

WASHINGTON COUNTY FAIR COMPLEX

Board Meeting

March 3, 2004
Floral Building

Regular Session – 4:30 p.m.
Executive Session – 6:00 p.m.

County of Washington

Washington County Fair Complex
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Hillsboro, Oregon 97124
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FAX MEMORANDUM

Date: March 3, 2004

To: Board Members
Washington County Fair Board

From: Don G. Hillman
Washington County Fair Complex



Re: New Business – Consultant Services

The attorneys representing Lane County Fair have contacted our County Counsel to request that I be a consultant in the lawsuits arising from the 2002 E-Coli outbreak.

County Counsel advises that any such arrangement must be approved by the Fair Complex Board in advance and has offered three different ways to approach the request.

1. Permit me to act as an independent consultant and be paid directly for my services;
2. Permit me to be on contract via the Fair Complex and set an hourly fee for such services. Any remuneration for such services would be turned over to the Fair Complex;
3. Permit me to offer my services as a courtesy (no charge) since it involves an industry related matter and it concerns a fellow Oregon county fair.

I recommend the last option.

The estimated time commitment is approximately two-three days.

AGENDA

NOTICE OF MEETING

Washington County Fair Board
Regular Meeting: Wednesday, March 3, 2004, at 4:30 p.m.
Executive Session: Wednesday, March 3, 2004, at 6:00 p.m.*
Fair Complex Floral Building
Hillsboro, Oregon

Kathy Christy, President

A. Richard Vial, Vice President
Herbert Hirst, Member

W. Rafe Flagg, Member
Kathy Schmidlkofer, Member

148 Days to the 2004 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 – December 2003
 - B. Line Item Report – December 2003
 - C. Balance Sheet – December 2003
 - D. Other, if any
 2. Minutes
 - A. Fair Board Minutes – February 2004
 - B. Other, if any
 3. Facility Use Schedule – March 2004
 4. Other, if any

D. Special Reports

1. Rodeo Committee Report – Cody Feinauer, Rodeo Committee Chair
2. 4-H Report – John Baggott, OSU Extension Service
3. Fair Boosters Report – Bill Duerden, Booster President
4. Operations Report – Don G. Hillman, Executive Director
5. Other, if any

E. Old Business

1. Cottonwood Trees – Status Report
2. Livestock Entry Fees – Update
3. Draft Policy – Advertising, Canvassing or Soliciting
4. Redevelopment Update, if any
5. Other, if any

F. New Business

1. Evaluation & Selection Committee RFP Recommendation
2. RFP Recommendation to Board of County Commissioners
3. New Board Member Orientation
4. Election of Officers (President, Vice-President, Treasurer, Secretary)
5. Other, if any

G. Announcements

1. Calendar of Events
2. 2004 Board Meeting Calendar - Revised
3. 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. Herbert Hirst Board Application
2. Kathy Schmidlkofer Board Application
3. Newspaper Articles, if any
4. Website Activity
5. Other, if any

L. Adjourn

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

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

CONSENT ITEMS

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview December 2003

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 expo:		6. Promote a sense of community among County residents.			
Line Item	Acct No.	Description	December 2003	December 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
1		Beginning Fund Balance - July 1			\$ 328,352	\$ 357,171	\$ 305,426	117%
Revenues								
2		Interim Revenues	\$ 18,435	\$ 19,533	\$ 126,022	\$ 132,363	\$ 215,994	61%
3		Frite Lites Revenues	20,000	-	-	132,823	100,000	133%
4		Fairtime Revenues	-	-	590,813	561,999	618,050	91%
5		Non-Operating Revenues	13,904	7,708	332,093	318,267	543,000	59%
Total Revenues			\$ 52,339	\$ 27,241	\$ 1,048,928	\$ 1,145,452	\$ 1,477,044	78%
Total Revenues & Beg. Fund Balance			\$ 52,339	\$ 27,241	\$ 1,377,280	\$ 1,502,623	\$ 1,782,470	84%
Expenses								
6		Interim Expenses	\$ 35,612	\$ 87,383	\$ 398,907	\$ 267,789	\$ 501,251	53%
7		Frite Lites Expenses	155	-	-	118,061	100,000	118%
8		Fairtime Expenses	16,391	2,727	557,791	596,823	804,537	74%
9		Non-Operating Expenses					69,867	0%
Total Expenses			\$ 52,158	\$ 90,110	\$ 956,698	\$ 982,673	\$ 1,475,655	67%
10		Contingency					\$ 306,815	
Total Expenses and Ending Fund Balance							\$ 1,782,470	

Line Item	Acct No.	Description	December 2003	December 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Interim Operating Revenues								
11	10	Rent & Storage	\$ 17,337	\$ 17,209	\$ 76,741	\$ 89,000	\$ 180,894	49%
12	16	Parking Fees	\$ -	\$ -	\$ 32,358	\$ 26,370	9,000	293%
13	17	Miscellaneous Income	\$ 137	\$ (26)	\$ 2,040	\$ 2,596	10,000	26%
14	18	RV Park	\$ 860	\$ 2,350	\$ 14,532	\$ 14,140	15,350	92%
15	20	ATM Fees	\$ 101	\$ -	\$ 351	\$ 257	750	34%
Total Interim Operating Revenues			\$ 18,435	\$ 19,533	\$ 126,022	\$ 132,363	\$ 215,994	61%
Interim Personnel Expenses								
16	100	Interim Permanent Full-Time Positions	\$ 16,233	\$ 56,604	\$ 227,549	\$ 98,392	\$ 198,451	50%
17	101	Interim Temporary Salaries and Wages	\$ 1,184	\$ -	\$ -	\$ 6,612	3,075	215%
18	102	Interim O.P.E.	\$ 7,436	\$ 17,740	\$ 71,225	\$ 41,339	93,808	44%
Total Interim Personnel Expenses			\$ 24,853	\$ 74,344	\$ 298,774	\$ 146,343	\$ 295,334	50%
Interim Operating Expenses								
19	107	Office Expense	\$ 74	\$ 474	\$ 5,324	\$ 1,797	\$ 4,000	45%
20	108	Telephone	\$ 616	\$ 423	\$ 6,402	\$ 2,335	9,000	26%
21	109	Printing	\$ 175	\$ -	\$ 248	\$ 217	1,000	22%
22	110	Postage	\$ 300	\$ 201	\$ 1,344	\$ 523	1,750	30%
23	111	Equipment & Building Rental	\$ 215	\$ 215	\$ 1,571	\$ 3,035	5,000	61%
24	112	Utilities	\$ 4,218	\$ 5,426	\$ 29,257	\$ 29,454	70,000	42%
25	113	Repair & Maintenance	\$ 3,745	\$ 5,238	\$ 17,151	\$ 27,337	45,000	61%
26	114	General Supplies	\$ 237	\$ 499	\$ 3,793	\$ 7,404	18,000	41%
27	178	Parking	\$ -	\$ -	\$ -	\$ -	-	0%
28	118	Travel & Training	\$ -	\$ 630	\$ 2,534	\$ 97	500	19%
29	119	Legal Fee to County	\$ -	\$ 28	\$ 165	\$ 345	1,200	29%
30	121	Professional Services	\$ -	\$ (421)	\$ 3,854	\$ 19,476	10,000	195%
31	122	Insurance & Bonding	\$ -	\$ -	\$ 19,459	\$ 12,351	12,100	102%
32	123	Private Mileage	\$ -	\$ -	\$ 381	\$ 127	500	25%
33	124	Car Allowance	\$ -	\$ -	\$ 1,065	\$ -	-	0%
34	131	Advertising & Public Relations	\$ 273	\$ (197)	\$ 3,158	\$ 2,120	6,000	35%
35	132	Board Expense	\$ 227	\$ (80)	\$ 1	\$ 1,175	750	157%
36	133	Due, Licenses, Fees	\$ 231	\$ 363	\$ 2,139	\$ 1,646	1,125	146%
37	149	Misc. Materials & Services	\$ 203	\$ -	\$ 531	\$ 2,043	2,500	82%
38	151	County Indirect Cost	\$ -	\$ -	\$ 792	\$ 8,743	14,992	58%
39	154	RV Park Repair & Maintenance	\$ 245	\$ 240	\$ 240	\$ 655	1,000	66%
40	154B	RV Park Hotel/Motel Tax	\$ -	\$ -	\$ 558	\$ 566	1,000	57%
41	155	ATM Fees	\$ -	\$ -	\$ 166	\$ -	500	0%
Total Interim Operating Expenses			\$ 10,759	\$ 13,039	\$ 100,133	\$ 121,446	\$ 205,917	59%
Total Interim Expenses			\$ 35,612	\$ 87,383	\$ 398,907	\$ 267,789	\$ 501,251	53%
Net Interim Revenues/Expenses			\$ (17,177)	\$ (67,850)	\$ (272,885)	\$ (135,426)	\$ (285,257)	47%

Line Item	Acct No.	Description	December 2003	December 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Frite Lites								
42	15	Frite Lites Revenue	\$ 20,000	\$ -	\$ -	\$ 132,823	\$ 100,000	133%
43	375	Frite Lites Expenses	\$ 155	\$ -	\$ -	\$ 118,061	100,000	118%
Net Frite Lites Revenues/Expenses			\$ 19,845	\$ -	\$ -	\$ 14,762	\$ -	0%

Line Item	Acct No.	Description	December 2003	December 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Fair Revenues								
44	4	State Sources - Dept. of Agriculture	\$ -	\$ -	\$ -	\$ 4,059	\$ 41,000	10%
45	30	Youth Admissions	\$ -	\$ -	\$ 37,886	\$ 26,645	37,500	71%
46	31	Other Admissions	\$ -	\$ -	\$ 213,820	\$ 203,891	210,000	97%
47	32	Concessions/Booths	\$ -	\$ -	\$ 120,695	\$ 116,956	120,000	97%
48	33	Sponsorships	\$ -	\$ -	\$ 57,625	\$ 55,415	57,500	96%
49	34	Advertising Sold	\$ -	\$ -	\$ 1,800	\$ 1,150	2,500	46%
50	36	Carnival Income	\$ -	\$ -	\$ 50,946	\$ 47,865	50,500	95%
51	37	Entry & Bedding Fees	\$ -	\$ -	\$ 2,468	\$ 2,334	2,500	93%
52	38	Parking Fees	\$ -	\$ -	\$ 40,491	\$ 42,792	40,000	107%
53	39	Rodeo Sponsorships	\$ -	\$ -	\$ 29,090	\$ 26,186	29,000	90%
54	41	Miscellaneous	\$ -	\$ -	\$ 26,418	\$ 10,788	15,000	72%
55	42	Rodeo Admissions	\$ -	\$ -	\$ 4,870	\$ 19,839	4,800	413%
56	43	Main Stage	\$ -	\$ -	\$ -	\$ -	-	0%
57	45	Amphitheater Merchandise	\$ -	\$ -	\$ 697	\$ 769	500	154%
58	46	Rodeo Miscellaneous	\$ -	\$ -	\$ 1,740	\$ 1,937	1,750	111%
59	48	ATM Fees	\$ -	\$ -	\$ 2,267	\$ 1,373	2,500	55%
60	49	Rodeo Queen Activities	\$ -	\$ -	\$ -	\$ -	3,000	0%
Total Fair Revenues			\$ -	\$ -	\$ 590,813	\$ 561,999	\$ 618,050	91%

Line Item	Acct No.	Description	December 2003	December 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Fairtime Personnel Expenses								
61	103	Fair Permanent Full-Time Positions	\$ 8,838	\$ -	\$ -	\$ 44,825	\$ 117,349	38%
62	104	Fair Temporary Salaries and Wages	\$ -	\$ -	\$ -	\$ 4,117	3,747	110%
63	105	Fair O.P.E.	\$ 3,543	\$ -	\$ -	\$ 17,338	\$ 59,444	29%
Total Fairtime Personnel Expenses			\$ 12,381	\$ -	\$ -	\$ 66,280	\$ 180,540	37%
Fair Operations								
64	190	Telephone	\$ -	\$ -	\$ -	\$ 2,322	\$ 3,000	77%
65	191	Car Allowance	\$ -	\$ -	\$ -	\$ -	-	0%
66	175	Printing	\$ -	\$ -	\$ 7,035	\$ 5,837	7,500	78%
67	192	Postage	\$ 6	\$ -	\$ -	\$ 615	1,000	62%
68	193	Travel & Training	\$ 445	\$ -	\$ -	\$ 762	4,500	17%
69	194	Legal Fees to County	\$ -	\$ -	\$ -	\$ -	1,200	0%
70	195	Insurance and Bonding	\$ -	\$ -	\$ -	\$ 12,351	12,100	102%
71	196	Board Expense	\$ -	\$ -	\$ -	\$ 84	750	11%
72	197	County Indirect Costs	\$ 1,250	\$ -	\$ -	\$ 8,743	14,992	58%
73	176	Utilities	\$ -	\$ 31	\$ 11,647	\$ 12,557	13,000	97%
74	198	Dues, Licenses and Fees	\$ 799	\$ -	\$ -	\$ 1,004	1,125	89%
75	178	Parking	\$ -	\$ -	\$ 5,185	\$ 5,732	5,200	110%
76	179	Professional Services	\$ -	\$ -	\$ 29,154	\$ 61,146	76,215	80%
77	180	Advertising, Promotions, etc.	\$ -	\$ -	\$ 76,299	\$ 78,607	79,000	100%
78	182	Miscellaneous	\$ -	\$ -	\$ 15,976	\$ 8,868	16,500	54%
79	183	Decorations	\$ -	\$ -	\$ 4,083	\$ 4,065	4,000	102%
80	184	Equipment Rental	\$ -	\$ -	\$ 4,923	\$ 6,755	13,500	50%
81	186	Restroom Service	\$ -	\$ -	\$ 11,915	\$ 14,302	15,500	92%
82	187	Repair & Maintenance	\$ -	\$ -	\$ 7,115	\$ 59	7,000	1%
83	188	Materials & Supplies	\$ -	\$ 1,922	\$ 14,224	\$ 12,032	10,500	115%
84	189	ATM Fees	\$ -	\$ -	\$ -	\$ -	250	0%
Total Fair Operations			\$ 2,500	\$ 1,953	\$ 187,556	\$ 235,841	\$ 286,832	82%

Line Item	Acct No.	Description	December 2003	December 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Exhibits & Competitions								
85	211	Awards FFA	\$ -	\$ -	\$ 2,575	\$ 2,126	\$ 2,340	91%
86	212	Personnel FFA	\$ -	\$ -	\$ 632	\$ 663	585	113%
87	213	Other FFA	\$ -	\$ -	\$ 1,361	\$ 1,787	1,215	147%
88	Total FFA		\$ -	\$ -	\$ 4,568	\$ 4,576	\$ 4,140	111%
4-H								
89	221	Awards 4-H	\$ -	\$ 33	\$ 5,980	\$ 4,598	\$ 5,400	85%
90	222	Personnel 4-H	\$ -	\$ -	\$ 5,912	\$ 6,359	5,310	120%
91	223	Other 4-H	\$ -	\$ -	\$ 9,945	\$ 4,378	8,955	49%
Total 4-H			\$ -	\$ 33	\$ 21,837	\$ 15,335	\$ 19,665	78%
Open Class								
92	231	Awards Open Class	\$ -	\$ -	\$ 25,778	\$ 20,186	\$ 23,400	86%
93	232	Personnel Open Class	\$ -	\$ -	\$ 2,052	\$ 1,957	1,845	106%
94	233	Other Open Class	\$ -	\$ -	\$ 3,627	\$ 3,042	3,265	93%
Total Open Class			\$ -	\$ -	\$ 31,457	\$ 25,185	\$ 28,510	88%
Total Exhibits & Competitions			\$ -	\$ 33	\$ 57,862	\$ 45,096	\$ 52,315	86%

Line Item	Acct No.	Description	December 2003	December 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Rodeo								
95	311	Prize Money	\$ -	\$ -	\$ 45,000	\$ 34,500	\$ 45,000	77%
96	312	Announcer/Contractors/Personnel	\$ -	\$ -	\$ 18,871	\$ 15,685	16,600	94%
97	313	Stock Contract	\$ -	\$ -	\$ 28,012	\$ 20,000	27,000	74%
98	314	Special Awards	\$ -	\$ -	\$ 816	\$ 1,000	500	200%
99	315	Exceptional Kid's Rodeo	\$ -	\$ -	\$ 712	\$ 236	2,000	12%
100	316	Promotion	\$ 25	\$ -	\$ 5,323	\$ 4,449	5,500	81%
101	317	Materials & Supplies	\$ -	\$ -	\$ 2,957	\$ 4,215	3,000	141%
102	318	Board Expense	\$ 1,485	\$ 637	\$ 3,525	\$ 2,130	2,000	107%
103	319	Other (Fees & Dues)	\$ -	\$ -	\$ 2,522	\$ -	2,500	0%
104	320	Queen	\$ -	\$ 104	\$ 1,302	\$ 1,190	4,000	30%
105	321	Rental Equipment	\$ -	\$ -	\$ 3,110	\$ 8,978	7,500	120%
106	322	Money Raising Projects	\$ -	\$ -	\$ 1,691	\$ 2,995	1,750	171%
107	333	Sponsorship Fees	\$ -	\$ -	\$ 1,125	\$ -	-	
Total Rodeo			\$ 1,510	\$ 741	\$ 114,966	\$ 95,378	\$ 117,350	81%

Line Item	Acct No.	Description	December 2003	December 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Fair Entertainment								
108	324	Main Stage (Artist Fees)	\$ -	\$ -	\$ 80,210	\$ 46,350	\$ 63,000	74%
109	325	Grounds Entertainment	\$ -	\$ -	\$ 57,224	\$ 39,317	42,500	93%
110	326	Associated Costs - Main	\$ -	\$ -	\$ 23,468	\$ 30,434	32,000	95%
111	327	Associated Costs - Grounds	\$ -	\$ -	\$ 16,282	\$ 23,654	15,000	158%
112	328	Touch & See	\$ -	\$ -	\$ 3,000	\$ 2,500	2,500	100%
113	329	Special Exhibit	\$ -	\$ -	\$ 17,223	\$ 11,973	12,500	96%
Total Fair Entertainment			\$ -	\$ -	\$ 197,407	\$ 154,228	\$ 167,500	92%
Total Fairtime Expenses			\$ 16,391	\$ 2,727	\$ 557,791	\$ 596,823	\$ 804,537	74%
Net Fairtime Income/Loss			\$ (16,391)	\$ (2,727)	\$ 33,022	\$ (34,824)	\$ (186,487)	19%

Line Item	Acct No.	Description	December 2003	December 2002	Year to Date FYE 6/30/03	Year to Date FYE 6/30/04	Adopted 2003-04	%
Non-Operating Revenues								
114	9	Dedicated Funds - Hotel/Motel Tax	\$ 13,446	\$ 7,128	\$ 329,038	\$ 315,434	\$ 538,000	59%
115	14	Interest	\$ 458	\$ 580	\$ 3,055	\$ 2,833	5,000	57%
Total Non-Operating Revenues			\$ 13,904	\$ 7,708	\$ 332,093	\$ 318,267	\$ 543,000	59%
Non-Operating Expenses								
116	510	Purchase/Lease	\$ -	\$ -	\$ 37,505	\$ 37,954	\$ 42,667	89%
117	511	Land Improvements	\$ -	\$ -	\$ -	\$ -	-	0%
118	512	Building & Structures	\$ -	\$ -	\$ -	\$ -	-	0%
119	513	Equipment	\$ 613	\$ 645	\$ 1,871	\$ 10,206	27,200	38%
120	514	Development Reserve	\$ 312	\$ -	\$ 10,000	\$ 6,505	-	0%
Total Non-Operating Expenses			\$ 925	\$ 645	\$ 49,376	\$ 54,665	\$ 69,867	78%

**Washington County Fair Complex
Line Item Report
December 2003**

Date	Num	Name	Memo	Original Amount	Paid Amount
Income					
C · DEDICATED FUNDS					
009 · Hotel/Motel Tax					
12/31/2003		Washington County Finance Department	December 2003	13,445.61	13,445.61
		Total 009 · Hotel/Motel Tax			13,445.61
Total C · DEDICATED FUNDS					
D · INTERIM INCOME					
010 · Rent & Storage					
010B · Main Exhibit Hall					
12/04/2003		Forest Hills Black Powder Brigade	Applied Payment 12/2003 MEH	200.00	200.00
12/04/2003		Forest Hills Black Powder Brigade	Applied Payment 12/2003 MEH	600.00	600.00
12/05/2003	2001-403	Oregon Orchid Society	Cloverleaf Lease	706.50	706.50
12/09/2003	2001-412	D & K Enterprises	Base Lease plus inventory less pre-payments	700.75	700.75
12/12/2003	2001-409	Jan Herinckx	rental of MEH	336.00	336.00
12/12/2003	2001-419	Collector's West	Base Lease, Inventory, Garbage & labor	1,611.00	1,611.00
12/16/2003	2001-404	Portland Regional Gem & Mineral Show	MEH Lease, Inventory & labor	2,851.50	2,851.50
12/16/2003	2001-418	Every Husband's Nightmare Bazaar	Base lease, Move-in days, Inventory, Phone Line...	3,583.00	3,583.00
12/22/2003	032903-...	Rafael Lopez	Rental of the MEH	950.00	950.00
12/31/2003	2001-417	Forest Hills Black Powder Brigade	Base Lease of MEH, Inventory & Labor less pay...	1,337.00	1,337.00
Total 010B · Main Exhibit Hall					
010C · Cloverleaf Building					
12/01/2003	2001-392	Oregon Ki Society	December 2003	64.00	64.00
12/05/2003	032903-...	Royal Prestige of Portland	CCB Rental	570.00	570.00
12/31/2003	2001-416	National Board of Examiners in Optometry	Base Lease of BBC, Inventory and Labor less pa...	1,291.11	1,291.11
12/31/2003		National Board of Examiners in Optometry		265.00	265.00
Total 010C · Cloverleaf Building					
010F · Floral Building					
12/05/2003	2001-403	Oregon Orchid Society	Floral Lease	596.50	596.50
12/09/2003	032903-...	Royal Prestige of Portland	Floral Building Rental	250.00	250.00
12/17/2003	40882	Royal Prestige of Portland		5.25	5.25
Total 010F · Floral Building					
010G · Grounds/General					
12/31/2003	2001-405	Northwest Opacity Certification	Friendship Plaza	864.00	864.00
12/31/2003		Product Development Corp.		360.00	360.00
Total 010G · Grounds/General					
010J · RV/Boat Storage/Barns					
12/05/2003	032903-...	Bruce Parks	Boat/RV Storage Fee	75.00	75.00
Total 010J · RV/Boat Storage/Barns					
010K · Interim Use Concessions					
12/16/2003	032903-...	Portland Regional Gem & Mineral Show	Interim Use Concessions	120.00	120.00
Total 010K · Interim Use Concessions					
Total 010 · Rent & Storage					
014 · Interest Income					
12/31/2003		Columbia Community Bank	Interest	384.26	384.26
12/31/2003		Washington County Finance Department	December Interest	73.91	73.91
Total 014 · Interest Income					
017 · Miscellaneous Income					
12/16/2003	032903-...	Parr Lumber Company	Overpayment	136.93	136.93
12/22/2003	032903-...	Rafael Lopez	Security money collected in advance	0.00	0.00
Total 017 · Miscellaneous Income					
018 · RV Parking					
018A · RV Parking/Short Term					
12/01/2003	032903-...	RV Parking Fee	Short Term RV Parking	60.00	60.00
12/01/2003	032903-...	RV Parking Fee	Short Term RV Parking	30.00	30.00
12/05/2003	032903-...	RV Parking Fee	Short Term RV Parking	30.00	30.00
12/05/2003	032903-...	RV Parking Fee	Short Term RV Parking	15.00	15.00
12/05/2003	032903-...	RV Parking Fee	Short Term RV Parking	30.00	30.00
12/05/2003	032903-...	RV Parking Fee	Truck Parking	20.00	20.00
12/12/2003	032903-...	RV Parking Fee	Short Term RV Parking	120.00	120.00
12/16/2003	032903-...	RV Parking Fee	Short Term RV Parking	60.00	60.00
12/22/2003	032903-...	RV Parking Fee	Short Term RV Parking	45.00	45.00
12/24/2003	032903-...	RV Parking Fee	Short Term RV Parking	75.00	75.00
12/31/2003	2001-417	Forest Hills Black Powder Brigade	Short Term RV Parking	225.00	225.00
12/31/2003	032903-...	RV Parking Fee	Short Term RV Parking	45.00	45.00
12/31/2003	032903-...	RV Parking Fee	Short Term RV Parking	30.00	30.00
12/31/2003	032903-...	RV Parking Fee	Short Term RV Parking	35.00	35.00

Washington County Fair Complex Line Item Report

December 2003

02/24/04

Date	Num	Name	Memo	Original Amount	Paid Am.
12/31/2003	032903-...	RV Parking Fee	Short Term RV Parking	45.00	45.00
12/31/2003	032903-...	RV Parking Fee	Short Term RV Parking	40.00	40.00
Total 018A - RV Parking/Short Term					905.00
018 - RV Parking - Other					
12/05/2003		RV Parking	Visa Refund for electrical not working	(15.00)	(15.00)
12/05/2003		RV Parking	Deposit	15.00	15.00
12/05/2003		RV Parking	Deposit	15.00	15.00
12/05/2003		RV Parking	Forgery	(30.00)	(30.00)
12/31/2003		RV Parking	Forgery	(30.00)	(30.00)
Total 018 - RV Parking - Other					(45.00)
Total 018 - RV Parking					860.00
020 - ATM Fees Income - Interim					
12/16/2003	032903-...	Access Cash	Fees received for November 2003	100.50	100.50
Total 020 - ATM Fees Income - Interim					100.50
Total D - INTERIM INCOME					18,892.21
F - Frite Lites Income					
54 - Sponsorship					
12/19/2003	978571	Bi-Mart	Sponsorship	20,000.00	20,000.00
Total 54 - Sponsorship					20,000.00
Total F - Frite Lites Income					20,000.00
Total Income					52,337.82
Gross Profit					52,337.82
Expense					
AE - PERSONNEL					
100 - Interim Permanent F/T Salaries					
12/17/2003	40863	Washington County Finance Department	Payroll period ending 11/21/03	8,012.99	8,012.99
12/26/2003	40886	Washington County Finance Department	Pay period ending 12/5/03	8,219.97	8,219.97
Total 100 - Interim Permanent F/T Salaries					16,232.96
101 - Interim Temp Salaries & Wages					
12/04/2003		Anytime Labor	Electrician - Interim - Tommy Hardy	89.82	89.82
12/04/2003		Employers Overload	Interim - Michael Harris	64.50	64.50
12/17/2003	40863	Washington County Finance Department	Payroll period ending 11/21/03	220.80	220.80
12/17/2003	40872	Anytime Labor	Electrician to install GFI's	119.76	119.76
12/17/2003	40874	Employers Overload	Event Coverage	64.50	64.50
12/26/2003	40886	Washington County Finance Department	Pay period ending 12/5/03	220.80	220.80
12/26/2003	40890	Employers Overload	Michael Harris - Temp	174.30	174.30
12/30/2003	40891	Employers Overload	Michael Harris - Temp	64.50	64.50
12/30/2003	40892	Anytime Labor	T. Hardy - Light Poles & Thermostats	164.67	164.67
Total 101 - Interim Temp Salaries & Wages					1,183.65
102 - Interim O.P.E.					
12/04/2003		Employers Overload	Interim - Michael Harris	43.00	43.00
12/04/2003		Anytime Labor	Electrician - Interim - Tommy Hardy	59.88	59.88
12/17/2003	40863	Washington County Finance Department	Payroll period ending 11/21/03	3,387.02	3,387.02
12/17/2003	40863	Washington County Finance Department	Payroll period ending 11/21/03	59.93	59.93
12/17/2003	40872	Anytime Labor	Electrician to install GFI's	79.84	79.84
12/17/2003	40874	Employers Overload	Event Coverage	43.00	43.00
12/26/2003	40886	Washington County Finance Department	Pay period ending 12/5/03	3,435.16	3,435.16
12/26/2003	40886	Washington County Finance Department	Pay period ending 12/5/03	59.92	59.92
12/26/2003	40890	Employers Overload	Michael Harris - Temp	115.95	115.95
12/30/2003	40891	Employers Overload	Michael Harris - Temp	43.00	43.00
12/30/2003	40892	Anytime Labor	T. Hardy - Light Poles & Thermostats	109.78	109.78
Total 102 - Interim O.P.E.					7,436.48
103 - Fair Permanent Full-Time Salary					
12/17/2003	40863	Washington County Finance Department	Payroll period ending 11/21/03	4,315.36	4,315.36
12/26/2003	40886	Washington County Finance Department	Pay period ending 12/5/03	4,522.34	4,522.34
Total 103 - Fair Permanent Full-Time Salary					8,837.70
105 - Fair O.P.E.					
12/17/2003	40863	Washington County Finance Department	Payroll period ending 11/21/03	1,747.72	1,747.72
12/26/2003	40886	Washington County Finance Department	Pay period ending 12/5/03	1,795.55	1,795.55
Total 105 - Fair O.P.E.					3,543.27
Total AE - PERSONNEL					37,234.06

Washington County Fair Complex Line Item Report

December 2003

02/24/04

Date	Num	Name	Memo	Original Amount	Paid Amount
BE - INTERIM OPERATIONS					
107 - Office Expense					
12/17/2003	40881	Office Depot	Binders for RFP Submittals	73.92	73.92
Total 107 - Office Expense					73.92
108 - Telephone					
12/04/2003		T-Mobile	Maint. Cell Phone	43.77	43.77
12/17/2003	40877	Integra	November Telephone Charges	572.08	572.08
Total 108 - Telephone					615.85
109 - Printing					
12/17/2003	40869	Washington County Finance Department	Airshow Tickets/Arial Maps	175.09	175.09
Total 109 - Printing					175.09
110 - Postage					
12/17/2003	40866	Postal Privilege	Postage Refill	300.00	300.00
Total 110 - Postage					300.00
111 - Equip/Bldg Rental					
111A - Equipment Rental					
12/17/2003	40878	Citicorp Vendor Finance, Inc.	Copier Rental	215.00	215.00
Total 111A - Equipment Rental					215.00
Total 111 - Equip/Bldg Rental					215.00
112 - Utilities					
12/04/2003		NW Natural	Meter 832600 10/29/03 to 11/29/03	235.70	235.70
12/04/2003		Portland General Electric	Meter SA70445774 10/29 to 11/29 2003	45.47	45.47
12/04/2003		NW Natural	Meter 483853 10/29 - 12/01 2003	516.92	516.92
12/04/2003		NW Natural	Meter 832523 10/29 - 12/1 2003	232.94	232.94
12/04/2003		NW Natural	Meter 520598 10/29 - 12/1 2003	76.86	76.86
12/17/2003	40867	Hillsboro Garbage Disposal	Will Call November	148.00	148.00
12/17/2003	40871	Portland General Electric	October/November Charges	198.29	198.29
12/17/2003	40884	Portland General Electric	November Charges	2,763.59	2,763.59
Total 112 - Utilities					4,217.77
113 - Repair & Maintenance					
113B - Main Exhibit Hall R & M					
12/04/2003		Platt Electric	Battery for MEH Fire Alarm	105.13	105.13
Total 113B - Main Exhibit Hall R & M					105.13
113G - Grounds/General R & M					
12/18/2003	40868	Hillsboro Drop Box	November Drop Box Service	508.40	508.40
Total 113G - Grounds/General R & M					508.40
113L - Equipment R & M					
12/17/2003	40876	Patterson's Repair Service	Machine Work on Clark Forklift	3,000.00	3,000.00
Total 113L - Equipment R & M					3,000.00
113 - Repair & Maintenance - Other					
12/26/2003	40889	Windsor Security	Alarm Service 1/04 to 3/04	131.70	131.70
Total 113 - Repair & Maintenance - Other					131.70
Total 113 - Repair & Maintenance					3,745.23
114 - General Supplies					
12/04/2003		Cintas First Aid & Safety	First Aid Supplies - Shop	62.96	62.96
12/04/2003		Ferrellgas	Propane for Office	159.25	159.25
12/26/2003	40887	Visa	Home Depot	14.75	14.75
Total 114 - General Supplies					236.96
131 - Advertising & P.R.					
12/04/2003		Hillsboro Argus	Display Ad	240.00	240.00
12/17/2003	40879	Qwest Dex	Qwest Dex Charges - December	32.96	32.96
Total 131 - Advertising & P.R.					272.96
132 - Board Expense					
12/17/2003	40873	Kathy Christy	Economic Development Summit	40.00	40.00
12/26/2003	40887	Visa	Rock & wood engravers	187.00	187.00
Total 132 - Board Expense					227.00
133 - Dues, Licenses, Fees					
1/01/2003		Merchant Solutions	merchant fees	79.41	79.41
12/26/2003	40888	Visa	Website Renewal	35.00	35.00
12/26/2003	40888	Visa	FCC License renewal	100.00	100.00
12/31/2003		Columbia Community Bank	Anaysis Fee	16.14	16.14
Total 133 - Dues, Licenses, Fees					230.55

Washington County Fair Complex Line Item Report

December 2003

Date	Num	Name	Memo	Original Amount	Paid Am
149 · Misc. Materials & Svcs.					
12/26/2003	40888	Visa	items for OFA	202.75	202.75
Total 149 · Misc. Materials & Svcs.					202.75
151 · County Indirect Cost					
12/30/2003	40893	Washington County Finance Department	50% November Indirect charges	1,249.50	1,249.50
Total 151 · County Indirect Cost					1,249.50
154 · RV Park					
154A · RV Park Repair & Maint.					
12/17/2003	40870	Washington County Health & Human Services	Annual Operating Fee	245.00	245.00
Total 154A · RV Park Repair & Maint.					245.00
Total 154 · RV Park					245.00
Total BE · INTERIM OPERATIONS					12,007.58
CE · FAIR OPERATIONS					
192 · Fair Postage					
12/26/2003	40887	Visa	Post Net	5.99	5.99
Total 192 · Fair Postage					5.99
193 · Fair Travel & Training					
12/04/2003		Corporate Payment Systems	Airfare to IAFE Convention	241.50	241.50
12/26/2003	40887	Visa	Las Vegas Hilton	203.30	203.30
Total 193 · Fair Travel & Training					444.80
197 · Fair County Indirect Cost					
12/30/2003	40893	Washington County Finance Department	50% November Indirect Charges	1,249.50	1,249.50
Total 197 · Fair County Indirect Cost					1,249.50
198 · Fair Dues, Licenses & Fees					
12/04/2003		Oregon Fairs Association	2004 OFA Dues	600.00	600.00
12/26/2003	40887	Visa	Amusement Business Subscription	199.00	199.00
Total 198 · Fair Dues, Licenses & Fees					0
Total CE · FAIR OPERATIONS					2,499.29
EE · RODEO					
316 · Promotion					
12/19/2003	40885	Kelly Bauer	Food for Queen's Tryouts	24.99	24.99
Total 316 · Promotion					24.99
318 · Board Expense					
12/17/2003	40864	Kelly Bauer	NFR Airfare & Hotel	350.00	350.00
12/17/2003	40880	US Bancorp	NFR Airfare - Love/Anderson	483.00	483.00
12/18/2003	40865	Laurel Fallick	Postage	8.75	8.75
12/26/2003	40888	Visa	Travelodge New Redmond	192.93	192.93
12/26/2003	40888	Visa	All Occasion Flowers	53.99	53.99
12/26/2003	40888	Visa	Riviera Hotel	226.72	226.72
12/26/2003	40888	Visa	Riviera Hotel	170.04	170.04
Total 318 · Board Expense					1,485.43
Total EE · RODEO					1,510.42
HE · Frite Lites Expense					
376 · Printing					
12/17/2003	40869	Washington County Finance Department	Frite Lites Posters	154.50	154.50
Total 376 · Printing					154.50
Total HE · Frite Lites Expense					154.50
JE · CAPITAL OUTLAY					
513 · Equipment					
12/15/2003		Textron Financial Corp	Mower Lease	613.07	613.07
Total 513 · Equipment					613.07

Washington County Fair Complex Line Item Report

December 2003

02/24/04

Date	Num	Name	Memo	Original Amount	Paid Amount
514 - Development Reserve					
12/17/2003	40875	Red Lion Hotel	Room Charge - 12/9 Committee Mtg	75.00	75.00
12/17/2003	40869	Washington County Finance Department	RFP Copies	138.30	138.30
12/26/2003	40887	Visa	red Lion Hotel	98.96	98.96
Total 514 - Development Reserve					312.26
Total JE - CAPITAL OUTLAY					925.33
Total Expense					54,331.18
Net Income					(1,993.36)

Washington County Fair Complex
 Balance Sheet Prev Year Comparison
 As of December 31, 2003

	<u>Dec 31, 03</u>	<u>Dec 31, 02</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
0900 · West Coast Bank	0.00	(5,575.32)	5,575.32	100.0%
0950 · West Coast Bank-Premium	0.00	71.69	(71.69)	(100.0)%
1-1 · C.C.B. - General Checking	1,935.25	0.00	1,935.25	100.0%
1-3 · C.C.B. - Money Market Account	286,202.21	0.00	286,202.21	100.0%
1-4 · C.C.B. - ATM Acct	3,780.00	0.00	3,780.00	100.0%
1040 · Petty Cash	242.75	650.00	(407.25)	(62.7)%
1080 · Washington County Fund 200	87,296.40	346,943.35	(259646.95)	(74.8)%
910 · West Coast Money Market	0.00	6,706.09	(6,706.09)	(100.0)%
Total Checking/Savings	379,456.61	348,795.81	30,660.80	8.8%
Accounts Receivable				
1200 · Accounts Receivable	5,949.95	2,173.60	3,776.35	173.7%
Total Accounts Receivable	5,949.95	2,173.60	3,776.35	173.7%
Other Current Assets				
1499 · Undeposited Funds	15.00	1,095.00	(1,080.00)	(98.6)%
2175 · ATM Suspense Account	(3,660.00)	0.00	(3,660.00)	(100.0)%
Total Other Current Assets	(3,645.00)	1,095.00	(4,740.00)	(432.9)%
Total Current Assets	381,761.56	352,064.41	29,697.15	8.4%
Fixed Assets				
220 · Equipment	10,487.06	0.00	10,487.06	100.0%
Total Fixed Assets	10,487.06	0.00	10,487.06	100.0%
TOTAL ASSETS	<u>392,248.62</u>	<u>352,064.41</u>	<u>40,184.21</u>	<u>11.4%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	14,460.56	28,446.19	(13,985.63)	(49.2)%
Total Accounts Payable	14,460.56	28,446.19	(13,985.63)	(49.2)%
Credit Cards				
03 · Office Depot	59.40	29.00	30.40	104.8%
05 · WCB Visa-Card# 1	0.00	(128.06)	128.06	100.0%
06 · WCB Visa - Don	0.00	566.90	(566.90)	(100.0)%
Total Credit Cards	59.40	467.84	(408.44)	(87.3)%

Washington County Fair Complex
 Balance Sheet Prev Year Comparison
 As of December 31, 2003

	<u>Dec 31, 03</u>	<u>Dec 31, 02</u>	<u>\$ Change</u>	<u>% Change</u>
Other Current Liabilities				
2053 · Deferred Commercial Exhibit ...	1,100.00	400.00	700.00	175.0%
2059 · Deferred Sponsorship Income	6,000.00	0.00	6,000.00	100.0%
2064 · Defered Facilities Rental	3,885.00	0.00	3,885.00	100.0%
2065 · Rental Refundable Deposits	1,917.70	631.35	1,286.35	203.8%
Total Other Current Liabilities	<u>12,902.70</u>	<u>1,031.35</u>	<u>11,871.35</u>	<u>1,151.1%</u>
Total Current Liabilities	<u>27,422.66</u>	<u>29,945.38</u>	<u>(2,522.72)</u>	<u>(8.4)%</u>
Long Term Liabilities				
2200 · Loan - Columbia Community B...	135,797.62	0.00	135,797.62	100.0%
Total Long Term Liabilities	<u>135,797.62</u>	<u>0.00</u>	<u>135,797.62</u>	<u>100.0%</u>
Total Liabilities	<u>163,220.28</u>	<u>29,945.38</u>	<u>133,274.90</u>	<u>445.1%</u>
Equity				
3000 · Opening Bal Equity	(11,385.99)	4,158.74	(15,544.73)	(373.8)%
3900 · Retained Earnings	57,754.36	266,811.02	(209056.66)	(78.4)%
Net Income	182,659.97	51,149.27	131,510.70	257.1%
Total Equity	<u>229,028.34</u>	<u>322,119.03</u>	<u>(93,090.69)</u>	<u>(28.6)%</u>
TOTAL LIABILITIES & EQUITY	<u><u>392,248.62</u></u>	<u><u>352,064.41</u></u>	<u><u>40,184.21</u></u>	<u><u>11.4%</u></u>

Minutes
Washington County Fair Board
Wednesday, February 4, 2004

Convened: 4:30 pm

FAIR BOARD:

President Kathy Christy
Vice President Rich Vial
Board Member W. Rafe Flagg

STAFF:

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

GUESTS:

John Baggott, OSU Extension Service
Jim Clute, Member of the Public
Ed Kristovich, Booster Vice President

PRESS:

Ellen Ast, *The Hillsboro Argus*

President Christy called the meeting to order at 4:30 p.m., welcomed everyone and called for additions to the Agenda. No additions were requested.

1. Consent Agenda

President Christy asked the board and the public if any items were requested to be removed from the Consent Agenda.

Motion by Board Member Vial to approve Consent Agenda. Second by Board Member Flagg. Motion carried 3-0.

2. Special Reports

- A. Rodeo Report** – Rodeo Chair Feinauer was absent.
- B. 4-H Report** – John Baggott, OSU Extension Service reported on the recent All Leaders Meeting and gave update on on-going staff reductions

and changes. Also noted that a calendar for the entire year is available on their website.

- C. **Boosters Report** – Bill Duerden, Booster President, was absent.
- D. **Operations Report** – Executive Director Hillman reported that he had no written report. Staff is working on replacing the skirting on the Main Office. Asphalt is deteriorating due to age and the recent freezing conditions. Staff will work on a plan to address repair. Electrical service is becoming an issue. Last month the pole next to the swine barn blew and had to be repaired and last week a transformer behind the Main Office blew and PGE had to make repairs.
- E. **Other** – None

3. **Old Business**

- A. **2004/05 Draft Budget – Three Options to Consider** – Executive Director Hillman reviewed the budget proposal with the Board, comparing three fair-time models. Discussion ensued.

Motion by Board Member Vial to adopt Free Fair Proforma for 2004/05. Second by Board Member Flagg. Motion carried 3-0.

- B. **Cottonwood Tree Status**– Executive Director Hillman reported that there is no commercial use at this time for Cottonwood. Staff will put together a plan for next month for removing these trees.
- C. **Redevelopment Update** – Executive Session will be held. No decisions have been made yet. Proposers have been met with again, the Evaluation and Selection Committee has asked for more information.
- D. **Other** - None

4. **New Business**

- A. **New Board Member Orientation** – Tabled for next meeting. Board Member Flagg has already been through an initial orientation with President Christy and Executive Director Hillman.
- B. **Livestock Entry Fees** – Referred to page 28. Discussion ensued. Tabled until next meeting for more research by staff.
- C. **Draft Policy – Advertising, Canvassing or Solicitating** – Executive Director Hillman referred to memo and draft policy. Discussion ensued. In

keeping with Board policy, this draft policy will be considered for adoption at the next Board meeting.

- D. 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
- 8. **Other Matters of Information** -
 - A. January Rodeo Committee & Associates Member Minutes
 - B. Newspaper Articles, if any
 - C. Website Activity
 - D. Other, if any – Discussion ensued regarding the Airshow, and how it affects Interim Events.

Motion by Board Member Vial to move in to Executive Session. Second by Board Member Flagg. Motion carried 3-0.

Motion by Board Member Vial to reconvene in to regular session to discuss real estate matters. Second by Board Member Flagg. Motion carried 3-0.

With no further business before the Board, President Christy adjourned the meeting at 6:08 pm.

Don G. Hillman
Recording Secretary

Kathy Christy
Board President

Washington County **FAIR COMPLEX**

Facility Schedule for March-2004

Monday, March 01, 2004

Main Exhibit Hall	4-H Club Meeting
Covered Show Ring	Dog Flyball Class
Main Exhibit-South	4-H Dog Club Meeting
Cloverleaf Building	4-H Guide Dog Meeting
Main Exhibit-North	4-H Club Meeting
Covered Show Ring	4-H Archery Meeting
Gravel Lot	Trailer Parking

Tuesday, March 02, 2004

Gravel Lot	Trailer Parking
Cloverleaf Building	4-H Guide Dog Meeting

Wednesday, March 03, 2004

Cloverleaf Bldg.	Martial Arts Class
Main Exhibit-South	4-H Dog Club Meeting
Main Exhibit-North	Dog Training
Gravel Lot	Trailer Parking

Thursday, March 04, 2004

Gravel Lot	Trailer Parking
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Friday, March 05, 2004

Gravel Lot	Trailer Parking
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Saturday, March 06, 2004

Main Exhibit Hall	Orchid Show & Sale
Gravel Lot	Trailer Parking
Cloverleaf Building	4-H Rabbit Show

Sunday, March 07, 2004

Floral Building	4-H Bird Club Meeting
Gravel Lot	Trailer Parking
Floral Building	4-H Club Meeting
Main Exhibit Hall	Orchid Show & Sale

Monday, March 08, 2004

Covered Show Ring	Dog Flyball Class
Covered Show Ring	4-H Archery Meeting
Gravel Lot	Trailer Parking
Main Exhibit-South	4-H Dog Club Meeting
Main Exhibit Hall	4-H Club Meeting

Tuesday, March 09, 2004

Gravel Lot	Trailer Parking
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Wednesday, March 10, 2004

Main Exhibit	4-H Dog Club Meeting
Friendship Plaza	Smoke School
Main Exhibit Hall-North	Dog Training
Cloverleaf Bldg.	Martial Arts Class

Thursday, March 11, 2004

Friendship Plaza	Smoke School
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Friday, March 12, 2004

Main Exhibit	Gem Show
Meeting Room	4-H Rabbit Club Meeting

Saturday, March 13, 2004

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

Sunday, March 14, 2004

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

Monday, March 15, 2004

Main Exhibit-North	4-H Club Meeting
Main Exhibit-North	4-H Club Meeting
Main Exhibit-South	4-H Dog Club Meeting
Covered Show Ring	4-H Archery Meeting

Wednesday, March 17, 2004

Friendship Plaza Smoke School
Floral Building Wagon Train Meeting
Cloverleaf Bldg. Martial Arts Class

Thursday, March 18, 2004

Friendship Plaza Smoke School

Friday, March 19, 2004

Main Exhibit Hall Ceramic Show

Saturday, March 20, 2004

Cloverleaf, Floral Pagan Fest
Main Exhibit Hall Ceramic Show

Sunday, March 21, 2004

Cloverleaf, Floral Pagan Fest
Main Exhibit Hall Ceramic Show

Monday, March 22, 2004

Covered Show Ring 4-H Archery Meeting
Main Exhibit-South 4-H Dog Club Meeting
Covered Show Ring Dog Flyball Class
Main Exhibit-North 4-H Club Meeting

Wednesday, March 24, 2004

Main Exhibit 4-H Dog Club Meeting
Cloverleaf Bldg. Martial Arts Class

Friday, March 26, 2004

Meeting Room 4-H Rabbit Club Meeting

Saturday, March 27, 2004

Main Exhibit Hall Glass Show

Sunday, March 28, 2004

Main Exhibit Hall Glass Show

Monday, March 29, 2004

Main Exhibit-North 4-H Club Meeting
Main Exhibit-South 4-H Dog Club Meeting
Covered Show Ring 4-H Archery Meeting
Covered Show Ring Dog Flyball Class

Wednesday, March 31, 2004

Main Exhibit 4-H Dog Club Meeting
Cloverleaf Bldg. Martial Arts Class

SPECIAL REPORTS

OLD 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 26, 2004

To: Board Members
Washington County Fair Board

From: Don G. Hillman
Executive Director

Re: Cottonwood Trees - Update

As reported at the February Board meeting, staff has been informed that there is currently no commercial market for harvested Cottonwood trees.

As such, staff has obtained bids for the possible removal of up to eight (8) Cottonwood trees. Low bid of \$3,400 for removal of the four (4) trees south of the Main Exhibit Hall and \$2,600 for the four (4) trees adjacent to the Poultry Barn and Floral Building were received from Columbia Climbers Tree Service. The bid includes chipping the branches and grinding the stumps. The cost to remove the four (4) trees south of the Main Exhibit Hall requires the rental of a crane so the trees can be cut in sections and lowered to the ground due to their proximity to the Main Exhibit Hall.

As of the date of this memo, staff is attempting to find a cost effective means of disposing of the fallen trees. Contact with a local wood salvage organization who provide firewood for seniors and low-income families indicated that firewood from such trees is not recommended for residential use.

Tree removal is currently scheduled for late March.

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 302

Advertising, Canvassing or Soliciting Policy

RECITALS

- (a) **WHEREAS**, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- (b) **WHEREAS**, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair; and
- (c) **WHEREAS**, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- (1) During activities associated with the annual County Fair & Rodeo, no advertising, canvassing or soliciting, and no dissemination of written materials is permitted within the fenced-in portions of the Washington County Fair Complex property, and the air space above, except by persons exhibiting as lessees under exhibit space or sponsorship agreements signed by the Washington County Fair Complex.
- (2) During activities not associated with the annual County Fair & Rodeo, no advertising, canvassing or soliciting, and no dissemination of written material is permitted within the fenced-in portions of the Washington County Fair Complex, except in areas under the control, and rented by, a permittee(s). All such activity must be approved by the permittee(s) and confined to the areas within and/or adjacent to the facilities under the permittee's control. These areas include, but are not limited to, exhibit halls, barns, entrances, walkways and areas adjacent to such areas, such as parking lots.
- (3) During activities not associated with the annual County Fair & Rodeo, persons or groups are not prohibited from renting space in available facilities, outside the control of other permittee(s), for the purpose of advertising, canvassing or soliciting. Available facilities do not include public parking lots used or available for use during other activities or events.
- (4) No person or group shall use the properties of the Washington County Fair Complex to advertise products, goods, or services of a commercial nature, or solicit funds without the expressed written consent of the Washington County Fair Complex.
- (5) Canvassing, soliciting, and dissemination of written materials of a non-commercial nature is permitted on the Complex parking lot, if not under license, and on other property of the Washington County Fair Complex outside the fenced-in portions of the Washington County

Fair Complex. Such activities must be conducted in accordance with the following conditions:

- (a) Parking lot entrances, exits, and travel lanes must not be obstructed. Interference with traffic flow and with the duties of traffic attendants is prohibited.
 - (b) The use of land vehicles, including but not limited to cars, trucks, and other motorized vehicles, bicycles, scooters, skateboards, and skates is prohibited. Use of air vehicles is prohibited. Use of land vehicles as platforms or other temporary or permanent structures or platforms is prohibited.
 - (c) A person conducting such activity shall not place pamphlets, leaflets, or other material in or on any vehicles in the parking lots. Such activity must be conducted with pedestrians only, after their vehicles have been parked and they have exited.
 - (d) Loudspeakers and other sound devices are prohibited.
 - (e) Activity causing a crowd to gather is prohibited if pedestrian or vehicular traffic is obstructed or impeded.
 - (f) Activity conducted within twenty feet of an admission gate or ticket booth is prohibited.
 - (g) Activity conducted within five feet of an entrance or gate provided through fenced-in portions of the Washington County Fair Complex where access is provided to the general public is prohibited.
 - (h) Active obstruction of a Complex employee, contractor, subcontractor, agent or visitor's line of travel or active detention of a Fair employee, contractor, subcontractor, agent or visitor against his will is prohibited.
 - (i) Abusive language and actual or threatened physical harm directed against a Complex employee, contractor, subcontractor, agent or visitor is prohibited.
- (6) Any person or group canvassing, soliciting or disseminating materials covered by this policy must fill out a registration form and submit it along with a copy of each item to be distributed, petition to be signed, or any other materials to be used to the Washington County Fair Complex, 873 34th Avenue, Hillsboro, Oregon, 97124, at least 24 hours prior to such canvassing, soliciting or dissemination of material. Materials not submitted at least 24 hours in advance shall not be used.
- (7) Any person or group who places, or allows the placement of pamphlets, leaflets, or other material in or on vehicles or advertises or solicits funds without the expressed written consent of the Washington County Fair Complex, will be subject to a \$100 fine for each occurrence.

(8) Persons or groups are not prohibited from advertising, canvassing or soliciting on public sidewalks located on 34TH Avenue, Cornell Road or 28th Avenue, however, their activities may be restricted by city ordinance if such activities disturb the public peace, impede pedestrian or vehicular traffic, or create a public disturbance.

Dated this ____ day of _____, 2004.

ATTEST:

Recording Secretary

Board President

[Faint, illegible signature or stamp]

NEW BUSINESS

ANNOUNCEMENTS

Calendar of Events
March - July 2004

Date	Event	Location
<i>March</i>		
2	Rodeo Committee Meeting	Floral Building (7:00 PM)
2	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
3	Board Meeting	Floral Building (4:30 PM)
3	Boosters Meeting	Main Office (7:00 PM)
<i>April</i>		
6	Rodeo Committee Meeting	Floral Building (7:00 PM)
6	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
7	Board Meeting	Floral Building (4:30 PM)
7	Boosters Meeting	Main Office (7:00 PM)
7	OFA Joint Area Meeting	State Fair (9 AM - 3 PM)
30	OFA Spring Conference	TBA
<i>May</i>		
4	Rodeo Committee Meeting	Floral Building (7:00 PM)
4	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
5	Board Meeting	Floral Building (4:30 PM)
5	Boosters Meeting	Main Office (7:00 PM)
7-10	IAFE Spring Management Conference	Calgary, Alberta, Canada
<i>June</i>		
1	Rodeo Committee Meeting	Floral Building (7:00 PM)
1	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
2	Board Meeting	Floral Building (4:30 PM)
2	Boosters Meeting	Main Office (7:00 PM)
<i>July</i>		
6	Rodeo Committee Meeting	Floral Building (7:00 PM)
6	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
7	Board Meeting	Floral Building (4:30 PM)
7	Boosters Meeting	Main Office (7:00 PM)
14 - 18	4H Horse Show	Fair Complex
29 - Aug 1	2004 County Fair & Rodeo	Fair Complex

*Calendar of Events
2004 Board Meetings*

Date	Event	Location
<i>January</i> 13	Board Meeting	Floral Building (4:30 PM)
<i>February</i> 4	Board Meeting	Floral Building (4:30 PM)
<i>March</i> 3	Board Meeting	Floral Building (4:30 PM)
<i>April</i> 7	Board Meeting	Floral Building (4:30 PM)
<i>May</i> 5	Board Meeting	Floral Building (4:30 PM)
<i>June</i> 2	Board Meeting	Floral Building (4:30 PM)
<i>July</i> 7	Board Meeting	Floral Building (4:30 PM)
<i>August</i>	No Meeting Scheduled	No Meeting Scheduled
<i>September</i> 1	Board Meeting	Floral Building (4:30 PM)
<i>October</i> 6	Board Meeting	Floral Building (4:30 PM)
<i>November</i> 3	Board Meeting	Floral Building (4:30 PM)
<i>December</i> 8	Board Meeting	Floral Building (4:30 PM)
<i>January 2005</i> 5	Board Meeting	Floral Building (4:30 PM)

ORAL COMMUNICATIONS

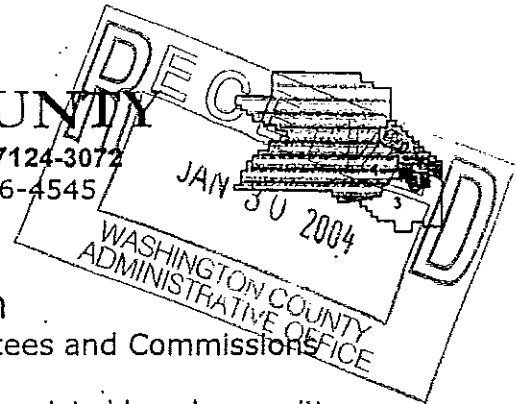
CORRESPONDENCE

OTHER MATTERS OF INFORMATION



WASHINGTON COUNTY

155 N. First Ave. Suite 300, Hillsboro OR 97124-3072
phone: (503) 846-8681 fax: (503) 846-4545



Application Form

Commissioner Appointed Boards, Committees and Commissions

Thank you for applying to serve on a Washington County appointed board, committee or commission. Please take a moment to provide the Board of Commissioners with the following information.

Name: Herbert L. Hirst

Home or Mailing Address: PO Box 220 (11195 NW Main Street)
City: North Plains State: OR Zip: 97133
Day Phone: 503-647-4600 Evening Phone: 503-647-4600
Fax: 503-647-4600 Email: h.hirst@comcast.net

- Please list in order of preference the boards, committees and commissions on which you would like to serve:
1. Fair Board 2. Planning Commission 3. Public Safety Coord Council
- Are you a resident of Washington County? Yes No
- Are you employed in Washington County? Yes No
- County Commissioner District you reside in (see map above or call (503) 846-8681):
 1 2 3 4
- Please list the Washington County boards, committees or commissions on which you are currently serving or have previously served (including the dates of your terms).
None.
- What days & times are you available for meetings?
Any time. I am retired.
- What are your reasons for wanting to serve on an appointed board, committee or commission?
Please see Supplemental Sheet #1 attached.

8. What education, work experiences, volunteer experiences or other experiences would you bring to your service on a county board or committee?
- 28-years - Employed by State of Oregon in Management & Executive Service
 - 18 years - North Plains City Council
 - 8 years - Metropolitan Communications Commission
 - 4 years - Oregon Environmental Health Specialist Registration Board (Governor's pt)

9. Please describe your understanding of the major concerns and issues facing the board, committee or commission on which you wish to serve.

Please see Supplemental Sheet #1 attached.

10. Please list any potential conflicts of interest between your public and private service that might result from your appointment to any of the boards, committees or commissions you listed in question 1.

None.

11. Please list the name, address and telephone number of two people who we may contact as references:

1. Ronald Ruecker, Supt of Oregon State Police, 400 Public Svc Bldg, Salem, OR 97310 503-378-3720
2. Susan Wilson, Exec Director, Health Licensing Office, 700 Summer St NE, Suite 320, Salem, OR 97301 503-378-8667

12. How did you hear about this board or commission?

Through my many years on the North Plains City Council, I have become familiar with the different Washington County Boards, Commissions, Councils and Committees.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/committee/commission, may result in my dismissal. Information you provide on this application may become part of the public record.

Signature: Herbert L. Idin Date: January 29, 2004

To ensure your application is considered, be sure to:

- 1) fill out the application completely and sign it
- 2) Enclose a resume (or other summary of relevant professional and volunteer experience)
- 3) mail, fax or email your application by the application deadline to:

County Administrative Office, Room 300
155 North First Avenue
Hillsboro, Oregon 97124

FAX: 503-846-4545 **Email** (attach your resume!): cao@co.washington.or.us

Continue your answers on additional sheets of paper if necessary. The application process for positions on certain boards and committees may require an interview or other screening process. Applicants to the **Aging & Veterans' Services Advisory Council** are asked to complete a Supplementary Application. For a supplemental application, additional information, or help with this application please call (503) 846-8681.

Supplemental Sheet #1:

7. What are your reasons for wanting to serve on an appointed board, committee or commission?

Through my extensive experience in working with Boards and Commissions after 28 years of management with the State of Oregon, I understand the importance of participation by lay people in governmental affairs. Also, through my 18 years serving the City of North Plains on many committees, I am familiar with the governmental process of the County. Now that I am retired, I can offer my time and knowledge to more specific areas of interest.

9. Please describe your understanding of the major concerns and issues facing the board, committee or commission on which you wish to serve.

Fair Board: The Fair Complex needs to be self sufficient. In addition, long term goals should be established so that the Fair Complex could eventually provide additional revenue for the County. The Fair Complex also needs to be able to attract a wide spectrum of events to maximize participation by all residents of the county.

Planning Commission: Washington County is growing very rapidly. The pressures for development are increasing accordingly and the Planning Commission needs to be cognizant of the concerns of both urban and rural residents.

Public Safety Coordinating Council: With dwindling State resources, new and additional methods for providing public safety need to be explored. Additionally, the use of current resources needs to be examined to assure peak efficiency.

HERBERT L. HIRST
11195 N.W. Main Street
P.O. Box 220
North Plains, OR 97133-0220
(503) 647-4600 (home)
h.hirst@comcast.net

**SUMMARY OF
QUALIFICATIONS**

Extensive experience in fiscal management, information systems, purchasing, personnel administration, management analysis, fleet administration and other support services. Reputation as a results-oriented individual, who trains and effectively utilizes subordinate personnel to assure successful outcomes.

**BUSINESS
EXPERIENCE**

Department of State Police, State of Oregon.
May, 1995 to November, 1998 (Retired November 1998)

Health Division, Department of Human Resources, State of Oregon.
February, 1979 to May, 1995.

Department of Human Resources, State of Oregon.
February, 1974 to February, 1979.

Emergency Services Division, State of Oregon.
September, 1970 to February, 1974.

New York Life Insurance Company.
October, 1969 to June, 1970.

Willamette Industries Duraflake Division.
May, 1969 to August, 1969.

U.S. Army.
February, 1964 to March, 1969.

*Management/
Analysis/Budget*

1995 to 1998 - Business Administrator. Supervise fiscal, personnel, purchasing and fleet services sections of the Human Resource Services Division. Assist the Director in administering the Division. Additionally responsible for administrative support and oversight of the Medical Examiner Division. Also responsible for facilities management activities for department offices throughout Oregon. Assist Budget Director as needed in the preparation of the Department's biennial budget and other activities related to budget and staffing requirements. Wrote the Department Strategic Facility Plan.

*Supervision of
Subordinate
Sections*

1990 to 1995 - Assistant Administrator for Administrative Services. Supervised Fiscal, Personnel, Purchasing and Information Systems staff for the Oregon Health Division. Responsibilities included the administration of all support operations. Served as the Chief Operating Officer for the Oregon Health Division. Additionally, supervised the Office of Medical Examiner and several Health related licensing boards. Directed the planning and installation of a new telecommunications system and an integrated local area network with outlets for 500 personal computers. Streamlined agency assigned vehicle allocations. Managed personnel reductions caused by Measure 5 revenue shortfall. Instituted several procedures to gain efficiencies in fiscal operations. Commenced training and development of self directed work teams in administrative services.

1985 to 1990 - Administered the Office of Health Status Monitoring. Supervised, through subordinate managers, programs in epidemiology, sexually transmitted diseases, health statistics, vital records and medical examiner death investigations. Responsibilities included personnel management, budget preparation and implementation, and policy planning and execution. Supervised a major growth in data processing services. Included the development of many complex data bases and the creation of disease forecasting models. Served as a member of the Health Division executive staff.

*Implementation of
Management
Changes*

Assigned to administer the Oregon Medical Examiner's Office from June, 1985 to September, 1985. Fiscal and administrative functions were streamlined to improve accountability and efficiency of procedures.

1979 to 1985 - Managing a Purchasing and Services section. Responsible for the logistical support of the State Health Division which included personnel management and administration; budget preparation and implementation; employee development; procurement of supplies and equipment; and inventory control.

*Personnel/
Service Delivery/
Budgetary
Improvements*

Additionally, during the period March, 1982 to September, 1983, served in a temporary assignment as Acting Assistant Manager, Oregon Public Health Laboratory. Responsible for the daily fiscal and administrative activities of the Laboratory. Received Governor's Management Service Recognition Award and recognition as Health Division Manager of the Year for this service.

1974 to 1979 - Served as Facilities and Communications Operations Supervisor. Responsibilities included facilities management; telecommunications; work flow analysis; budget planning, development and implementation.

*Organizational
Management*

1970 to 1974 - Coordinated emergency preparedness activities of twelve county governments. Responsibilities included budget and management consultation; and management analysis. Re-wrote the State of Oregon Basic Disaster Operations Plan and eight annexes. Performed numerous communications planning studies and Hazard Analyses. Additionally, responsible for control and accountability of supplies and equipment.

1969 to 1970 - Field Underwriter for large insurance company. Involved in estate planning and business insurance programs.

*Analysis and
Planning*

1969 to 1969 - Supervisor in a lumber industry manufacturing plant. Responsible for manufacturing process and employee training.

*Education/
Human Resources*

1968 to 1969 - Administered a scholastic and "hands on" training department of thirty faculty members successfully graduating 6,300 students per year. Tailored new training programs to the changing needs of supported organizations. Instituted several new training concepts. Deleted 10% of old curriculum after comprehensive program review.

*Community
Management*

1967 to 1968 - Managed a large complex supporting a population of 10,000. Staff consisted of 1,200 military and civilian personnel. Responsible for logistical support, employee relations and employee development. Restructured services to maximize availability of facilities. Directed an annual budget in excess of \$3,000,000.

*Self Development/
Training/
Management*

1965 to 1967 - Student in U.S. Army Aviation School followed by a one-year with command responsibility, in Vietnam. Required continuous planning and evaluation.

CIVIC

Elected to City Council of North Plains, Oregon. Four terms of office-January 1983 to December 1986; January 1993 to December 1996; January 1997 to December 2000 and January 2001 to present. Served as President of the Council for 10 years. Served as Operations Commissioner for four years and as Police Commissioner for six years.

Member, Metropolitan Area Communications Commission, May, 1984 to December, 1986 and May 2000 to present. Served as Secretary/Treasurer during first term.

Chairman, North Plains, Oregon Planning Commission, April, 1981 to December, 1982.

Vice Chair, Sanitarians Registration Board, State of Oregon, Appointed by Governor. June 1999 to present

EDUCATION:

Portland Community College, Portland, Oregon.
Various courses in data processing management, programming and accounting; 1985 to 1986.

Industrial College of the Armed Forces - National War College, U.S. Army.
Post graduate level course of study for Senior Military Management Personnel; graduated 1978.

Logistical Officers Course - U.S. Army, Ft. Lee, Virginia.
Various courses in Fleet Management, Procurement, inventory control, Facilities Management, etc. Graduated 1977.

Command and General Staff College - U.S. Army, Ft. Leavenworth, Kansas.
Three year resident/correspondence course in senior level management, personnel administration, logistics planning, and resource management; graduated 1976.

Foreign Service Institute - U.S. Department of State, Washington, D.C.
Course of study of Asia and Southeast Asia Area; completed 1969.

Personnel Management Course for Executives - University of Texas, U.S. Army.
Course in problem solving and techniques in personnel management; completed 1968.

Resource Management and Business Administration - Harvard University
U.S. Army
Course in business techniques and management of available resources; completed 1968.

Effective Writing for Textbook authors - University of Michigan, U.S. Army.
Course in effective writing, subject development, and research techniques; completed 1967.

U.S. Armed Forces Institute - U.S. Army.
Various courses in business administration and personnel management.
Received credit for three years of college study; 1964 through 1967.

Fryeburg Academy, Fryeburg, Maine.
College preparatory courses; graduated 1955.

**MILITARY
SERVICE**

Retired as Colonel, U.S. Army after 35 years of active and reserve service.
Awarded the Distinguished Flying Cross, Bronze Star, Meritorious Service Medal, Air Medal with 15 Oak Leaf Clusters, Army Commendation Medal, Army Reserve Components Achievement Medal, National Defense Medal, Vietnam Service Medal, and Armed Forces Reserve Medal.

WASHINGTON COUNTY

155 N. First Ave. Suite 300,
Hillsboro OR 97124-3072
phone: (503) 846-8681 fax: (503) 846-4545



Application Form

Commissioner Appointed Boards, Committees and Commissions

Thank you for applying to serve on a Washington County appointed board, committee or commission. Please take a moment to provide the Board of Commissioners with the following information.

Name: Kathy Schmidlkofer

Home or Mailing Address: 4950 NW Marsh Road

City: Forest Grove State: Oregon Zip: 97116

Day Phone: 503-648-1811 Evening Phone: 503-357-7434

Fax: _____ Email: bkschmid@wa-net.com

1. Please list in order of preference the boards, committees and commissions on which you would like to serve:

1. Fair Board 2. _____ 3. _____

2. Are you a resident of Washington County? Yes No

3. Are you employed in Washington County? Yes No

4. County Commissioner District you reside in (see map above or call (503) 846-8681):

1 2 3 4

5. Please list the Washington County boards, committees or commissions on which you are currently serving or have previously served (including the dates of your terms).

N/A

6. What days & times are you available for meetings?
Available any time with advanced notices.

7. What are your reasons for wanting to serve on an appointed board, committee or commission?

I have a long history of involvement with the fairgrounds and have a strong desire to see it continue and prosper.

8. What education, work experiences, volunteer experiences or life experiences would you bring to your service on a county board or committee?

I have been a member of the Fair Boosters for 20+ years. As manager of the Hillsboro Pharmacy and having worked there for nineteen years and also as chairperson of the Washington County Dairy Women's Ice Cream Booth, I am made aware of the opinions and concerns of a vast cross section of area residents in regards to the future of the fairgrounds.

9. Please describe your understanding of the major concerns and issues facing the board, committee or commission on which you wish to serve.

I'm am aware that the fairgrounds is a very valuable piece of Real Estate. Redevelopment is bound to happen and necessary, but I would hope that we can maintain the ambience of the county fair as we have known it for decades.

10. Please list any potential conflicts of interest between your public and private service that might result from your appointment to any of the boards, committees or commissions you listed in question 1.

Presently I see no conflicts.

11. Please list the name, address and telephone number of two people who we may contact as references:

1. Doug Johnson 243 E. Main, Hillsboro 97123 503-648-1811

2. Dale Scheller 661 E. Main, Hillsboro 97123 503-648-4505

12. How did you hear about this board or commission?

CYO News Letter and Argus

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/committee/commission, may result in my dismissal. Information you provide on this application may become part of the public record.

Signature: _____

Date: _____

To ensure your application is considered, be sure to:

- 1) fill out the application completely and sign it
- 2) Enclose a resume (or other summary of relevant professional and volunteer experience)
- 3) mail, fax or email your application by the application deadline to:

County Administrative Office, Room 300
155 North First Avenue
Hillsboro, Oregon 97124

FAX: 503-846-4545 **Email** (attach your resume!): cao@co.washington.or.us

Continue your answers on additional sheets of paper if necessary. The application process for positions on certain boards and committees may require an interview or other screening process. Applicants to the **Aging & Veterans' Services Advisory Council** are asked to complete a Supplementary Application. For a supplemental application, additional information, or help with this application please call (503) 846-8681.

To: Washington County Board of Commissioner

My name is Kathy Schmidkofer and I respectfully request that I be considered for appointment to the Washington County Fair Board. Moved to Oregon in 1967 with my family where we dairied until 1978. Upon moving to Forest Grove where I operated a small dairy of my own until 1985, when I went to work at Hillsboro Pharmacy. I have been married for eleven years to my husband Byron. And we have two sons, Mathias who is 9 and Gerritt who is 8.

Community:

- a) Member of Westside Bible Fellowship
- b) Past Sunday School Teacher and Junior High Youth Group Leader
- c) Currently volunteer in the Nursery at church
- d) Member of WOW (Women of Westside)
- e) Member of the Visitation Parents Club
- f) Chairperson of the Kinderroom at the Verboort Dinner
- g) Committee member of the Brauts, Brew & Bids Auction

Civic Organization:

- a) Past member of Hillsboro Kiwanis
- b) Fair Booster member
- c) Forest Grove FFA Alumni
- d) Past member Hillsboro Jaycee's
- e) Member of the Washington County Farm Bureau

Dairy Related Activities:

- a) Treasurer of the Washington County Dairy Women
- b) 2nd Vice President of the Oregon State Dairy Women
- c) Member of the Oregon State Dairy Women Red Barn Committee
- d) County Dairy Princess Chaperone
- e) Past 4-Her
- f) Past 4-H Leader
- g) Current 4-H Parent
- h) Past FFA Member
- i) Member of State & National Jersey Cattle Club



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UP FRONT

February 09, 2004

NEW CHALLENGE

Chambers: Fairs Fighting 'Cocooning'

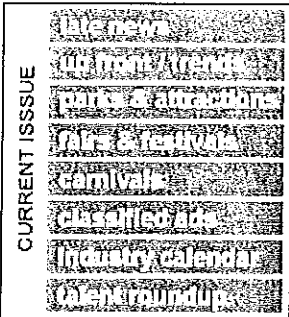
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Not only does the amusement industry have to compete with all available activities, from movies and sports events to family entertainment centers, but, according to Steve Chambers, now they have to compete with the concept of cocooning.

"What I really believe is that there is an added importance of fairs as a gathering place in the post Sept. 11 world," said Chambers, executive director of Western Fairs Assn., Sacramento, Calif.

"People are returning to their cave, or cocooning, as Faith Popcorn called it. They can have movies and dinner delivered."

Chambers made similar remarks when he spoke to the Illinois Assn. of Agricultural Fairs, which met Jan. 16-18 at the Crowne Plaza Hotel, Springfield, Ill.

Chambers spoke on the topics "Fair Trends: Issues, Advocacy and New Discoveries."

"We're in the business of telling people to get out of the house and visit our fairs," Chambers said. "We're a herd animal. When we're separated from the herd, it's not good for us."

Chambers read trend analyst Popcorn's cocoon theory prior to the Sept. 11, 2001, attacks, but he thinks the report really applies now.

"Nine-eleven took cocooning and gave it a huge acceleration," Chambers said. "Before, if you were getting food delivered, it was pizza. Now there are entire menus."

"Every restaurant that wants to remain a success has to have take-out."

Caller I.D. and alarm systems have further allowed people to avoid society even more, he noted.

"I think they are alarming trends," he said. "We're dealing with a large population in a world of fear."

"Our days now have a color code to them, none of which, that I'm aware of, are good. It's just different levels of fear we're supposed to be operating under. It's not a good thing for the world."

In spite of indications of outdoor activity, such as traffic jams and crowded events, Chambers fears that too much cocooning is taking place and that something needs to be done about it.



"Fair boards need to find more ways to talk to real customers instead of to each other," he said. "We're seeing a resurgence of junior fair boards, which is something we've seen a long time ago. Fairs are utilizing that at a focus group of young people."

Bringing people together not only has positive implications for fairs but also for the world in general.

Chambers used his presence in the Land of (Abraham) Lincoln to refer to a relevant quote from the 1860s-era president.

"He talked at length about fairs, and one of the reasons he thought fairs were important was that it brought people together," Chambers said.

"According to Lincoln, killing strangers is acceptable — it's called war. But killing people you don't know isn't.

"So getting them together and connected reduces the possibility of bad outcomes in society.

"I thought that was interesting."

Written by: *Mary Wade Burnside*

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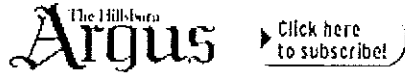
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NEWS



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Washington County Fair Board adopts free turnstile admission into 2004 event

02/10/04

By Ellen Ast

The Argus

Summertime fair-goers will see a new word at this year's Washington County Fair and Rodeo: free.

The Washington County Fair Board last week approved free gate admission to this year's county fair in hopes of raising attendance.

"Despite trying to create new energy, we have not been able to increase attendance," said Don Hillman, executive director of the Washington County Fair Complex.

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Around 50,000 people visited the county's fair last year, when admission was \$7 per person.

This year, \$7 will cover admission to arena events including the Demolition Derby and Truck Pull. The Sunday Hispanic Concert may cost up to \$10 and seats at the rodeo will cost \$11 to \$15.

Parking will cost \$5 per vehicle, up from \$3-\$4 per car last year.

"What I'm hoping is that we can get people back for several days," said Kathy Christy, Fair Board chair. "There's enough to see without spending money. People can enjoy it, even on a tight budget."

Hillman said the Fair Board expects higher revenue from rides, parking, food and beverage and arena events as a result of more visitors. That would make up for the lost revenue from admission prices, he added.

"It's a great way to get more people exposed to what we've got to offer here," Hillman said.

Hillman noted success of free admission for county fairs in California, Michigan and New York state.

"They saw a 50 to 100 percent increase in attendance and that's what I would expect," Hillman said. "No one will have an excuse not to come. This is a model that's worked at other fairs and there's no indication that it wouldn't work here."

Fair complex staff will be working with Amato Communications, a Lake Oswego advertising agency, to produce new ways of attracting people who may not normally visit the fair, Hillman added.

"This time we'll have the look of free admission," said Terry Amato of Amato Communications. "We hope to double the event. It has a long history and it's been well promoted."

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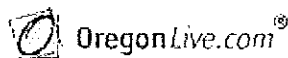
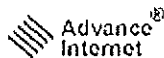


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Foundation to support Oregon State Fair

A new foundation has been established to provide financial support for the Oregon State Fair and Exposition Center.

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for the fair that are not possible under current state funding.

Salem-based Oregon State Fair Foundation Inc. has been organized to seek contributions from individuals, businesses, organizations and other foundations to make improvements and initiate new programs

Efforts to form the foundation began in late 2001 when State Fair Director Katie Cannon, with support from the Oregon State Fair Commission, formed a steering committee to study the proposal for a foundation.

During the past two years, work has progressed in writing a formal mission statement, applying for a nonprofit status, developing bylaws and recruiting members for the foundation's board of directors.

Foundation officers are Jim Fisher, president, Sisters, retired public affairs director with the Oregon Department of Forestry; Becky Tymchuk, vice president, Beaverton, fund-raising and nonprofit consultant; and Kellie Lute, secretary-treasurer, Salem, director of operations, Sen. Gordon Smith's office. Other directors are Nan



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National Headlines

State Fair officials say outfitting cows with hairpieces is cheating

02/06/2004

COLUMBUS (AP) -- Three livestock exhibitors at last year's Ohio State Fair have been disqualified for allegedly outfitting their Holstein cows with hairpieces.

State Fair inspectors said the three glued or painted hair from another part of the animal or from another animal to create straighter backs on the cows and enhance their appearance in the show ring.

Kreg Krebs and his brother, Kenneth, of Fredericksburg in Wayne County and Scott Long of Clayton, Mich., could be required to forfeit all winnings, Department of Agriculture spokeswoman Melanie Wilt said Wednesday. The winnings had been withheld by fair officials.

Wilt said state inspectors at the fair discovered the fake hair when the cows were leaving the show ring on Aug. 10.

Inspectors often check the cows, run their hands over the animals and watch for unusual and illegal fitting and grooming, she said.

The cases are "not highly unusual," she said, but these are the first for which the state has had enough evidence to proceed against the individuals.

The three men have 30 days to request a hearing in which they could present their cases to an independent hearing officer.

Under proposed state penalties, Long would be banned from livestock exhibitions in Ohio through Dec. 31, 2004, and the Krebs brothers would be prohibited from the state's livestock shows through Dec. 31, 2005.

The penalty for the Krebs brothers is greater because they refused to cooperate with Ohio agriculture inspectors, state officials said.

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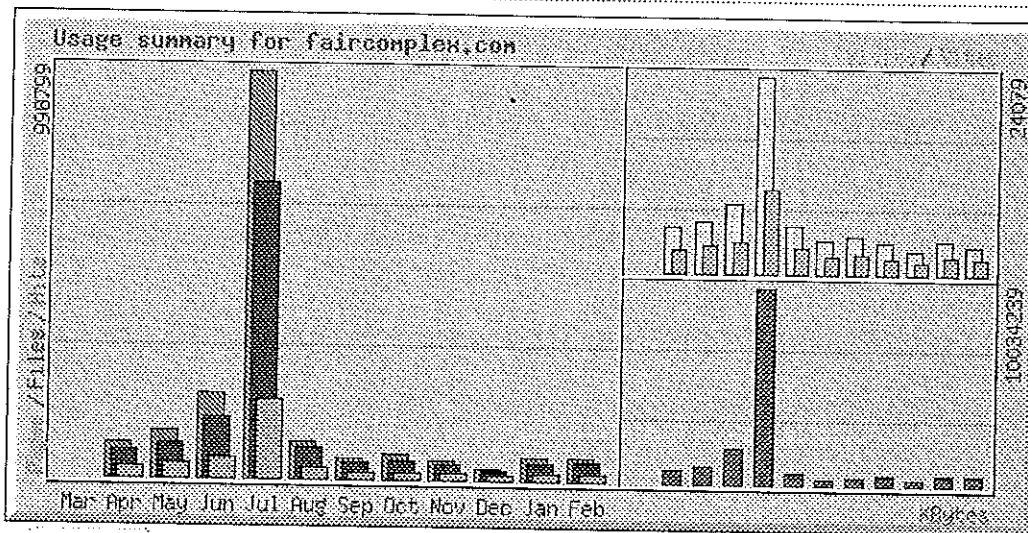
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Jan 2004	1799	1418	608	128	2004	492169	3983	18870	43981	55784	
Dec 2003	913	710	329	89	1454	254662	2771	10200	22034	28331	
Nov 2003	1577	1242	531	126	1900	427126	3791	15933	37285	47322	
Oct 2003	1968	1514	544	147	2321	332837	4577	16880	46944	61025	
Sep 2003	1800	1370	521	137	2115	295507	4115	15654	41129	54003	
Aug 2003	3308	2669	880	209	3039	567415	5871	24647	74752	92641	
Jul 2003	32219	23366	6208	776	10312	10034239	24079	192455	724376	998799	
Jun 2003	6901	5068	1724	281	3713	1796370	8433	51738	152049	207036	
May 2003	3808	2840	1143	204	3297	914427	6338	35457	88065	118066	
Apr 2003	2806	2156	918	185	2750	695281	5552	27568	64689	84195	
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