# **NOTICE OF MEETING**

# **Washington County Fair Board**

Washington County Fair Complex Cloverleaf Building 873 NE 34<sup>th</sup> Ave, Hillsboro OR 97124 Wednesday, March 7, 2018 4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold a meeting on Wednesday March 7, 2018 from 4:30 p.m. to 6:00 p.m. in the Cloverleaf Building at the Washington Fair Complex. 873 NE 34<sup>th</sup> Ave, Hillsboro, OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

# **Washington County Fair Board Meeting Agenda**

Washington County Fair Complex, Cloverleaf Building
Wednesday, March 7, 2018
4:30 p.m. to 6:00 p.m.
873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124

#### Fair Board

Erin Carroll, President Bill Ganger, Vice President Gary Seidel, Board Member Andy Duyck, Board Member David Vilalpando, Board Member

David Noyes, Board Member Bob Rollinger, Board Member

#### A. Call to Order

#### B. Oral Communications I

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

# C. Approval of Minutes

1. January 2018 Fair Board Special Meeting Minutes

## D. Reports

- 1. Financial Report
- 2. 4-H Update
- 3. Educational Fund Update

#### E. Old Business

1. County Fair 2018 planning update & discussion

#### F. New Business

1. Other, if any

#### G. Other Matters of Information

- 1. County Administrative Office Update, if any
- 2. Other, if any

## H. Oral Communications II

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

#### I. Adiourn

Next Meeting - April 4, 2018

# **Washington County Fair Board Meeting Minutes**

Washington County Fair Complex Cloverleaf Building 873 NE 34th Ave, Hillsboro, Oregon 97124 Wednesday, January 10, 2017 4:30 p.m. to 6:00 p.m.

#### 1. Call to Order

**a.** Vice President Ganger called the meeting to order at 4:30 pm and noted all Fair Board Members were present except for David Villalpando.

#### 2. Oral Communications I

**a.** Nick Vial spoke regarding the policy and procures for managing Livestock contact at the Washington County Fair. Bulleted paragraph number 2, the part that "keeps animals and the public from crossing paths" concerns him that the public won't be able to pet the cows.

# 3. Approval of Minutes

**a.** Board Member Rollinger made a motion to approve the December minutes. Second by Board Member Noyes. Motion carried 5 -0.

# 4. Reports

a. Financial Report

Fair Manager Perkins- Hagele reported the financials through December of 2017. Board Member Seidel made a motion to approve the January Financial Report. Second by Board Member Rollinger. Motion carried 5-0.

## b. 4-H Update

Fair Manager Perkins- Hagele reported that she met with Pat and Darsy from 4-H earlier that day and that the 4-H season had started and they have begun holding their monthly topic meetings.

c. Educational Fund Update

Fair Manager Perkins- Hagele reported that they have a fundraiser coming up on April 7<sup>th</sup> at the Cloverleaf building.

## 5. Old Business

#### a. County Fair 2018 planning updates

Fair Manager Perkins- Hagele reported that she is still working on concerts for Thursday and Saturday. The Friday concert is confirmed with Dustin Lynch via the partnership with the country radio station. Perkins-Hagele also reported that contracts with grounds entertainers are in process as well as contracts for vendors and concessions. Perkins-Hagele also presented the new concept to replace the traditional static exhibits contests and move forward with educational programs aimed at teaching people home arts by having classes and demonstrations rather than people making things at home and bring it in to be judged. The board agreed with this concept and authorized staff to proceed.

#### 6. New Business

## a. Board Elections

Vice President Ganger asked all the board to open their binders and go the By-Laws Tab #4 and then turn to page 2 and locate article 4. Explain that per Fair Board By-Laws Article #4, each January an election of Board Officers must occur. The officers consist of the President and Vice President only. The terms are one-year. The Secretary position is held by a staff person according to By-Law Article 8. The first position to be filled will be for President. Ganger opened the floor for nominations and Board Member Noyes, nominated Board member Gary Seidel for President. Hearing no other nominations Ganger announced that Board Member Gary Seidel will be the new President. Ganger then opened nominations for Vice President. Board Member Rollinger nominated Vice President Ganger for Vice President. Hearing no other nominations Ganger announced that he will continue to serve as Vice President

## b. **Draft Bio-Security Policy**

Fair Manager Perkins-Hagele provided an overview of the proposed policy. The board felt that the proposed policy matched their direction provided at the previous meeting. Nic Vial voice from the audience that he did not agree with how the policy will be interpreted and did not believe that the Fair Manager should provide the interpretation. Vial further stated that the public needs to be able to pet the cows heads that are tied to the panels. After further discussion Perkins-Hagele explained that per the draft policy the public will not be allowed to walk through the bedding to pet the animals. It was recommended that 4-H & FFA youth provide opportunities for the public to interact with their animals by untying them and bringing them to the edge of where the public will be walking. Vial stated that the 4-H kids won't take the time to untie their animals to show the public and have them pet their animal. Board Member Duyck made a motion to accept the Washington County Fair Board Policy 209 Policy and Procedures for Managing Livestock Contact at the Washington County Fair. Fair Board Member Seidel seconded it. Motion carried 5-0.

#### 7. Other Matters of Information None

# 8. County Administrative Office Update if any.

a. April 17<sup>th</sup> Joint Committee Meeting with County Commissioners. Information regarding the Event Center is on the website.

## 9. Oral Communication II

a. None

# F. Adjourn

a. Vice President Bill Ganger adjourned at 5:25 pm

Washington County Fair 873 NE 34<sup>th</sup> Avenue Hillsboro, Oregon 97124 Phone: (503) 648-1416

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www.bigfairfun.com

# **MEMORANDUM**

**Date:** March 2, 2018

**To:** Washington County Fair Board

From: Leah E. Perkins-Hagele, Fair Complex Manager

**Re:** Financial Reports

The 2017\_2018 YTD Financials through February are attached.



# Monthly Financial Report Washington County

# **Washington County**

Account		17-Jul	17-Aug	SEP-17	OCT-17	NOV-17	DEC-17	JAN-18	FEB-18	MAR-18	APR-18	MAY-18	JUN-18	YTD-Actual	Budget	Budget	Us
Intergovernmental Rev							<del>-</del>										
41025 Transient Lodge Tax	\$	(1,146.00) \$	(58,632.90) \$	(66,103.50) \$	(46,396.60)	\$ (42,976.00)	\$ (36,527.10)	\$ (29,663.40)	\$ (34,372.50)					(315,818.00)	(591,300.00)	(275,482.00)	539
43156 Dept Ag Lot. Funds	\$	- \$	- \$	- \$		\$ -	\$ -	\$ (53,166.67)	\$ -					(53,166.67)	(50,000.00)	3,166.67	1069
TOTAL	\$	(1,146.00) \$	(58,632.90)	(66,103.50)	(46,396.60)	(42,976.00)	(36,527.10)	(82,830.07)	(34,372.50)	0.00	0.00	0.00	0.00	(368,984.67)	(641,300.00)	(272,315.33)	589
Charges for Sevices																	
44511 Camping Fees	\$	(30.00) \$	(8,161.50) \$	- \$	_	\$ -	\$ -	\$ -	\$ -					(8,191.50)	(9,000.00)	(808.50)	919
44513 Sunday Arena Event	\$	- \$	(20,615.45) \$	- \$	-	\$ -	\$ -	\$ -	\$ -					(20,615.45)	(23,000.00)	(2,384.55)	909
44514 Comm Booth Rent	\$	(103,570.00) \$	(1,850.00) \$	575.00 \$	_	\$ -	\$ -	\$ -	\$ -					(104,845.00)	(100,000.00)	4,845.00	1059
44515 Parking Fees	\$	(4,780.00) \$	(139,411.90) \$	- \$	-	\$ -	\$ -	\$ -	\$ -					(144,191.90)	(100,000.00)	44,191.90	1449
44516 Concert Admission	\$	- \$	(37,657.90) \$	- \$	-	\$ -	\$ -	\$ -	\$ -					(37,657.90)	(50,000.00)	(12,342.10)	75
44517 Sponsorship Fees	\$	(15,500.00) \$	- \$	- \$	(2,250.00)	\$ -	\$ -	\$ -	\$ -					(17,750.00)	(10,000.00)	7,750.00	1789
44518 Carnival Fees	\$	- \$	(238,466.84) \$	- \$	-	\$ -	\$ -	\$ -	\$ -					(238,466.84)	(220,000.00)	18,466.84	1089
44522 Entry Fees	\$	(1,400.00) \$	- \$	- \$	-	\$ -	\$ 60.00	\$ -	\$ -					(1,340.00)	(1,800.00)	(460.00)	749
44527 Thurs. Arena Event		\$	(9,173.00) \$	- \$	-	\$ -	\$ -	\$ -	\$ -					(9,173.00)	(15,000.00)	(5,827.00)	619
TOTAL	\$	(125,280.00) \$	(455,336.59)	575.00	(2,250.00)	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	(582,231.59)	(528,800.00)	53,431.59	1109
Miscellaneous Revenues																	
48195 Reimburse of Exp	\$	(856.95) \$	- \$	(125.00)		\$ -	\$ -	\$ -	\$ -					(981.95)	(3,000.00)	(2,018.05)	339
48205 Concessions	\$	(22,025.00) \$	(256,979.56) \$	(700.50)		\$ (2,922.50)	\$ -	\$ -	\$ -					(282,627.56)	(220,000.00)	62,627.56	1289
48225 Other Misc Rev	\$	(2,875.50) \$	(302.25) \$	(62.81)		\$ -	\$ -	\$ -	\$ -					(3,240.56)	(2,000.00)	1,240.56	1629
Total	\$	(25,757.45) \$	(257,281.81)	(888.31)	0.00	(2,922.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(286,850.07)	(225,000.00)	61,850.07	1279
Total Revenues	\$	(152,183.45) \$	(771,251.30)	(66,416.81)	(48,646.60)	(45,898.50)	(36,467.10)	(82,830.07)	(34,372.50)	0.00	0.00	0.00	0.00	(1,238,066.33)	(1,395,100.00)	(157,033.67)	899
Personal Services																	
51105 Wages & Salaries	\$	10,241.04 \$	14,589.53 \$	21,727.29 \$	14 626 40	\$ 14,633.12	\$ 14,626.44	\$ 14,626.41	\$ 15,603.01					120,673.24	203,806.00	83,132.76	599
51110 Temporary Salaries	\$	1,592.40 \$	6,055.92 \$			,		\$ -	\$ 15,005.01					7,648.32	11,038.00	3,389.68	699
51115 Overtime/Other Pay	\$	- \$	2,109.32 \$			\$ 145.27		\$ 278.60	•					3,915.17	6.000.00	2,084.83	659
51125 FICA	\$	897.70 \$	1,726.56 \$				\$ 1,104.72							10,009.45	16,435.00	6,425.55	619
51130 Workers Comp	\$	165.52 \$	386.20 \$											1,703.79	881.00	(822.79)	1939
51135 Workers Comp 51135 Employer Paid Workday	1 '	6.13 \$	16.53 \$				\$ 5.12							59.48	109.00	49.52	559
51140 Pers Contribution	\$ 8	2,136.36 \$	3,478.52 \$	4,813.89 \$		\$ 3.701.71								26,564.33	43,299.00	16,734.67	619
51150 Health Insurance	\$	5,138.65 \$	4,405.42 \$			\$ 4,630.65	,							37,427.13	56,004.00	18,576.87	67
51156 Health Histirance 51155 Life, Long Term Disabil		63.34 \$	54.18 \$	56.52 \$	· · · · · · · · · · · · · · · · · · ·									467.99	741.00	273.01	639
51160 Unemployment Insurance		6.95 \$	16.15 \$											72.35	117.00	44.65	629
• •	\$	80.36 \$	155.77 \$											880.59	1,611.00	730.41	55
51165 Tri_Mot Toy	Ф		52.50 \$	78.75 \$										420.00	683.00	263.00	55 61
51165 Tri-Met Tax	d d					ער ער יי	ים איניים	n 77.30	יי דער ייי					420.00	083.00	∠0.5.UU	01'
51180 Other Employee Allow	\$	26.25 \$															
	\$ \$ \$	26.25 \$ - <b>20,354.70</b> \$	\$2.50 \$ \$ 33,046.60					\$ - 24,121.84	\$ - 25,081.87	0.00	0.00	0.00	0.00	0.00 <b>209,841.84</b>	0.00 <b>340,724.00</b>	0.00 <b>130,882.16</b>	62°

Account	17-Jul	17-Aug	SEP-17	OCT-17	NOV-17	DEC-17	JAN-18	FEB-18	MAR-18	APR-18	MAY-18	JUN-18	YTD-Actual	Budget	Budget	Use
Materials and Supplies																
51205 Supplies - Office \$	54.00 \$	409.50 \$	18.58 \$	-	\$ -	9	-	\$ -					482.08	2,000.00	1,517.92	24%
51210 Supplies- General \$	3 1,745.23 \$	7,124.40 \$	\$ 907.24 \$	-	\$ 158.56	9	-	\$ -					9,935.43	40,000.00	30,064.57	25%
51285 Services -Professional \$	76,639.11 \$	72,005.20	\$ - \$	-	\$ -	9	-	\$ -					148,644.31	185,000.00	36,355.69	80%
51295 Advertising & Public Noti \$	S 121,205.00 \$	7,307.30 \$	\$ 505.29 \$	16,000.00	\$ -	9	-	\$ -					145,017.59	150,000.00	4,982.41	97%
51305 Communications - Service \$	- \$	1,080.00	\$ - \$	-	\$ -	\$ 1,500.00	-	\$ -					2,580.00	3,000.00	420.00	86%
51310 Utilities \$	5 11,281.52 \$	26,421.30	\$ (2,175.96) \$	952.70	\$ -	\$ - 5	-	\$ -					36,479.56	25,000.00	(11,479.56)	146%
51320 Repair & Maint \$	5 709.21 \$	1,243.71 \$	\$ 432.88 \$	149.14	\$ -	\$ - 5	5 - 5	\$ 172.00					2,706.94	2,000.00	(706.94)	135%
51340 Lease & Rentals - Space \$	425.00 \$	425.00 \$	\$ 1,925.00 \$	425.00	\$ 560.00	\$ 425.00 \$	425.00	\$ 425.00					5,035.00	6,600.00	1,565.00	76%
51345 Lease & Rentals - Equipn \$	20,707.76 \$	130,666.99	\$ (19,573.57) \$	-	\$ -	\$ - 5	-	\$ -					131,801.18	80,000.00	(51,801.18)	165%
51350 Dues & Membership \$		- \$	50.00 \$	-	\$ -	\$ 68.75 \$	175.00	\$ -					293.75	750.00	456.25	39%
51355 Staff Training & Educatio \$	s - \$	- 5	\$ - \$	644.00	\$ 255.50	\$ - 5	5 - 5	\$ 297.52					1,197.02	3,000.00	1,802.98	40%
51360 Staff Travel Expense \$	- \$	- 5	\$ - \$	203.58	\$ 908.23	\$ 113.59 \$	24.34	\$ -					1,249.74	5,000.00	3,750.26	25%
51365 Staff Private Mileage \$	s - \$	- 5	\$ - \$	211.86	\$ 71.90	\$ - \$	38.68	\$ -					322.44	300.00	(22.44)	107%
51355 Board Training & Educat \$	s - \$	-	\$	89.60		\$ - 5	-	\$ -					89.60	600.00	510.40	15%
51360 Board Travel Expense \$	s - \$	-	\$	-	\$ -	\$ - 5	-	\$ -					0.00	2,500.00	2,500.00	0%
51365 Board Private Mileage \$	- \$	-	\$	-	\$ -	\$ - 5	-	\$ -					0.00	50.00	50.00	0%
51390 Permits, Licenses & Fees \$	s - \$	-	\$	-	\$ -	\$ - 5	-	\$ -					0.00	1,000.00	1,000.00	0%
51465 - Postage & Freight \$	·	24.38	\$	-	\$ 1.444.68	\$ - 5	-	\$ -					1,469.06	500.00	(969.06)	294%
51475 Printing- Internal \$	·		\$	_	\$ -	\$ - 5		\$ -					0.00	2,000.00	2,000.00	0%
51495 Telephone Monthly \$			\$	_	\$ -	\$ - 5	S -	\$ -					885.65	400.00	(485.65)	221%
51550 Other Materials & Servic \$			\$	_	\$ -	\$ - 5	S -	\$ -					410.48	2,000.00	1,589.52	21%
TOTAL \$			(17,910.54)	18,675.88	3,398.87	2,107.34	663.02	894.52	0.00	0.00	0.00	0.00	488,599.83	511,700.00	23,100.17	95%
	, <u></u>	211,110,20	(17,510101)	10,072100	2,230.07	2,107101	000.02	0, 11,2	0.00	0.00	0.00	0.00	100,233102	211,70000	20,10011	30,0
Other Expenditures																ļ
52005 Bank Service Fees \$	390.38 \$		\$ - \$	-	\$ -	\$ - 5	-	\$ -				\$	390.38	2,941.00	2,550.62	13%
52130 Other Special Exp \$	,		\$ 10,503.57 \$	-	\$ 40.00	\$ - 5	-	\$ -				\$	,	62,000.00	(3,785.05)	106%
52139 Concert Expenses \$	. ,		,	-	•	\$ - 5	-	\$ -				\$	- ,	125,000.00	(20,848.24)	
52146 Entertainment Exp \$			\$ (4,157.91) \$	-	\$ -	\$ - 5	-	\$ -				\$	, ,	135,000.00	(27,695.18)	121%
52147 Open Class Exp \$	3 23,688.28 \$	10,638.11	\$ (9,759.19) \$	37.50	\$ 95.04	\$ - \$	33.34	\$ -				\$	24,733.08	30,000.00	5,266.92	82%
<b>52148 4-H Expenses</b> \$	_,		\$ 14,980.16 \$	-	\$ -	\$ 577.80 \$	-	\$ -				\$	24,654.16	25,000.00	345.84	99%
52149 FFA Expenses \$	6,609.63 \$	6,627.35 \$			\$ -	\$ 577.80 \$	-	\$ -				\$	14,528.87	15,000.00	471.13	97%
52151 Sunday Arena Exp \$	6 26,526.50 \$	3,705.90	\$ (1,852.95) \$	-	\$ -	\$ - 5	-	\$ -				\$	28,379.45	30,000.00	1,620.55	95%
52152 Saturday Arena Exp \$	- \$	- \$			\$ -	\$ - 5	-	\$ -				\$	2,700.00	3,000.00	300.00	90%
52153 Thursday Arena Exp \$	20,560.50 \$	3,705.90	\$ (1,852.95) \$	-	\$ -	\$ - 5	-	\$ -				\$	22,413.45	25,000.00	2,586.55	90%
52156 Parking Expenses \$	- \$	64,676.87 \$	\$ 3,916.17 \$	-	\$ -	\$ - 5	-	\$ -				\$	68,593.04	20,000.00	(48,593.04)	0%
TOTAL \$	321,135.85 \$	225,427.53	12,796.04 \$	37.50	\$ 135.04	\$ 1,155.60 \$	33.34	\$ -	\$ - 5	\$ -	\$ -	\$ - \$	560,720.90	472,941.00	(87,779.90)	119%
52010 Intendst Cha Indias Cha	wass											ď		72 722 00	72 722 00	00/
53010 Interdpt Chg - Indirect Char	· ·	6 1 4 4 4 3 d	b 614440 b	6 144 43	¢ 614443	¢ 614443	6 144 42	6 144 42	0.00	0.00	0.00	0.00		73,733.00	73,733.00	0%
Total \$	6,144.42 \$	6,144.42	6,144.42 \$	6,144.42	\$ 6,144.42	\$ 6,144.42	6,144.42	6,144.42	0.00	0.00	0.00	0.00	0.00	73,733.00	73,733.00	0%
Total Expenditures \$	5 581,287.45 \$	511,736.81	35,860.54	48,818.42	34,306.71	33,224.57	30,962.62	32,120.81	0.00	0.00	0.00	0.00	1,259,162.57	1,399,098.00	139,935.43	90%
TOTAL REVENUES \$	6 (152,183.45) \$	(771,251.30)	(66,416.81)	(48,646.60)	(45,898.50)	(36,467.10)	(82,830.07)	(34,372.50)	0.00	0.00	0.00	0.00	(1,238,066.33)	(1,395,100.00)	(157,033.67)	
	5 581,287.45 \$		35,860.54	48,818.42	34,306.71	33,224.57	30,962.62	32,120.81	0.00	0.00		0.00	1,259,162.57	1,399,098.00	139,935.43	
													21,096.24	3,998.00	(17,098.24)	