

A G E N D A

Washington County Fair Board

Regular Meeting

March 4, 1998

4:30 PM

WASHINGTON COUNTY FAIR BOARD

Regular Meeting

Wednesday, March 4, 1998

4:30 PM

1. Call to order.
 2. Public Welcome. This time is provided for members of the audience to comment on any item(s) not on the regular agenda. Audience members are also welcome to comment at the time the agenda topic is being discussed by the Board. It is respectfully requested that those addressing the Board state their full name for the record.
 3. a. Bills for approval and detail of income received.
b. Line Item Reports for February, 1998 (pgs. 3-8)
 4. a. Financial Position, January, 1998 - Reconciled (pg. 9)
Financial Position, February, 1998 - Unreconciled (pg. 10)
b. Financial Recap, February, 1998 (pgs. 11-16)
 5. Fair Board Minutes - February 4, 1998 (pgs. 17-22)
 6. a. Activities Flyer - March, 1998 (pg. 23)
b. Facility Use Schedule - March, 1998 (pgs. 24-25)
- *Consent agenda: any item may be removed for separate consideration upon request of any Board member or any member of the audience.
7. Fair Organization's Report
 - a. Rodeo Board
Rodeo Board Minutes
 - b. Booster's Report
 - c. 4-H Horse Fair
 8. 1998 Fair Report
 - a. Bill McKinley
 9. Fair Complex Marketing Report
 - a. Margaret Garza
 10. Maintenance Team Report
 - a. Albert Flanagan

11. Old Business
 - a. Approval of Executive Director hire packet (pgs. 26-35)
 - b. Final approval of 1998-99 Budget (pgs. 35-41)
12. New Business
 - a. Friday night Fair Entertainment
13. Announcements
 - a. Next Fair Board Meeting - April 1, 1998

*EXECUTIVE SESSION pursuant to ORS 192.610-192.690 to discuss Real Estate and Personnel issues immediately following the regular Fair Board meeting.

Line Item Report
2/1/98 Through 2/28/98

Num	Date	Payee	Memo	Amount
INCOME CATEGORIES				
C-Dedicated Funds				
9 Hotel/Motel Tax				
2948	2/5/98	Washington Co Finance Division	Hotel/Motel Disbursement	18,000.00
				<u>18,000.00</u>
Total C-Dedicated Funds				<u>18,000.00</u>
D-Interim Use Income				
10A National Guard Armory				
2965	2/12/98	TV Model Railroad Club	Inv# 97-148 11/15/97 Armory	67.00
2967	2/12/98	Emmaus Christian School	Armory Rental 2/20/98	450.00
2977	2/12/98	Manuel Galvan/DBA Promell	Armory Deposit 2/5/98-CASH	1,000.00
				<u>1,517.00</u>
10B Main Exhibit Hall				
2921	2/5/98	Cindy Leung	2/2-6/29/98 MEH/South	660.00
2962	2/12/98	NW Vintage Radio Society	MEH/South 5/9/98	100.00
2966	2/12/98	Collector's West Incorporated	MEH/North Feb 7 & 8, 1998	700.00
2968	2/12/98	Pet Consultants	MEH/South 2nd Payment 2/24/98	90.00
2969	2/12/98	Collector's West Incorporated	MEH/North 1/3-4/97 Inv#98-001	397.50
2971	2/12/98	Pacific NW Tool Collectors	MEH/North 8/98	200.00
2973	2/12/98	Unique Animal Expo	MEH/Entire 2/98	900.00
3010	2/24/98	The Hardy Plant Society	MEH/Entire 4/11-12/98	300.00
3012	2/24/98	Columbia River Girl Scouts	MEH/South 3/5/98	200.00
				<u>3,547.50</u>
10C Cloverleaf Building				
2992	2/18/98	Martin Garcia	CCB 2/14/98 Rent/Inventory	302.00
				<u>302.00</u>
10D Arts & Crafts Building				
2964	2/12/98	Washington Co 4-H Horse Advisory	Inv# 97-147 & Inv#96-191 A & C	102.50
2970	2/12/98	Portland Gem & Mineral Show	MEH/Entire A & C 10/98	630.00
2974	2/12/98	Animal School	# 97-168 9/97-12/97	315.00
2995	2/18/98	Flavia Villaraldo	A & C 2/21/98 Invent/Rental	285.00
				<u>1,332.50</u>
10F Floral Building				
2974	2/12/98	Animal School	#97-168 9/97-12/97	315.00
				<u>315.00</u>
10H Main Arena				
2924	2/5/98	Richard Klamerus	Show Ring Rental 1/29/98-CASH	20.00
2925	2/5/98	Richard Klamerus	Show Ring Rental 1/28/98-CASH	20.00
2930	2/5/98	Richard Klamerus	Show Ring 1/30-2/1/98-CASH	60.00
				<u>100.00</u>
11 Damage Deposits				
2920	2/5/98	Linda Hewitt	MEH/South Deposit 6/27/98	200.00
2972	2/12/98	Tonia Mapston	CCB Rental 7/18/98 Deposit	200.00
2976	2/12/98	Guadalupe Aguilar	5/23/98 A & C Deposit-CASH	200.00
2992	2/18/98	Martin Garcia	CCB 2/14/98 Deposit	200.00
2993	2/18/98	Villaraldo	A & C Deposit 2/21/98-CASH	200.00
2994	2/18/98	Sharon Walstead	CCB 10/24/98 Deposit	200.00
2996	2/18/98	Evergreen Christian Center	MEH/South Deposit 5/6/98	200.00
2997	2/18/98	Lynelle Arns/Hilthi Class Reunion	FS Deposit 7/18/98	200.00
3011	2/24/98	Tualatin Hills Swim Club	Deposit MEH/North 4/18/98	200.00
3013	2/24/98	Juana Perez	Armory Deposit 7/11/98-CASH	200.00
				<u>2,000.00</u>
17 Miscellaneous income				

Line Item Report
2/1/98 Through 2/28/98

Num	Date	Payee	Memo	Amount
2919	2/5/98	Richi's Taco's	Concession - 11/15/97 Pro Photo	132.30
2949	2/12/98	Shop	Pop Machine Proceeds-CASH	78.05
2950	2/12/98	Office	Stamp Reimbursement-\$8.95 CASH	18.87
2957	2/12/98	Eugene Hilton	OFA Room Cancellation Refund	75.56
2975	2/12/98	Dr. Lawrence Holley	HP Printer/Old Inventory	100.00
3009	2/24/98	Office (Wade & Garza)	Reimb Stamp/Copies	14.12
				<u>418.90</u>
18A RV Parking/Short Term				
2923	2/5/98	James Harris	RV Pkg #3 1/25-29/98-CASH	75.00
2926	2/5/98	Tammy Kimbel	RV Pkg #14 1/27-2/7/98-CASH	165.00
2927	2/5/98	Frank Schweiger	RV Pkg #6 1/30-31/98-CASH	30.00
2928	2/5/98	James Harris	RV Pkg #3 1/30/98-CASH	15.00
2929	2/5/98	Frank Schweiger	RV Pkg #6 2/1/98-CASH	15.00
2931	2/5/98	Tim Doolittle	RV Pkg #9 1/30-2/2/98-CASH	60.00
2933	2/5/98	Robert Fischer	RV Pkg #1 2/2-3/98-CASH	30.00
2978	2/12/98	Sandra Pearce	RV Pkg #11 2/6/98	15.00
2982	2/12/98	Robert Fischer	RV Pkg #1 2/9-10/98-CASH	30.00
2983	2/12/98	Robert Fischer	RV Pkg #1 2/11/98-CASH	15.00
2986	2/18/98	Tim Doolittle	RV Pkg #9 2/6-13/98-CASH	120.00
2987	2/18/98	Hershel Young	RV Pkg #11 2/16-17/98-CASH	15.00
2988	2/18/98	Robert Fischer	RV Pkg #1 2/17-18/98-CASH	15.00
2989	2/18/98	Paul Boardman	RV Pkg #12 2/17-21/98	60.00
2999	2/24/98	Debbie Wright	RV Pkg #7 2/18-19/98-CASH	30.00
3005	2/24/98	Debbie Wright	RV #10 2/20-2/27/98-CASH	105.00
3006	2/24/98	Harold Goble	RV Pkg #11 2/20-21/98-CASH	15.00
3007	2/24/98	Robert Fisher	RV Pkg #1 2/23-25/98-CASH	30.00
3008	2/24/98	Larry VanLoo	RV #9 2/13-21/98	120.00
				<u>960.00</u>
18B RV Parking/Long Term				
2932	2/5/98	Don Potter	Feb 98' LT RV Pkg	300.00
2935	2/5/98	Ron Stahler	LT RV Pkg 2/3-3/3/98	300.00
2958	2/12/98	Mike Frank	RV Pkg 1/2 Feb 98' Rent	150.00
2984	2/12/98	Larry Hughes	RV Pkg LT Feb 98	225.00
2985	2/12/98	Kimball	Long Term Pkg 2/8-2/14/98-CASH	75.00
2990	2/18/98	Doug Vigue	LT RV Pkg #5 2/16-28/98-CASH	110.00
2998	2/24/98	Rick Barton	LT RV Pkg (Contractor)	300.00
				<u>1,460.00</u>
Total D-Interim Use Income				<u><u>11,952.90</u></u>

E-Fair Income**32 Concessions/Booths**

2934	2/5/98	Knaupp's Classic Fudge	98 Fair Food Concession Booth	300.00
2936	2/5/98	L M Watkins Concessions	98 Fair Concession Booth	300.00
2937	2/5/98	All Star Food & Beverage	98 Fair Concession Booth	400.00
2938	2/5/98	Washington County Dairy Women	98 Fair Concession Booth	500.00
2939	2/5/98	Doug Ellison	Booth Fee OS-84	137.50
2940	2/5/98	Washington Co Democratic Party	Booth Fee ME-26	162.50
2941	2/5/98	Kathleen Griffith	Booth Fee OS-33	150.00
2942	2/5/98	Indian Imports	Booth Fee OS-09	275.00
2943	2/5/98	Tri-Met	Booth Fee ME-43	325.00
2944	2/5/98	Sunset Massage	Booth Fee OS-08	137.50
2945	2/5/98	Andrea Wortman	Booth Fee OS-16	137.50
2946	2/5/98	Gregory Hart	Booth Fee ME-21	162.50
2947	2/5/98	Vicki Ihly	Booth Fee ME-13	162.50
2951	2/12/98	Pat's Products	Booth Fee ME-17	162.50
2952	2/12/98	Chun Cheng	Booth Fee OS-22 & 23	300.00
2953	2/12/98	Plewes Chiropractic Clinic	Booth Fee OS-02	137.50
2954	2/12/98	Fresh Scents	Booth Fee OS-46	162.50
2955	2/12/98	Home Health Education Service	Booth Fee ME-30	325.00
2956	2/12/98	Laverne Haaheim	Booth Fee ME-41 & ME-29	402.00
2959	2/12/98	Lachhman Herkishnani	Booth Fee OS-36	150.00

Line Item Report
2/1/98 Through 2/28/98

Num	Date	Payee	Memo	Amount
2960	2/12/98	Moment's In Time Photography	Booth Fee ME-36	162.50
2961	2/12/98	Old Time Photos	Booth Fee OS-85	660.00
2979	2/12/98	Padres, Inc.	Concession Booth Fair 98	300.00
2980	2/12/98	Ed White	Concession Booth Fair 98	750.00
2981	2/12/98	American Chimney & Masonry Inc	Booth Fee ME-54	175.00
2991	2/18/98	Bags, Etc.	Booth Fee ME-04	162.50
3000	2/24/98	Marsalee's Thai Food	Fair 98 Concession Booth	150.00
3001	2/24/98	Sunset Junior Miss Scholarship	Fair 98 Concession Booth	450.00
3002	2/24/98	Soba Exxpress	Fair 98 Concession Booth	300.00
3003	2/24/98	Ernest Dollman	Fair 98 Concession Booth	500.00
3004	2/24/98	Amigo's II	Fair 98 Concession Booth	350.00
3014	2/24/98	St Matthew Altar Society	Fair 98 Concession Booth	350.00
3015	2/24/98	William Pearl	Fair 98 Concession Booth	300.00
				<u>9,399.50</u>

39 Rodeo Sponsorships

2922	2/5/98	Western Contracting	Rodeo Queen Chaps Sponsorship	300.00
				<u>300.00</u>

Total E-Fair Income9,699.50**G-Bingo****70 Sessions**

2963	2/12/98	Glencoe Football Bingo	Jan 1998 Bingo Rental	900.00
				<u>900.00</u>

Total G-Bingo900.00**TOTAL INCOME CATEGORIES**40,552.40**EXPENSE CATEGORIES****A-Personnel****101 Salaries**

23145	2/13/98	Washington Co Finance Division	Payroll 1/24/98-2/6/98	(13,028.14)
23180	2/27/98	Washington Co Finance Division	Payroll 2/7-2/20/98	(13,344.59)
				<u>(26,372.73)</u>

102 O.P.E.

23145	2/13/98	Washington Co Finance Division	Payroll 1/24/98-2/6/98	(2,080.79)
23165	2/19/98	SAIF Corporation	Work.Comp/Liab 10/1-12/31/97	(1,195.52)
23180	2/27/98	Washington Co Finance Division	Payroll 2/7-2/20/98	(5,380.05)
				<u>(8,656.36)</u>

Total A-Personnel(35,029.09)**B-Interim Operations****107 Office Expense**

23114	2/2/98	Melissa Williams	Reimburse/Office Supplies	(20.99)
23128	2/5/98	Horton's Sav-On Office Supply	Office Supplies 1/30/98 Stmt	(48.85)
23137	2/6/98	Lazerquick Copies	Fair Stationery/Envelopes/Ltrhd	(838.46)
23140	2/6/98	Paige Payne	Office Supply Reimbursement	(43.76)
23173	2/24/98	Reliable	Copy Paper Supply	(81.20)
23179	2/25/98	Melissa Williams	Reimburse/Office Supplies	(55.27)
				<u>(1,088.53)</u>

108 Telephone

23164	2/18/98	GTE Northwest	1/28/98 Statement	(752.91)
23175	2/24/98	A T & T Wireless	2/19/98 Invoice	(54.08)
				<u>(806.97)</u>

111A Equipment Rental

Line Item Report
2/1/98 Through 2/28/98

Num	Date	Payee	Memo	Amount
23174	2/24/98	Copelco Capital Inc	3/12/98 Copier Rental/Insurance	(212.23)
				(212.23)
112 Utilities				
23121	2/5/98	Ferrellgas	Fuel/Invoice #217727	(149.55)
23148	2/18/98	P G E	January Statements	(2,438.39)
23161	2/18/98	Hillsboro Garbage Disposal	1/31/98 Statement	(518.40)
23163	2/18/98	NW Natural Gas	2/6/98 Statements	(993.56)
23169	2/24/98	P G E	January Statements	(23.27)
23176	2/24/98	A A A Alarm Company of Oregon	February Monitoring	(38.95)
				(4,162.12)
113B Main Exhibit R & M				
23172	2/24/98	McClenny Refrigeration	#980246/MEH South Repairs	(236.58)
				(236.58)
113G Grounds/General R & M				
23152	2/18/98	Baker Rock Resources	Drain Line Repairs	(303.43)
				(303.43)
113J Barns R & M				
23153	2/18/98	Cudahy Lumber Company	Dairy Barn Upgrade w/2% Disc	(460.00)
				(460.00)
113L Equipment R & M				
23119	2/5/98	Gratteri Tire & Wheel	Flat Tire Repair/Inv# 181198	(7.72)
VOID	2/5/98	Pac-West Distributing	Spare Belt/Toro Mower	(90.43)
23130	2/5/98	A-Boy Supply Company Inc.	Valve Box/Shop Supplies	(33.90)
23131	2/5/98	Columbia Audio Specialties Inc.	Client Cost/Reser's PA Repair	(38.75)
23132	2/5/98	Hillsboro Auto Parts	Misc Equipment Parts	(342.12)
23133	2/5/98	Copeland Lumber Yards Inc	Water Valve Box Repair	(61.08)
23141	2/6/98	Pac-West Distributing	Replaces Ch#23129/Misprint	(84.20)
23144	2/10/98	Five Star Auto Body	GMC PU-Paint Job	(649.00)
23151	2/18/98	Fisher Implement Co	Equipment/Parts Jan 29 Stmt	(604.98)
23168	2/24/98	Five Star Auto Body	1991 Dodge PU Paint Job	(600.00)
23170	2/24/98	Huisman Upholstery	Ford PU/Seat & Rest	(165.00)
				(2,586.75)
114 General Supplies				
23120	2/5/98	Platt Electric	Grill Replacement/MEH Restroom	(25.22)
23120	2/5/98	Platt Electric	Shop Supplies	(45.05)
23120	2/5/98	Platt Electric	Electrical Supplies	(41.25)
23123	2/5/98	Shute Park True Value	Repair Supplies/Shop Supplies	(358.27)
23126	2/5/98	Bob Nagel Distributing	Shop & Office Supplies	(413.01)
23130	2/5/98	A-Boy Supply Company Inc.	Shop Supplies	(44.09)
23132	2/5/98	Hillsboro Auto Parts	Misc Shop Supplies	(185.75)
23135	2/6/98	Ace Hardware	Table Supplies/Shop Supplies	(140.55)
23136	2/6/98	H E Mitchell Co	Spare Lock/Keys	(77.84)
23155	2/18/98	A-Boy Supply Company Inc.	Shop Supplies	(13.39)
23158	2/18/98	Crystal Springs	Bottled Water Rent/Supplies	(8.50)
23159	2/18/98	Clackamas Communications	Battery/Clip/Charger 2/1/98 Stmt	(335.07)
23160	2/18/98	Ag West Supply	Portable Heater Fuel	(20.00)
23171	2/24/98	allMRO Products	Misc Shop Supplies	(40.56)
				(1,748.55)
118 Travel & Training				
23154	2/18/98	Bankcard Center	OFA Conference Misc Expenses	(14.70)
23156	2/18/98	Margaret Garza	WFA Conf/OFA Conf Expenses Reimb	(349.32)
				(364.02)
119 Legal Fees				
23178	2/25/98	First Trust National Association	Lease/Purchase Fees & Expenses	(1,250.00)
				(1,250.00)
121 Professional Services				

Line Item Report
2/1/98 Through 2/28/98

Num	Date	Payee	Memo	Amount
23138	2/6/98	Washington County LUT	Access Determination for NE 34th	(146.88)
23139	2/6/98	J C Draggoo & Associates Inc.	Meeting Representation/Fair Proj	(195.00)
23149	2/18/98	Bullock Smith & Partners	Prof Svcs/Trvl Fair Comp Proj.	(2,162.53)
				<u>(2,504.41)</u>
124 Car Allowance				
23180	2/27/98	Washington Co Finance Division	February Car Allowance	(425.00)
				<u>(425.00)</u>
131 Advertising & P.R.				
23122	2/5/98	US West	Directory Advertising	(134.70)
23127	2/5/98	Hillsboro Argus	January Advertising	(196.80)
				<u>(331.50)</u>
132 Board Expense				
23115	2/2/98	Award Specialties	Plaque/George Otten	(26.50)
23116	2/4/98	Paige Payne	Aerial Photo Framing Supplies	(52.33)
23117	2/4/98	Ketucky Fried Chicken	Board Meeting/Meals 2/4/98	(33.21)
23154	2/18/98	Bankcard Center	Meals	(64.82)
				<u>(176.86)</u>
133 Dues/Licensing/Fees				
23118	2/5/98	Department of Motor Vehicles	Rplcs #21737 3/4/97 for Regist.	(30.00)
23157	2/18/98	IFEA	1998 IFEA & OFEA Dues	(95.00)
				<u>(125.00)</u>
149 Misc. Materials & Services				
23162	2/18/98	Oregon Electric Group	Inv# 98808 Promo Tropical	(231.00)
				<u>(231.00)</u>
150 Refunds				
23143	2/9/98	Augustina Cosio	Refund Deposit DOE 2/7/98	(200.00)
23146	2/18/98	Leilah Williams	Refund Deposit/Cancellation	(150.00)
23147	2/18/98	Planar America	Refund Deposit/Cancellation	(150.00)
23150	2/18/98	Columbia River Girl Scouts	Refund Overpymt DOE 3/12/98	(305.00)
23166	2/19/98	Manuel Galvan/DBA Promell	Refund DOE 2/15/98	(477.00)
23167	2/23/98	Pacific NW Poultry Association	Refund Overpayment DOE 2/7/98	(95.75)
23177	2/25/98	Flavia Villaraldo	Refund Deposit DOE 2/21/98	(200.00)
				<u>(1,577.75)</u>
151 County-Indirect Cost				
23145	2/13/98	Washington Co Finance Division	Payroll 1/24/98-2/6/98	(3,699.75)
				<u>(3,699.75)</u>
Total B-Interim Operations				<u>(22,290.45)</u>
E-Rodeo				
318 Board Expense				
23134	2/5/98	Columbia River Pro Rodeo Circuit	Buckle Sponsorship/Awards Progm	(300.00)
				<u>(300.00)</u>
320 Queen				
23142	2/6/98	Hamley & Company	Chaps	(600.00)
				<u>(600.00)</u>
Total E-Rodeo				<u>(900.00)</u>
TOTAL EXPENSE CATEGORIES				<u>(58,219.54)</u>
TRANSFERS				
POOL #4486				
3016	2/27/98	Govt Pool #4486	Transfer from Govt Pool #4486	20,000.00
Total POOL #4486				<u>20,000.00</u>

Line Item Report
2/1/98 Through 2/28/98

Num	Date	Payee	Memo	Amount
TOTAL TRANSFERS				20,000.00
GRAND TOTAL				2,332.86

**Washington County Fair Complex
FINANCIAL POSITION**

JANUARY 31, 1998

CHECKING ACCOUNTS	U.S. Bank	Wells Fargo	Bingo
Book			
Beginning Balance	28,158.76	4,856.61	2,760.56
Income Deposits	37,650.75	0.00	0.00
From Government Pool	15,760.56	0.00	0.00
Less Checks & Adjustments	57,706.24	0.00	0.00
To Government Pool	20,000.00	0.00	2,760.56
Ending Book Balance	3,863.83	4,856.61	0.00
Bank			
Bank Balance	28,158.76	6,648.11	2,760.56
Deposits In Transit	53,411.31	0.00	0.00
Outstanding Checks	77,706.24	1,791.50	2,760.56
Ending Bank Balance	3,863.83	4,856.61	0.00
TOTAL COMBINED CHECKING			8,720.44
SAVINGS ACCOUNTS	Investment	EXPO	
Book			
Beginning Balance	234,140.83	4,021.18	
Interest for Month	1,242.68	19.98	
From Checking	22,760.56	0.00	
To Checking	15,760.56	0.00	
Ending Book Balance	242,383.51	4,041.16	
Bank			
Bank Balance	234,140.83	4,021.18	
Transfers In Transit	8,242.68	19.98	
Ending Bank Balance	242,383.51	4,041.16	
TOTAL COMBINED SAVINGS			246,424.67
TOTAL FAIR FUND BALANCE PER COUNTY			220,493.94
TOTAL RESOURCES			475,639.05

Washington County Fair Complex**FINANCIAL POSITION**

Unreconciled as of 2/28/98

February 28, 1998

CHECKING ACCOUNTS	U.S. Bank	Wells Fargo	Bingo
Book			
Beginning Balance	3,863.83	4,856.61	0.00
Income Deposits	40,552.40	0.00	0.00
From Government Pool	20,000.00	0.00	0.00
Less Checks & Adjustments	58,219.54	0.00	0.00
To Government Pool	0.00	0.00	0.00
Ending Book Balance	6,196.69	4,856.61	0.00
Ending Bank Balance	3,863.83	4,856.61	0.00
TOTAL COMBINED CHECKING			11,053.30
SAVINGS ACCOUNTS	Investment	EXPO	
Book			
Beginning Balance	242,383.51	4,041.16	
Interest for Month	1,210.05	19.71	
From Checking	0.00	0.00	
To Checking	20,000.00	0.00	
Ending Book Balance	223,593.56	4,060.87	
Ending Bank Balance	242,383.51	4,041.16	
TOTAL COMBINED SAVINGS			227,654.43
TOTAL FAIR FUND BALANCE PER COUNTY			225,847.46
TOTAL RESOURCES			464,555.19

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1,1997-JUNE 30,1998

ACTUAL 1995-96	FEBRUARY 1997	ACTUAL 1996-97	LINE ITEM#	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	FEBRUARY 1998	TO DATE 1997-98	BALANCE
STATE FUNDS									
0	0.00	0.00	1	Racing Commission	0	0	0.00	0.00	0.00
0	0.00	0.00	2	Apportionment	0	0	0.00	0.00	0.00
0	0.00	0.00	3	Merit Rate	0	0	0.00	0.00	0.00
44,444	8,056.82	36,042.15	3A	Dept. of Econ. Dev.	0	0	0.00	41,976.34	41,976.34
44,444	8,056.82	36,042.15			0	0	0.00	41,976.34	41,976.34
SPECIAL FUNDS									
0			4	Grants	0	0	0.00	0.00	0.00
0	0.00	0.00	5	Funds Borrowed	100,000	100,000	0.00	0.00	(100,000.00)
0	0.00	0.00	7	RE Sold/Leased	356,000	356,000		0.00	(356,000.00)
0	0.00	0.00			456,000	456,000	0.00	0.00	(456,000.00)
DEDICATED FUNDS									
0	0.00	0.00	8	Horse Stall Construction	0	0	0.00	0.00	0.00
465,807	120,510.64	517,920.41	9	Hotel/Motel Tax	530,000	530,000	18,000.00	183,349.94	(346,650.06)
465,807	120,510.64	517,920.41			530,000	530,000	18,000.00	183,349.94	(346,650.06)
INTERIM INCOME									
169,061	8,673.24	173,916.87	10	Rent & Storage	172,000	172,000	7,114.00	116,160.54	(55,839.46)
1,935	2,375.00	17,965.00	11	Damage Deposits	15,000	15,000	2,000.00	7,210.00	(7,790.00)
0	0.00	0.00	12	Advertising Sold	0	0	0.00	0.00	0.00
5,500	0.00	11,000.00	13	Gate Change	5,500	5,500	0.00	0.00	(5,500.00)
12,088	1,380.71	15,027.53	14	Interest	16,000	16,000	1,229.76	11,718.93	(4,281.07)
0	0.00	0.00	15	Shows/Entertainment	100,000	100,000	0.00	0.00	(100,000.00)
29,418	0.00	45,819.32	16	Parking Fees	25,000	25,000	0.00	0.00	(25,000.00)
11,846	0.00	9,101.54	17	Miscellaneous Income	11,000	11,000	418.90	7,229.02	(3,770.98)
25,377	1,630.00	33,805.00	18	RV Park	29,000	29,000	2,420.00	20,717.00	(8,283.00)
255,225	14,058.95	306,635.26			373,500	373,500	13,182.66	163,035.49	(210,464.51)

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1,1997-JUNE 30,1998

ACTUAL 1995-96	FEBRUARY 1997	ACTUAL 1996-97	LINE ITEM#	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	FEBRUARY 1998	TO DATE 1997-98	BALANCE
FAIR INCOME									
33,102	6.00	25,857.00	30	Youth Admission	30,000	30,000	0.00	28,836.00	(1,164.00)
215,435	70.00	193,878.44	31	Other Admission	200,000	200,000	0.00	197,981.05	(2,018.95)
109,894	3,712.50	113,980.68	32	Concessions/Booths	120,000	120,000	9,399.50	88,582.87	(31,417.13)
32,905	0.00	40,665.00	33	Sponsorships	50,000	50,000	0.00	45,497.95	(4,502.05)
5,760	0.00	8,350.00	34	Advertising Sold	8,000	8,000	0.00	2,985.00	(5,015.00)
0	0.00	0.00	35	Gate Change	15,000	15,000	0.00	15,000.00	0.00
56,430	0.00	48,826.00	36	Carnival Income	50,000	50,000	0.00	51,997.02	1,997.02
3,242	0.00	4,446.00	37	Entry Fees	4,500	4,500	0.00	3,663.50	(836.50)
48,431	0.00	46,201.01	38	Parking Fees	48,000	48,000	0.00	49,268.54	1,268.54
28,113	0.00	38,100.00	39	Rodeo Sponsorships	100,000	85,000	300.00	67,000.00	(18,000.00)
0	0.00	0.00	40	Horse Show	0	0	0.00	0.00	0.00
12,199	0.00	5,423.29	41	Miscellaneous	5,000	5,000	0.00	5,034.31	34.31
8,218	0.00	7,386.98	42	Rodeo Admissions	7,500	7,500	0.00	6,892.00	(608.00)
49,191	0.00	48,734.60	43	Main Stage	45,000	0	0.00	0.00	0.00
1,189	0.00	669.00	44	Arena Admissions	700	700	0.00	0.00	(700.00)
0	0.00	1,857.00	45	Amphitheater Concessions	800	800	0.00	0.00	(800.00)
0	0.00	325.00	46	Rodeo Miscellaneous	0	0	0.00	4,451.38	4,451.38
0	0.00	3,640.00	47	Horse Stall Rentals	4,550	4,550	0.00	195.00	(4,355.00)
604,109	3,788.50	588,340.00			689,050	629,050	9,699.50	567,384.62	(61,665.38)
BINGO									
8,700	2,400.00	16,200.00	70	Sessions	14,000	14,000	900.00	9,300.00	(4,700.00)
0	0.00	0.00	71	Food	0	0	0.00	0.00	0.00
0	0.00	0.00	72	Operating Change	0	0	0.00	0.00	0.00
8,700	2,400.00	16,200.00			14,000	14,000	900.00	9,300.00	(4,700.00)
1,378,286	148,814.91	1,465,137.82	TOTAL INCOME CATEGORIES		2,062,550	2,002,550	41,782.16	965,046.39	(1,037,503.61)
BEGINNING BALANCE									
196,041.50	313,679.56	313,679.56	99	Cash on Hand	335,000	345,000		417,330.00	
1,574,327	462,494.47	1,778,817.38	TOTAL INCOME/BEG CASH ON HA		2,397,550	2,347,550	41,782.16	1,389,138.25	(958,411.75)
313,679.56	382,606.08	417,330.44	CURRENT CASH ON HAND				205,584.77		

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1997 - JUNE 30, 1998

ACTUAL 1995-96	FEBRUARY 1997	ACTUAL 1996-97	LINE ITEM #	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	FEBRUARY 1998	TO DATE 1997-98	BALANCE
PERSONNEL									
320,801	24,083.12	354,555.01	101	Salaries	381,000	381,000	26,372.73	287,646.50	(93,353.50)
94,061	6,605.07	95,879.05	102	O.P.E.	127,000	127,000	8,656.36	73,869.22	(53,130.78)
414,862	30,688.19	450,434.06			508,000	508,000	35,029.09	361,515.72	(146,484.28)
INTERIM OPERATIONS									
3,721	254.67	5,301.19	107	Office Expense	4,200	4,200	1,088.53	4,009.88	(190.12)
9,033	781.27	11,372.91	108	Telephone	11,000	11,000	806.97	7,838.96	(3,161.04)
1,248	0.00	441.46	109	Printing	5,000	5,000	0.00	554.28	(4,445.72)
4,197	0.00	3,020.26	110	Postage	4,500	4,500	0.00	1,191.84	(3,308.16)
2,341	0.00	10,253.70	111	Equip/Bldg Rental	9,200	9,200	212.23	4,300.22	(4,899.78)
63,926	4,143.81	76,664.20	112	Utilities	70,000	70,000	4,162.12	43,304.72	(26,695.28)
52,530	1,493.94	50,024.60	113	Repair & Maintenance	50,000	50,000	3,586.76	22,017.22	(27,982.78)
18,899	1,567.94	28,678.05	114	General Supplies	22,200	22,200	1,748.55	14,414.46	(7,785.54)
0	0.00	0.00	115	Legal Notices	0	0	0.00	0.00	0.00
5,500	0.00	11,000.00	116	Gate Change	5,500	5,500	0.00	0.00	(5,500.00)
5,932	0.00	9,103.82	117	Parking	6,500	6,500	0.00	834.61	(5,665.39)
1,887	0.00	4,859.36	118	Travel & Training	4,000	4,000	364.02	4,434.31	434.31
1,087	342.00	12,974.00	119	Legal fees	2,500	2,500	1,250.00	8,569.90	6,069.90
13,943	0.00	4,560.00	121	Professional Svcs.	0	0	2,504.41	3,680.37	3,680.37
6,678	0.00	7,552.87	122	Insurance & Bond	7,000	7,000	0.00	8,781.31	1,781.31
0	0.00	0.00	123	Private Mileage	0	0	0.00	32.55	32.55
5,740	0.00	6,440.00	124	Car Allowance	7,000	7,000	425.00	2,775.00	(4,225.00)
9,194	123.94	7,214.25	131	Advertising & P.R.	7,500	7,500	331.50	4,170.78	(3,329.22)
2,196	28.38	1,434.39	132	Board Expense	3,000	3,000	176.86	2,579.11	(420.89)
2,841	14.50	3,117.54	133	Dues,Licenses,Fees	3,000	3,000	125.00	2,081.50	(918.50)
3,328	189.75	6,076.92	149	Misc. materials & Svcs.	3,000	3,000	231.00	8,158.93	5,158.93
8,537	1,545.00	15,882.61	150	Refunds	15,000	15,000	1,577.75	9,213.73	(5,786.27)
17,761	3,708.50	14,834.00	151	County-Indirect cost	14,800	14,800	3,699.75	11,099.25	(3,700.75)
0	0.00	0.00	153	Petty Cash	200	200	0.00	0.00	(200.00)
0	0.00	0.00	154A	RV Park Repair & Maint	1500	1500	0.00	567.63	(932.37)
0	0.00	0.00	154B	RV Park Hotel/Motel Tax	0	0	0.00	6,798.53	6,798.53
240,520	14,193.70	290,806.13			256,600	256,600	22,290.45	171,409.09	(85,190.91)

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1997 - JUNE 30, 1998

ACTUAL 1995-96	FEBRUARY 1997	ACTUAL 1996-97	LINE ITEM #	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	FEBRUARY 1998	TO DATE 1997-98	BALANCE
FAIR OPERATIONS									
8,472	378.90	14,711.53	175	Printing	12,000	12,000	0.00	6,321.52	(5,678.48)
8,199	0.00	8,607.03	176	Utilities	9,000	9,000	0.00	10,479.59	1,479.59
0	0.00	0.00	177	Gate Change	15,000	15,000	0.00	15,000.00	0.00
5,611	0.00	7,494.70	178	Parking	8,000	8,000	0.00	9,234.97	1,234.97
35,950	0.00	34,251.37	179	Professional Svcs.	38,000	38,000	0.00	35,844.95	(2,155.05)
63,069	0.00	68,183.72	180	Advertising	70,000	70,000	0.00	63,717.88	(6,282.12)
783	0.00	1,196.00	181	Refunds	1,000	1,000	0.00	453.00	(547.00)
9,968	0.00	6,385.30	182	Miscellaneous	6,000	6,000	0.00	12,082.64	6,082.64
2,807	0.00	3,568.32	183	Decorations	3,500	3,500	0.00	2,700.32	(799.68)
5,194	0.00	4,862.98	184	Equipment Rental	5,000	5,000	0.00	5,761.52	761.52
0	0.00	500.00	185	Horse Stall Rental	4550	4550	0.00	2,835.00	(1,715.00)
15,353	0.00	13,371.25	186	Restroom Service	15,000	15,000	0.00	15,541.25	541.25
1,001	0.00	8,058.29	187	Repair & Maintenance	7000	7000	0.00	7,648.84	648.84
156,408	378.90	171,190.49			194,050	194,050	0.00	187,621.48	(6,428.52)
EXHIBITS/COMPETITIONS									
3,301	0.00	3,716.92	211	Awards FFA	3,500	3,500	0.00	3,328.25	(3,500.00)
1,494	0.00	1,062.47	212	Personnel FFA	1,000	1,000	0.00	798.33	(1,000.00)
1,178	0.00	1,610.99	213	Other FFA	1,500	1,500	0.00	372.21	(1,500.00)
7,133	0.00	9,944.14	221	Awards 4-H	10,000	10,000	0.00	9,973.36	(10,000.00)
7,984	0.00	7,793.50	222	Personnel 4-H	8,000	8,000	0.00	5,098.33	(8,000.00)
4,059	0.00	3,944.83	223	Other 4-H	3,600	3,600	0.00	2,593.21	(3,600.00)
38,305	0.00	40,690.17	231	Awards Open Class	40,000	40,000	0.00	37,567.69	(40,000.00)
7,290	0.00	7,556.26	232	Personnel Open	7,500	7,500	0.00	4,635.34	(7,500.00)
4,950	0.00	4,746.03	233	Other Open Class	4,000	4,000	0.00	2,698.50	(4,000.00)
75,695	0.00	81,065.31			79,100	79,100	0.00	67,065.22	(12,034.78)

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1997-JUNE 30, 1998

ACTUAL 1995-96	FEBRUARY 1997	ACTUAL 1996-97	LINE ITEM #	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	FEBRUARY 1998	TO DATE 1997-98	BALANCE
RODEO									
32,700	0.00	42,445.00	311	Prize Money	45,500	45,500	0.00	45,500.00	0.00
14,464	0.00	13,800.00	312	Personnel	28,000	18,000	0.00	14,034.25	(3,965.75)
16,500	0.00	16,500.00	313	Stock Contract	16,500	16,500	0.00	16,500.00	0.00
318	0.00	0.00	314	Special Awards	1,000	1,000	0.00	1,346.69	346.69
0	0.00	218.48	315	Special Kid's Rodeo	1,000	1,000	0.00	570.67	(429.33)
315	0.00	3,507.80	316	Promotion	2,500	2,500	0.00	7,161.73	4,661.73
8,173	0.00	10,952.44	317	Materials & Supplies	8,000	6,000	0.00	3,746.32	(2,253.68)
4,545	0.00	2,169.48	318	Board Expense	10,000	6,000	300.00	5,083.68	(916.32)
1,428	0.00	2,427.00	319	Other (Fees & Dues)	2,000	2,000	0.00	1,025.00	(975.00)
2,000	2,000.00	2,444.56	320	Queen	3,000	3,000	600.00	3,634.06	634.06
4,860	0.00	5,535.00	321	Rental Equipment	5,000	5,000	0.00	9,349.20	4,349.20
0	0.00	0.00	321A	Money Raising Projects	3000	3000	0.00	0.00	(3,000.00)
0	0.00	10,000.00	321B	Petty Cash	2000	0	0.00	0.00	0.00
85,302	2,000.00	109,999.76			127,500	109,500	900.00	107,951.60	(1,548.40)
HORSE SHOWS									
0	0.00	0.00			0	0	0.00	0.00	0.00
FAIR: ENTERTAINMENT									
106,300	0.00	79,500.00	324	Main Stage	90,000	74,000	0.00	70,510.00	(3,490.00)
54,246	0.00	50,495.90	325	Grounds Entertainment	55,500	55,500	0.00	64,555.60	9,055.60
36,472	0.00	31,385.16	326	Associated Costs-Main	32,800	30,800	0.00	30,801.44	1.44
0	0.00	5,031.36	327	Associated Costs-Grounds	7000	7,000	0.00	10,542.57	3,542.57
1,972	0.00	1,996.30	328	Touch & See	2,000	2,000	0.00	1,893.00	(107.00)
198,989	0.00	168,408.72			187,300	169,300	0.00	178,302.61	9,002.61
INTERIM ENTERTAINMENT									
611	0.00	0.00	375	Interim shows	100,000	100,000	0.00	0.00	(100,000.00)
611	0.00	0.00			100,000	100,000	0.00	0.00	(100,000.00)

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1997-JUNE 30, 1998

ACTUAL 1995-96	FEBRUARY 1997	ACTUAL 1996-97	LINE ITEM #	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	FEBRUARY 1998	TO DATE 1997-98	BALANCE
				BINGO					
0	0.00	0.00	401	Personnel	0	0	0.00	0.00	0.00
22	0.00	0.00	402	Supplies	1,000	1,000	0.00	0.00	(1,000.00)
0	0.00	0.00	403	Mileage	0	0	0.00	0.00	0.00
0	0.00	0.00	404	Food	0	0	0.00	0.00	0.00
0	0.00	0.00	405	Advertising	0	0	0.00	0.00	0.00
0	0.00	0.00	406	Equipment Repairs	500	500	0.00	0.00	(500.00)
0	0.00	0.00	407	Operating Change	0	0	0.00	0.00	0.00
70	0.00	20.00	408	Dues,Licenses,Fees	0	0	0.00	0.00	0.00
92	0.00	20.00			1,500	1,500	0.00	0.00	(1,500.00)
				CAPITAL OUTLAY					
54,380	0.00	53,318.00	510	Purchase/Lease	56,000	56,000	0.00	55,861.50	(138.50)
7,730	0.00	0.00	511	Land Improvements	356,000	356,000	0.00	23,175.00	(332,825.00)
14,786	0.00	7,135.43	512	Bldg. & Structure	135,000	121,000	0.00	0.00	(121,000.00)
11,273	4,615.00	28,306.03	513	Equipment	46,500	41,500	0.00	23,197.59	(18,302.41)
0	0.00	0.00	514	Equipment-Bingo	0	0	0.00	0.00	0.00
0	0.00	803.01	515	Horse Stalls	0	5000	0.00	692.25	(4,307.75)
88,169	4,615.00	89,562.47			593,500	579,500	0.00	102,926.34	(476,573.66)
				CONTINGENCY					
			600	Contingency	350,000	350,000	0.00	0.00	0.00
1,260,647.84	51,875.79	1,361,486.94		TOTAL EXPENSE	2,397,550	2,347,550	58,219.54	1,176,792.06	(1,170,757.94)

MINUTES

WASHINGTON COUNTY FAIR BOARD MEETING

FEBRUARY 4, 1998

CONVENED: 4:30 PM

FAIR BOARD:

Chair: John Thomas
Member: Lyle Spiesschaert
Member: Sheila Day
Member: David Lintz
Member: Ken Leahy

FAIR COMPLEX STAFF:

Executive Director Cal Wade
Fair Complex Marketing Director Margaret Garza
Fair Complex Fair Coordinator Bill McKinley
Fair Complex Maintenance Michael Wold

GUEST:

Rocky Williams Rodeo Board
Cody Feinauer Rodeo Board
Lloyd Baron Fair Boosters
Fred Scheller Fair Boosters
Linda Gray public
Robin Niclolaides Northwest Speedway
Roger Egberg 4-H Horse

PRESS:

N/A

John Thomas calls the meeting to order with a comment to revise and correct the opening introductory language. Chairman Thomas welcomes guests.

1. **Consent Agenda:** Margaret Garza gives the report. Margaret goes over the financial position of December 31st. as well as the last line item report that the board requested to be redone. Lyle asks question about why we have two bank accounts, Margaret, Wells Fargo is more of a 4-H account where we pay fair premiums out of. US bank is where we do the rest of our banking. Lyle asks if this first report is reconciled, (yes) Margaret suggesting a motion to approve the readjusted December report.

Lyle Spiesschaert makes a motion that the Fair Board approve December's line item report, Chairman Thomas calls for a second, Shelia Day seconds, the motion passes.

WASHINGTON COUNTY FAIR BOARD MINUTES
FEBRUARY 4, 1998
PAGE TWO

Margaret reviews January's line item report found in the packets. She relates that there are no abnormalities in those line items related to income. Lyle asks what is the difference between long and short term in RV's? Margaret, short term is seven days or less for those "up front", long term, are for the most part, contractors with documentation of working on projects with no other place to stay. Some are up front, some are in the back of the complex. With the wet conditions, we have moved some to the front. David Lintz asks about procedure on renting RV space, Margaret explains our process and procedures. Cal mentions that we in particular monitor our long term because of the hotel/motel taxation implication. Lyle asks for a clarification on one long term renter, Margaret explains this unique situation. Margaret moves through the expense categories of personnel. Nothing out of the norm here. Sheila Day asks about interim operations expense line item, Margaret explains. Lyle asks about petty cash, Cal explains how we handle the petty cash item. Lyle asks about payroll and how it's handled, Cal explains. Lyle asks about a refrigeration expenditure in that, rather than just an invoice number, that a "purpose" could be related. Like for this particular item the expenditure was for the Floral Building. Sheila asks about \$12 "net bill", Cal explains about the overabundance of cats and the related disposal costs. Margaret reviews financial recap, year to date, with comments on hotel/motel tax figure and total figures. Cal mentions that he feels he is conservative on the income projections in the budget preparation, but we might have to add something on the expense side. David asks why? Cal and Margaret explain because of the unpredictable nature of scheduling of temporary labor before fiscal year end and just before the fair. Cal, the conservative projections on income will most probably offset any additional expenses incurred through the temp scheduling ambiguity. Margaret reviews the items related to "interim operations". The item of legal fees was discussed, a \$3000 item and the rate of \$90 per hour and by the quarter hour direct to us for consultation. General discussion and clarification of a number of extraneous items.

Chairman Thomas calls for a motion to accept the consent agenda, David Lintz so moves, Lyle Speisschaert seconds, the motion passes.

2. Rodeo Report: asked not to be given due of time constraints

3. Booster's Report: Attempting to get organized for this coming year, but will have a program. Cal asks if he knows whether Earl has repaired the floorboard, if not, it is on his list.

4. 4-H Horse: Roger Egberg gives report. Things moving along real good, talking to Paige, we have most of the judge's contracts back. Tack sale this weekend has brought 24 vendors.

5. Fair Report: Bill McKinley gives report. Food contracts are out, and we are receiving partial payments and the ancillary information we requested; Re: electrical, insurance, menu, plot layout. The extension of the carnival contract has been executed, with the understanding that a follow up extended contract would be offered but after we know whether "the project" is on or off. Doing research on the soft drink

WASHINGTON COUNTY FAIR BOARD MINUTES
FEBRUARY 4, 1998
PAGE THREE

RFP, when completed that document will let. Printing RFP will be going out this next week, Paige has completed the premium book revisions and I have the information I need to get it out. Entertainment, still have an open Friday and an open Sunday with the option of working with Baldomero and a Hispanic show that date. We're talking of doing something in-house also. Cal mentions that if we are going to be "gambling" we want the board to be apart of it. Lyle asks if the RFP is for the Premium book only, Bill says, *and* the Entertainment Guide. Lyle asks if we go only for low bid, Bill says that rarely do we write an RFP with the sole consideration of low bid.

6. Marketing Report: Margaret Garza gives the report. Mentions the calendars that were in the packet. Poultry seminar is new event. 4-H tack sale is coming up. In the month of March the only new event is Palmer distributing, a furniture distributor. David asked last month about the utilization of the buildings, and have done a review of the rental status of several of the buildings we rent for the months of February, March, April, May and June. The ratios came out about 90% utilization on the weekends. We're pretty busy on the weekends. The only building that does not reflect that 90% ratio is the Floral Building, mainly because it is a smaller building. David talks clarification on what constitutes a ratio and event days. Cal ads that in terms of "use days" our complex sees over 900, which is exceedingly high in our industry. Chairman Thomas asks what percentage are free? Margaret, a lot of 4-H events, perhaps 200 event days free. Lyle, asks what our policy is on free usage. Margaret, typically, the free groups will move on the weekends for paying events, they (free groups) are very accommodating. Discussion on usage commences.

John asks for a report on the Western Fairs Association Convention in California attended by Cal and Margaret. Cal says it probably was the best WFA convention that he attended. In comparison of the various programs and systems used by other fairs, we are an "advanced" fair. Margaret mentioned that what everybody seemed to relate to was the continuous task of finding dollars for plant improvement, it's a big and common issue. Chairman Thomas asks for a report on Tri-Met (access to the fairgrounds). Cal responds about a walk way from the station. Earl has come up with a very good staff solution to the problem. Cal refers to a diagram and outlines that most expeditious route from the station to the fairgrounds. General discussion ensues related to the proposed route. Earl estimates a figure of \$7,420 to pave the route, \$600 if we gravel it. Cal's recommendation, given the uncertainty of the coming year, is to gravel it. Fairboard consensus is to gravel. Cal mentions that while in California he looked into the possibility of acquiring a new towed tram.

7. Maintenance Report: Not given due to time constraints

8. New Business: Cal talks about the County and personnel issues. And the difficulty of compensating employees fairly within the county system. Cal mentions a meeting with finance personnel that was cancelled and then Cal and Bill met with County Council Allen Rappleyeah to discuss our personnel problems related to the County System. Cal feels confident that we will find a solution that will satisfy all parties.

WASHINGTON COUNTY FAIR BOARD MINUTES
FEBRUARY 4, 1998
PAGE FOUR

Bill relates that we met with the accounting firm Jones & Roth to help in addressing our problems with audit recommendation #8 on our accounting/ systems practices. J&R is going to review our software system that is now in place, which is Excel, with the view of tailoring a system that meets our specific needs. Margaret explains our existing system and how it works. General discussion on the accounting system we now use. Cal refreshes that we were not going to adopt the County's FMIS system and with this review and analysis by J&R, we expect to refine, with their recommendations, our own customized accounting and control system. Sheila relates the difficulty in reviewing and understanding our current accounting documents. Discussion on the flaws in our current system. Bill mentions surplus property to declare, a non-compatible printer and an old fax machine, board gives approval to depose of the printer to a private party.

9. 1998-99 BUDGET: Cal passes out budget draft. David asks why we are looking at a different format this time. Cal relates that what you see is an attempt to correct an obsolete system. Cal then passes out the supplemental, at Rocky Williams request, Cal reviews the rodeo budget portion. Cal mentions an adjustment that would reflect the addition of bullfights to the rodeo. Cal mentions special kid's rodeo and \$2000.00 in sponsorship, Rocky explains further on the item and sponsorship. Cal continues rodeo budget review, with Rocky contributing to the explanations. Rocky relates the expense side of outfitting a queen. Rocky talks income, wrangler rodeo brings in 10K more than last year, \$77,800 in total sponsorship income. Rodeo has more sponsorship opportunity than there are seats to accommodate. Cal calls for an approval of the rodeo budget with a continuation of the discussion at a later time. Cal reviews the "expense" side, first personnel, and the increases with reclassifications and with a new director for approximately 6 months figured it at 50K total, 561,000K on personnel. Hard to project personnel with over 18 months lead-time. Utilities up 5K, at the mercy of the utility company. Going up a little on air show parking, the posse asked us for a modest compensation and think that this is fair. Travel and training added \$500 dollars, we are going to want to send some new people and want to send them some places, Legal fees to the county at \$4,500. Professional services engineer inspection adjustment not budgeted this year, basically a small item. Private mileage up \$1000 for those that have been receiving car allowance but no longer. David suggests that the board members should go to the conventions and should budget mileage accordingly, Cal concurs. Miscellaneous materials, Cal was concerned, but believes that this year should not show the expenses of previous years. Refunds item, where we collect deposits. County indirect costs, this year, 14,800K next year over 32,000K and is reflected in personnel, finance and handling funds, etc., David, it was our intent to get in line with County practices not to incur more expense. Cal, it is no longer feasible to argue that we do not use these services when through the audit we are now mandated to do so. Sheila mentions that in her work those indirect expenses are handled through support services with no fee back to the agency. Cal, not so with the County. Lyle asked about payroll cost, Cal says that the 14.5 is inclusive of the current payroll expenditure indirect. The Fair, is pretty much the same, gate change, is start up cash for the beginning. Miscellaneous, some of that is compensation for the dairy and milk production. Equipment rental is kind of a guess but would like to keep it at 3,500K. portapotties and restroom service providing for a modest increase. Repair and

WASHINGTON COUNTY FAIR BOARD MINUTES
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PAGE FIVE

Maintenance item, things specific to fair, things we have to fix and that is why it is not in the regular operating budget. Awards and competition showing 7,066K. Sheila asks about horse stall rental, Cal mentions that Paige, fortunately for us, has found a source, and we were on their show route. \$65 per stall. Fair entertainment, proposed 80K for main stage. Grounds entertainment, Linda Gray mentions she did not receive a written response to her mime act complaint of last fair. Cal, didn't realize that a written one was requested. Associated costs on main stage runs about 31,500K, Cal, this, to break out the associated expenses related to entertainment. Touch and see, 2K, pretty much the same. Interim entertainment, in the event we do want to produce our own show that we have budgeted the money, "in and out", of 100K. Bingo situation, the only expense is repairs and equipment, no expense this year, but leaving \$500 in the budget for contingency. Capital outlay, left 500,000K in the event we move with the "project", however, hoping that it will cost us less to move. 56K is for quadrant property. Purchase and lease of the Tri-Met property. I have plugged in a figure which is compatible with Dan's figures, attempting to avoid a supplemental budget request. Don't know at this time whether it will be a trade or a purchase of, or for the land. I proposed this figure (600K) to meet either contingency. David says that you're showing income on the other side, Cal, that's right, paid for by the sale of the property. Lyle says, that what we are seeing is the first round anyway, Cal, we go for approval today with recommendations, the budget must be in by the 10th of February. State monies from the dept. economic development. Last year I budgeted zero, given the uncertainty of this funding/source. For budget purposes we then received a 41.9K "windfall" when the funding was forthcoming. Funds borrowed, I'm projecting 300K, we're probably going to be tight on money with the buying and selling of property related to "the Project". If it doesn't go through, then we are going to have to repair the ME building, etc., want to leave that figure in so we can show it, just in case. Real Estate sold and leased, were selling 400K but should be changed to 500+K., total 700K. Hotel/motel projecting 600K, projecting year-end this year at 575K Linda Gray asks about zero in the horse stall budget line item. Cal, we used that money to build the prototype stalls last year. Rent and storage, budgeted a consistent 172K, talking to Margaret about rental increase but have to allow lead time due to existing short and long term contracts set for fixed sums. Interest, not sure we will have, no idea we'll get it, am so uncomfortable with the (county) system. Parking fees lowered due to the uncertainty with the quadrant property. Miscellaneous income, is unaccountable income where we do not have a category to accept it into. RV park, a little less occupancy due to less construction going on this year. Fair Operations, really did not raise admissions, being conservative. One of the problems of not being on the accrual system. Most often come up to about that 200K figure. Sponsorships, 45K I am disappointed with that, hope that it will be higher but do not want to budget higher. Carnival income, instead of giving us 5K ground improvement, they gave up 5K sponsorship money to apply for premiums for the 4-H/FFA junior show, found in the sponsorship column. Entry fees down, don't know why. Parking fees, fair 50K rounded up. Rodeo sponsorship 77.8K. Several quick small items reviewed. Bingo income, projecting 14K should be realistic. Total budget submitted: \$3,167,124 allot of that reflects the sale of real estate. Realistically, a 1.9, 2.0Mil budget. General discussion and scenario on budget. Lyle says since there will be several adjustments, if it would be possible to get a copy of the

WASHINGTON COUNTY FAIR BOARD MINUTES
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proposed budget with the adjustments showing. Cal, yes. There are several options assuming that we do not want to have another meeting.

Lyle Spiesschaert moves that the board accept the budget as presented with the changes that were outlined this meeting, and with the option to review again, David Lintz seconds, motion passes.

Election of officers: motion, Ken Leahy moves that Lyle moves to vice chairman, seconded by Sheila Day passes and by unanimous consent John Thomas is reappointed as Chairman,

Consideration was made by the Fair Board to adjust the Marketing Manager's position to Step # C and with a title change to Assistant Director given the resignation announcement by Cal Wade, complex CEO.

Motion made by David Lintz to adjust Margaret Garza's salary to Step # C and with the corresponding title of Assistant Director, second by Sheila Day, motion passes. (Action to take effect March 1, 1998)

MINUTES APPROVED THIS 4TH DAY OF MARCH, 1998

Bill McKinley
Recording Secretary

John Thomas
Chair

FAIR COMPLEX

873 N.E. 34th Street • Hillsboro, Oregon 97124 • (503)648-1416 • FAX (503)648-7208

☘ *March Activities* ☘

March 7th Home Orchard Society Plant Sale

Saturday 10am - 4pm

Nat'l Guard Armory. "Branch Out" and join the people from the Home Orchard Society for their annual Scion Exchange. Scions to be exchanged include your favorite and more unusual apple and pear varieties. Admission/\$2. For more information, contact Chuck James at (503) 639-6250.

March 7th Access Marketing Computer Show & Sale

Saturday 10am - 4pm

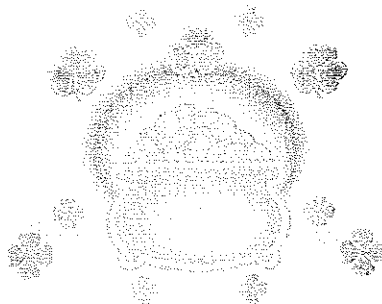
Main Exhibit Hall/South. Several computer and software companies coming together to provide wholesale prices to the public. Computers software, hardware and accessories at great savings. Top name brands of new, used and refurbished computer products. Admission is \$3. Don't miss out on this special event. Contact (360) 418-6678.

March 7th Feathered Friends Show & Sale

Saturday 9am - 7pm

Main Exhibit Hall/North. All types of exotic birds will be on display and on sale. Numerous booths, birds, and bird related items for sale. An enjoyable show for the whole family. Admission: Adult/\$3.50, Seniors/\$3, Children/\$2, under 6/free. Contact Mary Kay Bates (503) 644-7018

Happy St. Patrick's Day Washington County!



March 15th DJ's Motorcycle Swap Meet

Sunday 9am - 6pm

Entire grounds! The Northwest's largest motorcycle swap meet and show. Motorcycle regalia, parts and services you won't find anywhere else. Food booths, refreshments and entertainment too! For more information, contact DJ's at (503) 285-7192.

March 20th - 22nd Tualatin Valley Gem & Mineral Show

Friday 9am - 6pm

Saturday 10am - 6pm

Sunday 10am - 6pm

Main Exhibit Hall/South. Many interesting displays, equipment and craft demonstrations by the TV Gem Club members, as well as retail dealers who will have jewelry and lapidary supplies for sale. Admission is FREE! Contact Ray Curtis (503) 648-6561.

March 21st & 22nd Collector's West Gun Show

Saturday 9am - 5pm

Sunday 9am - 4pm

Gun show and sale. Knives, military related items, coins, jewelry and much more! Free appraisals, Cash buyers. Call Collector's West at (503) 644-5952.

March 28th & 29th Hillsboro All-American Glass Show & Sale

Saturday 9am - 5pm

Sunday 11am - 4pm

Main Exhibit Hall. This is the only show on the West Coast to feature just American made glassware and pottery. Items from the 1900's to 1970 will be available. No new, reproductions or foreign made items are allowed at the show to guarantee the public's satisfaction. Our guests, Donna & Ron Miller and Juanita Williams, will be able to answer questions at the glass identification booth. Glass repair and reference books will be available. Also for the first time replacement parts and supplies will be offered. Admission/\$3. Contact (503) 640-9122

March 28th & 29th Jersey Calf Sale Saturday 12pm - 2:30pm

Cloverleaf Building. Jersey Calf heifer sale for 4-H & FFA. Youth bidding is open to all youth up to 21. Admission is FREE. Contact Doris Terhorst at (503) 357-9390.

Facility Schedule

MARCH, 1998

Monday, March 02, 1998

Arts & Crafts Homier Distributing (March 3)
 Floral Building 4-H Fairhaven Farms
 Main Exhibit - South Cindy Leung
 Main Exhibit - Center 4-H Fairhaven Farms
 Main Exhibit Hall - Nor 4-H Kids N K-9's
 Cloverleaf Community Rodeo Board

Tuesday, March 03, 1998

Main Exhibit Hall - So Pet Consultants
 Main Exhibit - Center Sunset Dog Obedience
 Main Exhibit - North 4-H Dynamutts
 Floral Building Animal School
 Cloverleaf Community Glencoe Bingo

Wednesday, March 04, 1998

Floral Building Oregonians In Action
 ARMORY OPEN HOUSE
 Main Exhibit Hall - Nor 4-H Paw Power
 Arts & Crafts 4-H Guide Dogs
 Main Exhibit - North 4-H Mixed Mutts

Thursday, March 05, 1998

Main Exhibit Hall - So Girl Scout
 Arts & Crafts Amy Aitken

Saturday, March 07, 1998

Armory Promociones Tropical
 Main Exhibit - South Access Marketing
 Arts & Crafts 4-H Bunny Group
 Cloverleaf Community Home Orchard Society
 Main Exhibit Hall - Nor Feathered Friends

Monday, March 09, 1998

Arts & Crafts Kathy Kossler
 Main Exhibit Hall - Nor 4-H Kids N K-9's
 Main Exhibit - South Cindy Leung
 Main Exhibit - Center 4-H Fairhaven Farms

Tuesday, March 10, 1998

Main Exhibit - North 4-H Dynamutts
 Arts & Crafts Animal School
 Main Exhibit Hall - So Pet Consultants
 Cloverleaf Community Glencoe Bingo

Wednesday, March 11, 1998

Main Exhibit Hall - Nor 4-H Paw Power
 Arts & Crafts DJ's Motorcycle Swap Meet
 Main Exhibit - North 4-H Mixed Mutts

Thursday, March 12, 1998

Cloverleaf Community Girl Scouts
 Arts & Crafts Amy Aitken
 Friendship Square DEQ

Friday, March 13, 1998 - March 15, 1998

Cloverleaf, Arts & Cra DJ's Motorcycle Swap Meet
 ARMORY DRILL

Monday, March 16, 1998

Main Exhibit - Center 4-H Fairhaven Farms
 Main Exhibit Hall - Nor 4-H Kids N K-9's
 Arts & Crafts Kathy Kossler
 Main Exhibit - South Cindy Leung

Tuesday, March 17, 1998

Arts & Crafts Animal School
 Cloverleaf Community Glencoe Bingo
 Main Exhibit Hall - So Pet Consultants
 Main Exhibit - North 4-H Dynamutts

Wednesday, March 18, 1998

Meeting Room Wa. Co. Riding Assoc.
 Cloverleaf 4-H Wagon Train
 Main Exhibit Hall - Nor 4-H Paw Power
 Main Exhibit - North 4-H Mixed Mutts

Thursday, March 19, 1998

Arts & Crafts Amy Aitken

Friday, March 20, 1998 - March 22, 1998

Main Exhibit Hall Sout TV Gem and Mineral Show

Saturday, March 21, 1998

ARMORY Hillsboro Boys & Girls
 Main Exhibit - North Collector's West, Inc.(3/22)
 Cloverleaf Community Unitarian Universalist Church

Monday, March 23, 1998

Main Exhibit - Center 4-H Fairhaven Farms
 Main Exhibit Hall - Nor 4-H Kids N K-9's
 Arts & Crafts Kathy Kossler
 Main Exhibit - South Cindy Leung

Tuesday, March 24, 1998

Meeting Room 4-H Horse Advisory
 Cloverleaf Community Glencoe Bingo
 Main Exhibit - North 4-H Dynamutts
 Main Exhibit Hall - So Pet Consultants
 Arts & Crafts Animal School

Wednesday, March 25, 1998

Main Exhibit - North 4-H Mixed Mutts
 Main Exhibit Hall - Nor 4-H Paw Power

Thursday, March 26, 1998

Arts & Crafts Amy Aitken

Saturday, March 28, 1998

Cloverleaf Community Jersey Calf Sale

Main Exhibit Hall Pacific NW Fenton Glass (March 29, 1998)

Arts & Crafts Fun Match

Monday, March 30, 1998

Arts & Crafts Kathy Kossler

Main Exhibit - Center 4-H Fairhaven Farms

Main Exhibit - South Cindy Leung

Main Exhibit Hall - Nor 4-H Kids N K-9's

Tuesday, March 31, 1998

Arts & Crafts Animal School

Main Exhibit - North 4-H Dynamutts

Cloverleaf Community Glenco Bingo

FAIR COMPLEX

March 4, 1998

Thank you for your interest in the Executive Director position at the Washington County Fair Complex. We are enclosing a job description and an Executive profile along with other information you may find useful.

You should be aware the Fair Board will be looking very hard at your experience in the private business sector. This is not to say that your experience in the public sector will not be weighed. While we are not necessarily looking for someone with a lot of Fair Management experience, it will most certainly be considered and the individual selected may very well have experience with Fairs or in a related field.

Hillsboro is the County Seat and is a very fast growing area. We are located in Northwest Oregon approximately 12 miles west of downtown Portland. We have become the electronic capital of Oregon and are sometimes referred to as the "Silicon Forest". Washington County is the fifth largest County in the State in regards to agricultural income. Agriculture is very diversified. This is reflected at the Fair.

The growth potential of the Fair Complex is very exciting. In September of 1998 light rail will begin to operate between Hillsboro and Portland. The Fair Complex will have a 400 car park and ride station.

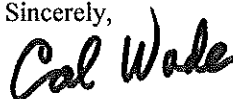
Hillsboro Airport is located across the street. It is the second busiest Airport in the State. It is speculated that commuter service will begin within the next couple of years. The Airport is also the home of the annual Rose Festival Air show. In 1997 it was voted number three in North America by its peers. It is usually headlined by one of the three military Jet Teams. We take an active part in helping to plan for the Air Show and usually park around 4,500 cars for the event.

For your application you may send us a letter of intent along with your resume. You should include at least three references in addition to your previous employers. If you are selected as one of the finalists we will do a very detailed background check. Upon receipt of your resume we will assume you are giving us permission to carry out a background check, therefore any special instructions should be so noted.

Many applicants want to know why I am leaving. The answer is simple. I am retiring.

If you have any questions about the position please do not hesitate to call me. I am dedicated in helping the Fair Board find the most qualified person for the position.

Sincerely,



Cal Wade
Executive Director

POSITION AVAILABLE

Chief Executive Officer
Washington County Fair
Hillsboro, OR

\$4,645 monthly
(range 4645 – 5646)

(Appointments are typically made at the beginning of the salary range)

Applications Due: April 24, 1998

Required Qualifications: Bachelor's degree from an accredited college or university; may be substituted for the required education on a year for year basis. Experience in business administration, public administration, marketing, public relations, entertainment or related fields.

Desired Qualifications: Knowledge and experience in developing and managing budgets and maintaining sound fiscal policy; planning, organizational restructuring and business development; fund raising, grant and sponsorship development; work cooperatively and communicate effectively with staff, fair board, governmental agencies, local businesses and community; recruiting and supervising employees; experience in producing and directing community relevant programs, entertainment and special events; knowledge in areas of purchasing, facility maintenance, public relations, contracting, technology; ability to create and deliver public presentations.

For application information:

Washington County Fair
873 NE 34th
Hillsboro, OR
(503) 648-1416
FAX (503) 648-7208

Washington County is an Equal Opportunity Employer; Women, minorities and people with disabilities are encouraged to apply.

FAIR COMPLEX EXECUTIVE DIRECTOR

General Statement of Duties:

Directs and coordinates the operations of the county Fair Complex (Fairgrounds); manages the organization and preparation of the annual fair; promotes off-season usage of Fair Complex facilities; implements the master plan; prepares operating and capital improvement budgets; provides public information; does related work as required; carries out policies set by Fair Board; reports directly to county Fair Board.

Supervision Exercised:

Supervises a full time staff of ten, a larger staff of temporary employees hired during the summer, annual fair and special events, and many volunteers.

Examples of Principle Duties:

1. Responsible for the preparation and operation of the annual Fair & Rodeo, including:

- a. Developing the Fair & Rodeo exhibitor handbook, supervising the sale of advertising, working with agricultural and community organizations and exhibit supervisors to schedule events and determine prizes, writing exhibitor rules and regulations.
- b. Supervising the preparations and printing of the handbook.
- c. Recruiting judges, exhibitors, and entertainment; recruiting donations and volunteers for Fair activities.
- d. Negotiating contracts and determining fees for Fair operations.
- e. Preparing media releases to advertise Fair events.
- f. Developing and supervising ticket sales, record keeping, and prize payment systems.
- g. Supervising the compliance of Fair operations with legal, insurance, and security regulations.
- h. Handling user and public complaints and requests during the Fair.
- I. Handling and recruiting the vendors and commercial exhibitors during the Fair.

2. Responsible for promoting year round usage, including:

- a. Negotiating contracts and determining fees for special events.
- b. Supervising the rental of the facility.
- c. Answer public inquiries on Fair Complex facilities.
- d. Supervising the promotion of special events.
- e. Planning off season events to generate revenue and use of Fair Complex.

f. Promoting the Fair Complex as a year round facility with diversified activities beneficial to the entire region.

3. Responsible for the timely implementation of the Master Plan for development of the Washington County Fair Complex, including:

- a. upgrading our existing facilities
- b. constructing new facilities
- c. marketing and increasing year round use of Fair Complex
- d. developing methods to finance improvements
- e. preparing capital improvement plans

4. Responsible for the management of the Fair Complex and all activities related to this management. Prepares the annual operating and capital improvement budget, and submits to Fair Board and County for revision and approval; monitors budget; prepared and negotiates commercial and real estate leases; approves purchase requests; prepares competitive bids for publication; develops accounting procedures in accordance with State and County requirements.

5. Performs a variety of public information activities; speaks to community groups concerning Fair Complex facilities, recruits donations of time, skills, and materials; prepares media releases.

6. Directs the Fair Complex office and maintenance staff; monitors record keeping procedures, assigns tasks and prepares work schedules, evaluates performance, hires part time and temporary employees as needed; assigns tasks to volunteers.

7. Prepares Fair Board meeting agendas and attends meetings; prepares policies, procedures, and regulations for Board approval.

8. Acts as liaison with City, County, and State government agencies concerning Fair Complex operations.

9. Works with supporting groups such as Chamber of Commerce and Visitors Association to promote the Fair Complex and the region in tourism and economic development.

10. Writes grant applications and special project requests; prepares information for levy elections.

11. Works with and through civic organizations (service clubs) to promote Fair Complex.

Knowledge, Skills, and Abilities:

Thorough knowledge of the operations of County Fairs; thorough knowledge of the regulations governing Fair operations and fiscal management; considerable knowledge of budget preparation and responsible management, capital improvement planning, and leasing; considerable knowledge of office and personnel management; considerable knowledge of local community interests, businesses, and civic organizations; considerable knowledge of public relations and promotional techniques; basic knowledge of the methods, materials and equipment used in Fair Complex management; ability to work effectively with business and civic groups, governing agencies, and the public; ability to communicate effectively both orally and in writing, including public speaking, ability to work without direct supervision and prioritize time efficiently; ability to develop cost effective events and procedures. Understands management and marketing, and has the ability to develop a method of staffing that is cost efficient and creates a sense of ownership within the staff. Must be able to obtain a valid Oregon Driver License.

EXECUTIVE DIRECTOR - WASHINGTON COUNTY FAIR COMPLEX

EXECUTIVE PROFILE

Background:

The Washington County Fair Complex is located in Hillsboro, Oregon. It's 80+ acre site contains 21 major structures. The Fair Complex revenue sources include earned moneys from lease of buildings, fair admissions, booth rentals, carnival receipts, donations, and dedicated hotel/motel tax receipts. Under the direction of a five member Fair Board, the primary responsibilities of the Executive Director are:

1. The preparation and operation of the annual County Fair.
2. The operation, management, and promotion of the Fair Complex.
3. The implementation of the Master Plan for development.

Experience:

All of the following management experiences are desirable. The more directly the experience relates to the principle responsibilities of the position, the more desirable they are.

Three years of responsible management experience in an organization dealing with the public. Experience in the management of facilities serving the public such as arenas, exhibit halls, and convention centers desirable. **Any management experience in the private section is highly desirable.** Financial management including budget preparation and execution. Drafting and administering contracts and agreements. Financing of large capital construction projects.

Supervision of full and part time employees.

Working with volunteers, agricultural and special purpose organizations. Experience dealing with the type of organizations which relate to the Fair Complex and the Fair is especially desirable.

Management and maintenance of public facilities. Effective promotion for the use of such facilities.

Implementation and development of plans for large scale capital construction projects. Dealing with developers, architects, contractors, and occupants.

Promotion of public events and the use of public facilities.

"Public Relations" defined as good relations with both the general "public" and the diverse variety of special "publics" that relate to the Fair Complex and Fair. Good working relationship with the media.

Writing clearly, speaking capability, and especially listening effectively.

Operating appropriately within the framework of applicable statutes, ordinances and regulations.

A basic knowledge of computers including software programs like Excel, Word, and other accounting programs.

Management Style:

Accepts the responsibility for activities of the organization but is willing to delegate to others the actual carrying out of some of those activities, while holding them accountable for the results.

An "open" manager who is accessible to the Board, staff, and the public.

Runs an informal organization but can provide strong leadership when necessary. "A gentle but firm hand on the reins".

Understands the importance of management planning both short term and long term. "Considers both the next week and the next decade". Carries out those plans.

An innovator. Willing to try new ideas and accept the risk involved.

Ability to manage time for himself/herself and others.

An "out and about" manager who seeks constant contact with the staff, volunteers, special groups, other levels of government, the business community and the general public.

Personal Traits:

A "people" person who enjoys meeting and working with a wide variety of individuals and organizations.

Enthusiasm for the traditional aspects of a County Fair, along with a desire to provide events of interest to all sectors of the community. A special affinity for serving publics such as youth groups and senior citizens.

A "thick skin" when it comes to receiving criticism and being subject to constant inquiry but a sensitivity to the concerns of others which cause criticism and inquiry.

) The ability to deal with extreme diversity of opinion and the conflict of varying interests without succumbing to stress.

A high energy person who realizes this is not an 8:00 to 5:00 position but who also does not take on more than is necessary by delegating those needs.

The flexibility to deal with changing circumstances and occasional obstacles to success.

Open, accessible, approachable, empathetic, and patient.

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FAIR COMPLEX

SCHEDULE FOR EXECUTIVE DIRECTOR HIRE

Applications in hand no later than 5 PM PST April 24, 1998

Screening task force report due to Fair Board by May 1, 1998

Fair Board reviews and selects five finalists for interviews during week of May 11, 1998

Final selection by June 3, 1998

Hire date July 1, 1998

A COPY OF THE MASTER PLAN WILL BE INCLUDED FOR EXECUTIVE DIRECTOR CANDIDATES.

WASHINGTON COUNTY FAIRGROUNDS
 Organization Unit 120
 County Fairgrounds Fund 150

BUDGET HISTORY REPORT - REVENUES

Item#	Description	Actual 1994-95	Actual 1995-96	Actual 1996-97	Budget 1997-98	Revised Total 1997-98	To Date 1997-98	Projected 97-98	Proposed 98-99
FROM STATE									
1	Racing Commission - 565.290	0	0	0	0	0	0	0	0
2	Apportionment - 565.280	0	0	0	0	0	0	0	0
3	Merit Rate - 565.445	0	0	0	0	0	0	0	0
4	Dept. of Economic Development	34,722	44,444	36,042	0	0	41976	41976	41000
	Subtotal	34,722	44,444	36,042	0	0	41,976	41,976	41,000
5	Grants	0	0	0	0	0	0	0	0
6	Funds Borrowed	0	0	0	0	0	0	0	0
7	Real Estate Sold/Leased	0	0	0	100000	100000	0	0	275000
	Subtotal	0	0	0	356000	356000	0	0	520000
	Dedicated Funds	0	0	0	456000	456000	0	0	795000
8	Horse Stall Construction Fund	0	0	0	0	0	0	0	0
9	Hotel/Motel Tax (1%)	397,775	465,807	517,920	530,000	530,000	317130	575000	600,000
	Subtotal	397,775	465,807	517,920	530,000	530,000	317,130	575,000	600,000

County Fairgrounds Fund 150

BUDGET HISTORY REPORT - REVENUES

Item#	Description	Actual 1994-95	Actual 1995-96	Actual 1996-97	Budget 1997-98	Revised Total 1997-98	To Date 1997-98	Project 97-98	Proposed 98-99
10	Rent & Storage	175,894	169,062	173,917	172,000	172,000	95092	172000	172000
11	Damage Deposits	700	1,935	17,965	15,000	15,000	5210	15000	15000
12	Advertising Sold	0	0	0	0	0	0	0	0
13	Gate Change	11,250	5,500	11,000	5,500	5,500	0	5500	5500
14	Interest	9,672	12,087	15,028	16,000	16,000	9227	16000	15000
15	Shows/Entertainment	9,381	0	0	100,000	100,000	0	0	100000
16	Parking Fees	27,747	29,418	45,819	25,000	25,000	0	25000	20000
17	Misc. Income	24,652	11,846	9,102	11,000	11,000	6611	11000	10000
18	RV Park	0	25,377	33,805	29,000	29,000	15612	29000	25000
	Total Interim Operations	259,296	255,225	306,636	373,500	373,500	131,752	273,500	362,500
	Fair Operations								
30	Youth Admissions	32,506	33,102	25,857	30,000	30,000	28836	28836	30000
31	Other Admissions	231,152	215,435	193,878	200,000	200,000	197981	197981	200000
32	Concessions/Booths	121,028	109,894	113,981	120,000	120,000	76370	115000	115000
33	Sponsorships	43,220	32,905	40,665	50,000	50,000	45497	45497	45000
34	Advertising Sold	3,430	5,760	8,350	8,000	8,000	2985	7000	7000
35	Gate Change	0	0	0	15,000	15,000	15000	15000	15000
36	Carnival Income	45,619	56,430	48,826	50,000	50,000	51997	51997	52000
37	Entry Fees	3,879	3,242	4,446	4,500	4,500	3664	3664	4000

WASHINGTON COUNTY FAIRGROUNDS
 Organization Unit 120
 County Fairgrounds Fund 150

BUDGET HISTORY REPORT - REVENUES

Item#	Description	Actual 1994-95	Actual 1995-96	Actual 1996-97	Budget 1997-98	Revised Total 1997-98	To Date 97-98	Project 97-98	Propose 98-99
38	Parking Fees	35,470	48,432	46,201	48,000	48,000	49269	49269	50000
39	Rodeo Sponsorships	32,000	28,113	38,100	100,000	85,000	66700	66700	77800
40	Horse Show	4,498	0	0	0	0	0	0	0
41	Miscellaneous	5,635	12,199	5,423	5,000	5,000	5034	5034	5000
42	Rodeo Admissions	0	8,218	7,387	7,500	7,500	6892	6892	7000
43	Main Stage	76,503	49,191	48,735	45,000	0	0	0	0
44	Arena Admissions	0	1,189	669	700	700	0	0	0
45	Amphitheater Concessions	0	0	1,857	800	800	0	0	800
46	Rodeo Miscellaneous	0	0	325	0	0	4451	4451	4000
47	Horse Stall Rentals	0	0	3,640	4,550	4,550	195	195	4550
	Total Fair Operations	634,940	604,110	588,340	689,050	629,050	554,871	597,516	617,150
	BINGO								
70	Sessions	10,341	8,700	16,200	14,000	14,000	5700	14000	14000
71	Food	2,852	0	0	0	0	0	0	0
72	Operating Change	2,019	0	0	0	0	0	0	0
	Total Bingo	15,212	8,700	16,200	14,000	14,000	5,700	14,000	14,000
	Operations Total	1,341,945	1,378,286	1,465,138	2,062,550	2,002,550	1,051,429	1,501,992	2,429,650
	Cash On Hand	222,793	196,041	313,680	335,000	345,000	417330	417330	425274
	TOTAL	1,564,738	1,574,327	1,778,818	2,397,550	2,347,550	1,468,759	1,919,322	2,854,924

ACTUAL 1994-95	ACTUAL 95-96	ACTUAL 96-97	LINE ITEM #	DESCRIPTION	BUDGET 97-98	REVISED 97-98	PROJECTED 97-98	PROPOSED 98-99	TOTAL TO DATE
PERSONNEL									
290,008	320,801	354,555	101	Salaries	381,000	381,000	381,000	460,930	235,093
119,423	94,061	95,879	102	O.P.E.	127,000	127,000	127,000	100,070	58,193
409,431	414,862	450,434			508,000	508,000	508,000	561,000	293,286
INTERIM OPERATIONS									
3,694	3,721	5,301	107	Office Expense	4,200	4,200	4,200	4,200	2,215
10,487	9,033	11,373	108	Telephone	11,000	11,000	12,000	12,000	6,061
405	1,248	442	109	Printing	5,000	5,000	2,000	2,000	554
3,629	4,197	3,020	110	Postage	4,500	4,500	4,500	5,000	791
2,372	2,341	10,254	111	Equip/Bldg Rental	9,200	9,200	9,200	9,500	3,876
59,335	63,926	76,664	112	Utilities	70,000	70,000	70,000	75,000	29,948
57,347	52,530	50,024	113	Repair & Maintenance	50,000	50,000	50,000	55,000	15,604
17,694	18,899	28,678	114	General Supplies	22,200	22,200	22,200	23,000	11,292
0	0	0	115	Legal Notices	0	0	0	0	0
11,250	5,500	11,000	116	Gate Change	5,500	5,500	5,500	5,500	0
4,237	5,932	9,104	117	Parking	6,500	6,500	6,500	7,000	835
3,398	1,887	4,859	118	Travel & Training	4,000	4,000	4,000	4,500	1,636
674	1,087	12,974	119	Legal fee to County	2,500	2,500	7,000	4,500	4,356
50,667	13,943	4,560	121	Professional Svcs.	0	0	1,176	0	1,176
8,509	6,678	7,553	122	Insurance & Bond	7,000	7,000	8,781	9,000	8,781
0	0	0	123	Private Mileage	0	0	0	1,000	0
5,790	5,740	6,440	124	Car Allowance	7,000	7,000	7,000	5,000	2,350
7,504	9,194	7,214	131	Advertising & P.R.	7,500	7,500	7,500	7,500	3,496
3,637	2,196	1,434	132	Board Expense	3,000	3,000	2,500	4,500	828
2,603	2,841	3,118	133	Dues, Licenses, Fees	3,000	3,000	3,000	3,000	1,942
4,187	3,328	6,077	149	Misc. materials & Svcs	3,000	3,000	10,000	6,000	7,685
6,612	8,537	15,883	150	Refunds	15,000	15,000	15,000	15,000	7,201
14,919	17,761	14,834	151	County-Indirect cost	14,800	14,800	14,800	34,486	7,400
0	0	0	152	Decorations	0	0	0	0	0
0	0	0	153	Petty Cash	200	200	336	200	336
278,950	240,519	290,806	154	RV Park Repair & Maint	1,500	1,500	6,799	3,000	6,799
					256,600.00	256,600.00	273,992.00	\$295,886	125,162

ACTUAL	ACTUAL	ACTUAL	LINE DESCRIPTION	BUDGET	REVISED	PROJECTED	PROPOSED	TOTAL TO
94-95	95-96	96-97	ITEM #	97-98	97-98	97-98	98-99	DATE
1,890	0		HORSE SHOWS	0	0	0	0	0
3,572	0		322 Personnel	0	0	0	0	0
5,462	0		323 Other	0	0	0	0	0
			FAIR: ENTERTAINMENT	0	0	0	0	0
106,850	106,300	79,500	324 Main Stage	90000	74,000	70,510	80000	70,510
48,695	54,246	50,496	325 Grounds Entertainment	55500	55,500	64,555	65000	64,555
33,621	36,472	31,385	326 Associated Costs-Main	32800	30,800	30,801	31500	30,801
	0	5031	327 Associated Costs-Groun	7000	7000	10543	11000	10,543
1,860	1,971	1,996	328 Touch & See	2000	2,000	1,893	2000	1,893
191,026	198,989	168,408	INTERIM ENTERTAINMENT	187,300	169,300	178,302.00	189,500	178,302
7,989	611	0	375 Interim shows	100000	100,000	0	100000	0
7,989	611	0	BINGO	100,000	100,000	0	100,000	0
11,652	0	0	401 Personnel	0	0	0	0	0
2,464	22	0	402 Supplies	1000	1,000	0	0	0
0	0	0	403 Mileage	0	0	0	0	0
1,961	0	0	404 Food	0	0	0	0	0
4,245	0	0	405 Advertising	0	0	0	0	0
0	0	0	406 Equipment Repairs	500	500	500	500	0
435	0	0	407 Operation Change	0	0	0	0	0
1,216	70	20	408 Dues, Licenses, Fees	0	0	0	0	0
21,973	92	20	CAPITAL OUTLAY	1,500	1,500	500	500	0
55,420	54,380	53,318	510 Purchase/Lease	56000	56,000	55,862	696000	55,862
124	7,730	0	511 Land Improvements	356000	356,000	23,175	50000	23,175
83,571	14,786	7,135	512 Bldg. & Structure	135000	121,000	0	100000	0
20,520	11,273	28,306	513 Equipment	46500	41,500	84,127	25000	23,147
500	0	0	514 Equipment-Bingo	0	0	0	0	0
160,135	88,169	89,562	515 Horse Stalls	0	5000	692	1000	692
			CONTINGENCY	593,500	579,500	163,856	872,000	102,876
0	0	0	600 Contingency/Cash Fwd.	350000	350,000	0	431988	0
0	0	0		350,000	350,000	0	431,988	0
1,372,545	1,260,649	1,361,487		2,397,550	2,347,550	1,494,048	2,854,924	1,060,867

ACTUAL, 94-95	ACTUAL, 95-96	ACTUAL 96-97	LINE ITEM #	DESCRIPTION	BUDGET 97-98	REVISED 97-98	PROJECTED 97-98	PROPOSED 98-99	TOTAL TO DATE
FAIR OPERATIONS									
10,751	8,472	14,712	175	Printing	12000	12,000	12,000	12000	6,322
7,311	8,199	8,607	176	Utilities	9000	9,000	10,480	11000	10,480
0	0	0	177	Gate Change	15000	15,000	15,000	15000	15,000
5,649	5,611	7,495	178	Parking	8000	8,000	9,235	10000	9,235
42,313	35,950	34,251	179	Professional Svcs.	38000	38,000	35,845	38000	35,845
57,967	63,069	68,184	180	Advertising	70000	70,000	63,718	70000	63,718
2,528	783	1,196	181	Refunds	1000	1,000	453	1000	453
3,405	9,968	6,385	182	Miscellaneous	6000	6,000	12,083	8000	12,083
4,901	2,807	3,568	183	Decorations	3500	3,500	2,700	3500	2,700
6,520	5,194	4,863	184	Equipment Rental	5000	5,000	5,762	6000	5,762
0	0	500.00	185	Horse Stall Rental	4550	4,550.00	2,835.00	4550	2,835
13,056	15,353	13,371	186	Restroom Service	15000	15,000	15,541	17000	15,541
2,165	1,002	8,058	187	Repair & Maintenance	7000	7,000	7,649	8000	7,649
156,566	156,408	171,190			194,050	194,050.00	193,301.00	204,050	187,623
EXHIBITS/COMPETITIONS									
2,382	3,301	3,717	211	Awards FFA	3500	3,500	3,328	3500	3,328
1,345	1,494	1,063	212	Personnel FFA	1000	1,000	798	1000	798
915	1,178	1,611	213	Other FFA	1500	1,500	372	1500	372
8,414	7,133	9,944	221	Awards 4-H	10000	10,000	9,973	10500	9,973
6,259	7,984	7,794	222	Personnel 4-H	8000	8,000	5,098	5500	5,098
3,495	4,060	3,945	223	Other 4-H	3600	3,600	2,593	3600	2,593
37,983	38,306	40,690	231	Awards Open Class	40000	40,000	37,568	40000	37,568
3,995	7,290	7,556	232	Personnel Open	7500	7,500	4,635	7000	4,635
5,276	4,950	4,746	232	Other Open Class	4000	4,000	2,631	4000	2,631
70,064	75,696	81,066			79,100	79,100.00	66,996.00	76,600.00	66,996
RODEO									
33,033	32,700	42,445	311	Prize Money	45500	45,500	45,500	52800	45,500
10,723	14,464	13,800	312	Announcer/Contractor	28000	18,000	14,034	18600	14,034
15,900	16,500	16,500	313	Stock Contract	16500	16,500	16,500	19500	16,500
0	318	0	314	Special Awards	1000	1,000	1,347	1000	1,347
397	0	219	315	Special Kid's Rodeo	1000	1000	571	2000	571
3,730	315	3,508	316	Promotion	2500	2,500	7,162	6500	7,162
2,252	8,173	10,952	317	Materials & Supplies	8000	6,000	5,000	4000	3,746
2,252	4,545	2,170	318	Board Expense	10000	6,000	4,604	6000	4,604
2,295	1,428	2,427	319	Other (Fees & Dues)	3000	2,000	2,000	2000	775
367	2,000	2,445	320	Queen	3000	3,000	3,034	3000	3,034
0	4,860	5,535	321	Rental Equipment	5000	5,000	9,349	5000	9,349
	0	0	322	Money Raising Projects	3000	3,000	0	3000	0
70,949	85,303	110,001	325	Petty Cash	2000	0	0	0	0
					127,500	109,500.00	109,101.00	123,400	106,622