

Fair Complex Board Meeting Notice

Washington County Fair Complex Board

Wednesday, March 7, 2007

4:30 - 6:30 p.m.

Main Exhibit Hall South

Chair
W. Rafe Flagg

Vice Chair
Dan Logan

Treasurer
Ken Madden

Secretary
Kathy Christy

Board Member
A. Richard Vial

Board Member
Hirb Hirst

Board Member
Michael Steward

Executive Director
Don G. Hillman

Standing Committees

Airshow & Airport Interface
Herbert Hirst

Booster /Coalition Liaison
Dan Logan
Michael Steward

Development Committee
A. Richard 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

The Washington County Fair Complex Board is comprised of seven members appointed by the Board of County Commissioners. Each Fair Complex Board member is appointed for a three-year term.

The Fair Complex Board has the exclusive management of the grounds, and all other property owned, leased, used or controlled by the County and devoted to the use of the Fair Complex, and is entrusted and charged with the entire business management, and financial and other affairs of the Fair Complex.

The Fair Complex, a division of the County, produces the annual County Fair & Rodeo and manages year-round facilities rented for consumer shows, public expositions and special gathering. The Fair Complex Board meets monthly or as necessary, 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 Complex Executive Director, who serves at the pleasure of the Fair Board.

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

All public meetings are recorded.

The agenda items listed below are provided in PDF format. The latest free Acrobat reader may be downloaded from: www.adobe.com

Fair Complex Board Agenda
Oral Communications
Consent Agenda
Special Reports
Old Business
New Business
Announcements
Correspondence
Other Matters of Information
Oral Communication
Executive Session
Meeting Procedures

FAIR COMPLEX BOARD AGENDA



Call to Order

Oral Communications for Non-Agenda Items

Oral Communication is limited to two minutes per individual, ten minutes total.

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, the Chair will indicate when it will be discussed in the regular agenda.

1. Financial Statements ([PDF](#))
 - a. Budget Overview - January 2007 ([PDF](#))
 - b. Balance Sheet - January 2007 ([PDF](#))
 - c. Other, if any
 2. Fair Complex Board Minutes - February 2007 ([PDF](#))
 3. Facility Use Schedule - March 2007 ([PDF](#))
 4. Other, if any
-

Special Reports



1. Airshow & Airport Interface Committee - Herbert Hirst, Board Member
 2. Fair Visioning Committee - Kathy Christy, Board Member
 3. Booster/Coalition Liaison - Dan Logan, Board Member
 4. Treasurer's Report - Ken Madden , Board Member
 5. 4-H Report - Terry Palmer, OSU Extension Agent
 6. Operations Report - Don G. Hillman, Executive Director ([PDF](#))
 7. Other, if any
-

Old Business



1. Redevelopment Update, if any
 2. Renaissance Festival Update ([PDF](#)) ([PDF](#))
 3. Budget Committee - Chair Flagg
 4. Other, if any
-

New Business



1. Other, if any
-

Announcements



1. Calendar of Events ([PDF](#))
 2. Other, if any
-

Correspondence



1. Letters and Cards, if any ([PDF](#))
 2. Other, if any
-

Board Oral Communications



Other Matters of Information



1. Booster Meeting Minutes - February 2007 ([PDF](#))
 2. OSU Newsletter ([PDF](#))
 2. Newspaper Articles ([PDF](#))
 3. Other, if any
-

Oral Communications



Limited to four minutes per individual - twenty minute total.

Executive Session, if necessary



Pursuant to ORS 192.610 - 192.690

Adjourn



County of Washington

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FAX MEMORANDUM

Date: March 1, 2007

To: Washington County Fair Complex Board
Washington County Fair Complex

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

Re: January 2007 Financial Statements

Find attached the January 2007 Budget Overview and Balance Sheet. They were produced by the Washington County Finance Department's WIZARD program and reflect accounting activity for January 2007.

The Fair Complex continues to maintain a strong fund balance with an ending fund balance for January in excess of \$700,000.

The January 2007 Budget Overview provides a fairly complete financial picture of revenues and expenses applicable to the recent 2006 County Fair & Rodeo.

WASHINGTON COUNTY FAIR COMPLEX
Budget Overview July 2006 - June 2007

	Description	January	July	August	September	October	November	December	January	Year to Date	Budget	%	COMMENTS	
		2006	2006	2006	2006	2006	2006	2006	2007	2006/07	2006/07			
1	Opening Balance	\$ 503,934	\$ 634,348	\$ 717,630	\$ 681,571	\$ 638,504	\$ 719,828	\$ 729,998	\$ 691,880	\$ 634,348	\$ 469,660			
2	Interim Operating Rev.													
3														
4														
5														
6		Parking	\$ -	\$ 11,086	\$ 740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,826	\$ 21,000	56%	Lower Air Show parking receipts. No July 4th.
7		RV Park	440	360	1,440	1,180	740	470	810	940	5,940	10,000	59%	
8		Rentals	7,690	6,256	4,440	38,576	(964)	9,535	22,671	8,430	88,944	235,000	38%	No Dog Show in July or July 4th Event.
9		Concessions	57	-	124	1,029	-	-	-	100	1,253	6,000	21%	No Dog Show in July or July 4th Event.
10		Misc Income	74	3,188	4,067	(447)	2,333	4,172	680	(362)	13,631	7,000	195%	
11														
12		Total Interim Operating Rev.	\$ 8,261	\$ 20,890	\$ 10,811	\$ 40,338	\$ 2,109	\$ 14,177	\$ 24,161	\$ 9,108	\$ 121,594	\$ 279,000	44%	
13	Interim Operating Exp.													
14		Personal Services	\$ 27,264	\$ 14,462	\$ 27,955	\$ 41,980	\$ 28,038	\$ 28,028	\$ 27,893	\$ 28,012	\$ 196,368	\$ 379,842	52%	Includes salaries applicable to dev. activities.
15		Supplies	508	1,842	9,456	2,693	4,102	1,316	211	1,856	21,476	20,000	107%	
16		Professional Services	19	918	1,810	3,261	237	865	840	472	8,403	12,500	67%	
17		Advertising	306	-	-	-	-	472	476	-	948	5,000	19%	
18		Communications (ATM)	44	-	85	10	70	-	-	-	165	500	33%	
19		Utilities	7,384	31	759	3,061	2,061	7,282	3,159	8,919	25,272	71,000	36%	
20		Repair and Maintenance	464	12,901	17,415	(11,392)	9,610	8,255	860	6,527	44,176	54,000	82%	Sept - ME modifications moved to line 121.
21		Rentals	441	-	959	-	95	-	-	414	1,468	5,000	29%	
22		Dues and Memberships	-	60	-	-	-	-	175	-	235	1,750	13%	
23		Training and Travel	-	-	-	-	-	348	287	-	635	1,500	42%	
24	Insurance	-	-	14,212	211	-	169	532	-	15,124	14,500	104%	Premiums paid annually.	
25	Postage	-	-	38	-	38	-	102	-	178	1,000	18%		
26	Printing internal	-	29	18	-	-	-	-	-	47	750	6%		
27	Telephones	596	-	-	-	566	594	590	597	2,347	6,500	36%		
28	Special Expenses	328	926	909	1,001	636	650	204	289	4,615	5,000	92%		
29	County Legal	(1,485)	-	-	2,044	6,273	1,727	-	2,855	12,899	5,000	258%		
30	County Indirect Cost	1,242	1,494	1,494	1,494	1,494	1,494	1,494	1,494	10,458	17,925	58%	Split between fair and interim programs.	
31														
32														
33	Total Interim Operating Exp.	\$ 37,111	\$ 32,663	\$ 75,110	\$ 44,363	\$ 53,220	\$ 51,200	\$ 36,823	\$ 51,435	\$ 344,814	\$ 601,767	57%		
34														
35	Net Interim Rev/Exp.	\$ (28,850)	\$ (11,773)	\$ (64,299)	\$ (4,025)	\$ (51,111)	\$ (37,023)	\$ (12,662)	\$ (42,327)	\$ (223,220)	\$ (322,767)			

WASHINGTON COUNTY FAIR COMPLEX
Budget Overview July 2006 - June 2007

WASHINGTON COUNTY FAIR COMPLEX Budget Overview July 2006 - June 2007												
Description	January 2006	July 2006	August 2006	September 2006	October 2006	November 2006	December 2006	January 2007	Year to Date 2006/07	Budget 2006/07	%	COMMENTS
Fair Revenues												
Commercial Booth Rentals	\$ -	\$ 93,700	\$ 3,350	\$ (2,600)	\$ -	\$ -	\$ -	\$ 500	\$ 94,950	\$ 79,000	120%	September & January - coding correction.
Dept of Agriculture	-	-	-	-	-	46,456	-	-	46,456	41,000	113%	
Parking Fees	-	6,972	74,807	100	-	-	-	-	81,879	75,000	109%	
Admissions	-	2,772	22,263	(14)	14	-	125	-	25,160	25,000	101%	
Sponsorships	-	46,850	18,500	-	939	-	-	-	66,289	75,000	88%	Unable to secure DockDogs Sponsor.
Carnival Income	-	81,865	-	-	-	-	-	-	81,865	77,000	106%	
Advertising	-	-	-	-	-	-	-	-	-	1,500	0%	
Entry Fees	-	6,371	510	-	-	-	-	1,087	7,968	3,300	241%	January - miss coding correction.
Concessions	-	13,200	67,514	2,600	-	-	-	-	83,314	83,000	100%	
Other Revenues	-	1,475	4,159	4,837	-	890	-	-	11,361	9,500	120%	
Total Fair Revenues	\$ -	\$ 253,205	\$ 191,103	\$ 4,923	\$ 953	\$ 47,346	\$ 125	\$ 1,587	\$ 499,242	\$ 469,300	106%	
Fair Expenses												
Personal Services	\$ 11,784	\$ 5,803	\$ 21,051	\$ 18,695	\$ 12,461	\$ 12,456	\$ 12,390	\$ 12,439	\$ 95,295	\$ 172,525	55%	
Supplies	-	8,548	5,378	495	2,202	(741)	-	-	15,882	8,000	199%	Arts/Photo gridwall, computers, office furn.
Professional Services	-	15,185	23,702	7,658	9,330	604	-	-	56,479	63,000	90%	
Advertising, Promotions, etc.	-	4,221	88,469	315	6,540	(1,001)	-	-	98,544	98,000	101%	
Printing	-	1,287	-	-	-	-	-	-	1,287	1,250	103%	
Utilities	-	-	4,915	6,044	-	-	933	-	11,892	7,500	159%	
Repair & Maintenance	-	65	976	75	-	523	-	-	1,639	3,000	55%	
Rentals	-	601	13,982	-	-	4,921	-	-	19,504	25,000	78%	
Dues and Memberships	199	128	-	-	1	-	799	-	928	1,000	93%	
Travel and Training	492	-	197	274	146	275	633	963	2,488	4,000	62%	
Insurance	-	-	14,212	91	-	70	228	-	14,601	14,500	101%	Premiums paid annually.
Postage	317	-	39	86	126	-	-	-	251	750	33%	
Telephone	-	617	908	716	-	-	-	-	2,241	2,000	112%	
County Legal	-	-	-	-	-	-	-	-	-	500	0%	
Other/Special Expenses	100	77,674	2,127	882	23,277	-	27	-	103,987	119,000	87%	
Awards	(1,276)	29,826	5,666	(100)	-	-	10,000	10	45,402	45,000	101%	Dec Charges - Shavings & Manure Removal.
Indirect County Costs	1,242	1,494	1,494	1,494	1,494	1,494	1,494	1,494	10,458	17,925	58%	Split between fair and interim programs.
Total Fairtime Expenses	\$ 12,858	\$ 145,449	\$ 183,116	\$ 36,725	\$ 55,577	\$ 18,601	\$ 26,504	\$ 14,906	\$ 480,878	\$ 582,950	82%	
Net Fairtime Rev/Exp.	\$ (12,858)	\$ 107,757	\$ 7,987	\$ (31,802)	\$ (54,624)	\$ 28,745	\$ (26,379)	\$ (13,319)	\$ 18,365	\$ (113,650)		

WASHINGTON COUNTY FAIR COMPLEX
Budget Overview July 2006 - June 2007

	Description	January 2006	July 2006	August 2006	September 2006	October 2006	November 2006	December 2006	January 2007	Year to Date 2006/07	Budget 2006/07	%	COMMENTS
72	Rodeo Revenues												
73	Admissions	\$ -	\$ 4,398	\$ 21,485	\$ -	\$ -	\$ -	\$ 40	\$ -	\$ 25,923	\$ 30,000	86%	Rodeo sanctions changed to NPRA.
74	Sponsorships	-	14,250	4,225	2,000	-	-	1,000	-	21,475	47,500	45%	
75	Queen Fees	-	-	-	-	-	-	-	-	-	-	0%	
76	Miscellaneous	-	-	-	-	-	-	-	-	-	-	0%	
77													
78	Total Rodeo Revenues	\$ -	\$ 18,648	\$ 25,710	\$ 2,000	\$ -	\$ -	\$ 1,040	\$ -	\$ 47,398	\$ 77,500		
79													
80	Rodeo Expenses												
81	Supplies	\$ -	\$ 82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82	\$ 1,000	8%	
82	Professional Services	-	27,500	5,458	-	123	-	-	-	33,081	57,000	58%	Rodeo sanctions changed to NPRA.
83	Advertising	(1,300)	-	2,770	-	-	-	-	-	2,770	5,000	55%	Mostly hospitality expenses.
84	Rentals	-	-	2,479	-	-	705	-	-	3,184	5,000	64%	Saving used to increase prize money.
85	Training and Travel	-	-	-	-	-	-	-	-	-	-	0%	
86	Other Misc Expenses	-	1,712	900	-	-	-	-	-	2,612	10,000	26%	Saving used to increase prize money.
87	Awards/Prizes	1,300	4,000	-	-	-	-	-	-	4,000	-	0%	Fair Complex contributed \$500 per event.
88													
89	Total Rodeo Expenses	\$ -	\$ 33,294	\$ 11,607	\$ -	\$ 123	\$ 705	\$ -	\$ -	\$ 45,729	\$ 78,000	59%	
90													
91	Net Rodeo Rev/Exp.	\$ -	\$ (14,646)	\$ 14,103	\$ 2,000	\$ (123)	\$ (705)	\$ 1,040	\$ -	\$ 1,669	\$ (500)		
92													
93	Frite Lite Revenue												
94	Admissions	\$ -	\$ -	\$ -	\$ -	\$ 38,955	\$ 2,508	\$ -	\$ -	41,463	\$ 65,000	64%	Includes Haunted Houses.
95	Concessions	-	-	-	-	-	-	741	-	741	4,000	19%	
96	Sponsorships	-	-	-	-	5,023	-	-	-	5,023	30,000	17%	No title sponsor in 2006
97	Other Revenue	-	-	-	-	376	585	-	-	961	1,000	96%	Glow Sticks, etc.
98	Total Frite Lite Revenues	\$ -	\$ -	\$ -	\$ -	\$ 44,354	\$ 3,093	\$ 741	\$ -	\$ 48,188	\$ 100,000	48%	
99													
100	Frite Lite Expenses												
101	Personal Services (Temp Sal)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47	\$ 1,227	\$ -	1,274	\$ 2,500	51%	
102	Supplies	-	-	-	-	2,923	408	-	-	3,331	5,000	67%	
103	Professional Services	2,196	-	-	-	394	5,853	77	12,298	18,622	40,000	47%	Includes Haunted Houses.
104	Advertising	-	-	-	-	-	14,596	150	-	14,746	35,000	42%	
105	Other Expenses	167	-	-	1,503	208	-	2,570	-	4,281	2,500	171%	2006 - Rented tents due to inclement weather
106	Total Frite Lite Expenses	\$ 2,363	\$ -	\$ -	\$ 1,503	\$ 3,525	\$ 20,904	\$ 4,024	\$ 12,298	\$ 42,254	\$ 85,000		
107													
108	Net Frite Lites Rev/Exp.	\$ (2,363)	\$ -	\$ -	\$ (1,503)	\$ 40,829	\$ (17,811)	\$ (3,283)	\$ (12,298)	\$ 5,934	\$ 15,000		

WASHINGTON COUNTY FAIR COMPLEX
Budget Overview July 2006 - June 2007

WASHINGTON COUNTY FAIR COMPLEX Budget Overview July 2006 - June 2007													
Description	January 2006	July 2006	August 2006	September 2006	October 2006	November 2006	December 2006	January 2007	Year to Date 2006/07	Budget 2006/07	%	COMMENTS	
109 Non-Operating Revenues													
110													
111 Hotel/Motel Taxes	\$ 100,763	\$ -	\$ 14,848	\$ 9,321	\$ 145,390	\$ 51,698	\$ 7,121	\$ 109,599	\$ 337,977	\$ 550,000	61%		
112 Transfer from General Fund	-	-	-	-	-	-	-	-	-	500,000	0%	Loan from County if necessary.	
113 Interest	1,462	2,557	2,617	2,256	2,506	2,648	2,538	2,633	17,755	7,500	237%	Higher interest rates & higher cash balances.	
114													
115 Total Non-Operating Rev.	\$102,225	\$2,557	\$17,465	\$11,577	\$147,896	\$54,346	\$9,659	\$112,232	\$355,732	\$1,057,500	34%		
116													
117 Non-Operating Expenses													
118													
119 Purchase/Lease	\$ 51,316	\$ 613	\$ 10,510	\$ 1,116	\$ 503	\$ 10,400	\$ 503	\$ 53,640	\$ 77,285	\$ 100,563	77%	Quad Property/Equip/Light Displays/Bleachers	
120 Special Project - Fire Hydrant P	-	-	-	1,090	68	-	-	-	1,158	600,000	0%	Bid awarded in February 2007.	
121 Special Project - ME Hall Fire S	-	-	-	11,613	-	857	-	-	12,470	20,000	62%	Modifications required by Fire Marshall.	
122 Equipment	-	-	-	5,240	800	3,375	-	-	9,415	15,000	63%		
123 Development Reserve	2,319	-	805	207	148	-	5,790	553	7,503	65,000	12%	Includes concept for Renaissance Festival.	
124													
125 Total Non-Operating Exp.	\$53,635	\$613	\$11,315	\$19,266	\$1,519	\$14,632	\$6,293	\$54,193	\$107,831	\$800,563	13%		
126													
127 Net Non-Operating Rev/Exp	\$48,590	\$1,944	\$6,150	(\$7,689)	\$146,377	\$39,714	\$3,366	\$58,039	\$247,901	\$256,937			
128													
129 Net Fair Complex Rev/Exp	\$4,519	\$83,282	(\$36,059)	(\$43,019)	\$81,348	\$12,920	(\$37,918)	(\$9,905)	\$50,649	(\$164,980)			
130													
131 Ending Fund Balance/Cont	\$508,453	\$717,630	\$681,571	\$638,552	\$719,852	\$732,748	\$692,080	\$681,975	\$684,997	\$304,680			

Adjustment to BFB for 47.88 due to prior period adjustment in Oct 06
Adjustment to BFB for 23.35 due to prior period adjustment in Nov 06
Adjustment for BFB due to Oct County Counsel charge of \$2749.50 not recorded until Jan 07
Adjustment for BFB due to Central Services charges of \$200.01 not recorded until Feb 07 back to December 06

Washington County Fair Complex

Balance Sheet
January 31, 2007

ASSETS

Current Assets

Cash

Fairplex..Petty cash..	\$	250
Fairplex..Petty cash.Finance- Petty Cash.		-
Fairplex..Cash drawer..		-
Fairplex..Cash drawer.Frite Lites.		-
Fairplex..General Cash Account..		114,922
Fairplex..USNB WASHCO ACH Clearing..		-
Fairplex..CCB-General Account..		3,775
Fairplex..CCB-Money Market Account..		566,092
Fairplex..CCB-ATM Account..		1,280
Fairplex..Gasb 31 cash general port..		-
Fairplex..CCB-ATM Cash Drawer..		6,500

Total Cash \$ 692,818

Accounts Receivable

Fairplex..Accounts receivable - Sub..	\$	5,696
Fairplex..Due from other funds.Other 4-H.		(10)

Prepays

Prepaid items	\$	6,931
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Total Current Assets

\$ 705,435

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Fairplex..Accounts Payable..	\$	-
Fairplex..Accounts payable- other..		-
Fairplex..Deposits payable-subsidia..		(200)
Fairplex..Retainage payable..		-
Total Payables	\$	(200)

Other Current Liabilities

Fairplex..Amounts due to others..	\$	(802)
Fairplex..Conversion Account..		-
Fairplex..Payroll payable..		-
Fairplex..Due to other funds..		-
Fairplex..Deferred revenue- unavail..		-
Fairplex..Unearned Revenue..		-
Fairplex..Unearned Revenue.Main Exhibit Hall.		315
Fairplex..Unearned Revenue.Cloverleaf Building.		-
Fairplex..Unearned Revenue.Grounds/General.		-
Fairplex..Unearned Revenue.Parking-Operations.		-
Fairplex..Unearned Revenue.Parking-Airshow.		75
Fairplex..Unearned Revenue.Rodeo Admissions.		-
Fairplex..Unearned Revenue.Deferred Advertising Inco.		-
Fairplex..Unearned Revenue.Deferred Airshow Income.		(75)
Fairplex..Unearned Revenue.Deferred Commercial Exhib.		10,500
Fairplex..Unearned Revenue.Deferred Concession Reven.		(3,500)
Fairplex..Unearned Revenue.Deferred Sponsorship Inco.		(10,503)
Fairplex..Unearned Revenue.Deferred Facilities Renta.		(19,314)
Fairplex..Unearned Revenue.Livestock Entry Fees.		3
Fairplex..Unearned Revenue.Camping Fees.		40
Total Deferred Revenues	\$	(23,260)

Total Liabilities

\$ (23,460)

Equity

Fairplex..Fund Balance..	\$	(691,880)
Net (Income)/Loss for the Period		9,905
Net Equity	\$	(681,975)

Total Liabilities and Equity

\$ (705,435)

Minutes
Washington County Fair Complex Board
Wednesday, February 7, 2007

Convened: 4:40 pm

FAIR COMPLEX BOARD:

Chair Rafe Flagg
Vice Chair Dan Logan
Board Member Rich Vial - Excused
Board Member Kathy Christy
Board Member Ken Madden
Board Member Herb Hirst
Board Member Mike Steward

STAFF:

Don Hillman, Executive Director
Lisa DuPre, Marketing/Events Director
Leah Perkins, Fair Coordinator

Chair Flagg called the meeting to order at 4:40 p.m., and welcomed the audience. Chair Flagg opened public oral communication time for comments on matters not on the regular agenda.

Dave Rohrer – Stated that the Boosters have voted to make an impact on the fair. They are trying to work out how to do the Amphitheater for 2007. They will present something at the March meeting.

Merle Eakin – Stated that in July, Board Member Rich Vial verbally and physically accosted him at the fair. It has taken seven months to respond to this complaint, but Jim Clymore was banned within 24 hours. This is the second plea. It has been three months since the County finished their investigation. Eakin asked that Vial be removed from the Fair Board and the Fairgrounds.

Chair Flagg responded to Eakin noting that this subject was reviewed in Executive Session and County Counsel said there is nothing they can do at this point.

Chair Flagg moved on to the Consent Agenda.

1. Consent Agenda

Motion by Board Member Hirst to approve the Consent Agenda. Second by Board Member Madden. Motion carried 6-0.

2. Special Reports

A. Airshow & Airport Report – Board Member Hirst stated that he had nothing to report.

B. Fair Visioning Committee Report – Board Member Christy stated that she had nothing to report.

C. Boosters/Coalition Liaison Report – Board Member Logan reported that he received an e-mail regarding what the Boosters are working on. Logan read the bullet points.

1. Boosters working with the County on creating a Task Force for the strategic plan.
2. Continue with discovery phase for possible long-term Renaissance Fair.
3. Review proposed Complex Budget.
4. Finding ways to be engaged in the 2007 Fair.
5. Connecting with citizens of the County through outreach.

Logan reported that Dennis Mulvihill from the County came to the Booster meeting last month and reported that the timeline for the Redevelopment Task Force had been pushed back and answered questions.

D. Treasurer Report – Board Member Madden reported that he reviewed the financials and everything looks well. Reported that the Budget Oversight Committee met and Madden read the list of issues that the committee would like discussed.

Board Member Christy asked if these recommendations came out of the committee meeting.

Madden explained that they were and further noted that the scope and mission was not well defined and it was not a perfect system, but will get better. Madden also suggested the Budget Oversight Committee continue in the future, it's a good practice.

Chair Flagg thanked those who participated and noted that this will be discussed further.

Madden also suggested that this be done much earlier in the future.

E. 4-H Report – Terry Palmer, OSU Extension Service Agent, thanked Board Member Christy for coming to the Leadership Meeting and discussing the Jeanie Leeson Scholarship. Palmer reported that she gave fair staff the 4-H Horse Fair schedule. Palmer also reported that she is working with the Fair Coordinator for budget, policies, etc. for this year's fair. Palmer also noted that this year 4-H would be adding Lego Robotics.

F. Operations Report – Executive Director Hillman reported that the Fire alarm Panel in the Main Exhibit Hall has been changed out and is up to code. Staff found the previously reported water leak, it's behind the Floral Building and the Boosters are working on a possible water leak at the fountain.

Board Member Steward asked about an e-mail from Tom Black about the water leak located in the rodeo grounds. Hillman reported that staff has not found a leak in that area.

Hillman reported that staff met with John Growney, our rodeo contractor, regarding the Board request to look at the steel pens and corals behind the rodeo grounds. Growney made recommendations on what could stay and what could go and he also recommended that the storage shed be removed.

Hillman also reported that the old Rajneesh restroom trailer was burned by the Fire Department last weekend and the City of Hillsboro is continuing to borrow our rabbit cages which may be returned next month.

Chair Flagg asked if a second opinion from another stock contractor would be wise on the removal of the pens.

Board Member Steward stated that he met with John Growney at the Red Bluff sale and he said that he needed every square inch of the space.

Hillman also noted that if we move forward with this staff has found a licensed contractor with the correct equipment to do the project.

G. Other, if any – None

3. Old Business

A. Redevelopment Update – Chair Flagg stated that there is nothing to report.

B. Renaissance Festival – Chair Flagg reported that there has been quite a bit of continued due diligence work from the staff. They have engaged with an investigator from the Sheriff's Department to check the background on the operators of the proposed Renaissance Festival. The due diligence process is moving forward and there are continued conversations regarding proposals terms. Flagg noted that members of the Fair Complex Board, City of Hillsboro, County Commissioners, Staff, and Boosters will travel to the Arizona Renaissance Fair to review the operation and further complete the due diligence process. The first trip will be February 23rd and a possible second trip in March.

Hillman reported that the County Commissioners have requested that he update them next Tuesday. The first draft of the possible agreement will be forth-coming and will

be e-mailed to the Board as soon as he receives it. Hillman reminded the Board that this is a confidential document.

Hillman reported that he has been having discussions with County Counsel about how the language may shape up.

Board Member Steward said at the last Board of County Commissioners (BOCC) it was made apparent that had more work to do around the financial piece and return on investment. Steward asked if we are prepared for that at this meeting to answer some of those questions.

Hillman stated that BOCC Chairman Brian made the comment that we should not be banking on the money and spending it on improvements, but first see what kind of money is going to come out of this event.

Hillman invited Board members to attend the meeting with the County Commissioners next Tuesday.

C. Proposed 2007/08 Budget – Public Hearing

Chair Flagg opened the public hearing on the proposed 2007-08 Budget and invited those who wished to address the Board to come forward one at a time.

Merle Eakin – Provided a handout to the Board. Eakin reported that he went to Tehama County Fair for the Red Bluff Bull Sale and had the opportunity to visit with the Red Bluff Fairgrounds Executive Director Mark Eidman. They have 687 event days at the Tehama Fairgrounds. Eakin asked the Board if they knew how many use days we had. Eakin reported it is 143 which he stated declines every year. Eakin noted that Mark got a raise last month and now makes \$70,000 and only has one secretary who handles all the events and makes \$32,000. Eakin asked the Fair Board if they would let their own business's operate this way and asked why it is allowed here. Eakin stated that staff wages are too high and should be more in-line with other fairs in this state and boarding states.

Board Member Steward asked Board Member Madden if a comparison of our fairgrounds to others fairgrounds wages were discussed by the oversight committee.

Madden stated that every fairgrounds is different, it's hard to compare one county to another with different demographics.

Eakin then asked the Board what the staff does all day.

Madden then asked Eakin what he would recommend to fix these problems.

Eakin stated that he would reduce the staff to an administrator that would get \$60,000 to \$70,000, and a secretary-event person who would get \$40,000. We are way over-staffed.

Judi Palumbo – Urged to Board to reconsider the investment on the sign right now. Commissioner Brian has stated that he would like to see a name change for the facility and hopes that it will come out of the Blue Ribbon panel.

Lyle Spiesschaert – Asked the Board to consider a revenue placeholder for the Sports Complex. This is the 3rd year that this has been a freebie for the City of Hillsboro. It is a resource that is not recognized by the budget.

Ed Kristovich – Reported that every year his show can't get bigger; they can't cook in the building, yet every year the rent goes up. The big gem show moved to the Expo Center and they really like the 90,000 square foot building and they are going to stay there. The small gem club plans on staying here, but the building is not big enough. Something needs to be done.

Dave Rohrer – Have not had enough time to go into the detail of the budget. Recommend the budget not be approved at this time. The County doesn't need it until June. Need to wait and see what the revitalization committee comes up with and the steering committee. Will have different thoughts and the budget can be adjusted if they happen. The Boosters have some ideas that could impact the budget for this year. Recommend that it is not approved at this time.

Board Member Christy asked Executive Director Hillman when the budget is due.

Hillman reported that it was due on January 29th, and it's already late.

Board Member Madden asked why he keeps hearing that June is the deadline date, what is the timeline.

Hillman explained that we are a department of the County and we have to file our budget just like every other County department and that date was January 29th. The CAO & their staff office review it for a month or six weeks. Then it goes into a state mandated process where the County establishes a budget committee. They meet a couple of times and there are presentations made by various departments. Then the CAO's office looks at the entire budget as a whole. There is a large publication printed and published. The County has a budget review in May and our budget is included in that review. It goes to the BOCC for final approval in June.

Madden asked if there is a public budget hearing where the budget is scrutinized.

Hillman stated that there is. Hillman also noted that there is a chance that even after it is adopted by the County, that the Fair Board can ask for changes to be made to the budget within categories, or a budget modification can be requested if needed.

Chair Flagg closed public comment time and asked for board discussion. Flagg stated that this should maybe be moved up to be the agenda earlier in the future.

Hillman also suggested that a two-year budget could be discussed.

Chair Flagg said that the items from the oversight committee were comprised of four basic areas; how would these suggestions impact the bottom line; and which items should be reviewed immediately?

Board Member Hirst asked if the phone system was part of the County contract.

Hillman stated that it was.

Hirst said that nothing can be done then.

Discussion ensued regarding phone expenses.

Hirst also stated that the employees classifications cannot be changed, the County won't allow it. Hirst continued by saying that he agrees with the Frite Lites recommendation. Hirst also stated that the Airshow would not allow us to manage one of their gates. Hirst said he's not sure if the rental rates are too high, maybe they are or maybe not. The Complex is not in as much demand as some people think. Hirst also explained that the ball fields are a political football between Commission Chair Tom Brian and Mayor Tom Hughes. It's out of our hands. Hirst reported that he had a conversation with the Fire Marshall and he said that we are not getting off the hook this time regarding life safety issues. Hirst also agreed that it's a good suggestion to hold off on the message center, but it would be nice to have for fair time.

Chair Flagg suggested that at the next meeting there be an agenda item where we discuss forming a committee of the Board to go over these items and make recommendations.

Madden stated that there are a lot of valid issues, some may not be actionable, most of these items don't affect the bottom line of the budget and it's nice to know that we have the flexibility to make changes if needed.

Board Member Steward stated that if we don't have the control that we think we do and we can't make recommendations back to the County Commissioners, we can't make recommendations on our budget in regards to the ball fields and other things, then what is my position here. We need to push the envelope. It's on us to make the right decision even if it means going against the County Commissioners. Steward stated that he likes the recommendations, he likes the process and they should be acted upon.

Board Member Hirst is excused from the meeting at 5:45 p.m.

Chair Flagg asked Hillman to give a summary of the overall budget.

Hillman went over the budget.

Chair Flagg proposed that these items be worked on at upcoming meetings or delegate them to a Board committee for recommendations.

Motion by Board Member Christy to adopt the budget as presented.

Board Member Madden stated the he needs more discussion; he is pulled in two directions. He understands that we are running up against a time frame, but needs to honor the Budget Oversight Committee's recommendations and doing the due diligence.

Board Member Christy said there are not many changes that are being proposed for this budget. The recommendations are great and should be discussed and amendments can still be made before the summer.

Madden states that he is not comfortable unless the motion was amended to allow for an adjustment.

Steward said that the revitalization piece still needs to be considered and discussed.

Discussion ensued.

Chair Flagg requested that the motions be started over.

Motion by Board Member Christy to approve and forward the budget for 2007 as presented. Second by Board Member Logan.

Motion by Board Member Madden to amend the motion to allow for an adjustment based on the recommendations before the budget adopted by the County in June. Second by Board Member Christy. Motion carries 5-0.

Motion by Board Member Christy to approve and forward the budget for 2007 as presented. Board Member Logan. Motion Carried 5-0.

Chair Flagg noted that the committee will be set-up next month.

D. Other – Board Member Christy explained and discussed the Jeanie Leeson 4-H Scholarship.

4. **New Business.**

A. **Fire Hydrant Project Bid Award** – Executive Director Hillman explained the bid process, the bid results to the Board, and the need to formally award the bid. The bid award would include a \$15,000 contingency. Total award for Integrity Excavating would be \$124,220. Hillman also noted that he has had conversations with the Fire Marshall and he has indicated that if this project does not happen he will not allow the barns to be occupied during the fair.

Discussion ensued regarding ductile steel versus PVC pipe.

Chair Flagg asked for clarification, regarding the Fire Marshall indicating that no activities will be allowed in the buildings to the south at fair time without this project.

Board Member Steward asked if this was in writing.

Hillman noted that the Fire Marshall Deficiency Notice was in the packet.

Steward said it did not have a date or suggestion.

Hillman begged to differ.

Steward asked if it was the inadequate water supply piece on line item 6.

Hillman said that it was; can be found on page 38 of the Board packet; and that the Notice was issued June 15, 2005. Hillman noted that we have asked for an extension to work through this process.

Discussion ensued regarding the notice from the Fire Marshall

Motion by Board Member Madden to move forward with the Fire Hydrant Project. Second by Board Member Christy. Motion Carries 4-1 with Board Member Steward voting to oppose.

B. **LED Message Board Bid Award** – Executive Director Hillman reported that staff is recommending to move forward with this project. Discussion ensued.

Motion by Board Member Christy to authorize staff to move forward with purchasing the LED Message Center. Second by Board Member Madden. Motion Carries 4-1 with Board Member Logan voting to oppose.

Board Member Christy was excused at 6:12 p.m.

C. **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** - Chair Flagg read an article from WFA regarding Executive Director Hillman being inducted in the WFA Hall of Fame. Flagg asked that Hillman be congratulated on his award.
8. **Other Matters of Information** – None.
 - A. **Newspaper Articles, if any**
 - B. **Website Activity**
 - C. **Other, if Any**
9. **Oral Communications – Second Session**

Glenda (Last Name not audible) – Asked how much the LED signs cost that were used for the KUIK kid event. Staff explained that KUIK rented them privately.

Debbie Van Roekle – Said that Board members must make statements that are accurate. Van Roekle said unless Board Member Hirst has met with the Expo Center people personally he cannot say things that are not true. Van Roekle stated she has personally met with the Expo Center and they have stated that there is no overflow.

Dave Rohrer - Rentals have dropped off for the last 2 - 3 years, before it was always full. The Main Exhibit Hall was always full. Cloverleaf Building was doing \$1000 per month and the Floral Building was being rented out. The idea that the facilities have changed that much is wrong. They were rented out before. The Board needs to look at what was said before.

With no further business before the Board, Chair Flagg adjourned the meeting at 6:30 p.m.

Motion by Board Member Logan to adjourn. Second by Board Member Steward.
Motion carried 4 - 0.

Don G. Hillman
Recording Secretary

Rafe Flagg
Board Chair

WASHINGTON COUNTY FAIR COMPLEX FACILITY SCHEDULE

March-2007

(**Highlighted events are no-charge)

Tuesday, March 06, 2007

Floral Bldg./Mtng. Room Pioneer Heritage Academy
****Cloverleaf Lot Fire Dept. Training**

Wednesday, March 07, 2007

Floral Bldg./Mtng. Room Pioneer Heritage Academy
Main Exhibit-North Dog Training Class
Cloverleaf Building Martial Arts Class
****Cloverleaf Lot Fire Dept. Training**
****Main Exhibit-South Fair Board Meeting**
****Main Exhibit-South Booster Meeting**
****Entire Complex 4H Night**

Thursday, March 08, 2007

Floral Bldg./Mtng. Room Pioneer Heritage Academy
****Cloverleaf Lot Fire Dept. Training**

Friday, March 09, 2007

Main Exhibit-South Gem & Mineral Show

Saturday, March 10, 2007

Main Exhibit-South Gem & Mineral Show
****Cloverleaf Bldg. 4H Small Animal Show**

Sunday, March 11, 2007

Main Exhibit-South Gem & Mineral Show

Tuesday, March 13, 2007

Friendship Plaza Smoke School
Floral Bldg./Mtng. Room Pioneer Heritage Academy

Wednesday, March 14, 2007

Friendship Plaza Smoke School
Floral Bldg./Mtng. Room Pioneer Heritage Academy
Cloverleaf Building Martial Arts Class
****Entire Complex 4H Night**

Thursday, March 15, 2007

Friendship Plaza Smoke School
Floral Bldg./Mtng. Room Pioneer Heritage Academy

Friday, March 16, 2007

Main Exhibit Hall Oregon Ceramics Show
****Cloverleaf Building 4H Parrot Pals**

Saturday, March 17, 2007

Main Exhibit Hall Oregon Ceramics Show
Quadrant Property ATV Safety Institute

Sunday, March 18, 2007

Quadrant Property ATV Safety Institute

Tuesday, March 20, 2007

Floral Bldg./Mtng. Room Pioneer Heritage Academy

Wednesday, March 21, 2007

Floral Bldg./Mtng. Room Pioneer Heritage Academy
Cloverleaf Building Martial Arts Class
****Entire Complex 4H Night**

Saturday, March 24, 2007

Main Exhibit Hall All American Glass Show
Quadrant Property Oregon Rally Group

Sunday, March 25, 2007

Main Exhibit Hall All American Glass Show
Quadrant Property Oregon Rally Group

Wednesday, March 28, 2007

Main Exhibit-North Dog Training Class
Cloverleaf Building Martial Arts Class
****Entire Complex 4H Night**

Saturday, March 31, 2007

Main Exhibit-North Gun & Knife Show
Quadrant Property ATV Safety Institute
****Cloverleaf Building 4H Parrot Pals**

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: March 1, 2007

To: Washington County Fair Complex Board
Washington County Fair Complex

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

Re: February 2007 Operations Report

Fire Hydrant Project – The contract for this project has been issued to Integrity Excavating Inc., and work will begin in the very near future. It is expected that the project will be completed in the next 90 days barring any unseasonable inclement weather.

Water System Leaks: The water leak on the west side of the Floral Building has been repaired. Extra shut-off valves were installed to enable staff to isolate the Demonstration Gardens and Floral Building separately.

The Boosters Water Feature has been turned off pending some final work necessary to correct the possible leak or leaks. A water meter has been installed which will allow us to monitor any future conditions.

May Board Meeting – Due to the Cloverleaf Building, Floral Building, and Main Exhibit Hall being rented on the May 2, 2007 Board Meeting date, staff will find an alternative location for this meeting. Perhaps a good opportunity to have a Board meeting on the east side of 185th Avenue.

Rodeo Pens – Staff has located a qualified contractor to remove at not cost, the pens and corrals on the east side of the Rodeo Arena. Work should begin this spring, weather permitting.

**OREGON RENAISSANCE FESTIVAL, INC.
5005 OLD CEDAR LAKE ROAD
ST. LOUIS PARK, MN 55416**

February 28, 2007

W. Rafe Flagg, Chair
Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, OR 97124

Chair Flagg,

On behalf of Oregon Renaissance Festival Inc., I want to thank Washington County, Washington County Fair Complex, the City of Hillsboro, and the Washington County Fair Boosters for taking the time to visit the Arizona Renaissance Festival this last weekend. Our team is hopeful that the visit was worthwhile and the information gathered will assist in the decisions necessary for our proposal to move forward.

I would like to summarize our proposal and request that the Washington County Fair Complex Board take affirmative action on our plan so that we can proceed to the Washington County Board of Commissioners for their consideration.

In September 2006, we contacted your staff regarding the possibility of producing a Renaissance Festival at the Washington County Fair Complex. Washington County and Linn County are the two locations in Oregon currently under consideration. The Washington County Fair Complex remains our first choice.

Our basic proposal consists of the following elements. Please keep in mind that these basic terms are subject to change and modification should the parties move forward. As with all such negotiations, this is a fluid process.

1. We request a minimum 20-year lease, with renewal options, for approximately 25 acres of County property located on the west side of NE 34th Avenue which would include, but not be limited to, the carnival lot, amphitheatre, Main Exhibit Hall, Arena, Friendship Square, Friendship Plaza, Chuckwagon, Livestock Restroom, and RV Park. Initially, the proposed site to be occupied by the Festival would comprise approximately 15 acres and thereafter expand based upon attendance.

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2. We require the exclusive use of the designated property for the purpose of operating a Renaissance Festival on an annual basis beginning in July 2008. The Festival will run for a period of six to eight consecutive weekends, and will also require appropriate move-in and move-out periods.
3. Prior to July 2008, the Renaissance Festival will invest a minimum of \$1,000,000 in mutually agreed upon improvements to the site. Prior to July 2012, the Renaissance Festival will invest an additional \$1,000,000 in mutually agreed upon improvements to the site. Proposed improvements shall include perimeter fencing, pathways, theatrical stages, craft booths, concession stands, front gate, ticket booth, and joust arena.
4. Washington County and the Washington County Fair Complex would work in good faith with the Renaissance Festival to seek approval from the City of Hillsboro on said improvements and other matters of mutual concern or benefit.
5. Annual lease payments are proposed to be based upon a percentage of gross gate receipts, craft exhibitor fees and concession revenues allowing lease payments to increase with increased attendance, exhibitor fees and concession revenues. A minimum annual lease payment would be provided for in the proposed lease. In addition, the fair complex would be allowed to retain certain parking revenues.
6. Outside the exclusive operating period granted to Renaissance Festival, the improvements made to the site would be available to the Fair Complex at no cost, with the provision that the Fair Complex maintain the improvements in good condition, reasonable wear and tear excepted.
7. To the extent practical, both the Renaissance Festival and the Fair Complex will cooperate in matters of mutual concern, including, but not limited to, the scheduling and operation of the annual County Fair & Rodeo; the scheduling and operation of the annual 4H Horse Fair; joint use of parking facilities for use by vendors, employees, participants and the public at large; the annual Oregon International Air Show; and other events and activities of mutual concern that may occur during the term of proposed lease.
8. Washington County or the Fair Complex would not allow an event similar in nature to the proposed Renaissance Festival to take place at the Fair Complex or property owned and/or controlled by Washington County.
9. The lease agreement shall provide a buyout clause should Washington County and/or the Washington County Fair Complex elect to cancel the proposed lease.

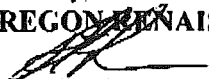
Last, but not least, since the final approval of any long-term lease is subject to the approval of the Washington County Board of Commissioners and it is our understanding that the County is in the process of forming a Task Force to study future uses of the Washington County Fair Complex, the Renaissance Festival respectfully requests that the Fair Complex Board approve in concept, the proposed lease terms noted above and defer the final decision and negotiations of lease terms to the Washington County Board of County Commissioners. Such action would allow the proposal made by the Renaissance Festival to move forward in a timely manner.

Please understand that time is of the essence if the Renaissance Festival is to produce a show to commence July 2008.

Thank you again for your time and consideration of our proposal

Sincerely,

OREGON RENAISSANCE FESTIVAL INC.


Robert Levine, Its President

Cc: Washington County Board of Commissioners

***Calendar of Events
March – September 2007***

Date	Event	Location
March 7 7	Board Meeting Booster Meeting	Main Exhibit Hall (4:30 PM) Main Exhibit Hall(7:00 PM)
April 4 4 13 - 14 27 – 30	Board Meeting Booster Meeting Oregon Fairs Assoc. Spring Conference IAFE Spring Management Conference	Main Exhibit Hall (4:30 PM) Main Exhibit Hall (7:00 PM) Hood River County Fair Danvers, Mass.
May 2 2 28	Board Meeting Booster Meeting Memorial Day	TBD (4:30 PM) TBD (7:00 PM) Office Closed
June 6 6	Board Meeting Booster Meeting	Main Exhibit Hall (4:30 PM) Main Exhibit Hall (7:00 PM)
July 4 9 -15 11 11 21 – 22 26 – 29	Fourth of July 4H Horse Fair (Includes Prep Days) Board Meeting Booster Meeting County Fair Entry Days County Fair & Rodeo	Office Closed Arena and Barn Area Floral Building (4:30 PM) Floral Building (7:00 PM) Main Exhibit Hall All Areas
August 10 – 12 29	No Board Meeting Oregon International Air Show OFA Combined Area Meeting	Parking Lots Open State Fair
September 3 5 5	Labor Day Board Meeting Booster Meeting	Office Closed Floral Building (4:30 PM) Floral Building (7:00 PM)

Subject to Change Monthly