

**Washington County Fair Board  
Regular Meeting  
Wednesday, June 6, 2001  
4:30p.m.  
Fair Complex Office  
Conference Room**

**Washington County Fair Board**  
**Wednesday, June 6, 2001**  
**4:30 p.m. Regular Meeting**  
**Fair Complex Office Conference Room**

1. Call to order. 4:30 – 4:40pm
  
2. Public Welcome. This time is provided for members of the audience to comment on any item(s) not on the regular agenda. Audience members are also welcome to comment at the time the agenda topic is being discussed by the Board. It is respectfully requested that those addressing the Fair Board state their full name for the record.
  
3. Consent agenda: any item may be removed for separate consideration upon request of any Board member or any member of the audience. 4:40 – 4:50pm
  - A. Bills for approval and detail of income received.
    1. Line Item Report for May, 2001 (pgs. 3-11)
    2. Balance Sheet Comparison, May, 2001 (pg. 12)
    3. Budget Overview, May, 2001 (pgs. 13-15)
  
  - B. Minutes
    1. Fair Board Minutes – May 2, 2001 (pgs. 16-19)
    2. Rodeo Committee Minutes – May 7, 2001 (pgs. 21-22) (no page 20)
    3. Fair Booster Minutes – May 2, 2001 (pg. 23)
  
  - C. Facility Use Schedule – June, 2001 (pgs. 24-25)
  
4. Fair Organization's Report 4:50 – 5:05pm
  - A. Rodeo Committee - Cody Feinauer
  - B. Fair Boosters – Bill Duerden
  - C. 4-H Report – John Baggott

5. Old Business                      5:05 – 5:20pm
  - A. Fair Complex Development & Development Task Force
  - B. Board Retreat
  - C. Surplus
  
6. New Business                      5:20 – 5:45pm
  - A. Search Process for Executive Director
  - B. Meals for meeting
  - C. PGE Request
  
7. General Correspondence
  
8. Announcements
  - A. Next Fair Board meeting – **July 10, 2001 (alternate date due to 4<sup>th</sup> of July holiday)**
  - B. General Meetings
    1. Rodeo Committee Meetings (Cody to provide dates/times)
  
9. Board Communications              5:45 – 6:00pm

**Washington County Fair Complex  
Line Item Report  
May 2001**

05/29/01

Date	Num	Name	Memo	Paid Amount
<b>Income</b>				
<b>C · DEDICATED FUNDS</b>				
<b>009 · Hotel/Motel Tax</b>				
05/01/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	11,434.98
05/01/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	4,546.91
05/01/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	6,847.64
05/01/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	3,926.40
05/01/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	4,207.74
05/01/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	9,943.30
05/02/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	18,014.01
05/10/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	976.26
05/14/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	339.11
05/16/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	564.66
05/18/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	42.66
05/21/2001		Washington County Finance Depart...	Hotel/Motel Tax Payment	632.08
Total 009 · Hotel/Motel Tax				61,475.75
Total C · DEDICATED FUNDS				61,475.75
<b>D · INTERIM INCOME</b>				
<b>010 · Rent &amp; Storage</b>				
<b>010B · Main Exhibit Hall</b>				
05/07/2001	2001-35	Paws N' Roses Cat Show	Base Lease of Main Exhibit Hall/North on ...	164.65
05/07/2001	2001-35	Paws N' Roses Cat Show	Tables	46.15
05/07/2001	2001-35	Paws N' Roses Cat Show	200 Chairs, 50 free w/rental	56.44
05/07/2001	2001-35	Paws N' Roses Cat Show	Fair Complex dumpster at direct cost	32.51
05/07/2001	2001-35	Paws N' Roses Cat Show	Labor Hours to clean building	75.25
05/09/2001	99-5	Heritage House	Base Lease of Main Exhibit Hall/South (J...	43.45
05/09/2001	99-5	Heritage House	2nd Set-up day on 12/31/98, half price	7.24
05/09/2001	99-5	Heritage House	Padded Chairs	1.45
05/09/2001	99-5	Heritage House	2.5 X 8' Tables	0.52
05/09/2001	99-5	Heritage House	Stage Section	1.74
05/09/2001	99-5	Heritage House	Room Dividers	1.62
05/09/2001	99-5	Heritage House	Fair Complex dumpster at direct cost	1.25
05/09/2001	99-5	Heritage House	Telephone Connection	4.92
05/09/2001	99-5	Heritage House	Labor Hours to clean building	3.48
05/09/2001	99-5	Heritage House	Labor Hours to breakdown cardboard	0.43
05/09/2001	99-46	DJ's Promotions	2.5 X 8' Tables (Main Exhibit Hall)	0.40
05/09/2001	99-46	DJ's Promotions	Labor Hours to clean Main Exhibit Hall	0.19
05/09/2001	2000-11	Portland's Rain of Glass	Tables	0.14
05/09/2001	2000-11	Portland's Rain of Glass	336 Padded Chairs, 50 free w/rental	0.09
05/09/2001	2000-11	Portland's Rain of Glass	Public Address System	0.01
05/09/2001	2000-11	Portland's Rain of Glass	Power Drops	0.07
05/09/2001	2000-11	Portland's Rain of Glass	Telephone Connection	0.04
05/09/2001	2000-11	Portland's Rain of Glass	Glass Showcase	0.04
05/09/2001	2000-11	Portland's Rain of Glass	Labor Hours setting up and taking down ...	0.15
05/09/2001	2000-11	Portland's Rain of Glass	Labor Hours to clean MEH	0.10
05/09/2001	2000-11	Portland's Rain of Glass	Labor Hours to hang signs & lights	0.02
05/09/2001	2000-11	Portland's Rain of Glass	Fair Complex dumpster at direct cost	0.08
05/09/2001	2001-37	Heritage House	Reverse Outstanding Balance/Bad Debt	(66.10)
05/09/2001	2001-42	Portland's Rain of Glass	Reverse Outstanding Balance/Under \$1.00	(0.80)
05/10/2001	2001-34	Every Husband's Nightmare Bazaar	Base Lease of Main Exhibit Hall/South on...	1,483.38
05/10/2001	2001-34	Every Husband's Nightmare Bazaar	Tables	217.56
05/10/2001	2001-34	Every Husband's Nightmare Bazaar	Telephone Connection	84.06
05/14/2001	2616	Mike Warren	Base Lease & Inventory for MEH/South re...	666.50
05/14/2001	2617	Mike Warren	Alcohol Fee for MEH/South on 5/26/01	25.00
05/15/2001	2630	The Pet Consultants	Base Lease of MEH/South for dog classes	150.00
05/21/2001	2668	Portland's Rain of Glass	Deposit for MEH & Arts & Crafts rental on...	635.00
05/21/2001	2001-46	Gem Faire	Base Lease of Main Exhibit Hall on 5/11-5...	1,057.25
05/21/2001	2001-46	Gem Faire	Set-up day on 5/10/01 at 50% of daily rate	243.98
05/21/2001	2001-46	Gem Faire	60 Chairs, 50 free w/rental	4.88
05/21/2001	2001-46	Gem Faire	Power Drops	195.19
05/21/2001	2001-46	Gem Faire	Public Address System	16.27
05/21/2001	2001-46	Gem Faire	Telephone Connection	110.61
05/21/2001	2001-46	Gem Faire	Fair Complex dumpster at direct cost	84.32
05/21/2001	2001-46	Gem Faire	Fork-lift hours for unloading truck	51.24
05/21/2001	2001-46	Gem Faire	Fork-lift hours for loading truck	51.24
05/21/2001	2001-46	Gem Faire	Overtime Labor Hours for fork-lift driver to...	54.90

# Washington County Fair Complex

## Line Item Report

May 2001

05/29/01

Date	Num	Name	Memo	Paid Amount
05/21/2001	2001-46	Gem Faire	Labor Hours to clean building	130.12
05/24/2001	2001-35	Paws N' Roses Cat Show	Base Lease of Main Exhibit Hall/North on ...	163.55
05/24/2001	2001-35	Paws N' Roses Cat Show	Tables	45.85
05/24/2001	2001-35	Paws N' Roses Cat Show	200 Chairs, 50 free w/rental	56.06
05/24/2001	2001-35	Paws N' Roses Cat Show	Fair Complex dumpster at direct cost	32.29
05/24/2001	2001-35	Paws N' Roses Cat Show	Labor Hours to clean building	74.75
<b>Total 010B · Main Exhibit Hall</b>				<b>6,009.53</b>
<b>010C · Cloverleaf Building</b>				
05/01/2001	2562	Fiji Association of Oregon	Base Lease/Inventory for CCB rental on 5...	368.00
05/07/2001	2583	TimiSue Abbott	Base Lease & Inventory for CCB rental on...	360.75
05/09/2001	99-46	DJ's Promotions	Labor Hours to clean Cloverleaf Bldg	0.05
05/09/2001	2000-11	Portland's Rain of Glass	Labor Hours to clean CCB	0.03
05/09/2001	2593	Glencoe Football Bingo	Rental of CCB for Tuesday Bingo Sessions	1,200.00
05/21/2001	2667	Kim Brenner	Inventory on CCB rental	66.50
05/24/2001	2001-33	Northwest Natural Gas	Base Lease of Cloverleaf Building on 4/1...	150.00
05/24/2001	2001-33	Northwest Natural Gas	Tables	60.00
<b>Total 010C · Cloverleaf Building</b>				<b>2,205.33</b>
<b>010D · Arts &amp; Crafts Building</b>				
05/01/2001	2561	NW Adoptive Families	Deposit for Arts & Crafts Building rental	75.00
05/07/2001	2584	Charles Crowe	Base Lease & Inventory for Arts & Crafts r...	355.00
05/09/2001	99-46	DJ's Promotions	2.5 X 8' Tables (Arts & Crafts Bldg.)	0.04
05/09/2001	99-46	DJ's Promotions	Labor Hours to clean Arts & Crafts Bldg	0.07
05/09/2001	2000-11	Portland's Rain of Glass	Labor Hours to clean Arts & Crafts	0.03
05/15/2001	2632	Wholesale Saddlery Company	Base Lease & Inventory for Arts & Crafts r...	412.50
05/24/2001	2001-31	Oregon Daffodil Society	Base Lease of the Arts & Crafts Building ...	350.00
05/24/2001	2001-31	Oregon Daffodil Society	Tables	172.00
05/24/2001	2001-31	Oregon Daffodil Society	Fair Complex dumpster at direct cost	21.60
05/24/2001	2001-31	Oregon Daffodil Society	Labor Hours to clean building	75.00
<b>Total 010D · Arts &amp; Crafts Building</b>				<b>1,461.24</b>
<b>010E · Friendship Square</b>				
05/01/2001	2560	Kristin Deane	Base Lease of Friendship Square	300.00
05/07/2001	2585	American Rhododendron Society	Rental of Friendship Plaza for plant sale	150.00
05/24/2001	2677	Portland Agility Club	Deposit for Friendship Square/Plaza rental	200.00
05/24/2001	2001-47	T.V. Chapter/Rhododendron Society	Tractor Hours (already reduced 50%) for l...	70.00
05/24/2001	2001-47	T.V. Chapter/Rhododendron Society	Labor Hours (already reduced 50%) for g...	125.00
05/24/2001	2001-47	T.V. Chapter/Rhododendron Society	Fair Complex dumpster at direct cost	21.60
<b>Total 010E · Friendship Square</b>				<b>866.60</b>
<b>010F · Floral Building</b>				
05/09/2001	99-46	DJ's Promotions	2.5 X 8' Tables (Floral Building)	0.08
05/09/2001	99-46	DJ's Promotions	Labor Hours to clean Floral Bldg	0.08
<b>Total 010F · Floral Building</b>				<b>0.16</b>
<b>010G · Grounds/General</b>				
05/09/2001	99-46	DJ's Promotions	Base Lease of entire facility on 3/14/99 (L...	6.23
05/09/2001	99-46	DJ's Promotions	Base Lease of Large Covered Show Ring...	0.28
05/09/2001	99-46	DJ's Promotions	Picnic Tables	0.32
05/09/2001	99-46	DJ's Promotions	Room Dividers	0.04
05/09/2001	99-46	DJ's Promotions	Labor Hour to move Ticket Booth	0.03
05/09/2001	99-46	DJ's Promotions	Forklift hour to move Toilets by request	0.06
05/09/2001	99-46	DJ's Promotions	Labor Hours (Mike Wold) to smooth out ru...	0.11
05/09/2001	99-46	DJ's Promotions	Tractor hours	0.18
05/09/2001	99-46	DJ's Promotions	Labor Hours to clean Meeting Room	0.04
05/09/2001	99-46	DJ's Promotions	Labor Hours to clean Booster Booth	0.03
05/09/2001	99-46	DJ's Promotions	Case of garbage liners @ direct cost	0.04
05/09/2001	99-46	DJ's Promotions	Case of toilet paper @ direct cost	0.07
05/09/2001	99-46	DJ's Promotions	Cases of paper towels @ direct cost	0.16
05/09/2001	99-46	DJ's Promotions	50% of 14 units of shavings	0.64
05/09/2001	99-46	DJ's Promotions	50% of \$518.40 garbage cost from 9/27/9...	0.48
05/09/2001	99-46	DJ's Promotions	NSF check fee charged by Wells Fargo fo...	0.01
05/09/2001	99-185	Carroll Davis Auctions	Rental of Gravel Lot off 34th Ave. on 12/9...	1,000.00

**Washington County Fair Complex  
Line Item Report  
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05/29/01

Date	Num	Name	Memo	Paid Amount
05/09/2001	2001-38	DJ's Promotions	Reverse Outstanding Balance/Bad Debt	(9.63)
05/09/2001	2001-40	Carroll Davis Auctions	Reverse Outstanding Balance/Sent to coll...	(1,000.00)
Total 010G · Grounds/General				(0.91)
<b>010H · Main Arena</b>				
05/24/2001	2673	Su Casa Imports	Gate/Concessions percentage from arena...	1,227.07
Total 010H · Main Arena				1,227.07
<b>010J · RV/Boat Storage/Barns</b>				
05/01/2001	2001-29	Marvin Windred	Boat/RV Storage Fee	187.36
05/01/2001	2539	Russell Farley	Boat/RV Storage Fee	181.69
05/01/2001	2540	Eilene Luethe	Boat/RV Storage Fee	169.74
05/01/2001	2542	Howard Hudson	Boat/RV Storage Fee	149.29
05/01/2001	2565	Robert Cena	Boat/RV Storage Fee	172.05
05/03/2001	2567	John Hall	Boat/RV Storage Fee	198.88
05/07/2001	2569	Vance Taylor	Boat/RV Storage Fee	99.80
05/07/2001	2570	Tradewind Enterprises, Inc.	Boat/RV Storage Fee	23.04
05/07/2001	2571	Robert Ancheta	Boat/RV Storage Fee	149.02
05/07/2001	2572	Dave Rogers	Boat/RV Storage Fee	201.80
05/07/2001	2574	Scott Overson	Boat/RV Storage Fee	181.50
05/07/2001	2580	R. H. Petermeyer	Boat/RV Storage Fee	209.24
05/08/2001	2587	Marinus Wolf	Boat/RV Storage Fee	159.35
05/09/2001	2592	Steve Laskowske	Boat/RV Storage Fee	114.05
05/09/2001	2594	Terri Wippel	Boat/RV Storage Fee	228.23
05/09/2001	2597	Robert Cena	Boat/RV Storage Fee	54.12
05/09/2001	2598	Catherine Johnson	Boat/RV Storage Fee	180.00
05/10/2001	2603	Debbie Belle Hoy	Boat/RV Storage Fee	201.80
05/10/2001	2604	Marvin Landauer	Boat/RV Storage Fee	196.32
05/10/2001	2605	Eric Friedman	Boat/RV Storage Fee	179.67
05/14/2001	2608	Thomas Flath	Boat/RV Storage Fee	180.94
05/14/2001	2611	George Diamond	Boat/RV Storage Fee	179.03
05/14/2001	2613	Al Seaman	Boat/RV Storage Fee	93.70
05/14/2001	2614	Daniel Larkins	Boat/RV Storage Fee	154.80
05/14/2001	2615	Matt Hensley	Boat/RV Storage Fee	195.26
05/14/2001	2619	Dave Dent	Boat/RV Storage Fee-Partial Payment	100.00
05/15/2001	2624	Ron Reeves	Boat/RV Storage Fee	110.25
05/15/2001	2624	Ron Reeves	Boat/RV Storage Fee	159.60
05/15/2001	2628	Ron Reeves	Boat/RV Storage Fee	0.00
05/15/2001	2629	Philip LeVelle	Boat/RV Storage Fee	202.97
05/15/2001	2634	Robert Fischer	Boat/RV Storage Fee	204.30
05/15/2001	2635	Chris Perry	Boat/RV Storage Fee	176.37
05/16/2001	2636	Rosemary Heerman	Boat/RV Storage Fee	195.26
05/17/2001	2637	Ralph Moberly	Boat/RV Storage Fee	229.54
05/17/2001	2638	Denise Kuemper	Boat/RV Storage Fee	230.52
05/17/2001	2643	Jim Riverman	Boat/RV Storage Fee	135.68
05/17/2001	2644	Brian Coombs	Boat/RV Storage Fee	175.68
05/17/2001	2645	Lin Johnson	Boat/RV Storage Fee	93.40
05/21/2001	2001-45	Dave Dent	Boat/RV Storage Fee	63.94
05/21/2001	2646	Rebecca Pearsall	Boat/RV Storage Fee	195.26
05/21/2001	2648	Steven Feldman	Boat/RV Storage Fee	196.65
05/21/2001	2650	Melinda Tesar	Boat/RV Storage Fee	163.26
05/21/2001	2651	Robert Brander	Boat/RV Storage Fee	204.99
05/21/2001	2654	Chet Britten	Boat/RV Storage Fee	150.72
05/21/2001	2655	Bach Kasmeyer	Boat/RV Storage Fee	139.13
05/21/2001	2661	John Keppel	Boat/RV Storage Fee	213.80
05/21/2001	2663	Nancy Morgan	Boat/RV Storage Fee	159.60
05/21/2001	2664	Robert Griguhn	Boat/RV Storage Fee	180.10
05/21/2001	2665	Lin Johnson	Boat/RV Storage Fee	0.00
Total 010J · RV/Boat Storage/Barns				7,721.70
<b>010K · Interim Use Concessions</b>				
05/15/2001	2627	Las Conchis	Interim Use Concessions/Su Casa Mexic...	266.00
05/17/2001	2641	Padres Inc.	Interim Use Concessions/Su Casa Mexic...	1,466.40
Total 010K · Interim Use Concessions				1,732.40
Total 010 · Rent & Storage				21,223.12

**Washington County Fair Complex**  
**Line Item Report**  
 May 2001

05/29/01

Date	Num	Name	Memo	Paid Amount
<b>011 - Damage Deposits</b>				
05/01/2001	2546	Rafael Vasquez	Rental Deposit Fee for Grandstand Arena	200.00
05/15/2001	2631	Northwest Regional Education Ser...	Rental Deposit Fee for MEH/South on 6/1...	200.00
05/24/2001	2674	Pedro Huesca	Rental Deposit Fee for MEH/South	200.00
Total 011 - Damage Deposits				600.00
<b>014 - Interest Income</b>				
05/01/2001		Pool #4486	Interest (4/01)	349.69
05/01/2001		Washington County Finance Depart...	Interest (4/01)	667.83
Total 014 - Interest Income				1,017.52
<b>017 - Miscellaneous Income</b>				
05/01/2001		Misc. Income	Reverse Correction	(5.00)
Total 017 - Miscellaneous Income				(5.00)
<b>018 - RV Parking</b>				
<b>018A - RV Parking/Short Term</b>				
05/01/2001	2541	RV Parking Fee	RV #8 4/27/01	30.00
05/01/2001	2550	RV Parking Fee	RV #5 4/27-4/29/01	45.00
05/01/2001	2551	RV Parking Fee	RV #13 4/30-5/4/01	75.00
05/01/2001	2552	RV Parking Fee	RV #5 4/30-5/1/01	30.00
05/01/2001	2553	RV Parking Fee	RV #3 4/27/01	15.00
05/01/2001	2554	RV Parking Fee	RV Parking/Martha Jones 5/18-5/20/01	45.00
05/01/2001	2557	RV Parking Fee	RV Parking 4/27-4/28/01	30.00
05/01/2001	2558	RV Parking Fee	RV #10 4/29/01	15.00
05/01/2001	2559	RV Parking Fee	RV #10 4/28/01	15.00
05/01/2001	2563	RV Parking Fee	RV #2 5/2/01	15.00
05/07/2001	2582	RV Parking Fee	RV Parking 5/6/01	15.00
05/07/2001	2586	RV Parking Fee	RV Parking 5/4-5/5/01	30.00
05/07/2001	2586	RV Parking Fee	RV #5 5/5/01	15.00
05/07/2001	2586	RV Parking Fee	RV #5 5/4/01	15.00
05/07/2001	2586	RV Parking Fee	RV #2 5/2/01	15.00
05/07/2001	2586	RV Parking Fee	RV Parking 5/4-5/5/01	30.00
05/07/2001	2586	RV Parking Fee	RV Parking 5/5/01	15.00
05/09/2001	2000-5	Jerry Pallin	Balance due on RV Parking from 11/15-1...	40.00
05/09/2001	2588	RV Parking Fee	RV Parking/Anna Colbeck 5/18-5/19/01	30.00
05/09/2001	2589	RV Parking Fee	RV Parking/Linda Pollard 5/10-5/13/01	60.00
05/09/2001	2600	RV Parking Fee	RV #2 5/7/01	15.00
05/09/2001	2001-41	Jerry Pallin	Reverse Outstanding Balance/Bad Debt	(40.00)
05/10/2001	2606	RV Parking Fee	RV #3 5/10-5/14/01	75.00
05/10/2001	2607	RV Parking Fee	RV #1 5/10-5/12/01	45.00
05/10/2001	2607	RV Parking Fee	RV #4 5/10-5/12/01	45.00
05/14/2001	2610	RV Parking Fee	RV #11 5/13/01	15.00
05/14/2001	2620	RV Parking Fee	RV Parking/John Goodwin/4-sites x 3 nig...	180.00
05/21/2001	2647	RV Parking Fee	RV #7 5/17-5/20/01	60.00
05/21/2001	2652	RV Parking Fee	RV #1 5/17-5/19/01	45.00
05/21/2001	2653	RV Parking Fee	RV #7 5/20-5/21/01	30.00
05/21/2001	2660	RV Parking Fee	RV #11 5/18-5/21/01	60.00
05/21/2001	2666	RV Parking Fee	RV Parking	315.00
05/24/2001	2670	RV Parking Fee	RV Parking	30.00
05/24/2001	2676	RV Parking Fee	RV Parking	255.00
05/25/2001	2687	RV Parking Fee	RV #1 5/25-5/31/01	105.00
Total 018A - RV Parking/Short Term				1,815.00
<b>018B - RV Parking/Long Term</b>				
05/07/2001	28609	Clinton Arthur	Partial Refund/April 01	(70.00)
05/14/2001	2609	Danna Ransier	Long Term RV Parking/May 2001	300.00
Total 018B - RV Parking/Long Term				230.00
Total 018 - RV Parking				2,045.00
Total D - INTERIM INCOME				24,880.64

6

**Washington County Fair Complex**  
**Line Item Report**  
 May 2001

05/29/01

Date	Num	Name	Memo	Paid Amount
<b>E - FAIR INCOME</b>				
<b>030 - Youth Admission</b>				
05/01/2001		Misc. Income	Reverse Correction	(0.25)
Total 030 - Youth Admission				(0.25)
<b>032 - Concessions/Booths</b>				
05/01/2001	2543	St. Cecilia Parish	Vendor Booth Fee ME-9/10	700.00
05/01/2001	2544	Unified Sewerage Agency	Vendor Booth Fee ME-8	350.00
05/01/2001	2545	The Pop Shoppe	Vendor Booth Fee ME-22	350.00
05/01/2001	2547	Convention and Visitors Bureau of ...	Vendor Booth Fee ME-21A	375.00
05/01/2001	2548	Amlie Enterprises	Vendor Booth Fee OS-92	500.00
05/01/2001	2549	Amlie Enterprises	Vendor Booth Fee OS-92	100.00
05/01/2001	2555	Carolart	Vendor Booth Fee ME-41/43	25.00
05/01/2001	2556	Carolart	Vendor Booth Fee ME-41/43	700.00
05/01/2001	2566	ESI Service Corp.	Vendor Booth Fee ME-17	350.00
05/07/2001	2568	Metro	Vendor Booth Fee ME-54	375.00
05/07/2001	2573	Libertarian Party of Washington Co...	Vendor Booth Fee ME-39	350.00
05/07/2001	2576	All Star Food & Beverage	Vendor Booth Fee F-1	300.00
05/07/2001	2576	All Star Food & Beverage	Vendor Booth Fee R-3/Cleaning Deposit	400.00
05/07/2001	2577	Homemade Fried Bread	Vendor Booth Fee F-15/16	300.00
05/07/2001	2578	R & B Big Time Watch Boutique	Vendor Booth Fee ME-34/35	700.00
05/07/2001	2579	Timber Fox Traders	Vendor Booth Fee OS-15/16	600.00
05/09/2001	2590	Garry Hart	Vendor Booth Fee F-20/21	350.00
05/09/2001	2591	Amigo's II	Vendor Booth Fee/Cleaning Deposit R-1	600.00
05/10/2001	2601	E & I Catering	Vendor Booth Fee F-7	600.00
05/10/2001	2602	Marsalee's Thai Foods	Vendor Booth Fee F-9	300.00
05/14/2001	2612	AG Edwards & Sons, Inc.	Vendor Booth Fee OS-23	300.00
05/14/2001	2618	Bags, Etc.	Vendor Booth Fee ME-04	275.00
05/14/2001	2621	Michelle Berneck	Vendor Booth Fee OS-I/J	600.00
05/14/2001	2622	Funtime Enterprises	Vendor Booth Fee F-12	300.00
05/14/2001	2623	Super Star Satellite	Vendor Booth Fee OS-C	300.00
05/15/2001	2625	Michelle Bierly	Vendor Booth Fee ME-45	300.00
05/15/2001	2626	Ginger Moshofsky	Vendor Booth Fee ME-45	50.00
05/15/2001	2633	Plewes Chiropractic	Vendor Booth Fee OS-02	300.00
05/17/2001	2639	Mary Libby	Vendor Booth Fee AC-1	200.00
05/17/2001	2640	White's Concessions	Vendor Booth Fee F-5	500.00
05/17/2001	2640	White's Concessions	Vendor Booth Fee F-5	250.00
05/17/2001	2642	The John Birch Society	Vendor Booth Fee ME-24	350.00
05/21/2001	2649	Blessings Beauty Supply	Vendor Booth Fee OS-35	325.00
05/21/2001	2656	Oregon Hat Company	Vendor Booth Fee OS-11/12	300.00
05/21/2001	2659	Joan McDowell	Vendor Booth Fee F-2/3/10	900.00
05/21/2001	2662	Vector Marketing Corporation	Vendor Booth Fee ME-40	350.00
05/24/2001	2669	Sandra Christopher	Vendor Booth Fee ME-11	350.00
05/24/2001	2671	All American Cookware Inc	Vendor Booth Fee ME-5	480.00
05/24/2001	2672	AAA Oregon/Idaho	Vendor Booth Fee ME-42	350.00
05/24/2001	2675	Crystal Springs	Vendor Booth Fee OS-3	300.00
05/29/2001	2688	Kornman	Vendor Booth Fee F-13	300.00
05/29/2001	2689	TVI Power & Sports	Vendor Booth Fee OS-68	2,200.00
05/29/2001	2690	Inwall Audio/Video & Networking, I...	Vendor Booth Fee ME-63	350.00
05/29/2001	2691	Hillsboro Argus Inc	Vendor Booth Fee OS-G/H	600.00
05/29/2001	2692	Ernest Dollman	Vendor Booth Fee	500.00
05/29/2001	2693	B & D Meats, Inc.	Vendor Booth Fee OS-22	325.00
05/29/2001	2694	Club Sunglass, Inc.	Vendor Booth Fee OS-13	325.00
05/29/2001	2695	Padres Inc.	Vendor Booth Fee F-14	300.00
05/29/2001	2696	Chinese Art Studio	Vendor Booth Fee OS-47	300.00
Total 032 - Concessions/Booths				20,605.00
<b>039 - Rodeo Sponsorships</b>				
05/09/2001	2596	H & R Utility Contractors Inc.	2001 Rodeo Sponsorship	1,700.00
05/21/2001	2657	US Filter Dist.	2001 Rodeo Sponsorship	1,700.00
05/21/2001	2658	Baker Rock	2001 Rodeo Sponsorship	2,500.00
Total 039 - Rodeo Sponsorships				5,900.00
<b>041 - Miscellaneous</b>				
05/09/2001	2000-31	Blackhorse Productions	Ice Sales from 1999 Fair	350.00
05/09/2001	2001-43	Blackhorse Productions	Reverse Outstanding Balance/sent to coll...	(350.00)
Total 041 - Miscellaneous				0.00



05/29/01

**Washington County Fair Complex**  
**Line Item Report**  
 May 2001

Date	Num	Name	Memo	Paid Amount
<b>046 · Rodeo Miscellaneous</b>				
05/01/2001	2564	Jennifer Brooks	Rodeo Committee Dues	10.00
05/07/2001	2575	Columbia Community Bank	2001 Queen Donation	100.00
05/09/2001	2595	Stephen Callaway	2001 Queen Donation	50.00
05/09/2001	2599	Misc. Income	Special Kid's Rodeo Benefit/KUPL	213.00
05/24/2001	2678	Tara & Lynn Feinauer	Rodeo Committee Dues	20.00
05/24/2001	2679	Winnafred Daniels	Rodeo Committee Dues	10.00
05/24/2001	2680	Jeanette & Gerry Hill	Rodeo Committee Dues	20.00
05/24/2001	2681	Lisa Mulholland	Rodeo Committee Dues	10.00
05/24/2001	2682	Mike Seavey & Jenny Olding	Rodeo Committee Dues	20.00
05/24/2001	2683	Candice Davis	Rodeo Committee Dues	10.00
05/24/2001	2684	D Zickrick	Rodeo Committee Dues	10.00
05/24/2001	2685	Gary Price	Rodeo Committee Dues	10.00
05/24/2001	2686	Susan Glass	Rodeo Committee Dues	10.00
Total 046 · Rodeo Miscellaneous				493.00
Total E · FAIR INCOME				26,997.75
Total Income				113,354.14
Gross Profit				113,354.14
<b>Expense</b>				
<b>AE · PERSONNEL</b>				
<b>101 · Salaries</b>				
05/04/2001	28608	Washington County Finance Depart...	Payroll 4/14-4/27/01	22,191.55
05/18/2001	28633	Washington County Finance Depart...	Payroll 4/28-5/11/01	13,044.84
Total 101 · Salaries				35,236.39
<b>102 · O.P.E.</b>				
05/04/2001	28608	Washington County Finance Depart...	Payroll 4/14-4/27/01	6,836.14
05/08/2001	28614	SAIF Corporation	Quarterly Payment/Policy #48994	679.00
05/18/2001	28633	Washington County Finance Depart...	Payroll 4/28-5/11/01	1,932.04
Total 102 · O.P.E.				9,447.18
Total AE · PERSONNEL				44,683.57
<b>BE · INTERIM OPERATIONS</b>				
<b>107 · Office Expense</b>				
05/01/2001	28600	Hillsboro Argus	Newspaper Subscription	30.00
Total 107 · Office Expense				30.00
<b>108 · Telephone</b>				
05/01/2001	28594	Visa	E-mail Service/Dabuke	20.00
05/01/2001	28604	A T & T	Long Distance Service	9.93
05/01/2001	28605	A T & T Wireless	Cell Phone Service	14.30
05/08/2001	28613	Verizon Internet Solutions	Internet Service (5/1-5/31/01)	89.00
05/18/2001	28645	Verizon Northwest	Telephone Service	1,052.61
Total 108 · Telephone				1,185.84
<b>111 · Equip/Bldg Rental</b>				
<b>111A · Equipment Rental</b>				
05/01/2001	28593	United Rentals	Chipper/Grinder/Compactor Rental for Fo...	287.50
05/01/2001	28596	Pacific Office Automation	Copier Maint. Program	765.00
05/01/2001	28602	Citicorp Vendor Finance, Inc.	Copier Rental/Insurance	212.23
05/18/2001	28642	Pacific Office Automation	Copier Rental	258.25
Total 111A · Equipment Rental				1,522.98
Total 111 · Equip/Bldg Rental				1,522.98

**Washington County Fair Complex**  
**Line Item Report**  
 May 2001

05/29/01

Date	Num	Name	Memo	Paid Amount
<b>112 · Utilities</b>				
05/01/2001	28592	Portland General Electric	March Statements	2,442.34
05/08/2001	28618	NW Natural	April Statements	1,001.55
05/18/2001	28638	City of Hillsboro	Water/Sewer/Storm Drain	3,481.89
05/18/2001	28643	Portland General Electric	April Statements	2,007.34
Total 112 · Utilities				8,933.12
<b>113 · Repair &amp; Maintenance</b>				
<b>113C · Cloverleaf R &amp; M</b>				
05/08/2001	28621	Home Depot	Cloverleaf Building repairs	2.97
Total 113C · Cloverleaf R & M				2.97
<b>113D · Arts &amp; Crafts R &amp; M</b>				
05/08/2001	28621	Home Depot	Arts & Crafts Building repairs	100.14
05/08/2001	28626	A & I Paint & Decorating Inc.	Arts & Crafts Building repairs	77.25
05/15/2001	28631	Tualatin Valley Builders Supply	Repairs to Arts & Crafts Building	0.00
Total 113D · Arts & Crafts R & M				177.39
<b>113G · Grounds/General R &amp; M</b>				
05/01/2001	28595	Teufel's	Shade Cloth	340.30
05/01/2001	28597	Platt Electric	Supplies for Fountain Project	156.93
05/01/2001	28599	Morse Bros.	Concrete for Fountain Project	393.60
05/01/2001	28603	Baker Rock Resources	Rock for Fountain Project	326.43
05/08/2001	28621	Home Depot	Grounds repairs	9.48
05/08/2001	28621	Home Depot	Fountain Project	83.31
05/08/2001	28621	Home Depot	Grounds repairs	67.08
05/08/2001	28622	Familian NW Hillsboro	Grounds repairs	45.00
05/08/2001	28627	Ag West Supply	Lime/Grass Seed	1,447.88
05/08/2001	28627	Ag West Supply	Landscaping Supplies	244.95
05/08/2001	28627	Ag West Supply	Marking Flags	23.98
05/18/2001	28639	Dynacoco	Supplies	387.27
05/29/2001	28650	Portland Bolt & Manufacturing Co...	Galvanizing	162.90
Total 113G · Grounds/General R & M				3,689.11
<b>113J · Barns R &amp; M</b>				
05/08/2001	28621	Home Depot	Barn repairs	29.43
Total 113J · Barns R & M				29.43
<b>113L · Equipment R &amp; M</b>				
05/01/2001	28598	Gratteri Tire & Wheel	Tire Maint. & Repair/Tractor	630.56
05/01/2001	28601	Fisher Implement Company	Weed eater & AMT #1 Repairs	1,025.93
05/08/2001	28612	Washco Power Equipment	Oil Filter	13.98
Total 113L · Equipment R & M				1,670.47
Total 113 · Repair & Maintenance				5,569.37
<b>114 · General Supplies</b>				
05/01/2001	28606	A-Boy Supply Company	Misc Supplies	2.69
05/08/2001	28611	Western Tool Supply	Shop Tool	57.50
05/08/2001	28615	Pacific Harvest Grain & Supply	Sprayer	98.00
05/08/2001	28616	Pepsi-Cola Company	Pop Supplies/Shop	166.80
05/08/2001	28619	Hillsboro Auto Parts	Shop Supplies	20.84
05/08/2001	28621	Home Depot	Shop Supplies	26.55
05/08/2001	28622	Familian NW Hillsboro	Shop Tools	41.33
05/08/2001	28623	Eoff Electric Company	Electrical Supplies	177.60
05/08/2001	28624	Bretthauer Oil Co.	Fuel Refill	707.75
05/08/2001	28625	allMRO Products	Shop Supplies	193.91
05/08/2001	28626	A & I Paint & Decorating Inc.	Shop Supplies	25.40
05/08/2001	28628	A-Boy Supply Company	Misc Supplies	28.97
05/18/2001	28637	Bob Nagel Distributing Co.	Janitorial Supplies	146.92
05/18/2001	28644	Sierra Springs/Brewed Hot Coffee	Bottled Water Supplies	27.85
05/18/2001	28646	U-Haul	Propane Refill	36.54
Total 114 · General Supplies				1,758.65

05/29/01

**Washington County Fair Complex  
Line Item Report  
May 2001**

Date	Num	Name	Memo	Paid Amount
<b>131 · Advertising &amp; P.R.</b>				
05/08/2001	28617	Qwest	Directory Advertising	157.10
05/08/2001	28620	Hillsboro Argus	Display Advertising	224.00
Total 131 · Advertising & P.R.				381.10
<b>132 · Board Expense</b>				
05/02/2001	28607	Pasta Pronto	Board Mtg Meals 5/2/01	49.00
Total 132 · Board Expense				49.00
<b>133 · Dues, Licenses, Fees</b>				
05/01/2001		Pool #4486	Outgoing ACH Fee	0.50
05/01/2001		Pool #4486	Monthly Maintenance Fee	3.00
Total 133 · Dues, Licenses, Fees				3.50
<b>150 · Refunds</b>				
05/01/2001	28591	Luz Mendoza	Refund Rental Deposit	200.00
05/18/2001	28634	Western Bigfoot Society	Refund Rental Deposit	200.00
05/18/2001	28635	TimiSue Abbott	Refund Rental Deposit	200.00
05/18/2001	28636	Fiji Association of Oregon	Refund Rental Deposit	200.00
Total 150 · Refunds				800.00
Total BE · INTERIM OPERATIONS				20,233.56
<b>DE · EXHIBITS/COMPETITIONS</b>				
<b>233 · Other Open Class</b>				
05/15/2001	28630	American Dairy Goat Association	2001 Sanction Fee	40.00
Total 233 · Other Open Class				40.00
Total DE · EXHIBITS/COMPETITIONS				40.00
<b>EE · RODEO</b>				
<b>314 · Special Awards</b>				
05/09/2001	28629	Southwest Gift & Decor Statues	Awards	529.60
05/18/2001	28641	Gaston Feed	Awards/Money Clips	757.68
Total 314 · Special Awards				1,287.28
<b>316 · Promotion</b>				
05/29/2001	28649	Columbia River Circuit	2001 Buckle Sponsor	300.00
Total 316 · Promotion				300.00
<b>320 · Queen</b>				
05/07/2001	28610	Brandi Williams	Queen Expense Reimb.	220.03
05/18/2001	28648	Brandi Williams	Queen's Closet	55.00
05/18/2001	28648	Brandi Williams	Queen Expense Reimb.	177.55
Total 320 · Queen				452.58
Total EE · RODEO				2,039.86
<b>GE · SHOWS &amp; ENTERTAINMENT</b>				
<b>326 · Associated Costs-Main</b>				
05/18/2001	28647	Yesenias Market	2000 Fair/Sunday Meals	1,653.60
Total 326 · Associated Costs-Main				1,653.60
Total GE · SHOWS & ENTERTAINMENT				1,653.60

05/29/01

Washington County Fair Complex  
Line Item Report  
May 2001

Date	Num	Name	Memo	Paid Amount
<b>JE · CAPITAL OUTLAY</b>				
<b>513 · Equipment</b>				
05/16/2001	28632	E*TRADE Access, Inc.	ATM Machines (2)	5,000.00
05/18/2001	28640	Gateway Computers	Gateway Computer	1,235.00
Total 513 · Equipment				<u>6,235.00</u>
Total JE · CAPITAL OUTLAY				<u>6,235.00</u>
Total Expense				<u>74,885.59</u>
<b>Net Income</b>				<u><u>38,468.55</u></u>

05/29/01

**Washington County Fair Complex  
Balance Sheet Comparison  
As of May 31, 2001**

	<u>May 31, '01</u>	<u>Apr 30, '01</u>	<u>\$ Change</u>	<u>May 31, '00</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
0900 · West Coast Bank	24,378.54	33,399.76	(9,021.22)	28,750.19
0950 · West Coast Bank-Premium	120.34	120.34	0.00	81.84
1020 · Pool #4486	51,039.07	65,692.88	(14,653.81)	221,944.28
1080 · Washington County Fair Fund	367,910.73	305,767.15	62,143.58	137,706.20
<b>Total Checking/Savings</b>	<u>443,448.68</u>	<u>404,980.13</u>	<u>38,468.55</u>	<u>388,482.51</u>
<b>Total Current Assets</b>	<u>443,448.68</u>	<u>404,980.13</u>	<u>38,468.55</u>	<u>388,482.51</u>
<b>TOTAL ASSETS</b>	<u><b>443,448.68</b></u>	<u><b>404,980.13</b></u>	<u><b>38,468.55</b></u>	<u><b>388,482.51</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
3900 · Retained Earnings	348,131.39	348,131.39	0.00	358,886.79
Net Income	95,317.29	56,848.74	38,468.55	29,595.72
<b>Total Equity</b>	<u>443,448.68</u>	<u>404,980.13</u>	<u>38,468.55</u>	<u>388,482.51</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>443,448.68</b></u>	<u><b>404,980.13</b></u>	<u><b>38,468.55</b></u>	<u><b>388,482.51</b></u>

**Washington County Fair Complex**  
**Budget Overview**  
 July 2000 through May 2001

	Jul '00 - May '01	Budget	% of Budget
<b>Income</b>			
<b>A · STATE FUNDS</b>			
004 · Dept. of Economic Development	41,976.35	41,976.00	100.0%
<b>Total A · STATE FUNDS</b>	<b>41,976.35</b>	<b>41,976.00</b>	<b>100.0%</b>
<b>C · DEDICATED FUNDS</b>			
009 · Hotel/Motel Tax	629,503.58	600,000.00	104.9%
<b>Total C · DEDICATED FUNDS</b>	<b>629,503.58</b>	<b>600,000.00</b>	<b>104.9%</b>
<b>D · INTERIM INCOME</b>			
<b>010 · Rent &amp; Storage</b>			
010B · Main Exhibit Hall	85,688.68		
010C · Cloverleaf Building	22,788.98		
010D · Arts & Crafts Building	8,124.84		
010E · Friendship Square	3,666.05		
010F · Floral Building	10,922.76		
010G · Grounds/General	9,373.68		
010H · Main Arena	2,075.07		
010J · RV/Boat Storage/Barns	13,527.92		
010K · Interim Use Concessions	2,870.61		
010 · Rent & Storage - Other	0.00	208,000.00	0.0%
<b>Total 010 · Rent &amp; Storage</b>	<b>159,038.59</b>	<b>208,000.00</b>	<b>76.5%</b>
011 · Damage Deposits	10,000.00	12,000.00	83.3%
013 · Gate Changes	0.00	5,500.00	0.0%
014 · Interest Income	16,050.31	12,000.00	133.8%
015 · Shows/Entertainment	0.00	100,000.00	0.0%
016 · Parking Fees	17,668.87	25,500.00	69.3%
017 · Miscellaneous Income	11,583.69	12,000.00	96.5%
<b>018 · RV Parking</b>			
018A · RV Parking/Short Term	13,900.00		
018B · RV Parking/Long Term	11,250.00		
018 · RV Parking - Other	0.00	25,000.00	0.0%
<b>Total 018 · RV Parking</b>	<b>25,150.00</b>	<b>25,000.00</b>	<b>100.6%</b>
<b>Total D · INTERIM INCOME</b>	<b>239,491.46</b>	<b>400,000.00</b>	<b>59.9%</b>
<b>E · FAIR INCOME</b>			
030 · Youth Admission	29,075.00	29,000.00	100.3%
031 · Other Admission	206,346.90	210,000.00	98.3%
032 · Concessions/Booths	121,741.24	123,000.00	99.0%
033 · Sponsorships	50,000.00	60,000.00	83.3%
034 · Advertising Sold	2,625.00	5,000.00	52.5%
035 · Gate Change	15,000.00	15,000.00	100.0%
036 · Carnival Income	54,463.29	60,000.00	90.8%
037 · Entry Fees	2,716.25	4,000.00	67.9%
038 · Parking Fees	39,924.12	48,000.00	83.2%
039 · Rodeo Sponsorships	66,571.00	70,621.00	94.3%
041 · Miscellaneous	13,207.94	10,000.00	132.1%
042 · Rodeo Admissions	5,981.00	5,000.00	119.6%
045 · Amphitheater Concessions	1,074.00	800.00	134.3%
046 · Rodeo Miscellaneous	8,784.00	3,500.00	251.0%
<b>Total E · FAIR INCOME</b>	<b>617,509.74</b>	<b>643,921.00</b>	<b>95.9%</b>
<b>Total Income</b>	<b>1,528,481.13</b>	<b>1,685,897.00</b>	<b>90.7%</b>
<b>Gross Profit</b>	<b>1,528,481.13</b>	<b>1,685,897.00</b>	<b>90.7%</b>
<b>Expense</b>			
<b>AE · PERSONNEL</b>			
101 · Salaries	404,021.95	441,059.00	91.6%
102 · O.P.E.	119,353.64	127,826.00	93.4%
<b>Total AE · PERSONNEL</b>	<b>523,375.59</b>	<b>568,885.00</b>	<b>92.0%</b>

**Washington County Fair Complex**  
**Budget Overview**  
 July 2000 through May 2001

	Jul '00 - May '01	Budget	% of Budget
<b>BE · INTERIM OPERATIONS</b>			
107 · Office Expense	2,659.30	4,200.00	63.3%
108 · Telephone	11,713.90	13,000.00	90.1%
109 · Printing	857.75	2,200.00	39.0%
110 · Postage	3,499.13	3,000.00	116.6%
111 · Equip/Bldg Rental			
111A · Equipment Rental	6,380.37		
111 · Equip/Bldg Rental - Other	0.00	9,000.00	0.0%
<b>Total 111 · Equip/Bldg Rental</b>	<b>6,380.37</b>	<b>9,000.00</b>	<b>70.9%</b>
112 · Utilities	67,841.59	70,500.00	96.2%
113 · Repair & Maintenance			
113B · Main Exhibit Hall R & M	925.12		
113C · Cloverleaf R & M	3,098.44		
113D · Arts & Crafts R & M	185.39		
113E · Friendship Square R & M	68.01		
113F · Floral Building R & M	2,756.12		
113G · Grounds/General R & M	17,941.47		
113H · Main Arena R & M	138.25		
113J · Barns R & M	2,584.04		
113L · Equipment R & M	19,368.05		
113 · Repair & Maintenance - Other	0.00	51,000.00	0.0%
<b>Total 113 · Repair &amp; Maintenance</b>	<b>47,064.89</b>	<b>51,000.00</b>	<b>92.3%</b>
114 · General Supplies	21,355.44	24,000.00	89.0%
116 · Gate Change	0.00	5,500.00	0.0%
117 · Parking	300.00	7,000.00	4.3%
118 · Travel & Training	4,053.38	5,500.00	73.7%
119 · Legal Fees	7,437.75	2,500.00	297.5%
121 · Professional Svcs.	14,885.23	15,000.00	99.2%
122 · Insurance & Bond	15,075.00	15,000.00	100.5%
123 · Private Mileage	173.60	1,200.00	14.5%
124 · Car Allowance	2,600.00	3,900.00	66.7%
131 · Advertising & P.R.	8,901.08	9,500.00	93.7%
132 · Board Expense	1,392.14	6,000.00	23.2%
133 · Dues, Licenses, Fees	2,930.16	3,600.00	81.4%
149 · Misc. Materials & Svcs.	4,363.07	7,000.00	62.3%
150 · Refunds	6,256.85	12,000.00	52.1%
153 · Petty Cash	0.00	200.00	0.0%
154 · RV Park			
154A · RV Park Repair & Maint.	81.50	1,000.00	8.2%
154B · RV Park Hotel/Motel Tax	1,104.89	1,000.00	110.5%
<b>Total 154 · RV Park</b>	<b>1,186.39</b>	<b>2,000.00</b>	<b>59.3%</b>
<b>Total BE · INTERIM OPERATIONS</b>	<b>230,927.02</b>	<b>272,800.00</b>	<b>84.7%</b>
<b>CE · FAIR OPERATIONS</b>			
175 · Printing	5,397.47	11,000.00	49.1%
176 · Utilities	16,305.69	13,500.00	120.8%
177 · Gate Change	15,000.00	15,000.00	100.0%
178 · Parking	12,335.75	13,500.00	91.4%
179 · Professional Svcs.	41,751.85	45,000.00	92.8%
180 · Advertising	80,514.17	70,000.00	115.0%
181 · Refunds	100.00	1,000.00	10.0%
182 · Miscellaneous	6,959.59	6,000.00	116.0%
183 · Decorations	4,262.34	3,500.00	121.8%
184 · Equipment Rental	15,749.36	14,000.00	112.5%
186 · Restroom Service	19,806.00	19,000.00	104.2%
187 · Repair & Maintenance	6,444.82	8,500.00	75.8%
188 · Materials & Supplies	16,993.01	13,000.00	130.7%
<b>Total CE · FAIR OPERATIONS</b>	<b>241,620.05</b>	<b>233,000.00</b>	<b>103.7%</b>

**Washington County Fair Complex**  
**Budget Overview**  
 July 2000 through May 2001

	Jul '00 - May '01	Budget	% of Budget
<b>DE · EXHIBITS/COMPETITIONS</b>			
211 · Awards FFA	3,129.60	3,500.00	89.4%
212 · Personnel FFA	877.49	1,000.00	87.7%
213 · Other FFA	616.15	1,500.00	41.1%
221 · Awards 4-H	9,206.45	10,500.00	87.7%
222 · Personnel 4-H	5,646.50	5,500.00	102.7%
223 · Other 4-H	3,692.69	3,600.00	102.6%
231 · Awards Open Class	33,416.88	40,000.00	83.5%
232 · Personnel Open	4,235.01	5,000.00	84.7%
233 · Other Open Class	2,320.73	4,000.00	58.0%
<b>Total DE · EXHIBITS/COMPETITIONS</b>	<b>63,141.50</b>	<b>74,600.00</b>	<b>84.6%</b>
<b>EE · RODEO</b>			
311 · Prize Money	46,000.00	46,000.00	100.0%
312 · Personnel	19,150.00	20,790.00	92.1%
313 · Stock Contract	21,179.52	22,490.00	94.2%
314 · Special Awards	2,280.03	1,000.00	228.0%
315 · Exceptional Kid's Rodeo	2,479.50	2,000.00	124.0%
316 · Promotion	8,060.15	6,750.00	119.4%
317 · Materials & Supplies	3,664.66	4,000.00	91.6%
318 · Board Expense	3,200.13	3,120.00	102.6%
319 · Other (Fees & Dues)	3,071.85	3,100.00	99.1%
320 · Queen	7,121.95	3,000.00	237.4%
321 · Rental Equipment	5,239.50	6,500.00	80.6%
322 · Money Raising Projects	1,796.55	2,000.00	89.8%
<b>Total EE · RODEO</b>	<b>123,243.84</b>	<b>120,750.00</b>	<b>102.1%</b>
<b>GE · SHOWS &amp; ENTERTAINMENT</b>			
324 · Main Stage	66,100.00	95,000.00	69.6%
325 · Grounds Entertainment	59,995.00	65,000.00	92.3%
326 · Associated Costs-Main	38,688.85	35,000.00	110.5%
327 · Associated Costs-Grounds	8,746.02	11,000.00	79.5%
328 · Touch & See	1,840.99	2,000.00	92.0%
<b>Total GE · SHOWS &amp; ENTERTAINMENT</b>	<b>175,370.86</b>	<b>208,000.00</b>	<b>84.3%</b>
<b>HE · INTERIM ENTERTAINMENT</b>			
375 · Interim Shows	0.00	100,000.00	0.0%
<b>Total HE · INTERIM ENTERTAINMENT</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.0%</b>
<b>JE · CAPITAL OUTLAY</b>			
510 · Purchase/Lease	57,698.00	56,000.00	103.0%
511 · Land Improvements	170.00	15,000.00	1.1%
512 · Bldg. & Structure	5,792.00	22,300.00	26.0%
513 · Equipment	11,824.98	20,000.00	59.1%
514 · Development Reserve	0.00	25,000.00	0.0%
<b>Total JE · CAPITAL OUTLAY</b>	<b>75,484.98</b>	<b>138,300.00</b>	<b>54.6%</b>
<b>Total Expense</b>	<b>1,433,163.84</b>	<b>1,716,335.00</b>	<b>83.5%</b>
<b>Net Income</b>	<b>95,317.29</b>	<b>(30,438.00)</b>	<b>(313.2)%</b>



**MINUTES  
WASHINGTON COUNTY FAIR BOARD MEETING  
May 3rd 2001**

**CONVENED**            4:30pm

**FAIR BOARD:**

Lyle Spiesschaert  
Rich Vial  
Sheila Day  
Kathy Christy  
Ken Leahy

**FAIR COMPLEX STAFF:**

Interim Director: Barbara Lawrence

**GUESTS:**

Cody Feinauer, Rodeo  
Dave Anderson, The Oregonian  
Ian Rollins, Argus  
Ed Kristovich, Boosters.  
Bill Duerden, Boosters  
Sharon Cornish

Chair Kathy Christy called the meeting to order at 4:30pm. She welcomed everyone and called for additions to the agenda.

**Consent Agenda: Rich moved and Ken seconded to accept the consent agenda, the budget report and to pay the bills as submitted. There was no discussion. Motion carried.**

**1) New Business:**

**Maintenance Report:**

**Fair Manager's Report:**

**Rodeo Report:** Cody reported he had met with Terry Amato, the fair's advertising rep. over rodeo sponsorship. He stated they had some good prospects but did not want to release any names yet. Cody announced Friday, May 4<sup>th</sup> 5:30 am to 9:30 am, radio station KUPL and Chevy's restaurant will be hosting a breakfast and money raising event with the proceeds going to the Washington County Special Kids Rodeo. It will raise

anywhere from \$1,500 to \$2,500. The Rodeo Committee meeting is scheduled for May 14<sup>th</sup>.

**Fair Boosters:** Bill Duerden reported the Boosters were getting ready for fair. They were also looking at some projects for the benefit of the fair.

**4-H Report:** John Baggott advised the 4H hoses groups were getting ready and enrollment was closed April 1<sup>st</sup> with 204 youth enrolled this year. He said at this time everyone's efforts were centered on getting ready for fair and fair grounds.

**3.Old Business: (A)** Kathy announced County Commissioner Tom Brian was unable to attend the Board meeting because his efforts on behalf of the County keep him in Salem. Kathy reported on her trials in locating information concerning the Task Force. She had spoken to Geoff Larkin, the facilitator for the project. Larkin explained he had just completed a list of questions needed for the Task Force, and the process would now move along. There was a question about the status of the Committee, Rich, Ken, Bill, and Cody had been called for meetings. Discussion followed. There was some concern about the possible extension of the completion date. Lyle questioned the amount of \$25,000.00 requested by the County. He felt in the beginning it was to be more in-kind than matching monies. Barbara responded to questions, stating the grant was a matching grant and the Fair's part was \$25,000 as well as a defined in-kind amount. It was a line item in the 2001 budget and carried over in the 2002 budget, not knowing if the request would come this year or next. It was not intended to be more than \$25,000. Lyle questioned the expenditures to LRS and Dave Lentz, he felt those fees were supposed to be charged to the Development line item. Rich provided insight on the expected charges concerning the present grant and explained those fees Lyle questioned were charged to professional services.

#### **NEW BUSINESS:**

- A) Change of meeting venue: Kathy asked if a morning meeting would accommodate the Board better than the present time frame of 4:30pm. Discussion followed. It was agreed by consensus to leave the time as it is now.
- B) Board retreat: Kathy explained why she felt the need for a Board retreat. She had discussed it with Commissioner Brian and he concurred and gave her a name of a facilitator that they had used in a retreat. Kathy spoke to the gentleman recommended. He advised her to schedule at least one full day, she gave several dates in the months of May and June for consideration. His fees are \$1000 and the money is available in the budget. Lyle wanted to know more about the program and felt the Board should think about it and look at it further. He stated this was his harvest time and perhaps latter in the year would be better. What were the objectives, did the facilitator have an outline? Kathy explained the gentleman did a great deal of research with employees and board members alike. What are the issues of the Fair Board and how they would be resolved? Discussion followed. It was agreed Kathy will get an outline from the Facilitator and dates would be selected when the program was established. Lyle requested a list of

groups he had worked with. Ken spoke about the success of a similar program his company went through. Barbara added similar information. Kathy will follow up.

- C) Policies: Kathy explained her concern over the lack of written policies; stating, "policies are the road map for the staff and Board". She acknowledged Rich's work on them and asked him to update her on the progress. She and Rich will discuss the project. Kathy requested the Board assist so a manual can be provided to aid the staff in decision making. Barbara suggested the staff be involved.
- D) Surplus: Barbara provided a list of equipment that the maintenance crew had evaluated. The list had items that were not being used, were beyond repair or needed to be upgraded, as well as the general equipment that was satisfactory and in good repair. She explained JJ, in his position as the maintenance and repairperson for all of the equipment had put the list together in 2000. There were some changes as he and the crew decided the needs and the re-evaluated the use of each piece. Some items were repaired, however the core list remained the same. The crew and Manager met several times to confirm the status of the items on the list. She felt the list was finalized with good cause and reasoning behind the decisions. There were questions of the value and the obligation to send things to the State surplus if they presented a problem to move them. Discussion followed. Barbara said she would try to have a value put on the items that were to be declared surplus. There were some questions on the people movers (buses) and the Boosters or Rodeo Committees interests in them. Lyle wanted to defer any action until some questions were answered.
- E) ATM machines: Barbara handed out an information sheet on the cost of buying ATM machines for the fair and year round use. She explained they had just received the information and did not expect immediate action. Rich advised the Board this was an easy decision and he was aware of the proposal because he personally knew the provider and had spoken to him at length on this issue. He gave the background of the company and explained the machines would be refurbished and were not the newest models. "They would not spit out airline tickets but would spit out money just fine". The cost would be \$2,500 each and the proposal was to buy two. E Trade would act as the facilitator and would allow the fair to collect the fees. E Trade would also do the cash management for the fair but in Rich's opinion that would not be an option as the fair has staff that could take care of that procedure with less visibility and more efficiency. The estimated profit would be approximately \$3,000 during fair. Barbara stated Lisa; the Events Manager had supported the need and emphasized the requests she receives from the groups using the facility for that service. Placement of the units was discussed. Sheila questioned the possibility of vandalism. Rich answered, "the machines must be insured", and fielded other questions from Lyle and Sheila concerning cost and vandalism. The cost of the machines includes the installation. More discussion followed. Kathy called for a motion. **Rich moved the fair buy two refurbished machines with installation for \$2,500.00 each and have the staff do the cash. Ken seconded the motion.** Discussion followed. Sheila was concerned about who would be in charge, especially on the weekend. Lyle felt the information should have been given to the Board earlier to allow

more time to evaluate the proposal. Barbara explained the information had just arrived and she had not asked a decision be made at this meeting, however if the Board wanted to act it was up to them. Lyle also voiced his thoughts on expenditures and questioned if this would come out of the capital expenditures line item. Barbara answered, "yes". Following more discussion the vote was called for. **The motion was passed with Lyle abstaining.** A line item will need to be created to provide the cash for both revenue and expenditures. Barbara is to provide a staffing plan as well as the anticipated additional costs that will be incurred.

- F) Hillsboro Chamber dinner: The invitation was read to the annual dinner, May 16<sup>th</sup>. The Board decided to again buy a table. They signed up and each selected their menu choice.

### **General Correspondence:**

8. **Announcements:** The next board meeting is June 5<sup>th</sup>.
9. **Board Communications:** Lyle asked if the Board was going to help with the Superintendents BBQ and if there were plans to do it? Barbara stated they planned to hold meeting to get everyone on board, as there were several new people involved. She did not know about the BBQ. The BBQ had been held for the first time last year.
10. Sheila asked if the Armory was going to be used this year? Barbara replied it was still uncertain as the response from the youth groups had been very poor and other users had asked to be placed elsewhere.
11. Rich commented on a program that he had recently watched focused on ecoli and petting zoos. Discussion took place on the press and our role in the perceived problem with both ecoli and the hoof and mouth problem.
12. Sheila commented on the repair of the log cabin and jail and stated it was the responsibility of the Board to keep it in repair. Barbara is to proceed in gathering information on the people that can do the job. It was established the log cabin was of no historical value but the jail was important to the citizens.

**Chair Kathy Christy adjourned the meeting at 6:10pm.**

**Minutes approved this 5th day of June 2001.**

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Barbara Lawrence  
Recording Secretary, protem

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Kathy Christy  
Chairman

Washington County Fair & Rodeo  
Associates Meeting  
May 7, 2001

**Next Meeting at the Rodeo Museum!!!  
June 4 at 7:30pm**

**In Attendance:** Brian A., Corey A., Mike B., Pat B., Kelly B., Larry B., Jennifer B., Patty C., Winnie D., Candace D., Mike D., Bert D., Heather F., Cody F., Lynn F., Lynn F., Tara F., Gerry H., Jeanette H., Greg H., Lynn H., Richard K., George K., Sue K., Yvonne L., Brian L., Paula M., Lisa M., Kelly N., Jenny O., Lonna P., Jack P., Dar R., Mike S., Rod S., Duane S., Andrea W., Brandi W.,

**Absent/Excused:** Gary M., Margaret M. Angela M., and Christina

Cody F. called the meeting to order at 7:30 pm at the Clover Leaf Building.

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**I. Introductions**

Welcome to new Associate Members Gerry and Jeanette Hill.

**II. Old Business**

**A. Membership Dues**

Please remember to bring you membership dues of \$10.00 to the next meeting. If you cannot attend you can send your application and dues directly to the Fair Office at 872 NE 28th, Hillsboro, OR, 97124. We will mail out receipts and policies in future mailings.

**B. Work Parties**

Work parties will begin soon. The required work parties will be Monday nights. There will also be optional weekend work parties. Talk to Gary M. for more information. Please bring rags, coffee cans and paint brushes.

**III. New Business**

**A. Circuit Finals**

Columbia River Circuit Finals will be in Redmond again this year. Nov. 8-10, 2001. Sat. meetings and Seminars are 9a-2p. We will be a buckle sponsor this year. They are still unsure of the host hotel.

**B. Quatro de Mayo**

KUPL Country Radio hosted a fund raiser at the Chevy's in Sunnyside to benefit our Special Kids Rodeo. They raised \$1850 for the cause. As a thank you to KUPL and Amy King, we are presenting them with plaques at the Poker Ride. Thank you to Lynn Haynes, Queen Brandi and Cody F. for representing us at Chevy's.

**IV. Committees**

Marketing/Humane: no new info.

Parking/Security: We will have 6 reserves for security.

Queen/PR: Starlight Parade is June 2. Contact Lynn to help. Please look for Rodeo Day Sheet Flyer sponsors!!! Contact Kelly N. if you need more info 503-647-0527.

BBQ/VIP: No new info.

Special Kids/Museum/Drill Team: Poker Ride is May 19. Please come and help. Museum is coming along great.

Sponsorship/Contracts: We looking good for sponsors. We are still need more. Contact Cody with any possibilities.

Cody adjourned the meeting @ 8:20.

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**Next Associate meeting June 4, 7:30pm, at the Rodeo Musuem.**  
Minutes submitted by Kelly Neal.

Washington County Fair Boosters  
Minutes of 5-2-01

Call to order by Bill Duerden, President

Minutes approved Moved by Sheila. Treasurer's Report: Checking Account Bal. \$464.20. Jose moved to accept Report.

\*\*Dale & Jeanne: information brochure-have copy ready to critique. Need to develop list of interested people or maybe target groups. Should they be color or on color paper. Target groups like the TV Garden Club or Saturday Marketplace. How many new members do we want? Target one hundred new members. Dale will do the printing. Several members will take them to pass around at both the Garden Club and Saturday Marketplace.

\*\*Motion made by Ed that the president needs to set at the head of the table from now on so that everyone can hear what is being said. 2<sup>nd</sup> by Jim.

\*\*Signs by Ed: will have more information at the next meeting.

\*\*Liz: does not have the extra time to do the solicitation of associate members. It's been suggested to table these letters.

\*\*Give Barbara a list of what is needed in the booster booth. Need stove plugged in, water heater set up and turned on, signs put up on top of the booster booth.

\*\*Work Assignments: need to rotate people through all the different positions. Have training session prior to fair. Wednesday July 18, will be our clean-up and training on the equipment at 6:00 PM.

\*\*Post Fair: Dale & Sheila - party for boosters and volunteers that work during fair, August 1<sup>st</sup> 6:00 PM. Wednesday.

\*\*Jail House / Log Cabin: Barbara is still investigating the costs. One of the buildings is on the Historic Registry.

\*\*Redevelopment Update: Dale has a task force report from 1990, feels we don't need another task force for redevelopment. This was done by the Chamber of Commerce committee. Facilitator has been hired (Jeff Larkin). Meetings have been set up.

\*\*Beautification Fountain being built. It is 4 tier, with aggregate sidewalk and gazebo, lighting and plaque. Cost will be \$3,000 to \$4,000 for complete project. Motion: Made by Jeanne Leeson - To have booster cover the cost of the project. 2<sup>nd</sup> by Irene Barnes. One opposed by Jose. Concerned about money being spent in other places and none spent on booth to fix it up. Seems we are always in transition.

\*\*List of equipment from the fair people of equipment to be scrapped. We need to check to see if it is usable equipment.

\*\*Need cart for trucking ice, etc at fair. Possibly rent one at the same time the fair staff does to get the best rate.

\*\*If any one wants posters to put up in businesses pertaining to premium books check with Lorena Roberts or fair office.

\*\*Jose and Liz are retiring after this year's fair.

Meeting Adjourned

Submitted by Liz Cardiel

**Next meeting will be June 6<sup>th</sup> at 7 PM in the Fair Office.**

# Washington County **FAIR COMPLEX**

## **FACILITY SCHEDULE-JUNE 2001**

### **Saturday, June 02, 2001**

Entire Complex Northwest All Ford Swap

### **Sunday, June 03, 2001**

Meeting Room Happy Hoppers 4-H Club  
Grandstand Arena Rodeo Sweethearts Drill Team  
Grandstand Arena 4-H Horses Unlimited Practice

### **Monday, June 04, 2001**

Main Exhibit Hall Waggin' Masters 4-H Meeting  
Grandstand Arena Fly Girls Drill Team Practice  
Cloverleaf Building Rodeo Board Meeting  
Main Exhibit Hall 4-H Dog Club  
Main Exhibit Hall 4-H Dog Meeting

### **Tuesday, June 05, 2001**

Grandstand Arena Sheriff's Posse Practice  
Main Exhibit Hall The Pet Consultants  
Cloverleaf Building Glencoe Football Bingo  
Main Exhibit Hall 4-H Paw Power Club

### **Wednesday, June 06, 2001**

Friendship Square 4-H First Year Dog Clinic  
Arts & Crafts Building 4-H Guide Dogs  
Meeting Room 4-H Horses Unlimited Meeting  
Main Exhibit Hall 4-H Best Friends Dog Club

### **Thursday, June 07, 2001**

Grandstand Arena Silver Shadow Riders 4-H

### **Saturday, June 09, 2001**

Grandstand Arena N.W. Pee Wee Rodeo  
Cloverleaf Building Wedding Reception  
Large Show Ring Silver Shadow Riders 4-H  
Main Exhibit-South Collectors West Gun Show  
Arts & Crafts Building 4-H Rabbit Show

### **Sunday, June 10, 2001**

Friendship Plaza Mixed Breed Dog Club  
Main Exhibit-South Collectors West Gun Show  
Grandstand Arena N.W. Pee Wee Rodeo  
Main Exhibit-North Oregon Collectors Market

### **Monday, June 11, 2001**

Main Exhibit Hall 4-H Dog Meeting  
Grandstand Arena Fly Girls Drill Team Practice  
Main Exhibit Hall Waggin' Masters 4-H Meeting  
Meeting Room 4-H Dog Club Book Meeting

### **Tuesday, June 12, 2001**

Cloverleaf Building Glencoe Football Bingo  
Main Exhibit Hall 4-H Paw Power Club  
Main Exhibit Hall The Pet Consultants  
Arts & Crafts Building 4-H Dyno-Mutts Meeting  
Grandstand Arena Sheriff's Posse Practice

### **Wednesday, June 13, 2001**

Grandstand Arena 4-H Ridge Top Riders Practice  
Main Exhibit Hall 4-H Best Friends Dog Club

### **Thursday, June 14, 2001**

Main Exhibit N.W. Regional ESD Meeting  
Grandstand Arena Bronco Busters 4-H Riding  
Large Show Ring Silver Shadow Riders 4-H

### **Friday, June 15, 2001**

Grandstand Arena 4-H Creekside Fillies  
Cloverleaf Building Intel Retirement Roast

### **Saturday, June 16, 2001**

Warm-Up Arena and 4-H Pre-Fair Event  
Arts & Crafts Building 4-H Poultry Show  
Main Exhibit Hall Rocky Mtn. Elk Foundation



**Sunday, June 17, 2001**

Grandstand Arena 4-H Horses Unlimited Practice

**Monday, June 18, 2001**

Large Covered Show Waggin' Masters 4-H Meeting

Grandstand Arena Fly Girls Drill Team Practice

Cloverleaf Building 4-H Program Fair Preparation

Main Exhibit Hall 4-H Dog Club

Main Exhibit Hall 4-H Dog Meeting

**Tuesday, June 19, 2001**

Main Exhibit Hall 4-H Paw Power Club

Arts & Crafts Building 4-H Dyno-Mutts Meeting

Main Exhibit Hall The Pet Consultants

Grandstand Arena Sheriff's Posse Practice

Cloverleaf Building Glencoe Football Bingo

**Wednesday, June 20, 2001**

Arts & Crafts Building 4-H Cat Club Meeting

Main Exhibit Hall 4-H Waggin' Masters Dog

Main Exhibit Hall Beaverton Golden Grads

Floral Bldg./Tunnel Earth Dog Trials

**Thursday, June 21, 2001**

Floral Bldg./ Tunnel Earth Dog Trials

Grandstand Arena 4-H Gaming Practice

**Friday, June 22, 2001**

Grandstand Arena 4-H Creekside Fillies

**Saturday, June 23, 2001**

Grandstand Arena 4-H Seize the Day Club

Main Exhibit-South Birthday Party

Grandstand Arena Silver Shadow Riders 4-H

Cloverleaf Building Birthday Party

Grandstand Arena Bronco Busters 4-H Riding

**Sunday, June 24, 2001**

Grandstand Arena 4-H Horses Unlimited Practice

Meeting Room Happy Hoppers 4-H Club

Grandstand Arena Rodeo Sweethearts Drill

Quadrant Property Oregon Rally Cross Race

**Monday, June 25, 2001**

Main Exhibit Hall Waggin' Masters 4-H Meeting

Grandstand Arena Fly Girls Drill Team Practice

**Tuesday, June 26, 2001**

Main Exhibit Hall 4-H Paw Power Club

Grandstand Arena Sheriff's Posse Practice

Arts & Crafts Building 4-H Dyno-Mutts Meeting

Cloverleaf Building Glencoe Football Bingo

**Wednesday, June 27, 2001**

Main Exhibit Hall 4-H Waggin' Masters Dog

**Thursday, June 28, 2001**

Grandstand Arena 4-H Gaming Practice

**Saturday, June 30, 2001**

Complex Happy Days Celebration

## Facilitation Northwest

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May 18, 2001

Kathy Christy, Chairperson  
Washington County Fair Board  
Hillsboro, OR

Dear Kathy:

There are three arenas all public organizations must attend to in order to serve their citizens well.

1. **PURPOSE:** They must have a clear understanding of why they exist, where they are now and where they need to go.
2. **SYSTEMS:** They must have an understanding of the appropriate roles and responsibilities of the various players of the organization and develop the necessary systems to ensure that the goals and purposes are achieved through actions of the individual players as they fulfill their respective roles.
3. **DYNAMICS:** They must develop a manner and style of working together that honors the unique styles and personalities of the members of the organization as it faces issues, solves its problems and celebrates its achievements.

Organizations are dynamic, fluid, and ever-evolving. Nothing remains the same for long. Personnel change. Issues change. Goals change. The way it used to be is not necessarily the way it is going to be. That is why successful public organizations take time periodically and regularly to look at each of these elements, to re-evaluate, to refresh, to re-align.

It is my understanding that because of recent changes among the staff and on the board you would like your board to take some time to examine their role as a policy board and to develop plans and strategies to re-focus the energies of staff and board onto the important issues before you.

To do this, I would like to interview both board and staff members to develop an understanding of the thoughts, ideas and concerns each has about the state of the Washington County Fair as an organization at this point in time. These interviews would allow me to prepare an agenda for a workshop with the Board to review, evaluate and

process the information. I would expect that in the process of dealing with the information we will have ample opportunity to talk about roles and responsibilities as well as develop some ideas, if not specific strategies for getting on down the road successfully.

In setting up this process, I believe that it would be best to talk with staff members first, and then with the Board. This will give me the perspective I need in order to understand the views of board members and better prepare the agenda.

After the interviews have been completed, we would then convene a meeting of the Board, Manager and myself to process the data. Where, if anywhere, we go from there can best be determined after the meeting.

I believe this process would allow the Washington County Fair Board the opportunity you are seeking to air concerns, resolve issues, and prepare to move ahead with the important work before you.

The unique answers and solutions belong to the organization. You know who you are and where you want to go. However, I do have considerable experience in working with public policy boards and their staff groups. I understand the dynamics, systems and problems of local governments as they work to serve their citizens. I use this experience to facilitate the exploration of your key issues within the context your unique constellation of people, goals, and issues.

I am including a list of organizations with whom I have worked over the years as well as a resume and a list of several specific references for you.

As I stated to you on the phone, my rates are \$1000.00 per day on-site and will be billed out in ½ day increments. Any and all expenses necessary for the successful presentation of the workshops, e.g., travel, lodging, meals, photocopying, will be paid the Washington County Fair Board.

I would look forward to working with you, your board and staff in this endeavour.

Sincerely

Marvin D. Himmel  
Facilitation Northwest.

Attachments:

Recent References  
Resume

# RESUME

MARVIN D. HIMMEL  
1673 McKinley St.  
Eugene, OR 97402

(541) 686-1412

**CAREER HISTORY** FACILITATION NORTHWEST / MARVIN HIMMELCONSULTING, 1984 – Present. Consultation, facilitation and training services for public and private sector organizations desiring high levels of participation in information rich environments with a minimum of organizational complexity. Services include facilitation, goal-setting, strategic planning, organization development, task team training, total quality, team building, board and committee effectiveness....

LEAGUE OF OREGON CITIES, 1981 - 1984. Training officer for cities and towns in Oregon. Provided training and facilitation services to elected and professional staff individuals and groups on board and organizational effectiveness related topics.

EXECUTIVE DIRECTOR, Work-Life Resources, 1977 - 1984.  
Consulting and training firm providing organization development, team-building, management and supervisory training and self-management skills for private and public sector clients.

STATE TRAINING COORDINATOR, Idaho Personnel Commission 1973 - 1977. Administration of state-wide program for management and employee development for 20 agencies and 7000 employees. Included responsibilities of Principal Personnel Analyst, Grants Manager, and senior staff member.

ADJUNCT FACULTY, Idaho State University, University of Idaho, Boise State University, Blue Mountain Community College. Periodically used as extension faculty instructor in continuing education for management and supervisory classes.

WRITER, PUBLIC SPEAKER. Articles, handbooks, newsletter publication and frequent public speaking engagements on management, public sector boards and commissions, etc.

**EDUC** IDAHO STATE UNIVERSITY. Graduate School. Completed all but thesis toward MS in Psychology. Emphasis in organizational studies. Graduate Teaching Assistant.

UNIVERSITY OF OREGON. BA, Psychology, 1969

## RECENT REFERENCES

Tom Brian, Chairman  
Washington County Board of Commisioners

Bob DeLong  
City Manager  
City of Salem

Steve Wheeler  
City Manager  
City of Tualatin

Lou Ogden  
Mayor  
City of Tualatin

Dale Jutila  
Manager  
Clackamas River Water

Bob Jean  
City Manager  
City of University Place, WA



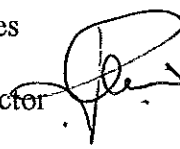
**City  
County  
Insurance  
Services**

Property, Casualty and Employee Benefit Services

P.O. Box 311 • Salem, OR 97308  
(503) 585-1121 • 1-800-922-2684  
FAX 585-1140 or 375-7996

Date: May 8, 2001

To: Mayors  
Chairs of County Commissions  
Leaders of Other Governing Bodies

From: Noel J. Klein, CIS Executive Director 

Re: Personal Liability Exposure for Elected Officials

Earlier in the year, CIS Chair, Loran Wiese, wrote to CIS members expressing our concern about the high level of employment-related claims filed against local governments in Oregon. As you know, higher claims result in higher costs that in turn require increased contributions from members. By and large, members now seem to be paying more attention to employment issues and current claims activity appears to have tapered off somewhat. Please convey our appreciation to your staff for their continued efforts and encourage them to call us for advice before they take any significant actions in this area.

This letter also requests your assistance in sharing a related issue with the elected members of your government body. There have been some recent examples where individual elected officials, more often those newly-elected to office this year, may be inappropriately involved in staffing and employment issues. Candidates who are elected on a platform of change are nonetheless required to follow the law in implementing desired changes once they get into office. The authority of an individual elected official derives from the authority of the entire governing body. The actions of an individual elected official who uses his/her position on the governing body to harass, intimidate or seek favors from any employee, if found to be outside the scope and course of their authority, may also be outside your entity's liability coverage.

Since this letter is being mailed to all our members, please be assured that these concerns are not directed specifically towards your governing body. Rather it is intended as a general reminder to all elected officials that liability arising from these kinds of actions has the potential for personal repercussion.

CIS is asking local government leaders across the state to include this letter in the agenda packet for your next meeting to advise members of your governing board that CIS protects them while they are acting in the course and scope of their duties. However, elected officials whose zeal to address staffing issues leads them to engage in individual initiatives that might be construed as creating a hostile work environment, may also be creating a personal exposure as well.

Through CIS, you have access to a number of training and other resources. We will gladly make these available to your governing body and staff so that transition and change can be facilitated in an orderly and fair manner. Please call at 1-800-922-2684 or email me at [nklein@cciservices.com](mailto:nklein@cciservices.com) if you need any assistance in this regard.

cc. City\County Manager, Administrator, Recorder or Clerk  
Dick Townsend, Executive Director, LOC  
Bob Cantine, Executive Director, AOC  
Local Agents

# WASTEWATCHERS



ALL WASTE STREAMS • ALL EMPLOYEES

5-24

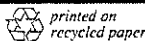
KATHY,

I USED THE SAME VERBAGE  
IN THIS EASEMENT AS YOU  
REQUESTED IN THE PREVIOUS  
13' x 18' VAULT EASEMENT  
(DRAWING ENCLOSED).

THIS NEW EASEMENT INCLUDES  
THAT VAULT.

THIS NEW VAULT WILL  
IMPROVE RELIABILITY IN THE  
AREA. ALSO, IT WILL BE  
AVAILABLE IF THE BACKGROUND  
NEEDS NEW SERVICE.

Thanks,



USE BOTH SIDES

PGE



Portland General Electric  
121 SW Salmon Street  
Portland, Oregon 97204

John G. Nelson  
Property Department

(503) 464-8125  
Fax (503) 464-2863



After recording  
Return to Portland General Electric Company  
Attn: Property Services  
121 SW Salmon St, 1WTC-04  
Portland, OR 97204

**UNDERGROUND DISTRIBUTION LINE EASEMENT**

For good and valuable consideration, the receipt of which is hereby acknowledged, **WASHINGTON COUNTY FAIRGROUND** ("Grantor(s)") hereby conveys to **PORTLAND GENERAL ELECTRIC COMPANY ("PGE")**, an Oregon corporation, a perpetual easement over, under, upon and across the following described property (the "Property"), situated in **THE N.E. ¼ OF SECTION 32, T.1 N., R.2 W., W.M., SAID WASHINGTON COUNTY, OREGON**, more particularly described as follows:

Beginning at a point on the east right-of-way line of N.E. 28<sup>th</sup> Avenue, a 45-foot width road; said point bears N 01° 40' 52" E 939.17 feet, and S 88° 19' 08" E 25.00 feet from the Southwest Corner of the David H. Belknap D.L.C. No. 43; thence S 88° 19' 08" E 15.00 feet; thence N 01° 40' 52" E 195.00 feet; thence N 88° 19' 08" W 15.00 feet to the said east road line; thence S 01° 40' 52" W 195.00 feet to the said point of beginning.

The above described tract of land is shown on P.G.E. drawing P-10020-1, attached hereto, which by reference thereto is made a part hereof.

**TERMS, CONDITIONS, AND COVENANTS**

1. This easement shall be for the right to enter upon the Property and to install, maintain, repair, rebuild, operate and patrol underground electrical power lines and signal or communications lines, and all uses directly or indirectly necessary thereto, including but not limited to the right to install surface or subsurface mounted transformers, surface mounted connection boxes, meter cabinets and temporary overhead service lines.
2. The purchase price named herein is accepted by the Grantors as full compensation for all damages incidental to this easement, including, but not limited to the value of all growing crops, brush, timber, or structures on the Property damaged or removed during any installation, repairs or rebuilding.
3. Grantors shall have the right to use the Property for all purposes not inconsistent with the uses and purposes of this easement, except Grantors shall not build or erect any structure or improvement upon, over or under the Property without the prior written consent of PGE, or allow any encroachments which could interfere with or compromise PGE's ability to exercise its rights under this easement. In the event any such encroachment occurs, Grantors shall have no right to claim additional compensation based upon the removal or damage to the source of the encroachment.
4. Grantors warrant that they have marketable title to the Property and that PGE may peaceably enjoy the rights and benefits of this easement.
5. If PGE shall fail to use this easement for a continuous period of five years after the installation of underground power lines, then this easement shall terminate and all rights granted hereunder shall revert to Grantors.
6. As used herein, the singular shall include the plural and vice versa.
7. This easement inures to the benefit of and binds the parties hereto, their heirs, devisees, administrators, executors, successors and assigns.
8. If, in the sole discretion of the Washington County Fairground, the vault should interfere with future development of the property, PGE will relocate upon 60 days written notice from the grantor to a mutually agreed upon location, all expenses for any such relocation shall be born by PGE.
9. This easement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principals of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between the County and PGE that arises from or relates to this easement shall be brought and conducted solely and exclusively within the Circuit Court of Washington County for the State of Oregon; provided however, if a claim is brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court of Oregon. PGE, by execution of this easement, hereby consents to the in personam jurisdiction of said courts. The prevailing party in a claim shall be entitled to reasonable attorney fees and costs as awarded by the court, including appeal.

IN WITNESS WHEREOF, the Grantors have executed this easement this \_\_\_ day of \_\_\_\_\_, 2001.  
Washington County Fairground by:

\_\_\_\_\_  
Grantor

\_\_\_\_\_  
Grantor

State of Oregon        )  
                                  ) ss.  
County of \_\_\_\_\_)

On the \_\_\_ day of \_\_\_\_\_, 2001, the above-named \_\_\_\_\_

perso: \_\_\_\_\_ appeared before me and acknowledged the foregoing instrument to be \_\_\_\_\_ voluntary act and deed.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

G:\MS-WORD\VWL\000297\FORMS\EASEMENT\UNDERGROUND 2000.DOC  
FORM APPROVED 04/15/98 BY VWL PGE LEGAL  
EFFECTIVE THROUGH 12/31/01

TL 100

TL 200

TL 300



TL 800  
WASHINGTON COUNTY FAIRGROUNDS

N.E. 28th AVENUE

N 88° 19' 08" W 15.00'

195.00'

195.00'

S 01° 40' 52" W

N 01° 40' 52" E

S 88° 19' 08" E 15.00'

PGE EASEMENT

EASEMENT POINT OF BEGINNING  
BEARS N 01° 40' 52" E 939.17' AND  
S 88° 19' 08" E 25.00' FROM THE  
S.W. CORNER OF THE DAVID H.  
BELKNAP D.L.C. NO. 43.

N 01° 40' 52" E 939.17'

20'

25'

NOTE: BASIS OF BEARINGS AND  
HORIZONTAL CONTROL BASED  
UPON PARTITION PLAT NO.  
1998-075, N.W.C. PS 26,250, AND THE  
TIE TO THE S.W. CORNER OF THE  
DAVID H. BELKNAP D.L.C. NO. 43  
(held N 01° 40' 52" E along the west line  
of said D.L.C. No. 43.) Reference surveys  
used were P.P. No. 1998-075, PS 26,250,  
PS 14,894, and PS 3115.

S.W. COR. DAVID H. BELKNAP D.L.C. NO 43

Portland General Electric  
Portland, Oregon

To Accompany Power Line Easement  
Washington County Fairground  
N.E. 1/4 Sec. 32, T. 1N., R. 2W., W.M., Wash. Co., Or.

SCALE 1"=60'

DATE 5-23-01

DRAWN BY

TRACED BY

CHECKED

R.L.B.

APPROVED

DWG. NO. P-10020-1

TL 100

TL 200

TL 300

TL 800  
WASHINGTON COUNTY FAIRGROUNDS

N.E. 28th AVENUE

TANGENT TABLE		
NUMBER	DISTANCE	BEARING
T1	13.00'	N 88° 10' 22" E
T2	18.00'	N 01° 49' 38" W
T3	13.00'	S 88° 10' 22" W
T4	18.00'	S 01° 49' 38" E

T3  
T2  
T4  
PGE EASEMENT

PREVIOUS EASEMENT

N 01° 49' 38" W 943.47'

20' 25'

SW COR BELKAMP DLC 43

Portland General Electric  
Portland, Oregon

To Accompany Power Line Easement  
Washington County Fairground  
N.E. 1/4 Sec. 32, T. 1N., R. 2W., W.M., Wash. Co., Or.

SCALE 1"=60'	DATE 12/15/00	
DRAWN BY	TRACED BY	CHECKED
R.L.B.		

APPROVED  
176514 DWG. NO. P-10020



WASHINGTON COUNTY  
FAIR &  
**RODEO**



Hillsboro, Oregon  
July 25-28, 2001

1997  
"RODEO OF THE YEAR"  
COLUMBIA RIVER CIRCUIT

2001 DIRECTORS

BRIAN ANDERSON  
MIKE BAKER  
LARRY BELLAMY  
WINNIE DANIELS  
CODY FEINAUER  
LYNN HAYNES  
GARY McVEY

WASHINGTON COUNTY  
YEAR 2001 RODEO QUEEN  
BRANDI WILLIAMS



June 5, 2001

Washington County Fair Board & Staff  
872 NE 28<sup>th</sup> Ave  
Hillsboro, OR 97124

Re: Copenhagen Pro Rodeo Sponsorship

Dear Fair Board & Staff:

I have spoken several times with Sean Erskine from Copenhagen Pro Rodeo. They are a National PRCA Rodeo sponsor and are interested in being a \$2,500 sponsor for our rodeo. This sponsorship would require us to hang four banners in the arena & provide a 20' X 30' space for their fully enclosed booth. Yes, they would be providing "free" samples of their product to our 18 and older patrons after they fill out a simple form and show I.D. This could also open the door for us to become one of the nationally televised rodeos on the Copenhagen Pro Rodeo Series. Unfortunately, a sponsorship of this nature is not possible due to the three-year contract between the Fair Complex and The Tobacco Free Coalition "TFC".

Because of the contract with TFC, Copenhagen Pro Rodeo cannot have their booth on the Fair Complex. In light of this new information, provided by Terry Amato, Copenhagen has offered a \$500 sponsorship. In exchange for the \$500 sponsorship, we would hang 2 banners with "Copenhagen Pro Rodeo" on them. These banners do not advertise any product; they only promote their service.

Once the contract with TFC is completed, I would like to have Copenhagen Pro Rodeo as a \$2,500 rodeo sponsor.

I would appreciate your thoughts on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Cody Feinauer". The signature is written in a cursive style.

Cody Feinauer  
President  
Washington County Rodeo Committee

WASHINGTON COUNTY FAIR AND RODEO  
872 NE 28TH HILLSBORO, OR 97124 503-648-1416

Handed out @ mtz