cost of Additional Credentials. Participants covered by this policy may purchase additional credentials at prices determined by the Executive Director.

**II. DISTRIBUTION.** Admission and parking passes may be obtained from the Administration Office using the appropriate forms. Forms are to be signed by the person requesting the passes and approved by a permanent staff member or Executive Director.

**III. RECORDS.** The Administration Office will maintain a record of each pass issued. The Executive Director shall approve staff authorized to issue passes. Complex staff so authorized shall keep a separate record for each pass issued identifying the type of ticket issued, whom it was issued to, and the reason for ticket issuance. The pass issue record shall be turned in to the Administration Office at the conclusion of each annual County Fair & Rodeo.

Adopted this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Presiding Officer: \_\_\_\_\_

Attested to by: \_\_\_\_\_

# ANNOUNCEMENTS



*Calendar of Events*  
*June - August 2002*

Date	Event	Location
<i>June</i>		
1	Rose Festival Starlight Parade	Rodeo Queen Entry (8:30 pm)
4	Rodeo Committee Meeting	Floral Building (7:00 pm)
5	Board Meeting	Board Room (4:30 pm)
5	Boosters Meeting	Board Room (7:00 pm)
5	Hillsboro Chamber Trade & Technology Expo	Main Exhibit Hall (3:30 - 7:30 pm)
15	Rodeo Committee Poker Ride	Flying M Ranch (All Day)
20	CVB of Washington County - Annual Awards Luncheon	Pumpkin Ridge Golf Club (11:30 am - 1:30 pm)
<i>July</i>		
2	Rodeo Committee Meeting	Floral Building (7:00 pm)
3	Board Meeting	Board Room (4:30 pm)
3	Boosters Meeting	Board Room (7:00 pm)
3-7	Hillsboro Happy Days	Fair Complex
4	Independence Day	Office Closed
15-20	Horse Fair	Rodeo Arena
20	Talent Show	Beaverton Bi-Mart (Tentative)
20	Hillsboro Chamber Ag Tours	Depart Noon - Parking Lot
21	Cattle Drive	Hillsboro Main St. (Tentative)
25-28	Washington County Fair & Rodeo	Fair Complex
27	Steak Fry and Youth Auction	Show Ring
<i>August</i>		
6	Rodeo Committee Meeting	Floral Building (7:00 pm)
7	Board Meeting	Board Room (4:30 pm)
7	Booster Meeting	Board Room (7:00 pm)
17-18	Hillsboro AirShow	Hillsboro Airport
<i>September</i>		
2	Labor Day	Offices Closed
3	Rodeo Committee Meeting	Floral Building (7:00 pm)
4	Board Meeting	Board Room (4:30 pm)
4	Booster Meeting	Board Room (7:00 pm)

*Contracts Calendar*  
*May 2002*  
*Contracts Exceeding \$1,000*

<b>Date</b>	<b>Contractor</b>	<b>Description</b>	<b>Amount</b>
07/25/02	Pacific Promotions, Inc.	Truck and Tractor Pull	\$5,800.00
07/28/02	WGAS Motorsports	Demolition Derby	\$5,000.00
07/26-27/02	Flying 5 Rodeo Company	Rodeo Stock Contractor	\$23,000.00
07/25-28/02	Jerry Jenson	Arena Sound & Scoreboard	\$3,800.00
07/26-27/02	Claudia Adams	Rodeo Secretary	\$1,200.00
07/26-27/02	Seth "Shorty" Gorham	Rodeo Bullfighter	\$1,500.00
07/26-27/02	Keith Isley	Rodeo Clown & Bullfighter	\$3,600.00
07/26-27/02	Lloyd Ketchum	Rodeo Bullfighter	\$1,800.00
07/26-27/02	Donnie Landis	Rodeo Miniature Bulls	\$2,400.00
07/26-27/02	Will Rasmussen	Rodeo Announcer	\$2,700.00
07/25-28/02	Live Shark Encounter	Live Shark Show	\$12,000.00
07/25-28/02	Les Richardson	Cowboy Stage Artist	\$2,500.00
07/25-28/02	Countryfied	Cowboy Stage Artist	\$4,400.00
07/25-28/02	Duck Enterprises, LLC	Duck Races	\$3,400.00
07/27/02	Johnny Limbo & Lugnuts	Amphitheatre Artist	\$4,500.00
07/25-28/02	Terry Stokes	Hypnotist - Friendship Stage	\$5,000.00
07/25-28/02	Matt Neil	Calliope Player - Gazebo Stage	\$1,667.68
07/25-28/02	Joe Stoddard	Friendship Square Stage Artist	\$1,900.00
07/25-28/02	Nancy Kobert	Birds Show	\$3,500.00

*Contracts Calendar  
 May 2002 (continued)  
 Contracts Exceeding \$1,000*

Date	Contractor	Description	Amount
07/24-29/02	Christian Life Center	Provide Stagehands	\$2,500.00*
07/28/02	Hit Explosion	Sunday Amphitheatre Artist	\$6,500.00
07/25/02	The Calling	Amphitheatre Artist	\$30,000.00
07/26/02	Carrot Top	Amphitheatre Artist	\$30,000.00
	* Not to exceed		

## CORRESPONDENCE

cc: Board

MAY 28 2002

May 10, 2002

Washington County Fair Complex  
873 N.E. 34<sup>th</sup> Avenue  
Hillsboro, OR 97124

Don G., Hillman  
Executive Director

Dear Don,

We recently completed the Western Alpaca Extravaganza at the Washington County Fair Complex. It was a great show and some of that credit goes to Lisa DuPre' and your staff. We worked closely with Lisa from the very initial planning until the show was completed. Your staff worked with us for the set-up and the during the show.

Lisa met every question and every request willingly, with a smile and in marvelous time. She is outstanding in her position, aware of the who, what, when, where, why and how of everything that is happening at the Fair Complex and on top of every bit of it.

Her flexibility and willingness to work with the customer makes it a joy to put on an event at the Fair Complex. We are grateful to her for allowing us to put tents on the lawn, to sod the Show Ring, to use two areas in the 4H barn, the Arts & Crafts Building in addition to the Exhibit Hall. She arranged all of these sites and had them ready for us when we needed them.

We sent her diagrams for tables, chairs and electricity and they were ready when we arrived for the set up day.

Albert, Sr., Albert, Jr. and David were very helpful. They met each of our requests in a timely manner. It is rewarding to ask for something that we need and have it happen right away.

Thank you for the wonderful cooperation that your pleasant and efficient staff provided for us during the Western Alpaca Extravaganza. We are truly pleased and grateful for their assistance, their willingness to meet our needs and their ready smiles.

Sincerely and gratefully,



Muriel Mendonca, Chair  
Western Alpaca Extravaganza  
Columbia Alpaca Breeders Association

Cc: Lisa DuPre'



Thank you,

These two words mean so much to us and we hope they will to you also. We, the Hillsboro FFA Alumni would like to express our sincere gratitude for the help you gave us for our annual Auction Fun Night.

We had a good turnout and many comments about the great donations! This wouldn't have been possible without the support of people and businesses like you.

Many thanks also to Old Country Buffet for providing the delicious desserts which we served to all of our guests that evening.

We will be giving out \$3000.00 in college scholarships to three of our hard working FFA seniors, and that would not be possible without your continued support.

Plans are already in the works for next years Auction Fun Night, to be held in April 2003.

We have many upcoming activities, if you wish to find our more about the FFA program or our Alumni program, please feel free to contact me any time.

Thanks again for everything.

Sincerely,

Debbie Duyck

Debbie Duyck  
Auction Co-Chair  
2330 NW Cornelius-Schefflin Rd  
Cornelius, Oregon 97113  
503-359-4739



1535 N.E. GRANT STREET  
HILLSBORO, OR 97124-3421  
TEL: 503.844.1580  
FAX: 503.640.8965  
WEB: [www.hsd.k12.or.us](http://www.hsd.k12.or.us)

April 2002

Hillsboro School District and Poynter Middle School want to take this opportunity to thank-you for your generous contribution to our fundraising efforts. It was donations such as yours that made our two major fundraising events so successful. It was a pleasure to showcase so many local businesses and contributors such as you during these events.

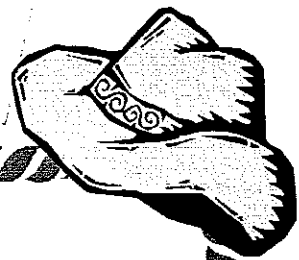
We are delighted to let you know that each of the students participating in the New York trip in June are much closer to meeting their financial goal because of your generous support of these fundraisers.

Thank-you again for supporting our students and their hard work.

Sincerely,

Poynter Middle School Students and Parents

RECEIVED  
MAY 30 2002  
BY



*You're Invited!*

What: Good Luck Party  
For Miss Rodeo Oregon Pageant  
(No Host Dinner – Cake Provided)

For: Marla Meadows  
2002 Miss Washington  
County Fair and Rodeo

Host: Lynn Haynes  
Washington County  
Queen Coordinator  
503-628-0555

When: Friday, June 21  
7:00 p.m.

Where: Izzy's Pizza  
1071 SE TV Highway, Hillsboro





## OTHER MATTERS OF INFORMATION

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## 2002 Washington County Fair & Rodeo

Sponsorship Status Report

May 2002

Sponsor Category	Sponsorship Amount	Sponsor Name	Status
Title Sponsorship	\$22,500 Cash \$5,500 In-Store Trade	Bi-Mart	Confirmed on 3/11/02.
Rodeo Title	\$7,500 In-store Trade	TBD	Spirit Mountain passed due to conflict with their three rodeos produced by the tribes. Portland & Western Railroad passed. Home Depot passed. Parr Lumber currently considering a proposal.
Beer	\$4,000/\$4,000 Cash	Coors/Corona	Met with Mt. Hood Beverage on 2/28. Proposal issued 4/22/02. Includes Cowboy venue.
Dairy	\$3,500 Cash	Darigold	Confirmed 5/20/02.
Soft Drinks	\$4,000 Cash plus Radio/TV tags	Pepsi	Confirmed 5/21/02. Includes year-round vending machines.
Truck Pull	\$2,500 Cash	D. MacKenzie Ford	Confirmed 5/20/02.
Jest In Time Show	\$2,500 Cash	TBD	
Bird Show	\$1,500 Trade	Express Press	Confirmed 5/28/02

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Sponsor Category	Sponsorship Amount	Sponsor Name	Status
Non-Tobacco	\$6,500 Cash	Tobacco Free Coalition	Proposal includes signage and Kids Activity area. Meeting held week of 5/06/02.
Bank	\$3,000 Cash	Bank of America	Confirmed week of March 25 <sup>th</sup> .
Entertainment Vehicle	\$750 In-kind	Dick's Country Dodge	Confirmed week of 5/28/02.
Kick-Off Breakfast	\$4,000 In-Kind	Albertson's	Confirmed week of March 18.
Rodeo Truck	\$5,855 Cash	Dodge Trucks	Initial Agreement completed.
Home Delivered Water	\$ TBD Cash	TBA	Terry Amato currently contacting prospective companies regarding interest in the 'exclusive' category.
Lodging/Hotel	20 Comp Rooms \$1,780 Value	WestCoast Hotel	Confirmed 1/31/02.
Horse Barn	\$1,500 Cash	Gaston Feed and Hardware	Confirmed on 3/20/02.
Duck Races	\$1,250 Cash	WestCoast Bank	Confirmed on 3/19/02.
Bus (1)	\$1,000 Cash	Tuality Hospital	Confirmed 3/15/02.
Newspaper	\$7,500 Advertising Trade	Hillsboro Argus	Confirmed 4/21/02. Will include pre-fair tabloid to announce competitive categories, special activities and entertainment.
Show Ring Banner	\$250	Amos Rich Nursery	Confirmed 2/7/02
Show Ring Banners (2)	\$400	Columbia Com. Bank	Confirmed 2/7/02

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Sponsor Category	Sponsorship Amount	Sponsor Name	Status
Show Ring Banner	\$250 Cash	Farm Bureau	Confirmed 3/26/02.
Show Ring Banner	\$250 Cash	Top Notch Feed	Confirmed 3/26/02.
Radio Sponsor	\$60,000 in On-air Promotions, etc.	KWJJ/KOTK	Confirmation 4/05/02.
Lodging/Hotel	20 Comp Rooms \$1,780 Value	Wingate Inn	Confirmed 4/8/02.
Cable TV	\$10,000 Cable Advertising Trade	AT&T Broadband	Confirmed 4/8/02.
Sunday Sponsor	\$4,000 Cash	Reser's Foods	Confirmed 4/10/02. Will use admission vouchers for employee.
Water Filtration	\$2,500 Cash	Hillsboro Pipe	Confirmed 5/06/02.
Shark Show	\$4,850 Cash	PetCo	Confirmed 5/14/02.
Lodging/Hotel	20 Comp Rooms \$1,000 Value	Dunes Motel	Confirmed 5/16/02.
Friendship Square	\$2,500 Cash	Bruce Chevrolet	Confirmed 5/23/02.
Bottle Water	\$1,000 Cash	TBD	Proposal sent to Mt. Hood Beverage 5/22/02.
Demo Derby	\$2,500 Cash	TBD	
<b>Total Cash/Trade</b>	<b>\$ 98,665</b>		
<b>Total In-Kind</b>	<b>\$ 82,250</b>		



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# NEWS

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### Washington County News

#### Needs a little work

05/07/02

HENRY STERN

HILLSBORO Washington County's leaders could use a frontier carpenter like the one their predecessors refused to pay in full 149 years ago for building the county's first jail.

The one-room log jail leans to one side. Dry rot has set in. Bars are missing from a window.

The jail, built in 1853 and now on the county fairgrounds, is crumbling to the point that the Washington County Historical Society wants to move the building inside its museum.

In its 17 years of use by the county, the jail was home to murder suspects, horse killers and "sellers of spirituous liquors" alike. Lore has it Ulysses S. Grant spent a night there on a charge of failing to pay a supply bill while he was in charge of the Vancouver Barracks. Grant was acquitted.

Moving the building will require it to be disassembled, with its pieces tagged and photographed, then microwaved or frozen to kill any bugs in the wood.

Maintaining the jail's integrity will require reassembly using original tools and materials from the 1850s. Power saws are out. Elbow grease is in.

Mark Granlund, executive director of the historical society, said that work will cost \$45,000 to \$50,000. That's too much for the Washington County Fair alone. The fair board voted last week to transfer the jail to the historical society.

"Out here it's only gotten rundown and falling down," said Kathy Christy, chairwoman of the fair board.

Hopes to share expense Granlund said he hopes to divide that expense among several interested groups that might include the county as well

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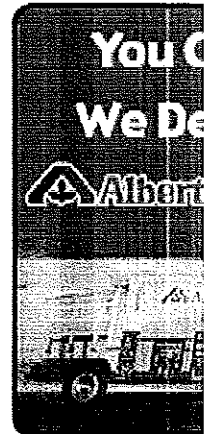
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# NEWS

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## Washington County News

### \$40 million fairgrounds bond gains OK

05/15/02

HENRY STERN

HILLSBORO -- A \$40 million plan to redevelop the Washington County fairgrounds faced questions about final design and cost estimates Tuesday from elected officials before they endorsed the proposal.

The county Board of Commissioners ended its first full review of the redevelopment with a 5-0 vote that directs staff to write up a formal proposal for its consideration.

The board will hold a public hearing June 25 before voting whether to send the \$40 million bond request to the November ballot. The bond would add 9.8 cents for every \$1,000 of assessed value to a homeowner's annual tax bill, or \$14.70 on a home assessed at \$150,000.

County voters would be asked to pay for a new events center east of the current Hillsboro fairgrounds across Northwest 34th Avenue.

Among the bond's selling points are crumbling buildings on the existing site, a need to reverse years of declining fair attendance and the economic benefits of an events center.

The bond, however, would be competing on a ballot crowded with money measures. It also must strike a balance between retaining longtime fair supporters in western Washington County and attracting voter support in the county's more populous eastern part.

"A \$40 million price tag is not a small number," Jim Mark, Westside Economic Alliance president, told the board. "But you're faced with the choice of either upgrading it or letting it continue to decay."

Members of a task force working on the proposal since last year say they don't know which buildings would remain on the existing site. And they stress that no design will be finalized until after November.

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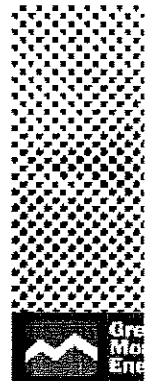
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"If we did not do something, we risk losing the resource," said task force member Rich Vial, also a member of the county's fair board. "We recognize there are design issues that must be considered carefully with the entire community."

Among the concerns raised during a first wave of meetings with community groups are retaining greenspace and ensuring a place for children to show their farm animals.

Commissioner John Leeper said Tuesday that he wants to make sure a new site accommodates the fair's agricultural heritage.

Task force members outlined a concept that includes a main expo center for larger trade shows and community events such as graduations. Also included are a smaller annex and a 2,500-seat arena/amphitheater that would seat another 3,000 on the floor.

One unresolved issue raised by Commissioner Roy Rogers is negotiations with the Port of Portland for property it owns across from the Hillsboro Airport. Rogers worried that costs of a long-term lease could cut into the \$200,000 net annual cash flow for the event center.

Geoff Larkin, a consultant working on the redevelopment, said no agreement has been reached with the port. But he said any payments have been built into the sample annual budget.

A land appraisal is under way, and talks with the port continue, Larkin said.

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**THIS WEEK'S QUESTION**

**What do you think about Carrot Top being a headliner at the Washington County Fair?**

*The Washington County Fair & Rodeo has booked Carrot Top for its Friday night headline act at this summer's fair.*

*If you don't know who that is, think ubiquitous AT&T television commercials featuring an annoying, manic, orange-haired comedian.*

*Want more?*

*On Carrot Top's Web site, he says he starts each morning with "coffee, coffee, coffee, coffee, coffee, coffee, more coffee and Pop Tarts." He attended what he calls the "Harvard of Florida" - Florida Atlantic University. He "majored in skirt chasing and minored in partying - finally graduating with a 4.0... blood-alcohol level."*



*Fair officials say Carrot Top is worth the \$30,000 booking fee because he brings in a younger audience that might not ordinarily attend the fair.*

*How about you? Would Carrot Top make you more or less likely to attend the fair? Why?*

**Offensive and profane**

If Carrot Top was the only thing at the fair, I would leave. I would, in fact, not even make the trip.

It's a good thing that the fair has much more going for it, because that young man has nothing to offer. As far as fair officials thinking that he would draw a younger audience, they are shortchanging the intellect of most of our young people.

Carrot Top is offensive, profane, and I wouldn't cross the street to see him.

**BARBARA BLIX**  
*Aloha*

**Lots of people like him**

I'm 51 years old. I think he would be great. He's very funny, and not only do the younger people like him, but I think a lot of people my age also like him. He's very funny, needless to say, with the comments that were in the paper. I think he would be a good choice.

**BOB SCHEER**  
*Beaverton*

**\$30,000 for no talent**

He is probably the least talented of anyone the county fair could have hired. \$30,000? I am shocked.

**BOB POLK**  
*Beaverton*

**'Sounds like a jerk'**

After reading your description of Carrot Top, I think it would be something to avoid, as did my 17-year-old daughter. Raunchy humor does not appeal to me, and my daughter's reply was, "He sounds like a jerk." I don't know where the money comes from to book the act, but I'd say it's a waste of funds.

I'll be at the fair with our 4-Hers, but I sure won't catch that act!

**SUSAN NOLTE**  
*Rock Creek*

**Out of step with times**

If he's emphasizing skirt-chasing, partying and having a 4.0 blood-alcohol level at this time in our society, I think it's inappropriate if he touches on those subjects with that attitude. Otherwise, he might be all right.

**JAN DYSART**  
*Raleigh Hills*

**Carrot Top's act welcome**

Having Carrot Top as the main headliner for the Washington County Fair, I think, would be a very good idea. He is an off-the-wall slapstick comedian. It kind of goes back to the old days of vaudeville style.

I think it would be a very good idea.

**RICHARD HUMPHREY**  
*Raleigh Hills*

**Comedy show a good draw**

I would be much more likely to attend the fair if I knew Carrot Top was doing a few shows out there - or doing at least one show. I think he's just a riot.

I think if he knew to make jokes and kind of program his jokes to a rural audience, or to a techie audience (with all the Intel people), he would just be a riot.

We all need to laugh now and have a good time and be able to laugh at ourselves. He's great at poking fun at things. He's a riot.

As a fellow redhead, Carrot Top is my hero.

**PAT HUBER**  
*Beaverton*



County of Washington

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

## MEMORANDUM

**Date:** May 31, 2002

**To:** Washington County Fair Complex Board

**From:** Don G. Hillman, Executive Director  
Washington County Fair Complex

**Re:** Hotel/Motel Tax Update

Since July 1, 2001, Hotel/Motel Tax receipts have decreased significantly. Information requested from the Finance Department, Washington County, indicates that receipts for the FYE June 30, 2002, will be approximately \$95,000 less than budgeted and \$114,000 from the previous fiscal year. Staff is mindful of the decrease in this category of revenue and will adjust spending levels accordingly.

The following is the information received from the Washington County.

Transient Tax/Fair Complex Share		
Quarter	Year	Amount
July-September	1999	\$ 169,672.00
October-December	1999	\$ 124,392.00
January-March	2000	\$ 115,787.00
April-June	2000	\$ 173,492.00
<b>Total</b>		<b>\$ 583,343.00</b>
July-September	2000	\$ 190,465.00
October-December	2000	\$ 147,345.00
January-March	2001	\$ 138,407.00
April-June	2001	\$ 142,966.00
<b>Total</b>		<b>\$ 619,183.00</b>
July-September	2001	\$ 149,902.00
October-December	2001	\$ 122,887.00
Jan-March (Estimated)	2002	\$ 111,786.00
April-June (Estimated)	2002	\$ 120,092.00
<b>Total</b>		<b>\$ 504,667.00</b>

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*Washington County*  
**FAIR COMPLEX**

May 23, 2002

Board of Commissioners  
Washington County  
155 N First Avenue, Suite 300  
Hillsboro, OR. 97124

Dear Chairman Brian and Members of the Board of Commissioners,

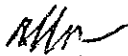
Washington County Fair Complex Board Member Sheila Day was traveling out of state and unavailable to sign the original letter dated May 2, 2002, submitted to the Washington Board of Commissions supporting the recommendation of the Washington County Events Center Task Force.

Board Member Day has subsequently returned and we respectively resubmit the letter of May 2, 2002, with Board Member Day's signature.

I hope this has not caused any confusion as to Board Member Day's support of the project or the work of the Task Force.

Sincerely,

**WASHINGTON COUNTY FAIR COMPLEX**



Don G. Hillman CFE  
Executive Director

Cc: Washington County Fair Complex Board Members  
Cody Fienauer, Rodeo Committee Chair  
Bill Duerden, Fair Boosters President  
John Baggott, OSU Extension Service



# Washington County **FAIR COMPLEX**

May 2, 2002

Board of Commissioners  
Washington County  
155 N First Avenue, Suite 300  
Hillsboro, OR. 97124

Dear Chairman Brian and Members of the Board of Commissioners,

With this letter we are forwarding to you our resolution recommending adoption of the Report of the Events Center Task Force. We would also like to express appreciation for the assistance provided by the County as well as the great work of all the participants.

We are glad that the process has provided the citizens of Washington County an alternative to selling any of the land currently owned. We remain committed to use all such public lands for the benefit of those citizens.

We believe the Event Center will, when properly designed, provide an excellent permanent home for the Washington County Fair & Rodeo. It is of course very important to this Board that the ability of the Fair & Rodeo to have the facility available in perpetuity is assured.

The Mission Statement of the Washington County Fair Complex currently reads:

*The Washington County Fair Complex is to provide excellent facilities and services in a self-supporting manner for the following purposes:*

- *Preserve the annual County Fair & Rodeo and it's heritage.*
- *Promote the "World-Class" agriculture of the county.*
- *Provide a welcoming environment for all volunteers.*
- *Commitment to life-long learning with a special emphasis on Youth.*
- *Promote year-round facilities for consumer trade shows, public exhibitions, and special gatherings.*
- *Promote a sense of community among residents of Washington County.*

We will continue to urge solutions for management of the new facility that will be consistent with this mission statement and will support the various youth groups and other community service organizations which currently benefit from our facilities.

(67)

Finally, we are communicating to our constituent groups that the opportunity for input in the final design issues will be available generally. We look forward to working to insure that this very important public input will be successful.

We feel a commitment to our fellow citizens to continue the tradition of serving the families and individuals of Washington County and our neighbors in carrying out our stewardship. We consider it an honor to have been entrusted with this important task.

We also appreciate the opportunity to work closely with your Board on this project and are grateful for the increased understanding and communication it has fostered.

Sincerely,

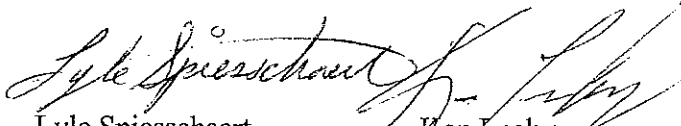
**WASHINGTON COUNTY FAIR COMPLEX**



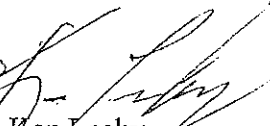
Kathy Christy  
Board President



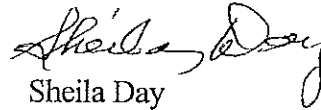
A. Richard Vial  
Vice President



Lyle Spiesschaert  
Treasurer



Ken Leahy  
Board Member



Sheila Day  
Board Member

cc: Cody Fienauer, Rodeo Committee Chair  
Bill Duerden, Fair Boosters President  
John Baggott, OSU Extension Service



County of Washington

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

## MEMORANDUM

**Date:** May 23, 2002

**To:** Operations Staff  
Washington County Fair Complex

**From:** Don G. Hillman, Executive Director  
Washington County Fair Complex

**Re:** Change in Work Schedules

With the pending relocation of Mike Wold and his family off-grounds, changes in work schedules will be necessary to adequately support interim rental activities. It is important for every staff member to understand that our interim activities are 'event driven' and work schedules need to be developed to support and enhance those activities. As such, I am proposing that the following work schedules effective July 5<sup>th</sup>. Please review this proposal and provide feedback by Thursday, May 30<sup>th</sup>.

Albert Flanagan Sr. – Monday through Friday 7:00 am to 3:30 pm.

Albert Flanagan Jr. – Thursday through Monday 7:00 am to 3:30 pm.

Kelly Goodin - Monday through Thursday 12:30 pm to 11:00 pm.

Mike Wold – Thursday through Sunday 12:30 pm to 11:00 pm.

Once the work schedule changes, it will also be necessary to require a 30-day advance notice for all comp time and vacation leave so that staff will have adequate time to adjust work schedules for the employee's anticipated absence. Also, an employee's unexpected absence may require temporary changes in work schedules so as to not disrupt scheduled rental activities.

We will strive to fill the vacant caretaker position, but this process may take considerable time.

Thanks for your cooperation in this process and please provide any suggestions by Thursday, May 30<sup>th</sup>.

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County of Washington

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

## MEMORANDUM

**Date:** May 31, 2002

**To:** Washington County Fair Complex Board

**From:** Don G. Hillman, Executive Director  
Washington County Fair Complex

**Re:** *The Oregonian* Insert

Staff was asked to inquire of *The Oregonian* as to the production of an insert (dink) similar to the same project the Fair Complex is doing with the *Hillsboro Argus*.

To cover all of Washington County, the insert would need to appear in what *The Oregonian* refers to as the West and Southwest combined zone. The West zone covers Hillsboro and Beaverton, and the Southwest Zone covers Tigard and Tualatin. A black and white insert would cost \$7,567.40; a one-color insert would cost \$8,687.40; and a four-color insert would cost \$10,367.40. An over-run of 500 to 1,000 inserts would be at no additional charge, but any more than that number would necessitate an additional cost.

*The Oregonian* was not interested in a trade, and proposals for such need to be presented at least one year in advance.

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