

WASHINGTON COUNTY FAIR COMPLEX

Board Meeting

March 2, 2005

Floral Building
Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124

Regular Session – 4:30 p.m.
Executive Session – 5:30 p.m.*

* If necessary.

AGENDA

NOTICE OF MEETING

Washington County Fair Complex Board
Regular Meeting: Wednesday, March 2, 2005, at 4:30 p.m.
Executive Session: Wednesday, March 2, 2005, at 5:30 p.m.*
Floral Building
Hillsboro, Oregon 97124

A. Richard Vial, Chair
Herbert Hirst, Vice Chair
Kathy Christy, Secretary
Dan Logan, Member
W. Rafe Flagg, Treasurer
Kathy Schmidlkofer, Member
Ken Madden, Member

Standing Committees

Air Show & Airport Interface
Herbert Hirst, Board Member

Booster/Coalition Liaison
Kathy Schmidlkofer, Board Member

Development Committee
Rich Vial, Chair
Herbert Hirst, Board Member
W. Rafe Flagg, Board Member

Fair Visioning Committee
Kathy Christy, Chair
Dan Logan, Board Member
Ken Madden, Board Member

148 Days to the 2005 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. **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.
- C. **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.
1. Financial Statements
 - A. Budget Overview – January 2005
 - B. Balance Sheet – January 2005
 - C. Other, if any
 2. Fair Board Minutes – February 2005
 3. Facility Use Schedule – March 2005
 4. Other, if any

D. Special Reports

1. 4-H Report – John Baggott, OSU Extension Service
2. Fair Boosters Report – Ed Kristovich, Booster President
3. Air Show & Airport Interface Committee – Herbert Hirst, Board Member
4. Fair Visioning Committee – Kathy Christy Board Members
5. Booster/Coalition Liaison, Kathy Schmidkofer, Board Member
6. Treasure's Report – W. Rafe Flagg, Board Member
7. Operations Report – Don G. Hillman, Executive Director
8. Other, if any

E. Old Business

1. Redevelopment Update, if any
2. Board Reorganization – Draft Document
3. Other, if any

F. New Business

1. Fair Boosters Memorandum of Understanding
2. Executive Director Evaluation – Approve Format
3. Other, if any

G. Announcements

1. Calendar of Events
2. Other, if any

H. Correspondence

1. Letters and Cards, if any
2. Other, if any

I. Board Oral Communications

J. Other Matters of Information

1. Newspaper Articles, if any
2. Website Activity
3. Other, if any

K. Adjourn

*Executive Session pursuant to ORS 192.610-192.690 to discuss Real Estate matters and/or Personnel issues immediately following the regular Fair Complex Board meeting, if deemed necessary.

CONSENT ITEMS

County of Washington

Washington County Fair Complex
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Hillsboro, Oregon 97124
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FAX MEMORANDUM

Date: January 5, 2005

To: Washington County Fair Complex Board
Washington County Fair Complex

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

Re: February 2005 Financial Statements

Find attached the February 2005 Budget Overview and Balance Sheets. They were produced by the Washington County Finance Department's WIZARD program and reflect accounting activity from July 2004 – February 2005.

WASHINGTON COUNTY FAIR COMPLEX
Budget Overview July 2004 - January 2005

2/23/05

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

- | | |
|---|---|
| 1. Preserve the annual County Fair & Rodeo and its heritage. | 2. Promote the "World-Class" agriculture of the County. |
| 3. Provide a welcoming environment for all volunteers. | 4. Commitment to life-long learning with a special emphasis on youth. |
| 5. Promote year-round facilities for consumer trade shows, public expositions and special gatherings. | 6. Promote a sense of community among County residents. |

Description	July 2004	August 2004	September 2004	October 2004	November 2004	December 2004	January 2005	Year to Date 2004/05	Adopted 2004/05	%
1 Opening Balance	\$ 397,999	\$ 145,239	\$ 351,993	\$ 299,382	\$ 375,413	\$ 393,093	\$ 387,786		\$ 379,757	
2										
3 Interim Operating Revenues										
4										
5 Parking	\$ 75	\$ 28,965	\$ 70	\$ -	\$ 7,697	\$ -	\$ -	\$ 36,807	\$ 26,000	142%
6 RV Park		930	1,680	332	1,910	543	403	5,798	15,350	38%
7 Rentals	13,005	4,100	16,531	18,312	28,721	21,164	20,963	122,796	174,894	70%
8 Concessions	2,813	200	1,078	100	100	200	100	4,591	6,000	77%
9 Misc Income	6,181	2,425	1,794	297	213	(158)	(32)	10,720	10,500	102%
10										
11 Total Interim Operating Revenues	\$ 22,074	\$ 36,620	\$ 21,153	\$ 19,041	\$ 38,641	\$ 21,749	\$ 21,434	\$ 180,712	\$ 232,744	78%
12 Interim Operating Expenses										
13 Personal Services	\$ 14,081	\$ 23,727	\$ 28,541	\$ 38,147	\$ 27,311	\$ 27,351	\$ 25,373	184,531	\$ 306,419	60%
14 Supplies	4,636	3,116	2,367	201	424	445	1,362	12,551	22,000	57%
15 Professional Services	672	783	-	473	-	629	202	2,759	8,000	34%
16 Advertising	273	748	33	395	277	199	546	2,471	6,000	41%
17 Printing	-	-	-	-	-	-	-	-	1,000	0%
18 Communications	32	75	44	44	87	-	45	327		
19 Utilities	489	2,613	5,605	3,124	3,906	4,034	7,362	27,133	77,000	35%
20 Repair and Maintenance	6,736	3,553	241	2,271	2,017	1,940	15,733	32,491	45,000	72%
21 Rentals	665	796	484	215	215	215	456	3,046	6,000	51%
22 Dues and Memberships	-	30	30	55	337	311	60	823	1,125	73%
23 Training and Travel	-	-	393	-	-	-	121	514	400	129%
24 Insurance	13,009	-	-	28	-	-	-	13,037	13,250	98%
25 Postage	-	-	-	49	77	-	-	126	1,600	8%
26 Printing internal	190	-	10	778	-	-	-	978	-	
27 Telephones	-	-	655	494	625	467	491	2,732	6,500	42%
28 Special Expenses	131	402	1,945	(680)	109	821	473	3,201	11,000	29%
29 County Legal	-	-	-	769	-	135	1,620	2,524		
30 County Indirect Cost	-	3,319	-	-	3,319	-	-	6,638	13,936	48%
31										
32										
33 Total Interim Operating Expenses	\$ 40,914	\$ 39,162	\$ 40,348	\$ 46,363	\$ 38,704	\$ 36,547	\$ 53,844	\$ 295,882	\$ 519,230	57%
34										
35 Net Interim Revenues/Expenses	\$ (18,840)	\$ (2,542)	\$ (19,195)	\$ (27,322)	\$ (63)	\$ (14,798)	\$ (32,410)	\$ (115,170)	\$ (286,486)	

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WASHINGTON COUNTY FAIR COMPLEX

Budget Overview July 2004 - January 2005

36	Description	July	August	September	October	November	December	January	Year to Date	Adopted	2/23/05
37		2004	2004	2004	2004	2004	2004	2005	2004/05	2004-05	%
38											
39	Fair Revenues										
40											
41	Commercial Booth Rentals	\$ 43,957	\$ 1,000	\$ -	\$ -	\$ -	\$ 3,600	\$ -	\$ 48,557	\$ 64,325	75%
42	Dept of Agriculture	-	-	-	-	-	-	35,141	35,141	38,000	92%
43	Parking Fees	1,055	76,755	-	-	-	-	-	77,810	81,000	96%
44	Admissions	724	30,776	-	652	-	-	-	32,152	60,000	54%
45	Sponsorships	36,750	8,500	-	11,250	-	5,500	-	62,000	60,000	103%
46	Carnival Income	-	67,572	-	-	-	-	-	67,572	65,000	104%
47	Advertising	1,150	300	-	-	-	-	-	1,450	1,500	97%
48	Entry Fees	4,147	299	-	-	-	-	-	4,446	4,600	97%
49	Rentals	-	(11)	-	-	-	-	-	(11)	-	
50	Concessions	12,850	67,064	-	-	-	-	-	79,914	81,675	98%
51	Other Revenues	248	7,166	-	-	-	-	-	7,414	12,600	59%
52											
53	Total Fair Revenues	\$ 100,881	\$ 259,421	\$ -	\$ 11,902	\$ -	\$ 9,100	\$ 35,141	\$ 416,445	\$ 468,700	89%
54	Fair Expenses										
55	Personal Services	\$ 6,634	\$ 13,007	\$ 11,481	\$ 16,950	\$ 11,577	\$ 11,255	\$ 11,368	\$ 82,272	\$ 184,548	45%
56	Supplies	8,558	1,750	529	16	6	-	29	10,888	12,500	87%
57	Professional Services	20,577	41,458	13,880	750	(1,230)	-	-	75,435	72,000	105%
58	Advertising, Promotions, etc.	88,278	3,416	-	-	1,784	45	3,483	97,006	100,000	97%
59	Printing	-	-	-	-	-	-	-	-	3,000	0%
60	Communications	-	-	-	-	-	-	-	-	-	
61	Utilities	-	1,936	1,099	-	-	-	-	3,035	14,000	22%
62	Repair & Maintenance	-	2,773	14	-	-	-	-	2,787	2,500	111%
63	Rentals	1,178	3,997	173	-	-	579	-	5,927	8,000	74%
64	Dues and memberships	-	-	-	-	-	775	-	775	750	103%
65	Travel and Training	-	-	-	613	210	277	1,293	2,393	4,500	53%
66	Insurance	13,009	-	-	-	-	-	-	13,009	13,250	98%
67	Postage	-	-	-	-	-	-	-	-	900	0%
68	Printing	1,198	-	-	-	-	-	-	1,198	-	
69	Telephone	506	800	-	-	-	-	-	1,306	2,500	52%
70	Other/Special Expenses	77,987	23,174	2,811	1,325	19,876	2,316	5,743	133,232	132,650	100%
71	Awards	27,996	11,826	(1,570)	-	2,476	22	-	40,750	46,150	88%
72	Indirect	-	3,319	-	510	3,319	-	-	7,148	14,436	50%
73	Capital	-	-	-	-	-	-	-	-	-	
74											
75	Total Fairtime Expenses	\$ 245,920	\$ 107,456	\$ 28,417	\$ 20,164	\$ 38,019	\$ 15,269	\$ 21,916	\$ 477,161	\$ 611,684	78%
76											
77	Net Fairtime Revenues/Expenses	\$ (145,040)	\$ 151,965	\$ (28,417)	\$ (8,262)	\$ (38,019)	\$ (6,169)	\$ 13,225	\$ (60,716)	\$ (142,984)	

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview July 2004 - January 2005

											2/23/05
78	Description	July	August	September	October	November	December	January	Year to Date	Adopted	%
79		2004	2004	2004	2004	2004	2004	2005	2004/05	2004-05	
80	Rodeo Revenues										
81	Admissions	\$ 2,679	\$ 34,752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,431	\$ 57,600	65%
82	Sponsorships	150	22,922	-	6,900	(1,750)	-	-	28,222	50,600	56%
83	Queen Fees	-	-	-	-	-	-	-	-	1,750	0%
84	Miscellaneous	765	628	-	-	-	-	-	1,393	3,000	46%
85											
86											
87	Total Rodeo Revenues	\$ 3,594	\$ 58,302	\$ -	\$ 6,900	\$ (1,750)	\$ -	\$ -	\$ 67,046	\$ 112,950	
88											
89	Rodeo Expenses										
90	Supplies	\$ 2,861	\$ 121	\$ (407)	\$ -	\$ -	\$ -	\$ -	\$ 2,575	\$ 3,000	86%
91	Professional Services	14,351	488	1,046	-	1,229	-	-	17,114	16,375	105%
92	Advertising	448	2,492	468	-	-	-	660	4,068	5,000	81%
93	Rentals	7,142	1,402	-	1,325	-	-	-	9,869	10,000	99%
94	Training and Travel	-	-	-	-	-	-	-	-	2,500	
95	Stock Contract	20,000	-	-	-	-	-	-	20,000	22,000	91%
96	Other Misc Expenses	1,855	1,293	604	-	590	588	-	4,930	10,000	49%
97	Awards/Prizes	35,850	770	-	-	-	776	-	37,396	35,500	105%
98											
99	Total Rodeo Expenses	\$ 82,508	\$ 6,566	\$ 1,711	\$ 1,325	\$ 1,819	\$ 1,364	\$ 660	\$ 95,953	\$ 104,375	92%
100											
101	Net Rodeo Revenues/Expenses	\$ (78,913)	\$ 51,736	\$ (1,711)	\$ 5,575	\$ (3,569)	\$ (1,364)	\$ (660)	\$ (28,906)	\$ 8,575	
102											
103											
104											
105	Frite Lites										
106	Frite Lite Revenue	\$ -	\$ -	\$ 600	\$ 16,530	\$ 25,587	\$ 4,600	\$ 390	\$ 47,707	\$ 60,500	79%
107	Frite Lite Expenses	\$ -	\$ 434	\$ 2,008	\$ 25,480	\$ 1,815	\$ 1,042	\$ 1,360	\$ 32,139	\$ 38,750	83%
108											
109	Net Frite Lites Revenues/Expenses	\$0	(\$434)	(\$1,408)	(\$8,950)	\$23,772	\$3,558	(\$970)	\$15,568	\$21,750	

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview July 2004 - January 2005

										2/23/05	
110	Description	July	August	September	October	November	December	January	Year to Date	Adopted	%
111		2004	2004	2004	2004	2004	2004	2005	2004/05	2004-05	
112	Non-Operating										
113											
114	Non-Operating Revenues										
115	Hotel/Motel Taxes	\$ -	\$ 4,536	\$ 3,888	\$ 118,142	\$ 37,591	\$ 13,123	\$ 78,404	\$ 255,684	\$ 518,000	49%
116		471	613	454	458	342	1,080	642	4,060	5,000	81%
117											
118	Total Non-Operating Revenues	\$471	\$5,149	\$4,342	\$118,600	\$37,933	\$14,203	\$79,046	\$259,744	\$523,000	50%
119											
120	Non-Operating Expenses										
121											
122	Purchase/Lease	\$ 613	\$ 613	\$ 613	\$ 613	\$ 613	\$ 613	\$ 23,584	\$ 27,262	\$ 67,790	40%
123	Land Improvements		-	-	-	-	-	-	-	-	
124	Buildings and Structures		-	-	-	-	-	-	-	-	
125	Equipment	8,889	(1,493)	-	-	-	-	3,920	11,316	15,044	75%
126	Development Reserve	936	-	1,709	2,997	1,761	-	135	7,538	50,000	15%
127											
128	Total Non-Operating Expenses	\$10,438	(\$880)	\$2,322	\$3,610	\$2,374	\$613	\$27,639	\$46,116	\$132,834	35%
129											
130	Net Non-Operating Revenues/Expenses	(\$9,967)	\$6,029	\$2,020	\$114,990	\$35,559	\$13,590	\$51,407	\$213,628	\$390,166	
131											
132	Net Fair Complex Revenues/Expenses	(\$252,760)	\$206,754	(\$48,711)	\$76,031	\$17,681	(\$5,183)	\$30,592	\$24,403	(\$8,979)	
133											
134	Ending Fund Balance/Contingency	\$145,239	\$351,993	\$303,282	\$375,413	\$393,093	\$387,910	\$418,378		\$370,778	
	Note: Difference in September ending Fund Balance and October beginning fund balance of \$3,898.37 is due to A/P entries made for August and September after prior reports were run.										
	Note: Difference in December ending Fund Balance and January beginning fund balance of \$124.85 is due to A/P entries made for prior periods after reports were run.										

**Washington County Fair Complex
Balance Sheet
31-Jan-05**

ASSETS

Current Assets

Cash

Fairplex..Petty cash..	\$ 200
Fairplex..Cash drawer.Frite Lites.	500
Fairplex..General Cash Account..	111,367
Fairplex..USNB WASHCO ACH Clearing..	-
Fairplex..CCB-General Account..	4,981
Fairplex..CCB-Money Market Account..	298,590
Fairplex..CCB-ATM Account..	9,685
Total Cash	\$ 425,323

Accounts Receivable

Fairplex..Accounts receivable - Sub..	\$ 4,038
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Prepays

Prepaid items	\$ 24,666
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Total current Assets

\$ 454,027

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Fairplex..Accounts Payable..	\$ (17,477)
Fairplex..Accounts payable- other..	-
Fairplex..Deposits payable-subsidia..	(1,100)
Fairplex..Retainage payable..	(1,118)
Total Payables	\$ (19,695)

Other Current Liabilities

Fairplex..Amounts due to others..	-
Fairplex..Conversion Account..	-
Fairplex..Payroll payable..	-
Fairplex..Deferred revenue- unavail..	-
Fairplex..Deferred revenue -unearne..	6,870
Fairplex..Deferred revenue -unearne.Main Exhibit Hall.	-
Fairplex..Deferred revenue -unearne.Cloverleaf Building.	(468)
Fairplex..Deferred revenue -unearne.Grounds/General.	2,095
Fairplex..Deferred revenue -unearne.Deferred Advertising Inco.	-
Fairplex..Deferred revenue -unearne.Deferred Airshow Income.	-
Fairplex..Deferred revenue -unearne.Deferred Commercial Exhib.	(1,150)
Fairplex..Deferred revenue -unearne.Deferred Concession Reven.	-
Fairplex..Deferred revenue -unearne.Deferred Sponsorship Inco.	1,800
Fairplex..Deferred revenue -unearne.Deferred Facilities Renta.	(25,101)
Total Deferred Revenues	\$ (15,955)

Total Liabilities

\$ (35,649)

Equity

Fairplex..Fund Balance..	\$ (387,787)
Net (Income)/Loss for the Period	(30,591)
Net Equity	\$ (418,378)

Total Liabilities and Equity

\$ (454,027)

**Minutes
Washington County Fair Board
Wednesday, February 2, 2005**

Convened: 4:30 pm

FAIR BOARD:

President Rich Vial

Vice President Kathy Christy

Treasurer W. Rafe Flagg

Board Member Herb Hirst

Secretary Kathy Schmidkofer

Board Member Ken Madden

Board Member Dan Logan

STAFF:

Don Hillman, Executive Director

Lisa DuPre, Marketing/Events Director

Leah Perkins, Fair Coordinator

GUESTS:

Jamie Andrews, 2005 Washington County Fair Rodeo Queen

Camie Johnston, 2005 Miss Rodeo Oregon,

PRESS:

President Vial called the meeting to order at 4:30 p.m., welcomed everyone, and called for audience time for people wishing to address to board on items not on the agenda.

Joe Evers – Stated that at the January 2005 Board Meeting, Board Member Hirst asked if other fairs made a profit and he found that Jackson, Clackamas, Douglas, Deschutes and Josephine Counties all make a profit on their fair.

President Vial introduced special guests Miss 2005 Rodeo Oregon and the Miss 2005 Washington County Fair Rodeo Queen.

1. Consent Agenda

President Vial asked the Board and the public if there were any items requested to be removed from the Consent Agenda.

Motion by Board Member Hirst to approve the Consent Agenda. Second by Board Member Flagg. Motion carried 5-0.

2. Special Reports

A. Rodeo Report – None

B. 4-H Report – John Baggott, OSU Extension Service, reported that all the leaders met in January and that the 4H superintendents would meet at the end of this month. No new information on the possible relocations from Capital Center.

President Vial commented that 60% of the complex facility usage is for 4-H and explained that development could affect 4H use and scheduling in the future. President Vial asked if other counties have the same usage. Mr. Baggott explained that other counties do not have this much facility use, especially in regards to animals. President Vial asked that staff begin a dialogue with Mr. Baggott and be proactive on the possible transition to the new facility.

Board Member Flagg asked what percent of 4-H meetings and functions are held outside the facility. Mr. Baggott explained that most of the static meetings are held in people's houses, but most of the dogs and small animals use Fair Complex facility.

C. Boosters Report – None

D. Operations Report – Executive Director Hillman added to his written report that Rose Festival is changing carnival operators so \$7500 in rentals will be lost, however, we have added \$2000 per month for the rental of the fenced area near lightrail. Grandstand deconstruction went well, the site will be prepped and fencing installed.

Executive Director Hillman also added that staff has met with Rodeo Contractor John Growney and Mr. Growney is working with a number of our rodeo volunteers and that staff is recommending to have the website designer from the County work with staff for the web site re-design.

Motion by Board Member Hirst to authorize staff to use the County Web Designer for the Fair Complex website redesign. Second by Board Member Flagg.

Amended motion by Board Member Flagg to authorize staff to use the County Web Designer for the Fair Complex website redesign and limit expenditure to \$1500 due to the other proposal that was received. Second by Board Member Hirst. Motion carried 5-0.

E. Air Show & Airport Report – Board Member Hirst explained that the Air Show is still working on how to set firm dates, but it's not looking good.

President Vial asked to have a meeting scheduled with members of the Air Show to discuss this matter.

President Vial reported that the Port of Portland is no longer pursuing the acquisition any Fair Complex property and they are willing to discuss allowing the Fair Complex to include Port property in its development planning.

Judy Marsh – Requested that the Air Show give money to 4-H and FFA since the Air Show hurts the County Fair.

F. Fair Visioning Committee Report – Board Member Schmidlkofer reported that she and Board Member Christy met with Executive Director Hillman and that further discussions will continue.

G. Treasurer Report – Board Treasurer Flagg reported that two budget models for the upcoming county fair would be presented and they are consistent with last year's expenditures and revenue.

H. Other, If any - None

3. Old Business

A. Redevelopment Update – Executive Director Hillman reported the Development Committee met with the Port of Portland and that the Board will be meeting with the County on the 15th to update the Commissioners regarding the Preliminary Master Plan. President Vial explained that they will only have rough drawings and Opus will do updates after the meetings; that two public meetings will be held to solicit public comment; and that the public notice should provide a place for the public to obtain a copy of the plan via the Fair Complex website, e-mail, fax or picked-up at the office.

B. Proposed FYE 2005-06 Budget – Executive Director Hillman explained that a formal adoption of the budget is required, and then presented all three models and explained the budget to the Board.

Motion by Board Member Hirst to adopt Budget Model I as presented by staff. Second by Board Member Flagg. Motion carried 5-0.

C. Board Appointments – Executive Director Hillman reported that President Vial had been reappointed to a three year term.

D. Premiums – Executive Director Hillman gave a brief explanation, Board discussion ensued. President Vial asked Rich Gerard and Lyle Spiesschaert to comment.

Lyle Spiesschaert and Rich Gerard – Introduced as members of the Fair Coalition.

Executive Director Hillman reported to the Board that staff met with Coalition leadership three times and found their interest to be mainly competitive exhibits, including 4-H and FFA, camping, entries, premiums, and the Amphitheater. Requested that this group be given the responsibility to produce the 2005 Competitive Exhibits Program through the Boosters through a Memorandum of Understanding.

Lyle Spiesschaert – Explained that interest with the Coalition is strong, and that the idea of producing the County Fair really challenged the group. They decided that managing the entire fair would be too much, but that the competitive exhibits program was a good match. They agree that this is the group that could do this and understand that there is no more money and don't envision dramatic changes, just improvements. The superintendent system is good and will not change, and current superintendents will be invited to help. The Coalition Steering Committee will be the clearing house and one member will be approved to work with the staff.

President Vial explained that the Board will retain policy authority and would delegate the responsibility and opportunity to the Coalition Steering Committee through the Boosters, but noted concern on how long it could take and asked for a motion to move forward with the M.O.U. within 30 days. Discussion ensued.

Motion by Board Member Madden to authorize staff to assign to the Boosters Club, and recognize the Ad Hoc Committee as having the responsibility for programming all the competitive exhibits for the 2005 Fair, and authorize staff to act on behalf of the Board for the M.O.U. Second by Board Member Hirst. Motion carried 5-0.

Board Member Flagg asked that the M.O.U. result in a contract due to the amount money being handed over and asked for success measures to be included.

John Baggott, OSU Extension Service, asked for a clear directive on whom 4-H would be working with in what areas.

Board Member Flagg stated that he understood that the Steering Committee would determine premiums, but would not want to see 4-H and FFA premiums be reduced.

Board Member Christy joined the meeting in progress at 6:15 pm.

E. Board Reorganization

Sheila Day – Wanted to know about the White Paper on Governance Structure; disagrees on many points; thought that the comments written by Executive Director Hillman were bizarre; hopes that County Commissioner Duyck will never see this; and hopes that the Board will be reviewing it carefully.

F. Other - None

4. New Business

A. Board Elections –

Board Member Christy nominated President Vial for a second term. Second by Board Member Hirst – Motions carries 6-0

Board Member Madden nominated Board Member Hirst for Vice President. Second by Board Member Christy. Motion carries 6-0.

Board Member Hirst nominated Board Member Christy for Secretary. Second by Board Member Schmidlkofer. Motion carries 6-0.

Board Member Hirst nominated Board Member Flagg for a second term as Treasurer. Second by Board Member Madden. Motion carries 6-0.

President Vial asked for a change in title from President to Chairman.

President Vial made committee appointments. Board Member Hirst as Air Show and Airport Interface Committee; Kathy Christy and Kathy Schmidlkofer as Fair Visioning Committee; and no action on the Development committee.

Motion by Board Member Hirst to approve committee recommendations. Second by Board Member Madden.

Amended motion by Board Member Hirst to have Board Member Schmidlkofer be the board liaison to the Fair Coalition instead of serving on the Visioning Committee and appoint Board Members Madden and Logan to serve with Board Member Christy on the Visioning Committee. Second by Board Member Flagg. Motion carried 6-0.

B. Other, if any — None

5. **Announcements** – None other than what was in the packet
6. **Correspondence** - None other than what was in the packet
7. **Board Oral Communications** - None other than what was in the packet
8. **Other Matters of Information** -
 - A. Newspaper Articles, if any
 - B. Website Activity
 - C. Other, if Any

With no further business before the Board, Chairman Vial adjourned the meeting at 6:35 pm.

Motion by Board Member Hirst to adjourn. Second by Board Member Flagg. Motion carried 6-0.

Don G. Hillman
Recording Secretary

Rich Vial
Board President



WASHINGTON COUNTY OREGON

Fair Complex

MARCH 2005-EVENT SCHEDULE

*(**Highlighted activities are no-charge events.)*

Tuesday, March 01, 2005

****Cloverleaf Bldg. 4-H Guide Dog Meeting**
Main Exhibit-North Dog Obedience Class

Wednesday, March 02, 2005

Cloverleaf Bldg. Martial Arts Class
Main Exhibit-North Dog Obedience

****Main Exhibit-South 4-H Dog Club Meeting**

Saturday, March 05, 2005

****Cloverleaf Bldg. 4-H Bird Show**
Main Exhibit Hall Orchid Show and Sale

Sunday, March 06, 2005

Main Exhibit Hall Orchid Show and Sale

Monday, March 07, 2005

****Main Exhibit-South 4-H Club Meeting**

****Main Exhibit-North 4-H Club Meeting**

****Cloverleaf Bldg. 4-H Guide Dog Meeting**

Wednesday, March 09, 2005

Cloverleaf Bldg. Martial Arts Class
Main Exhibit-North Dog Obedience

Friday, March 11, 2005

Main Exhibit-South Gem Show

Saturday, March 12, 2005

Main Exhibit-North Oregon Exotic Bird Fair
Main Exhibit-South Gem Show

****Cloverleaf Bldg. 4-H Small Animal Event**

Sunday, March 13, 2005

****Floral Bldg. 4-H Rabbit/Bird Clubs**

Main Exhibit-North Oregon Exotic Bird Fair

Main Exhibit-South Gem Show

Monday, March 14, 2005

****Main Exhibit-South 4-H Club Meeting**

****Main Exhibit-North 4-H Club Meeting**

Friendship Plaza Smoke School

Tuesday, March 15, 2005

Main Exhibit-North Dog Obedience Class

Friendship Plaza Smoke School

****Floral Bldg. 4-H Wagon Train Meeting**

Wednesday, March 16, 2005

Cloverleaf Bldg. Martial Arts Class

Friendship Plaza Smoke School

****Floral Bldg. 4-H Dog Club Meeting**

Friday, March 18, 2005

Main Exhibit Hall Ceramics Show

Saturday, March 19, 2005

Main Exhibit Hall Ceramics Show

Sunday, March 20, 2005

Main Exhibit Hall Ceramics Show

Quadrant Property Oregon Rally Cross

Monday, March 21, 2005

****Main Exhibit-North 4-H Club Meeting**

****Main Exhibit-South 4-H Club Meeting**

Tuesday, March 22, 2005

Main Exhibit-North Dog Obedience Class

Wednesday, March 23, 2005

Cloverleaf Bldg. Martial Arts Class

Friday, March 25, 2005

Main Exhibit Hall Glass Show

Saturday, March 26, 2005

Main Exhibit Hall Glass Show

Friendship Plaza Easter Egg Hunt

Monday, March 28, 2005

Main Exhibit-North 4-H Club Meeting

Tuesday, March 29, 2005

Main Exhibit-North Dog Obedience Class

Wednesday, March 30, 2005

****Floral Bldg. 4-H Wagon Train Meeting**

Cloverleaf Bldg. Martial Arts Class

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
5708 SOUTH CAMPUS DRIVE
CHICAGO, ILLINOIS 60637

SPECIAL REPORTS

County of Washington

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

MEMORANDUM

Date: February 23, 2005

To: Washington County Fair Complex Board
Washington County Fair Complex

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

Re: February 2005 Operations Report

Bleachers – Staff is presently researching options for portable bleachers to replace seating lost with the removal of the Grandstands.

Building Inspections – The City Building Inspector and the City Fire Marshall will perform an inspection of Fair Complex Facilities in late February. Results of that inspection will be provided at a future Board Meeting.

Fairtime Layout - Staff is working with the City Fire Marshall regarding the layout for the 2005 County Fair. Based upon the City Fire Marshall's review in 2004, their Office is requiring food booth to be relocated.

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO PRESS

OLD BUSINESS

County of Washington

Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
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donh@faircomplex.com
www.faircomplex.com

MEMORANDUM

Date: January 5, 2005 (January 28, 2005)

To: Washington County Fair Complex Board
Washington County Fair Complex

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

Re: Governance Structure

Find attached a discussion requested by Commissioner Duyck regarding the Fair Complex organization and governance structure.

In summary, Oregon law provides the Fair Complex Board with broad powers and it appears that any proposed change in the organization of the Fair Complex Board or its governance structure, rests with the Fair Complex Board itself. Specifically, Oregon law provides that the Fair Complex Board has exclusive management control over the grounds and property, and is charged with its entire business management and financial affairs (ORS 565.230).

It should be understood however, that the Board of County Commissioners exercises a great deal of influence on the Fair Complex activities in having appointment authority over the members that serve on the Fair Complex Board.

Please note that the attached is in draft form and comments by the Board are welcome.

Date: January 5, 2005 (January 28, 2005)

Re: Washington County Fair Complex Reorganization - Governance Discussion

INTRODUCTION

At the request of County Commissioner Duyck and at the direction of the Washington County Fair Complex Board, staff has been asked to research varying organizational structures for the Washington County Fair Complex as a premise for the possible changes to its governance structure. A copy of Commissioner Duyck's initial reorganization discussion is attached.

Paramount to the overall discussion of a governance structure is the premise that board members, appointed or elected, must represent the public's best interest. Board members who have specific program preferences or support policy or practices that do not serve the public's best interest can cause great harm to the organization and the public that it serves. Perhaps good governance is best practiced by those board members who recognize their role as responsible trustees of the public's assets and who exercise their powers to advance the organization and programming that benefits the public as a whole rather than special interest groups whose desires and requests do not serve the greater good.

The discussion regarding possible reorganization of the Fair Complex Board is being somewhat driven by the planned redevelopment of County property currently being managed by the Fair Complex and the likelihood that new modern public facilities will be designed and constructed in the near future. The proposed redevelopment and addition of new modern public facilities, will put a different emphasis and focus than that utilized for the current operations of the Fair Complex. However, consistent throughout this discussion, it is understood that the new modern exposition facilities will be the home of the Washington County Fair.¹

A second driving factor is that during the decade of the 1990's, the annual County Fair experienced decreasing attendance during a time when the County population had unprecedented growth. Declining attendance during times of accelerated population growth necessitates an inner look at the relevancy of programming being offered to residents during that time to determine whether other programming is more appropriate.

The annual County Fair currently does not generate sufficient revenue to cover its production costs. This fact, plus years of declining attendance, has resulted in the Fair

¹ The Fair Complex is probably best known to Washington County residents for the production of the annual County Fair and secondarily, for its year-round facility rental programs that hosts a variety of trade shows, events and festivals. This is likely to change with the proposed redevelopment of the Fair Complex properties with many Washington County residents visiting the Fair Complex, perhaps for the first time, to take in various trade shows, events and festivals being hosted in the new exposition facilities.

Complex Board making programming changes to reduce the cost of the annual County Fair, and at the same time, attract more attendance. These changes have included compressing the fair into a four-day format, curtailing Amphitheatre concerts, reducing the cost of producing the PRCA Rodeo, and creating a “free admission” policy with separate admission for arena events.

BACKGROUND

Oregon Revised Statutes (ORS) 565.230 provides that “(1) the county fair board has the **exclusive management** (emphasis added) of the ground and all other property owned, leased, used or controlled by the county and devoted to the use of the county fair, and is entrusted and charged with the entire business management and financial and other affairs of such fair. (2) In order that the fairgrounds and buildings may be utilized to the fullest extent for pleasure, recreation and public benefit, the board shall at all times have the authority to provide park facilities for the public or to issue licenses and grant permits for holding of any exhibitions, shows, carnivals, circuses, dances, entertainments or public gatherings upon the fairgrounds.”

As allowed pursuant to ORS 565.210, the Washington County Board of Commissioners has appointed a seven-member board to carry out the above referenced statutory provisions. Prior to January of 2005, a five-member board had governed Fair Complex operations.

The new seven-member board is represented by two county residents from District 4, two county residents At-Large and one county resident each appointed by County Commissioners from Districts 1, 2 and 3. Terms for each of the Fair Complex board members are staggered.

The Washington County Fair Board manages approximately 101 acres of County property. Built upon the property are numerous buildings of varying age and stages of repair. Most of the existing buildings were built to host an annual county fair. The major portion of the existing property was purchased in 1952. The site is referred to as the “Fair Complex.”

The Fair Complex is a division of the County, produces the annual County Fair, and manages year-round facilities that are rented to the public for consumer shows, public expositions, and special gatherings. The Fair Board meets monthly, develops the Fair Complex's annual operating budget, and provides overall policy direction for the management of Fair Complex activities and facilities. The Fair Complex's day-to-day activities are the responsibility of the Fair Complex Executive Director, who serves at the pleasure of the Fair Board. The Fair Complex also employs additional employees who are responsible for fair time coordination, facility and grounds maintenance, and managing building rental activities.²

² The Fair Complex is a department of Washington County. The Fair Complex Board is the only County appointed body that provides overall policy direction for a department of Washington County and whose top management employee serves at the pleasure of that board. All other County departments receive

FINANCES

The Fair Complex's annual operating budget is approximately \$1,400,000 of which approximately \$716,000 is allocated to fair time activities, \$541,000 is allocated to non-fair time activities and \$133,000 is allocated to debt payment and capital outlay.

More than one-third of the Fair Complex's overall budget is funded by a countywide 7% hotel/motel tax of which the Fair Complex receives one-seventh. The Fair Complex's share of hotel/motel taxes currently subsidizes operating losses from the Fair Complex's facility rental and fair time programs of \$286,000 and \$135,000, respectively.³

The Fair Complex's facility rental program is at near capacity, but is hindered by the lack of modern exhibit/trade show space and aging facilities.

Despite an unprecedented population growth of almost 50% in the County during the 1990's, the annual County Fair paid attendance decreased by approximately 20% during the same period.⁴ Lack of programming to attract new patrons and less attention to the growing urban interests is generally believed to be the major cause of the annual fair's decrease in attendance.⁵

The financial strength and integrity of the Fair Complex will be critically important during the proposed phasing of the redevelopment project. With the present demand for additional exposition facilities in the region, it is likely that the new exposition facilities will generate net revenues that exceed their operating expenses within its first year to 18

overall policy direction from the Board of County Commissioners and only the County Chief Executive Officer and County Counsel serve at the pleasure of the Board of County Commissioners. Other boards and commissions appointed by the Board of County Commissioners are advisory only.

³ Presently, the annual County Fair and the Fair Complex's facility rental activities are not self-supporting and require a subsidy from the Fair Complex's portion of hotel/motel taxes. With the prospects of new modern exposition facilities that will also serve as the home of the Washington County Fair, subsidies of any kind for either activity should be diminished/reduced as a matter of good public policy. County Code states that one-seventh of the transient room tax "... shall be distributed the Washington County Fair for the purpose of promotion and maintenance (including operation) of the fairgrounds." It could be argued that the transient room tax was not intended to subsidize expenses related to the annual County Fair, but rather to promote and maintain the fairgrounds for non-fair uses.

⁴ Washington County has the youngest, most educated and highest paid work force of any county in Oregon. This was not necessarily the case prior to the surge of high tech industry to Washington County during the 1990's. This shift in demographics has created more opportunities for those in the more trendy recreation, amusement and leisure-time industries. Residents are more mobile than ever and regularly travel away from home for many of their recreational, amusement and leisure-time activities.

⁵ Many county fairs lost market share over the last decade when their programming failed to meet the expectations of the public at large. It's not that agriculture programming became less important, but that other societal and economic influences became more prominent. This included the technological changes such as the worldwide web, satellite TV, as well as more families no longer having a direct connection to farm or agricultural lifestyles.

months. At the same time, it is doubtful that the current operating subsidy for the annual County Fair will be eliminated anytime soon. Therefore, it will be important to have a very efficient and effective governance structure in place to determine funding levels for the various programs.

CURRENT OPERATIONS

In 2004, the Washington County Fair Complex Board adopted a new fair time operating model by offering “free admission” to the county fair and charging admission to all arena events and amphitheatre concerts. This change in the fair time operating model resulted in a 70% increase in attendance. Except for the lack of paid attendance at the rodeo and Sunday concert, this new fair time operation model was revenue neutral compared to the previous “paid gate” model with most arena and concerts free.

Some traditional fairgoers and exhibitors have questioned this change in the fairtime operating model, however, it is too early to determine whether attendance trends will flatten or continue to increase should the operating model continue in the future.

REDEVELOPMENT

In November 2002, a general obligation bond levy for \$40 million failed at the polls. The bond levy would have built new modern exposition and trade shows facilities that would have replaced aging facilities at the Fair Complex and served as the home of the County Fair. No precinct voted in favor of the bond levy.

In 2003, and with the concurrence of the Washington County Board of Commissioners, the Fair Complex Board issued an RFP for the redevelopment of the Fair Complex property.

In October 2004, the Washington County Board of Commissioners, in cooperation with the Fair Complex Board, approved a Letter of Intent with OPUS Northwest LLC, for redevelopment of the properties being managed by the Fair Complex Board. The redevelopment will result in the design, financing, and construction of modern exposition facilities. A preliminary master plan is due in February 2005. The preliminary master plan will include the design, financing, and construction of modern exposition facilities. It is likely that the modern exposition facilities, once constructed and in operation, will have a major effect on the Fair Complex operations and business activities in western Washington County and the City of Hillsboro.

Over the last fifteen years, there has been a great deal of discussion regarding the possible development of the Fair Complex site. The OPUS Letter of Intent represents significant progress on this matter and may very well be the County’s and Fair Complex’s best opportunity to create facilities, serving as the home of the annual Washington County Fair, for the benefit of generations to come.

CURRENT BOARD MAKEUP

Through 2003, the makeup of the five-member Washington County Fair Complex Board was dominated primarily by residents from Western Washington County's District 4 (Board Members Leahy, Spiesschaert, Day, and Vial). It was not until 2004, that the makeup of the five-member board shifted with two members residing outside District 4 (Board Members Christy and Flagg). In 2005, the newly expanded seven-member board will have four of its members residing in District 4 and three of its members residing outside District 4.

Many county fairs are in a state of transition. Fairgrounds were traditionally built to hold the annual county fair and occasional agricultural exhibitions. Single purpose facilities were commonplace. The annual fair was the main focus and those with a vested interest in the event and/or a farming background often dominated fair boards.

Through the early 1950's, board members of many small fairs did more than just develop overall policy direction. It was not uncommon for board members to also fill non-traditional roles by today's standards. Board members would be responsible for day-to-day activities such as mowing lawns, maintaining buildings, performing accounting duties, etc. It was often that the lines blurred between board member and employee responsibilities.

Non-fair activities were always secondary to the mission of the fairgrounds and it wasn't until the last twenty years that the mission of these organizations began to change and focus on non-fair activities. In response, the makeup of the fair board began to change with the board members representing more urban or suburban interests.

Modern day fairs are now recognized as individual business entities with policy-making boards who represent a diverse community and employ experienced professionals, educated and trained in modern business practices and astute in public administration.

GOVERNANCE OPTIONS

There are a number of options for the Fair Complex Board and the County Board of Commissioners to consider regarding the governing structure of Fair Complex as the organization proceeds with the proposed redevelopment and confronts the challenge of making the annual County Fair more relevant to more County residents.

Although not an exhaustive list, the following is a list of possible reorganizational models.

Model One – (As-Is) The existing seven-member Fair Complex Board, appointed by the County Board of Commissioners, provides overall policy direction on both the new exposition facilities as well as the production of an annual County Fair, and hires staff to manage those activities. For efficiency and effectiveness, and as a practical matter, the

Fair Complex Board would most likely develop three-member subcommittees to provide direct oversight and guidance for each activity.

Model Two - The existing seven-member Fair Complex Board, appointed by the County Board of Commissioners, provides overall policy direction for the new public facilities, hires staff to manage those activities, but contracts (*out-sources*) with a separate entity for the production of *parts or all of* the annual County Fair. The separate entity could be an association or non-profit organization organized specifically for that purpose.

Model Three - The existing seven-member Fair Complex Board, appointed by the County Board of Commissioners, provides overall policy direction for the annual County Fair and hires staff to manage those activities, but contracts (*out-sources*) with a separate entity for the operation and management of *parts or all of* the new exposition facilities. The separate entity could be a private group, non-profit organization or another public body managing similar public facilities. The County would likely be involved, or at least consulted, on the selection process to be used. The agreement would specify the right of the Fair Complex Board to use the new public facilities to host an annual County Fair on dates certain and without fee, except for the direct costs associated with the production of the annual County Fair (labor, utilities, security, etc.).

Model Four - The existing seven-member Fair Complex Board, appointed by the County Board of Commissioners, provides overall policy direction for the new exposition facilities and annual County Fair, hires staff to manage those activities and creates a separate advisory committee to provide advice to the Fair Complex Board and staff regarding fair-related matters. The advisory committee could be recruited and appointed directly by the Fair Complex Board, or the Fair Complex Board could identify certain groups or associations closely aligned with the annual County Fair (Washington County Livestock Association, Washington County Farm Bureau, Grange, etc.) and request that those groups designate their respective representatives.⁶

Model Five - The existing seven-member Fair Complex Board, appointed by the County Board of Commissioners, provides overall policy direction for the new public facilities, hires staff to manage those activities and delegates authority for the annual County Fair to a separate “Ad Hoc Fair Board” appointed by the Fair Complex Board. The “Ad Hoc Fair Board” would set overall policy direction for the annual County Fair and hire staff to manage those activities. The “Ad Hoc Fair Board” would submit a budget to be approved by the Fair Complex Board.⁷

Model Six - The Board of Commissioners would abolish the existing seven-member Fair Complex Board and transfer the authority of the Fair Complex Board under Oregon

⁶ The Fair Complex is using a similar model today with the twenty-two volunteer superintendents overseeing the competitive programs and making suggestions to staff on an ongoing basis.

⁷ There would be questions as to whether the staff hired by the “Ad Hoc Fair Board” would be employees of the Fair Board, and if so, who would oversee the employment arrangements, etc.

Revised Statutes to a “Fair Association” incorporated under ORS Chapter 565. The County may retain title to the existing property currently managed by the existing Fair Complex Board. (ORS 565.268)

Model Seven - The Board of Commissioners would abolish the existing seven-member Fair Complex Board and create a “Fair District,” a municipal corporation of the State, whose five-member board would be elected by the electors of the newly formed district. The authority of the Fair Complex Board would be transferred to the newly created Fair District. The County may retain title to the existing property currently managed by the existing Fair Complex Board. (ORS 565.275)

ECONOMIC AND FISCAL IMPACT

Pre-Development Analysis - Due to the age, size and condition of the current Fair Complex facilities and grounds, the economic and fiscal impact of the organization's operating and business model, or the local business community, is very limited regardless of the governance structure. Most of the facilities were constructed years ago, some with volunteer labor and donated building materials. In the current market environment, Fair Complex facilities are considered the rental facilities of last resort with event planners searching elsewhere first.

The Complex's major rental facility is a 24,000 square foot exhibit hall built in 1952 and only superficially renovated/updated in 1986. This facility has a low ceiling, numerous interior columns, and lacks modern restroom facilities and air-conditioning. The rental calendar, although busy most of the year, has not grown substantially with any new events on open dates or weekends. This facility is used primarily by existing long-term clientele and is often passed over by other event planners.

Other Complex facilities are used only sparingly and were built primarily to support fair time activities. Due to their age, size, condition and limitations, Complex facilities and grounds cannot command a rental fee that covers their cost of marketing and operation.

Conclusion - Given the current state of the Complex's facilities and grounds, it is doubtful that a change in governance structure would have any significant positive economic or fiscal impact on the organization's Facility Rental or Annual County Fair Programs, or the local business community.

Post-Development Analysis -- The construction of modern exposition facilities that will also serve as the home of the Washington County Fair, should provide significant positive economic and fiscal impact to the organization's operating and business models, and local business community, regardless of the organizations governance structure.

Facility Rental Program - As to the Complex's Facility Rental Program, all the proposed governance structure models should result in this program operating at a profit. It is common practice to reserve parts of the net cash flows for future major maintenance and renovation projects (Facility Reserve Fund).

DRAFT – DRAFT – DRAFT – DRAFT – DRAFT – DRAFT – DRAFT

Perhaps the governance model that has the greatest positive economic and fiscal impact on the Complex's operating and business models would be those that allocate a portion of the organization's governance structure specifically to this program. This could be accomplished with the development of a separate board or committee as well as outsourcing all or parts of the management and marketing of the new facilities.

As to outsourcing all or parts of the management and/or marketing of the new facilities, a hybrid approach using the expertise of the existing Complex staff and their existing client base, combined with supplementing those efforts by outsourcing marketing efforts for new clients could result in the new facilities achieving greater capacity in the shortest period of time after their inaugural opening.

In consideration of any modification of the Complex's governance structure, it is helpful to understand that to be successful in political and economic terms, this portion of the Complex's business model must be managed in a business-like fashion with a profit-oriented motive. This program, if approached properly, should generate on an annual basis, the majority of the Complex's net profits and as such, must be managed using good business principles.

Annual County Fair – As to the Complex's Annual County Fair Program, all the proposed governance structure models should result in this program providing significant economic and fiscal impacts. Again this could be accomplished with the establishment of a separate board or committee as well as outsourcing all or parts of the management or production of the event.

Given the construction of modern public exposition facilities and those facilities serving as the home of the annual County Fair, this program has an opportunity to be revitalized and attract larger crowds thereby likely reversing this program's reliance or subsidy from the Complex's share of Hotel/Motel taxes.

During this revitalization process, some programming elements will need to be addressed to attract the more urban and suburban visitor, which in turn will translate to larger crowds and growth of this event's revenue base.

Conclusion – Ideally, the Complex's governance structure should be such that the Complex can quickly and efficiently modify its operating and business models and/or policies to seize opportunities that might arise from time to time. This is perhaps more important in the Facilities Rental Program during the early stages of building market share and new clientele.

CONCLUSION

As noted above, there are numerous options regarding reorganization when it comes to the Fair Complex governance structure. Perhaps the most noteworthy conclusion regarding this matter is that Oregon law allows these decisions to rest solely with the Fair

Complex Board itself. Specifically, ORS 565.230 provides that once appointed by the Board of County Commissioners, the seven-member Fair Complex Board has “exclusive” management of the property and is charged with the “entire” business management and financial affairs of the organization.

It should be concluded that the Fair Complex Board’s ability to cope with the current challenges, and those that are likely to arise as the Fair Complex moves forward with the proposed development, is not necessarily one of governance structure, but the skills and ability of its board members, individually and as a board, to serve the best interests of Washington County residents and to act as good trustees of County property.

At this time, it may be premature to underestimate the ability of the existing seven-member Fair Complex Board to provide adequate direction and oversight for the Fair Complex in the near term. The current skill sets of the existing seven-member Fair Complex Board are varied and diverse. They include a previously elected County Commissioner and a currently seated city council person, both skilled in development and oversight of public policy; an attorney skilled and experienced in real estate, property management and development issues; an Intel executive holding an MBA in Business Administration and who grew up in Southern Oregon during the relocation of the Jackson County Fair; an individual holding an officer position in a state-wide non-profit organization; and two newly appointed board members who hold board positions in other County and State boards and commissions.

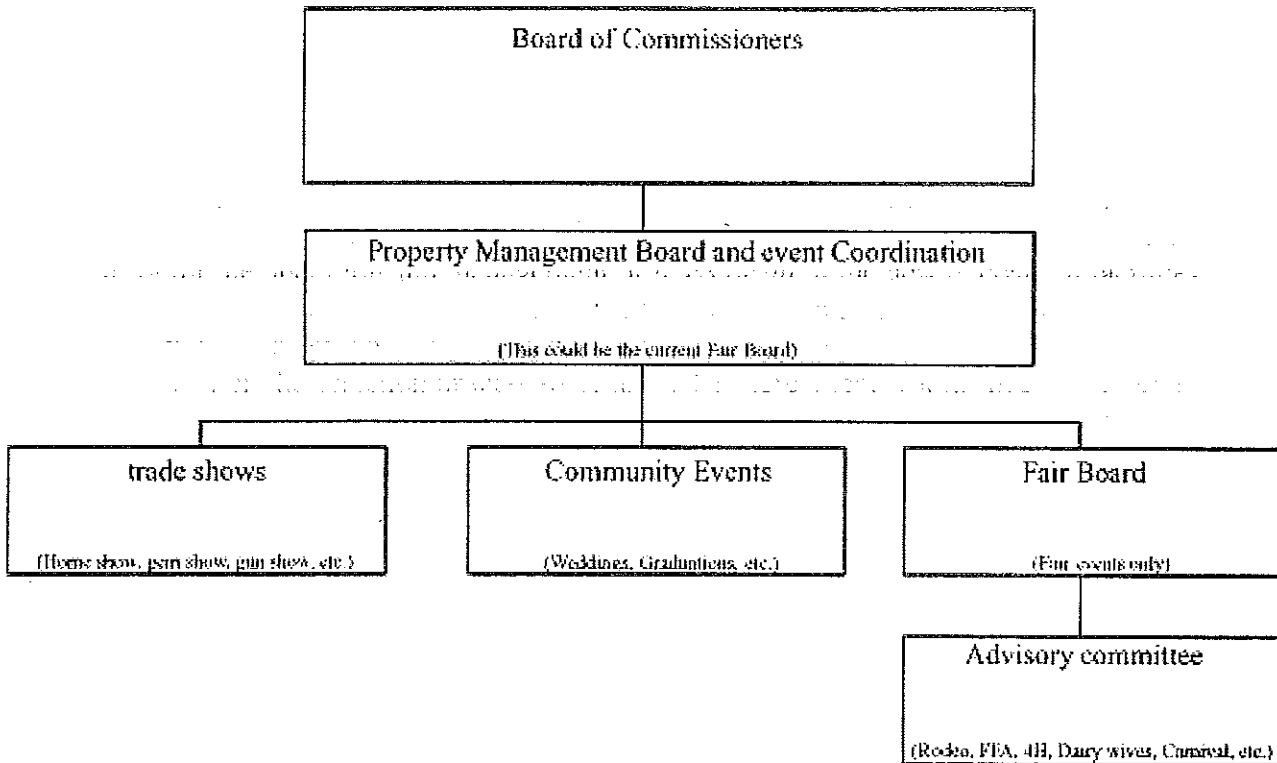
It is also important to note that the County Board of Commissioners recently increased the composition of Fair Complex Board by two members to assist it in accomplishing the above-described purposes. One of the additional members was designated as a Washington County District 4 resident to maintain that District’s representation weighting.

In addition, as a department of Washington County, the Fair Complex is expected to receive advice and assistance from the County, as appropriate, on the proposed redevelopment since it will provide the County with a long-term asset that needs prudent and responsible management. It would be shortsighted to believe that the Fair Complex should precede on its own in this endeavor. Through prudent design and planning, the proposed redevelopment will occur in phases, allowing the County and Fair Complex to weigh various affects on the organization and allowing for necessary adjustments and modifications in its governance structure if and when they become necessary.

In conclusion, it may serve well the interests of the County and the Fair Complex to allow the present seven-member Fair Complex Board to move forward without a pre-conception of any given new governance structure. Placing greater emphasis on the appointment process of future Fair Complex Board members will very likely serve the County’s interest best.

Attachment

Proposed reorganizational structure



This structure has the potential to mobilize volunteers and encourage input from those who are most closely associated with the Fair event. It would also relieve the Fairboard members of the duties of dealing with other events throughout the year. The advisory committee to the Fair should involve members of different aspects of the event. It could take form of either ex-officio membership of the Fair Board itself or a separate and distinct subcommittee. In either case, the membership would be appointed from their own respective organizations. The seven voting members of the Fair Board will continue to be appointed by the Board of Commissioners as per Oregon statute. This structure allows those who may have a limited knowledge of management, yet a strong association with the Fair event, to actively participate in its productions.

There are also many negative issues to be dealt with. The potential conflicts between governing bodies is probable, but could be limited through a clear set of duties and guidelines for each. A change in revenue streams would likely create the most impact on the event. Separating the Fair from other events, and even from the management of the property, could reduce economies of scale and subsidization of the Fair.

These issues should be looked at with a clear and objective look to examine the potential benefits and pitfalls of a major change.

Lastly, it should be noted that while the chart does not show it, the seven members of the Fair Board will continue to be answerable directly to the Board of Commissioners as Oregon law directs.

Friday, February 12, 2009

Washington County, near Longview town
Washington County, near Longview town

NEW BUSINESS

County of Washington

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

FAX MEMORANDUM

Date: February 23, 2005

To: Washington County Fair Complex Board
Washington County Fair Complex

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

Re: Boosters Memorandum of Understanding

Find attached a draft of the Booster Memorandum of Understanding (MOU) regarding this organization's role and responsibility associated with the 2005 Competitive Exhibits Program.

It will be to everyone's benefit to be very clear as to those areas that the Boosters will exercise overall control, therefore, if there is any additional language that can be suggested to achieve this goal, please feel free to make appropriate comments.

Last, but not least, since this is a one-year agreement, staff has not included any language regarding the disposition of any unexpended funds provided by the Fair Complex or additional monies generated by their efforts specific to the Competitive Exhibits Program. This may need some discussion at the Board level.

As an aside, the Booster's have decided not to use the Armory for the 2005 County Fair. Apparently, the staff misinterpreted the Visioning Committee's recommendations regarding use of this facility during fairtime. That said, we have agreed to locate a large tent on the west side of the Main Exhibit Hall (previous location of the Discover the Fun Stage) to stage exhibits being moved from the south end of the Main Exhibit Hall.

Staff will be contacting the Armory about canceling the rental agreement in effect for 2005.

**WASHINGTON COUNTY FAIR COMPLEX
873 NE 34TH AVENUE
HILLSBORO, OR 97124
PHONE 503-648-1416 FAX 503-648-7208**

MEMORANDUM OF UNDERSTANDING

RECITALS

This Memorandum of Understanding (MOU) is between the Washington County Fair Complex, a department of Washington County, a political subdivision of the State of Oregon, and hereafter referred to as "Complex," and the Washington County Fairgrounds Boosters, a non-profit mutual benefit corporation, duly recognized by the State of Oregon, and hereafter referred to as "Boosters."

This MOU is intended to outline the roles and responsibilities of the Complex and Boosters, collectively referred to as the "Parties", as they apply to the production and management of the Competitive Exhibits Program, including, but not limited to, activities associated with the 4H, FFA and Open Class Departments associated with the 2005 Washington County Fair.

This MOU is not intended to provide the Booster or the Complex with any obligation or right to provide similar services in the future.

BACKGROUND

The Washington County Fair Complex produces an annual County Fair. The annual County Fair traditionally showcases and celebrates Washington County's agricultural excellence and community talents, both in youth and adult categories. As such, the annual County Fair has established a 4H, FFA and Open Class Competitive Programs for that purpose.

Production and management of these programs have generally been the responsibility of the Complex. Recently, the Boosters, who have a history of assisting and/or participating in these programs, have expressed an interest in providing a greater role in the production and management of these aforementioned programs. For that reason, it has been determined that it would be in the best interest of the Complex to assign the production and management of these programs to the Boosters for the 2005 County Fair.

A number of meetings between representatives of the Complex and Booster have taken place recently to discuss these matters. Both parties have agreed to enter into a Memorandum of Understanding to outline the roles and responsibilities of the Complex and the Boosters as they apply to the production and management of the Competitive Exhibits Program associated with the 2005 Washington County Fair.

ROLES AND RESPONSIBILITIES

1. Both Parties agree to work in a spirit of cooperation for the benefit of the 4H, FFA and Open Class Competitive Programs, hereafter referred to as "Competitive Exhibits Program," and for the advancement and success of the annual County Fair for all residents of Washington County.
2. Both Parties recognize that the Boosters will be acting as an agent of the Complex and the Boosters will be the organization on record as being responsible for the production and management of the 2005 Competitive Exhibits Program.
3. Both Parties recognize that all monies or funds allocated by the Complex for the implementation of this MOU, and any funds or monies to received and/or generated for the Complex as a result of this MOU, are to be considered public funds of the Complex.
4. Both Parties agree that no monies or funds allocated by the Complex or to be received and/or generated by this MOU, shall benefit, directly or indirectly, the Boosters, or any member of the Boosters or their immediate family members, or any board member or employee of the Complex including their immediate family.
5. Both Parties agree to identify two individuals, associated with each Party, who will act as liaisons and primary contacts for all matters related to this MOU, and will discourage communications between both Parties by others not so identified.
6. Both Parties agree to determine, in advance, times and dates for Boosters' access to Complex grounds and facilities for the purposes associated with the Competitive Exhibits Program.
7. Both Parties agree that all policies currently adopted by the Fair Complex Board related to the annual County Fair shall remain in affect and apply to the implementation of this MOU..

Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.

Complex – To support the execution and success of this MOU, the Complex shall do the following:

1. Provide sufficient funding for the execution of the this MOU in an amount equal to the average funding of the Competitive Exhibits Program for the 2003 and 2004 Washington County Fairs, less the average revenues received and associated with the Competitive Exhibits Program for the same period of time.
2. Provide Boosters with reasonable access to the Complex grounds and facilities as is necessary for the execution of this MOU. Access may be limited or denied, in Complex's sole discretion, during certain times due to activities associated with the Complex's Facility Rental Program or for violations of the general operating requirements and policies of the Complex.
3. Provide reasonable access to Complex records associated with Competitive Exhibit Program activities regarding the 2003 and 2004 Washington County Fair.
4. Provide, in Complex's sole discretion, reasonable administrative functions to support the Competitive Exhibits Program such as executing judging contracts, etc.

Boosters - For the 2005 Washington County Fair, the Boosters shall serve as the organization of record for, and have the obligation and responsibility to produce and manage the Competitive Exhibits Programs. The Boosters' obligation and responsibility to produce the Competitive Exhibits Program is all-inclusive and includes, but not limited to the following:

1. Oversee and coordinate superintendents and clerks; premium book changes and modifications; clerking entries; selection and compensation of judges; judging schedule; set entry fees and entry deadlines; barns layout and setup (setup to start on or after July 19); stall and pen assignments; dates for animals to move-in and move-out; space for static exhibits; dates for receiving and releasing static exhibits; static exhibits setup; payment of premiums; inventory and order ribbons; order shaving/straw and arrange for manure removal; animal welfare policy; adhere to Complex's procedures regarding E-Coli and infectious diseases prevention; and hiring and scheduling night watchperson.
2. Oversee and coordinate activities associated with the campground, camping fees, and campground operating rules, setup and teardown. The Boosters recognize that the Complex requires all exhibitors and volunteers to pay the same fee and to stay in one central campground, including draft horse exhibitors and rodeo volunteers.
3. Establish appropriated fiscal controls and procedures, and oversee and approve all appropriate expenses and revenues associated with the Competitive Exhibits Program and campgrounds operations. The Boosters shall keep and maintain accurate fiscal records and account for all funds provided to Boosters by Complex and all funds collected by Boosters from the 2005 Competitive Exhibits Program. Upon request,

Boosters shall provide Complex with access to and or copies of all such fiscal records. Both parties may mutually agree in writing to have the Complex collect and deposit certain revenues or fees covered by this MOU, such as entry and campground fees. Both parties may mutually agree in writing to have the Complex pay for expenses common to other County Fair programs such as portable restrooms, tents, canopies, etc.

4. Timely notify the Complex in advance of any need to access Complex grounds and facilities.
5. Pursue and undertake additional fundraising for activities and expenses related to the Competitive Exhibit Program. Such fundraising activities shall be coordinated with the Complex to prevent any overlap or duplication and any proceeds derived therefrom shall belong to the Complex.
6. Comply with Oregon's Public Meeting Laws
7. Provide monthly reports at regularly scheduled Complex Board Meeting.
8. Provide a recap of the Competitive Exhibits Program activities and results on or before the regular September 2005 Complex Board Meeting.

OTHER PROVISIONS

WHOLE AGREEMENT. This MOU is the complete and exclusive statement of the agreement between the parties relevant to the purpose described and supersedes all prior agreements, oral or written, and all other communication between the parties relating to the subject matter of this MOU unless specifically provided for herein.

COMPLIANCE WITH LAWS. Boosters shall comply with all applicable Federal, State, and local laws, rules, and regulations. All provisions of ORS Chapters 279A, 279B, and 279C (Public Contracts and Purchasing) are incorporated herein to the extent applicable to this MOU.

NONDISCRIMINATION. No person shall be denied or subjected to discrimination in receipt of the benefits of any services or activities or activities made possible by or resulting from this MOU on the grounds of race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status. Any violation of this provision shall be considered a material breach of this MOU and shall be grounds for cancellation, termination, or suspension of this MOU, in whole or in part, by the Fair Complex.

SUBCONTRACTING/ NONASSIGNMENT. No portion of this MOU may be subcontracted or assigned to any other individual, firm, or entity without the express and prior approval of Fair Complex.

FOR FAIR COMPLEX:

FOR CONTRACTOR:

Signature	Date
Executive Director	
Title	

Signature	Date
Title	
Address	
City/State/Zip	
Telephone Number	
Social Security No. or Tax Identification No.	

County of Washington

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

MEMORANDUM

Date: February 23, 2005

To: Washington County Fair Complex Board
Washington County Fair Complex

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

Re: Executive Director Evaluation

Find attached the Annual Performance Evaluation Form used for the last two annual evaluations.

At the Board's discretion, changes and moderation can be made to this form as it see fit.

**WASHINGTON COUNTY FAIR COMPLEX
EXECUTIVE DIRECTOR
ANNUAL PERFORMANCE EVALUATION**

NAME: Don G. Hillman

JOB TITLE: Executive Director

O = OUTSTANDING (Performance, anticipation and resolution of responsibilities well above expectations)

G = GOOD

S = SATISFACTORY (Performs job requirements adequately)

N = NEEDS IMPROVEMENT (Not performing job functions adequately)

N/A = NOT APPLICABLE

O	G	S	N	N/A
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PROFESSIONAL STANDARDS

1. **Attitude:** Takes an objective and positive approach in the performance of the job.

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2. **Adaptability:** Willing to be flexible and able to cope with unusual and changing situations.

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3. **Creativity/Ingenuity:** Devise new or improved procedures or methods.

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4. **Initiative/Energy/Drive:** A self-starter who displays energy and enthusiasm. Often anticipates and initiates needed action. Displays perseverance in accomplishing tasks.

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5. **Human Relations:** Able to work well with varying personalities on all levels. Treats people as individuals, with tact, cooperation, helpfulness and empathy. Genuinely concerned for the human factor, providing equal opportunity to all.

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DEVELOPMENT

1. **Self-Development:** Identifies own developmental needs. Strives to improve and/or grow current job. Establishes, actively pursues and reaches specific self-developmental goals. Updates goals on an ongoing basis.

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2. **Subordinate Training and Development:** Identifies specific training needs. Develops skills and knowledge on timely basis. Assists in setting objectives and follows up to ensure that desired growth is being achieved. Identifies fast trackers for key positions. Completes performance appraisals on a timely basis.

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3. **Discipline:** Acts fairly on all disciplinary matters and adheres to organization policies and procedures.

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PRODUCTIVITY

1. **Communication:** Provides effective and timely information to subordinates. Solicits feedback from staff and Board Members on problems and suggestions for improvement. Maintains positive working relationship with peers.

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2. **Job Knowledge:** Possesses and demonstrates the knowledge necessary to carry out the job and applies training and experience.

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3. **Speaking Skills:** Demonstrates effective speaking skills. Expresses thoughts concisely.

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4. **Listening Skills:** Demonstrates effective listening skills.

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5. **Writing Skills:** Demonstrates effective writing skills.

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6. **Problem Identification and Solving:** Develops solutions to problems using appropriate levels of outside help. Anticipates and resolves emerging problems before they develop.

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7. **Efficiency:** Strives to maintain the most effective operation.

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8. **Quality:** Assures that work accomplishments meet the standards of Washington County Fair Complex excellence.

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9. **Cost Awareness:** Controls expenses without compromising company standards.

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PRACTICES/WORK HABITS

1. **Analytical Ability:** Ability to thoroughly think through problems and situations and arrive at an acceptable plan of action.

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2. **Decision Making:** Uses good judgment. Makes decisions on the best possible data gathered in a reasonable period of time.

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3. **Leadership:** Able to direct efforts of others to accomplish tasks. Excels in pressure situations.

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4. **Dependability:** Meets schedules and deadlines. Carries out instructions and acts on suggestions and feedback. Requires minimal supervision.

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5. **Delegation:** Delegates appropriate responsibility for specific tasks, decisions and follow-up. Provides clear and complete instructions, states expectations precisely, and uses staff members' capabilities most effectively. Holds individuals accountable for assigned task.

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6. **Motivation:** Able to instill desire on the part of others to accomplish work assignments. Strives to encourage high morale among others. Fosters teamwork. Maintains a positive environment.

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7. **Planning:** Sets goals that are realistic, challenging and meet the most critical organizational needs. Sets specific intermediate action steps with due dates to accomplish goals. Prioritizes goals.

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O	G	S	N	N/A
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8. Attendance: Understands the importance of job activities and the need for attendance in accomplishing work priorities. Puts in the necessary time to complete job responsibilities.

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SECTION II

OVERALL STRENGTHS

IMPROVEMENTS NEEDED

OBJECTIVES/GOALS

Employee Signature: _____

Date: _____

President Signature: _____

Date: _____

ANNOUNCEMENTS

Calendar of Events
March - July 2005

Date	Event	Location
<u>March</u> 2 2	Board Meeting Booster Meeting	Floral Building (4:30 PM) Floral Building (7:00 PM)
<u>April</u> 6 6	Board Meeting Booster Meeting	Floral Building (4:30 PM) Floral Building (7:00 PM)
<u>May</u> 4 4 30	Board Meeting Booster Meeting Memorial Day	Floral Building (4:30 PM) Floral Building (7:00 PM) Office Closed
<u>June</u> 1 1	Board Meeting Booster Meeting	Floral Building (4:30 PM) Floral Building (7:00 PM)
<u>July</u> 4 6 6	Fourth of July Board Meeting Booster Meeting	Office Closed Floral Building (4:30 PM) Floral Building (7:00 PM)

CORRESPONDENCE

FOR MAGIC POWER COMPASSION



Children's Cancer Association

7524 SW Macadam, Suite B
Portland, Oregon 97219
Phone: (503) 244-3141
Fax: (503) 892-1922
www.ChildrensCancerAssociation.org

January 24, 2005

Leah Perkins-Hagele
Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, OR 97124

Dear Leah,

Children's Cancer Association is pleased to have participated in Frite Lites with the Washington County Fair Complex. I have enclosed an invoice for last year's event.

It is only because of our incredible donors and volunteers that we are able to comfort and serve over 12,000 kids annually. Your help ensures that we will continue to bridge the gaps and address the unmet needs of hospitalized children and their families.

We cannot thank you enough for sharing your tremendous compassion and kindness and helping us with this very important work!

Sincerely,

Regina Rathbourn Ellis
Co-Founder, Executive Director
Children's Cancer Association

*Thank you
for the opportunity to
share in this event!*



FOR MAGIC POWER COMPASSION



Children's Cancer Association

7524 SW Macadam, Suite B
Portland, Oregon 97219
Phone: (503) 244-3141
Fax: (503) 892-1922
www.ChildrensCancerAssociation.org

February 9, 2005

Leah Perkins-Hagele
Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, OR 97124

Dear Leah,

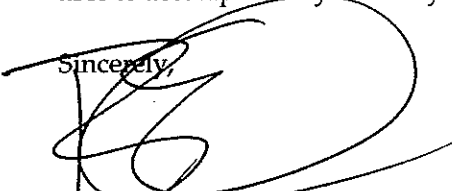
Thank you for your recent donation of proceeds from the 2004 *Frite Lites* to the Children's Cancer Association (CCA). It is only with your help that we are able to reach out to more than 12,640 seriously ill children, their families and the medical professionals who ask for our one-of-a-kind programs annually.

Your gift ensures that we bridge the gaps and address the unmet needs of these children and their families through our award-winning programs. Whether it is by filling a hospital critical care unit with soothing music, granting a wish for a seriously ill child, networking families to needed resources, or providing a child undergoing cancer treatment with a trusted and dependable friend, CCA makes a positive and significant impact.

"When our Chemo Pal comes, my son gets this big smile on his face and runs into his Chemo Pal's arms not because of toys or presents, but because his friend, his buddy is here to see him. As for me, I know that when our Chemo Pal comes, I can truly rest or run errands without worry. Our Chemo Pal has been a ray of sunshine in our lives." — Mother of a 3 year old boy with cancer.

At Children's Cancer Association, we understand that donors have endless options for where to give their hard-earned dollars—and we're so very grateful you have chosen to invest in our vital work. Your gift to CCA touches the life of a child in a profound way and makes a world of difference in what we're able to accomplish day after day.

Sincerely,


Regina Rathburn Ellis
Founder, Executive Director
Children's Cancer Association

Thank you!



ORAL COMMUNICATIONS

OTHER MATTERS OF INFORMATION

WASHINGTON COUNTY FAIR BOOSTERS
Meeting Minutes February 2, 2005

Meeting was called to order by President Ed Kristovich.

Minutes from previous meeting were approved - with correction of the meeting date. Date should have been Nov 2, 2004.

Treasurer's report was distributed, discussed and accepted. It was again requested that the Account Numbers not be included on the Financial reports, for security reasons. The President suggest that an Audit be done on our financial records. Dave Russell and Landra Girard offered to work on this task.

Dues: We now have 28 paid members. 13 of those people are new to the Boosters this year.

Fair Complex Report (Don H.) On Feb 15 there will be a meeting with the Commissioners to review the Preliminary New Master Plan. The new plans will be put on the Fair website. On Feb 22 there will be a Public Meeting to see the plans. (later the Feb 22 meeting was cancelled)
Discussed impact of trading/selling portion of Fairgrounds.

Fair Coalition Report (Lyle S.) The Group will be re-connecting with Volunteers and our Fair exhibitors. The Fair Coalition will coordinate much of the exhibits. The change in overseeing this portion of the Fair will remain financially the same. It is likely that the Boosters will be a 'clearing house' for some financial details.

Booster Booth (on Rodeo grounds) It was noted that the SW corner of the building is sinking, or the foundation is deteriorating. The water heater did not work last year. Lyle S. offered to look into the problem. Don H. said that the Boosters would be able to continue operating the booth during the Rodeo, even though different people will be organizing the show.

New Meeting Place: The next meeting will be held in the FLORAL BUILDING. There is more room for us, now that membership has grown. Remember to park in the west side Cloverleaf parking lot. NEXT MEETING: Wednesday, MARCH 2, 2005 7:00 PM

Respectfully submitted, Sheila Day, secretary

Extension Service

OSU EXTENSION FACULTY
SERVING WASHINGTON
COUNTY*

Staff Chair

Chal Landgren 725-2102

4-H Youth Development

John Baggott 725-2111

Lisa Conroy 725-2113

Maureen Hosty 916-6075

Agriculture

Grass & Legume Seeds, Grains & Forages

Susan Aldrich-Markham 434-8917

Small Farms

Chip Bubl 397-3462

Commercial Tree Fruits/Nuts

Jeff Olsen 434-7517

Citizen Involvement (CPO)

Linda Gray 725-2116

Patt Opdyke 725-2117

Commercial Horticulture 678-1264

Consumer Horticulture

Jan McNeilan 678-1264 x14

Dairy

Troy Downing 842-3433

Family and Community Development

Jeanne Brandt 725-2107

Forestry and Christmas Trees

Chal Landgren 725-2102

Nutrition Education Program

Janice Smiley 725-2049

Watershed Health

Samuel Chan 722-6718

Wood Products

Scott Leavengood 725-2123

Master Gardener Hotline 725-2300

General Information 725-2300

*All 503 area code

Email format:

firstname.lastname@oregonstate.edu

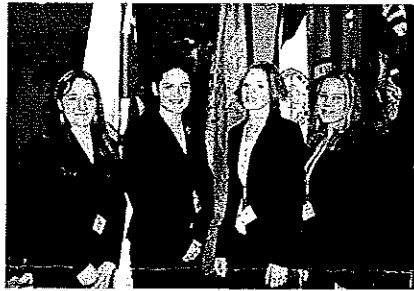
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OSU to You

February/March 2005

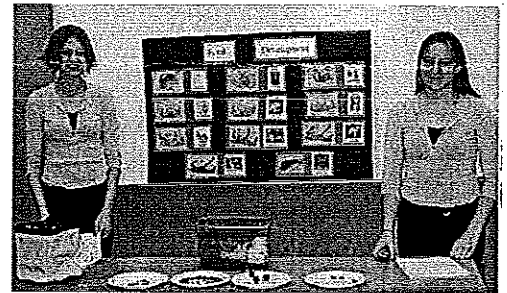
Our Mission – delivering objective, research-based, non-formal education to help Oregonians solve problems, take leadership, and manage resources.

Washington County 4-H horse program stays busy all winter



Participants (pictured above) demonstrated their knowledge in horse judging, quiz bowl, speeches, and practical horse management.

Washington County 4-H Hippology Team represented Oregon at the 86th annual National 4-H Horse Classic in Denver, Colorado in January. "Hippology" comes from the Greek "hippo" (horse) and "ology" (study).



2005 Washington County 4-H Senior Presentation Team (above) featuring Equine Fetal Development.

Junior (4th -6th grade) winners in 2005 Horse Bowl and Presentations competition show off their ribbons (left).



Forest Resource Management Planning (RMP) class begins shortly

If you add up the forestland acres owned by participants in our next RMP class it comes to around 3,000. Over a three-month period, the participants learn about various forest inventory techniques, property mapping, and other tools needed to develop a management plan for their ownerships. The class has become a regular offering at the Extension office, notes instructor Chal Landgren.

At the conclusion of the last RMP class, a number of the participants went on with a Forest Certification project led by Tom Nygren and the Washington County Small Woodlands Association. The grant-funded project allowed 13 woodland owners in Washington County to have their tree farms certified with either the American Tree Farm System or the Forest Stewardship Council. Both of these certification schemes call for an independent outside review of the property and the management plan.

With this group certification project, Washington County has more tree farms certified in both programs than any other county in Oregon.

Another rainy RMP class in Chick Jensen's makeshift classroom (right).



Grass seed growers view GIS map of their farm. Colors show variations in production in certain areas.



EXTENSION EVENTS

February 16 to March 23. "Powerful Tools for Caregivers – Teaching Caregivers How to Care for Themselves." 1:30 p.m. to 4 p.m., Hearthstone at Beaverton. Cost is \$30. To register, please call 503-615-4671.

February 15 & 22. "Pasture Production & Management." 6:30 p.m. to 9:30 p.m., Chemeketa Community College Building 61, Room 102, Salem. Cost is \$37. For more information visit Polk County Extension's website at <http://extension.oregonstate.edu/polk> and click on Livestock and Forage.

February 17 to April 21. "Forestland Management Plan" workshop series. Thursdays, 9 a.m. to 4 p.m., Columbia County.

February 22. "Rural Living Basics: Well Water & Septic Tank Class." 1 p.m. to 3:30 p.m. at CAPITAL Center or 6:30 p.m. to 9 p.m. at Clean Water Services, 2550 SW Hillsboro Highway, Hillsboro. To register, call 503-725-2101.

February 26. "4-H Bunny Bonanza." Washington County Fair Complex, Cloverleaf Building. Time TBA. Hosted by the Scuttlebuns Club. For more information, call 503-725-2110.

March 5. "4-H Poultry Learning Day." Washington County Fair Complex, Cloverleaf Building, 12:30 p.m. to 5 p.m. Sponsored by Feathered Friends and F.O.W.L. 4-H clubs. For information contact Shannon Patterson at 503-628-8010.

March 1 & March 16. Washington County 4-H New Leader-Mentor Training. New Leader-Mentor Training is for all 4-H Leader-Mentors. Located at the CAPITAL Center from 6 p.m. to 9:30 p.m. Please register at least one week in advance by calling 503-725-2110.

Senior Series:

March 11, "Depression in Later Life"
April 7, "Memory Loss—Should I Be Worried?"
May 12, "Communicating with Health Care Providers." All sessions are from 1 p.m. to 2 p.m. at the Elsie Stuhr Center. To register, please call 503-439-9400.

Farm mapping in ArcGIS 9 for grass seed growers

Improving skills in new technology will be important to careers in the future. In agriculture this new technology will almost certainly involve a Geographic Information System (GIS), i.e. computer software for managing information that is connected to a specific latitude and longitude location on the earth.

Grass seed growers are beginning to use yield monitors on their combines – equipment that takes a satellite Global Positioning System (GPS) reading of location every minute or so, while simultaneously measuring the amount of seed coming into the combine. With GIS, a map can be created with different colors indicating how the yield level varies in different parts of the field. Other types of data can be mapped as well, such as soil types, nutrient levels, and elevation. These maps can be viewed, along with aerial images, as layers in a more complex map. Grass seed growers are also starting to use precision application equipment, which by using a GPS, can vary the rate of fertilizer or pesticide according to a computer map of the field as it reaches the correct location. The promise of precision application is to make inputs more cost-effective, by applying them only on the spots where they will increase yield and not applying them on the spots where the yield cannot be increased.

Field crops Extension agent Susan Aldrich-Markham worked with graduate student, Keldah Hedstrom, in the Geosciences Department at OSU, to develop three half-day workshops that focused the training on information a grass seed grower would need to know. The 17 participating growers now have a six-month trial version of the ArcGIS 9 software, and are excited about trying it out with data from their own farms. If GIS is an important tool for agriculture in the future, then these growers won't be left behind.

4-H Tech Wizards receive recognition and work on mapping Jackson Bottom

The 4-H Tech Wizard project started with a community needs assessment and has 36 community partners contributing expertise, awareness, real-world projects, and opportunities to maximize efficient use of resources and coordinate community efforts. Through community service and project-based learning, 4-H Tech Wizards help youth envision a bright future, and set goals to participate in that future as contributing, caring, and productive adults.

The PGE Foundation has awarded the 4-H Tech Wizard Program a \$7,500 grant for innovative programming in 2005. The Foundation supports programs that engage and involve many community partnerships for sustainability and to ensure efficient use of limited resources and addresses the under-representation of Hispanic/Latino populations in math, science, and technology-related careers by assisting children to gain necessary awareness, skills, and competencies.

Four Hillsboro High School 4-H Tech Wizards attended the three-day long "High Tech U" held at Intel in January to introduce Hispanic high school students to the science of making semiconductors and to career opportunities available within the high-tech industries. Program co-sponsors are Intel, Electro Scientific Industries (ESI) and PGE. Hillsboro High School 4-H Tech Wizard, Yesenia Ayala, was awarded a \$1,000 college scholarship for her participation and leadership during "High Tech U."

Eight 4-H GIS-GPS Tech Wizards from Hillsboro High School, along with their mentors from the City of Hillsboro GIS and Engineering Departments, recently put their GIS-GPS skills to work to create a visitor brochure for the Jackson Bottom Wetlands Preserve. The youth spent three months collecting GPS data on the trails and wildlife at the Preserve, then turned the data into a large wall map for the Education Center and hand-held brochure maps for visitors. Brochures are now available at the Jackson Bottom Wetlands Preserve Education Center.

Don Hillman

From: intel public affairs [intel.public.affairs@intel.com]
Sent: Wednesday, February 23, 2005 8:34 AM
Subject: Intel in Your Community newsletter - February 2005



Intel in Your Community

A newsletter from Intel Oregon Public Affairs

www.intel.com/community/oregon

February 2005

Special Announcement

Intel Oregon seeking \$25 billion investment agreement

In a hopeful sign for Oregon's economy, Intel will make a request to Washington County today for a Strategic Investment Program (SIP) agreement that would cover up to \$25 billion of potential additional Intel investment in Oregon.

Intel and Washington County have discussed the framework of a new SIP agreement, but the specifics remain to be negotiated.

A SIP agreement negotiated in 1999 (SIP'99) has provided an environment for Intel to make approximately \$7 billion of investments in Oregon in the ensuing years. Now Oregon and Washington County have an opportunity to provide a supportive climate for investment and economic development in the decades ahead.

In the midst of a challenging Oregon and global economic environment, Intel hopes to establish a fair and equitable framework for potential additional Intel investment in Oregon over a 15 year period. The new agreement is expected to include all the key features of SIP'99. Timing of the transition from SIP'99 to SIP'05 is uncertain, but at current rates of investment, Intel could begin drawing against the SIP'05 \$25 billion as soon as 2010.

Due to increased operational costs, the process used to make site selection decisions at Intel has become more competitive. Intel Oregon would like to ensure that senior corporate management views Oregon as having a stable and attractive long term investment climate.

"SIP'99 has worked extraordinarily well," said Diana Daggett, Intel Oregon Public Affairs Manager. "It provided an environment for substantial Intel investment in Oregon during the economic downturn, without which the downturn would surely have been more severe and long-lasting."

If approved, SIP'05 would maintain a competitive tax structure that would help Intel maintain and grow good jobs in local communities. It also would allow Intel to continue supporting education, economic development and the community through employment, technology programs and employee volunteer efforts.

SIP was enacted by the Oregon's 1993 Legislature so the state could compete effectively for large capital investment projects, such as Intel's semiconductor fabs. The program seeks to improve property tax treatment of capital-intensive industries, stimulating the economies of local communities with direct and associated spending.

SIP limits at \$100 million the amount of property taxed under an agreement. Each year the amount that can be taxed goes up three percent (3%). Over 15 years the total amount that can be taxed would go up to \$150 million. The SIP law also provides for payment by the applicant to the County of an annual Community Service Fee (CSF) equal to 25 percent of the abated taxes, up to \$2 million. In addition, other payments by the applicant may be negotiated with the County.

SIP agreements successful

An annual report just submitted by Intel to Washington County shows that Strategic Investment Program (SIP) agreements Intel negotiated in 1994 and 1999 have been extraordinarily successful.

In 1994, Intel Oregon entered into two SIP agreements designed to spur job growth at the company's Aloha and Ronler Acres Campuses. The goal was a total of 1,755 new positions at the two campuses. As of December 31, 2004, hiring under the SIP agreements totaled 6572, almost 400 percent of the initial target. During a period when Oregon experienced the highest unemployment in the nation, the hiring at Intel was a welcome contrast to local employment conditions.

And the new hires earned good wages. The average annual covered wage in 2004 for Washington County residents was \$43,693. Of the SIP hires with Intel at the end of in 2004, 75% earned above that average.

The report also noted that Intel continues to focus its community outreach on improving math, science, engineering and technology education. To this goal, Intel donated nearly \$4.8 million to Oregon schools and community non-profit organizations in 2004. Approximately \$1.8 million went to K-12 education and \$1.3 million to higher education institutions.

As part of its commitment to education, Intel awarded 72 Oregon high school students annual scholarships of \$2,500 in 2004. The scholarships went to students pursuing college degrees in engineering and computer science at an Oregon state university. In addition to the cumulative \$10,000 scholarship, students receive up to two paid internships at Intel.

Intel employee gifts to local schools were also substantial during 2004. Intel matches cash donations made by Intel employees to any K-12 or higher education school, up to \$10,000 per employee each year. Intel employees gave \$820,038 to Oregon schools during 2004 and Intel matched these gifts with an additional \$761,047.

More support went to Oregon schools under Intel's Volunteer Matching Grant Program. Under this program, Intel donates \$200 for every 20 hours Intel employees spend helping Oregon's schools. One of every seven Intel Oregon

employees volunteered in local schools under this program during the 2003-2004 school year, generating \$515,800.00 in Intel donations to 226 local schools.

"We are immensely proud of all the Intel Oregon employees and retirees who stepped up to give back to the community," said Morgan Anderson, education relations manager at Intel Oregon. "Their generosity and personal commitment is an inspiration."

Intel Oregon - We're Neighbors

Intel Oregon's community website is designed to be a resource for our Oregon neighbors. Here's where you can learn such things as how to apply for an Intel grant, how to register for a tour of the Intel Oregon Information Center, what education support programs Intel offers and how Intel Oregon practices environmental stewardship.



Learn more at <http://www.intel.com/community/oregon>.

In Your Community is a publication of Intel Oregon Public Affairs. To unsubscribe or submit a comment on this newsletter, send a message to [Intel Public Affairs](#).

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The News-Review *online*

Fair officials propose moving food booths to different spot in 2006

JOHN SOWELL, jsowell@newsreview.info

February 16, 2005

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Concerns over the safety of having food served from booths located next to a pig barn at the Douglas County Fair have caused fair officials to consider moving food vendors to another location.

The presence of E. coli bacteria in the feces of farm animals worries county health officials who fear the bacteria could be transmitted to people and sicken them, said David Bussen, director of the Environmental Health Services Division of the Douglas County Health Department.

There have been long-standing concerns, he said, with dirt from animal stalls blowing over food preparation areas in the booths.

"There's dust and bacteria that could make people sick," Bussen said. "We'd like to move the food court away from the animal barn."

No changes will be made to the placement of food booths at this summer's fair. The soonest food vendors could be relocated would be for the 2006 fair, Fairgrounds Director Harold Phillips said. The Fair Board would have to approve any change to booth placement.

Phillips said he understands some of the nearly two dozen vendors who set up at the fair may not welcome the prospects of moving their booths to a new, untried location.

"There are probably some justified concerns," he said.

However, Phillips said he believes steps can be taken to ease any apprehension and to increase sales opportunities for all food and beverage vendors.


Phillips would like to move the food court from its current location next to the Pavilion Arena building to between the grass-lined park that's home for Kidsville and the back side of the Floral Building. That area now contains covered seating but could easily accommodate the food booths, he said.


The suggested location could allow for seating on the park grass and would provide a cooler and more relaxed atmosphere for dining than the picnic tables currently set up on the blacktop along food row, Phillips said.


The fair director said he would also like to establish a new entertainment venue in the park. That would give fair visitors a chance to listen to singers or non-musical entertainment while they eat throughout the day. It would also encourage diners to remain longer and give booths the chance to entice people back for dessert or for a second drink, he said.

"My goal is to shape this with more added-value entertainment," he said. "My hope is that overall it will be an

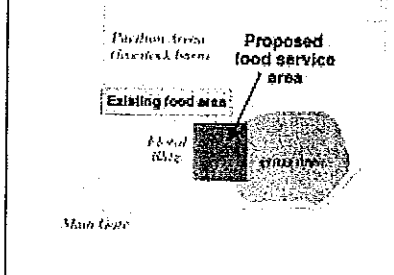
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outstanding change."

Craig Jackson, a member of the Roseburg Lions Club, which for years has anchored the northwest corner of food row with a portable stand that sells corn dogs, said he would worry whether a new spot would have the same visibility.

"Where are they going to put us? That would be my first question," Jackson said.

However, Jackson said he liked the idea of providing entertainment for fairgoers who are eating and providing a cooler spot. When the sun is beating down on the blacktop during the afternoon, it's difficult to entice people to buy something to eat, he said.

"In the afternoons, you could take a bowling ball and roll it down through there and not hit anyone," Jackson said.

The suggested location is where food booths were originally placed during the five-day fair, held in August. That area still appears as "Food Court" on fairgrounds maps. The current food row has existed for about 35 years, Phillips said.

A meeting has been scheduled for next month for fair officials to speak with food vendors about the situation. Phillips said he would also like to hear their ideas and their concerns. The meeting will be held at 11 a.m. March 9 in the Floral Building at the fairgrounds.

Last October, 108 people became sick from E. coli contamination during the North Carolina State Fair. The illnesses, in which 14 people suffered from their kidneys shutting down and four children were placed on dialysis, were linked to a petting zoo at the fair.

In 2002, 80 children and adults were infected by an E. coli outbreak at the Lane County Fair in Eugene. The outbreak, the largest in Oregon history, was traced to the fair's small animal barn.

Since the Lane County incident, local health and fair officials have taken steps to reduce the risk of E. coli contamination. They installed six hand-washing stations outside the animal barns, next to an arena and in the Kidsville area south of the food court.

Signs encouraging people to wash their hands were also posted. In addition, a health education campaign was begun to alert youngsters involved with 4-H and FFA to the dangers and to encourage them to take precautions.

At last summer's fair, Bussen and other sanitarians manned a walk-in trailer equipped with several sinks so that people could wash their hands. There, people could dust their hands with a powder, which when viewed under a back light, showed how well they cleaned their hands.

* You can reach reporter John Sowell at 957-4209 or by e-mail at jsowell@newsreview.info.

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Portland open to 'big boxes' near airport

Possible changes to the original concept for Cascade Station may permit three large retail stores

Friday, February 11, 2005

FRED LEESON

and **DYLAN RIVERA**

The Portland City Council took steps Thursday toward allowing big-box stores as large as 205,000 square foot per floor to be built in the moribund Cascade Station development near Portland International Airport.

Although the final vote will occur next Thursday, the council voted unanimously for elements of a plan that would allow as many as three big-box retailers in a 120-acre parcel.

The original plan called for the site to become a vibrant mixed-use area of offices, shops and hotels.

Although streets, two light-rail stations and a row of park blocks were completed in 2001, Cascade Station has attracted no development so far.

Executives with Ikea, a Swedish retailer, have been studying the Cascade Station site and others in the region for more than a year as the chain seeks its first Oregon location. Ikea, Cascade Station developers and the Port of Portland have been trying to hash out the site's complications, meeting as recently as three weeks ago.

Developers have said they want to attract an "Ikea-type store," thinking it could generate regional interest, according to city planning bureau records from last year obtained this week by The Oregonian. With such a store in place, other stores could follow, such as Bass Pro Shops, Costco, Lowe's or Kohls, developers said in the records.

Under the proposed changes, the biggest store would top out at 205,000 square feet a floor. The typical Ikea store has two floors, each with 170,000 to 200,000 square feet.

Keith Leavitt, project manager for the Port of Portland, said discussions are moving forward with an anchor tenant, but he did not disclose the tenant's identity.

Two other "boxes" could reach as much as 185,000 and 90,000 square feet a floor.

"We do have tenant interest," said Keith Wells, who represents the site developer, Trammell Crow Co.

The zoning changes are intended to boost the size of stores in the area, and in recent weeks planners have nudged the size up from drafts the planning commission and others reviewed. On Thursday, they discussed allowing the largest retailer to have 205,000 square feet a floor, up from a previously proposed cap of 185,000 square feet.

By offering a variety of big-box sizes, the development would be more marketable to a diversity of tenants, said Mary Volm, a planning department spokeswoman.

Other changes approved Thursday include enabling more buildings to be set back from side streets, while still requiring they be built to the sidewalks of main streets in the area. Also, the zoning changes wouldn't be effective until after the developer, city and the Port finish a binding development agreement this spring, expected by April 21.

Cascade Station began in 1997 as an innovative public-private partnership intended to extend the MAX light-rail system to the airport. In exchange for a long-term lease and the right to develop the 120 acres fronting Airport Way, Bechtel Corp. agreed to build the rail line.

City officials and Bechtel envisioned a dense urban commercial development. The original design plans discouraged stores larger than 60,000 square feet a floor.

The new plan would include 330 acres of industrial land in addition to the mixed-use area.

The project could break ground as early as June, said Sonia Axter, project manager for Cascade Station Development Co., the Bechtel partnership that controls the land.

Cascade Station Development Co. plans to sell the development rights for 84 acres of the site to Trammell Crow Co., which would be the lead developer, Axter said.

Gil Kelley, city planning director, said other uses should follow, but retail "is the marketable phenomenon now." The new plan would boost total retail space from 500,000 to 807,000 square feet.

M'Lou Christ, a Southeast Portland resident, said she was concerned about the pay and benefits provided by big-box employers. Kelley said that those answers depended on tenant selection, not building size.

And Leavitt said, "We are hopeful this will stimulate development out there."

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Fair's crowds shrink this year

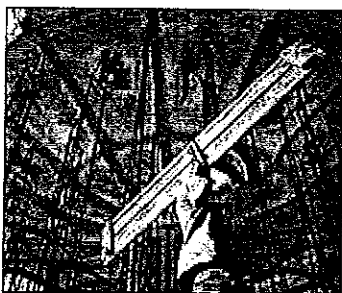
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By **Connie Piloto**
Palm Beach Post Staff Writer

Tuesday, February 01, 2005

Attendance at the South Florida Fair fell about 10 percent below last year's figures — setting the lowest attendance record in more than a decade.

The final tally: 580,843 compared with last year's figure, when the fair attracted 645,945 to the fairgrounds off Southern Boulevard.



Thomas Cordy/The Post
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John Houghton and a crew of about 10 work to take down the Wave Swing ride Monday as the South Florida Fair begins clean-up operations.

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This marks the third year that the fair has seen a drop in attendance. In 2002, the fair set an attendance record of 747,517 visitors.

But, fair officials said, they expect to have generated enough revenues to make the fair's profitable one.

South Florida Fair Executive Director Rick Vymlatil said too much emphasis is being placed on attendance figures. He prefers to measure the success of the fair by its profitability.

"Overall, I'm hopeful all revenues are on track," Vymlatil said. "We expect revenues to be on track."

This year, Vymlatil said, fair organizers drastically cut back on the number of complimentary tickets issued, so more people paid to gain entry to the fair. Fair organizers blame the drop in attendance on rainy weather during the opening weekend.

"It cut attendance by two-thirds for the opening weekend," fair spokesman John Picano said.

Hours after the fair opened its gates on Jan. 14, the rain pounded the pavement. The next day, Jan. 15, and most of Saturday and most of Sunday — also were washouts.

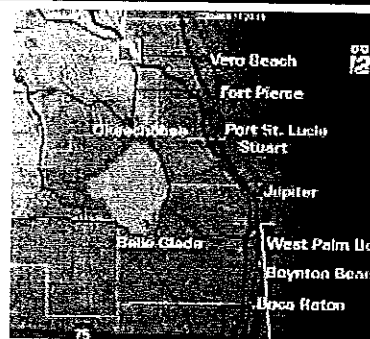
"We were playing catch-up all the way through," Vymlatil said.

Despite the fair's slow start, attendance rallied on the second and third weekends. Picano said the fair recorded its biggest Saturday ever on Jan. 22, but he did not have detailed daily attendance figures late Monday.

Like any other outdoor event, the weather often plays a role in its success. And in the fair business, weekends are golden.

"Weekends are very important," said Max Willis, chief operating officer of International Association of Fairs and Expositions, a national trade organization. "If you lose a weekday, you can make that up but lose three days on a weekend, you're probably not going to make it."

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gain that back."

The profitability of the fair is particularly important in this and the coming years because fair officials have had to start paying borrowed for improvements.

The fair has started to pay back \$13.8 million in county-backed tax-exempt bonds borrowed in 2000 for capital projects, which million Expo Center expansion and \$1.9 million for the construction of the Agriplex.

And at least two other loan payments kick in this year — including about \$400,000 due in full in April.

The fair also borrowed \$800,000 from the county to widen the intersection of Southern Boulevard and Fairgrounds Road last made the first of three payments of \$266,600 and has since renegotiated the agreement to stretch the payments out for five)

But, Vymlatil said he does not expect to make any staff cuts because of the lower attendance figures.

"Overall, coming into the month of January we were on budget with everything," Vymlatil said. "Assuming all food, midway ar revenues increased we're in good shape."

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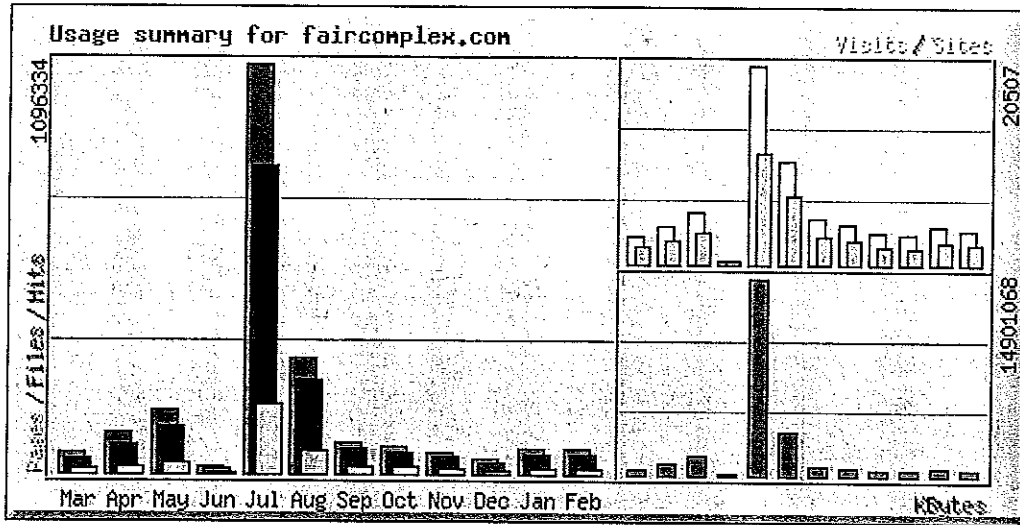
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Feb 2005	2864	2194	648	149	2007	445930	3432	14912	50472	65874
Jan 2005	2121	1668	495	122	2125	498507	3785	15364	51708	65761
Dec 2004	1270	986	345	100	1659	350331	3123	10723	30573	39383
Nov 2004	1905	1469	443	110	1792	444832	3308	13297	44083	57164
Oct 2004	2412	1894	556	129	2346	553758	4002	17238	58715	74776
Sep 2004	2876	2313	642	153	2900	651458	4618	19285	69399	86307
Aug 2004	10019	8131	1956	342	7010	3218285	10622	60638	252082	310598
Jul 2004	35365	26595	6063	661	11390	14901068	20507	187975	824452	1096334
Jun 2004	16496	11980	2824	366	413	144839	366	2824	11980	16496
May 2004	5553	4076	1026	174	3171	1501314	5419	31819	126360	172151
Apr 2004	3702	2651	711	131	2360	893504	3936	21344	79548	111072
Mar 2004	2734	2007	634	135	1834	393185	2845	13330	42158	57433
Totals						23997011	65963	408749	1641530	2153349