

# NOTICE OF MEETING

**Washington County Fair Complex Board of Directors**  
**Wednesday, March 5, 2008, at 4:30 p.m.**  
**Floral Building – Washington County Fair Complex**  
**873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124**

Herbert Hirst, Chair	
Don McCoun, Vice Chair	Kathy Christy, Board Member
Renee Cannon, Secretary	Dan Logan, Board Member
W. Rafe Flagg, Treasurer	

## Standing Committees

### **Air Show & Airport Interface**

Don McCoun, Board Member

### **Booster/Coalition Liaison**

Dan Logan, Board Member

### **Development Committee**

Dan Logan, Board Member  
Herbert Hirst, Board Member  
W. Rafe Flagg, Board Member

### **Fair & Facilities Management Committee**

Kathy Christy, Board Member  
Herbert Hirst, Board Member  
Don McCoun, Board Member

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

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

The Fair Complex, a division of the County, produces the annual County Fair & Rodeo and manages year-round facilities rented for consumer shows, public expositions and special gathering. The Fair Complex Board meets monthly or as necessary, develops the Fair Complex's annual operating budget, and provides overall policy direction for the management of Fair Complex activities and facilities. The Fair Complex's day-to-day activities are the responsibility of the Complex Executive Director, who serves at the pleasure of the Fair Board.

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

All public meetings are recorded.

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### **Current Meeting Schedule**

Unless otherwise noted, Fair Complex Board Meetings are held the first Wednesday of every month at 4:30 p.m. in the Floral Building at the Washington County Fair Complex, 873 N.E. 34th Avenue, Hillsboro, Oregon 97124.

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### **Regular Business Meetings**

Regular business meetings are the time during which the Fair Complex Board will consider the items published in their Board Agenda at the times noted above.

Generally, Board Meetings are scheduled to last no longer than two hours. At the discretion of the Board Chair, agenda items may be deferred to a later date if more discussion or consideration is required.

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### **Quorum**

To take formal action on any agenda item, at least four (4) Board members must be present. Once a quorum is established, at least a majority of these members present must vote in the affirmative to move an action or motion.

The Board can still conduct business and discuss agenda items without a quorum present. However, no formal action can take place until a quorum of the Board is in attendance.

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### **Executive Sessions**

There are times when the Fair Complex Board must discuss confidential matters such as lawsuits, real estate transactions (or other sales transactions) and labor relations matters. When the Board calls an executive session (posted on the agenda), it is done under the guidelines allowed for by Oregon State law. Each type of executive session generally fits under one of three types of State Laws that allow such closed sessions. These statutes are indicated on the agenda. Although the press is allowed to remain in the room, they are not allowed to report on executive session issues. The Board recognizes the sensitivity of conducting closed sessions and only conducts them when confidentiality is required (and allowed by law) to protect the interests of the Fair Complex, Washington County and its residents.

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### **Once the Regular Business Meeting Begins**

The Fair Complex Board's formal meetings typically include the following elements:

1. Call to Order: At the start of the Board meeting, the Chair (or Vice Chair) of the Board will call the meeting to order. All matters noticed and listed on the agenda, in any category, may be considered for action in any order at the discretion of the Board Chair. Items not so noticed may be discussed at the discretion of the Board Chair, but cannot be considered for action.

2. Oral Communications for Agenda and Non-Agenda Items (Fifteen Minute Limit): This is the time when members of the audience may step forward to address the Board on agenda and non-agenda items. This opportunity is time-limited to two (2) minutes per individual. The maximum time for Oral Communications is 15 minutes. Individuals providing written testimony are requested to provide 15 copies.

3. Consent Agenda: The items on the Consent Agenda are considered routine and will be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda.

4. Regular Agenda Items: Unless otherwise noted, regular agenda items will follow in the order listed on the agenda.

5. Adjournment: At the conclusion of the items on the Board's agenda, the Board Chair will formally conclude the Board's regular business

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### **Meeting Protocol**

The Fair Complex Board welcomes public attendance and participation at its meetings. Anyone wishing to speak on an agenda or non-agenda item at a regular business meeting should feel free to do so. In doing so, the Board asks that the following guidelines be observed:

1. Please follow sign-in procedures located on the table by the entrance to the meeting room.
2. When your name is announced, please be seated at the table in front and state your full name, home address and organization represented, if any, for the record.
3. Groups or organizations wishing to make a presentation are asked to designate one spokesperson in the interest of time and to avoid repetition.
4. When more than one citizen is heard on any matter, please avoid repetition in your comments. Careful attention to the previous speaker's remarks will be helpful in this regard.
5. Individuals providing written testimony are requested to provide 15 copies.



# AGENDA



# NOTICE OF MEETING

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## Standing Committees

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Herbert Hirst, Board Member

W. Rafe Flagg, Board Member

### **Fair & Facility Management**

Kathy Christy, Board Member

Don McCoun, Board Member

Herbert Hirst, Board Member

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### **A. Call to Order**

### **B. Oral Communications for Agenda and Non-Agenda Items (Fifteen Minute Limit)**

This is the time when members of the audience may step forward to address the Board on agenda and non-agenda items. This opportunity is time-limited to two (2) minutes per individual. The maximum time for Oral Communications is 15 minutes. Individuals providing written testimony are requested to provide 15 copies.

### **C. Consent Agenda**

The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda.

1. Financial Statements (PDF)
  - a. Budget Overview – January 2008 (PDF)
  - b. Balance Sheet – January 2008 (PDF)
  - c. Other, if any
2. Board Minutes – February 2008 (PDF)
3. Facility Use Schedule – March 2007 (PDF)
4. Other, if any

***D. Special Reports***

1. Air Show & Airport Interface Committee – Don McCoun, Board Member
2. Fair & Facility Management Committee – Kathy Christy, Board Member
3. Booster/Coalition Liaison – Dan Logan, Board Member
4. Treasurer's Report – W. Rage Flagg, Board Member
5. 4H Report – Terry Palmer, OSU Extension Agent (PDF)
6. Operations Report – Don G. Hillman, Executive Director (PDF)
7. Other, if any

***E. Old Business***

1. Redevelopment Update, if any (PDF)
2. Renaissance Festival Update (PDF)
3. Other, if any

***F. New Business***

1. Ambassador Program – (PDF)
2. Other, if any

***G. Announcements***

1. Calendar of Events (PDF)
2. Other, if any

***H. Correspondence***

1. Letters and Cards, if any (PDF)
2. Other, if any

***I. Board Oral Communications***

***J. Other Matters of Information***

1. Boosters Meeting Minutes – February 2008 (PDF)
2. Newspaper Article (PDF)
3. Other, if any

***K. Executive Session***

In accordance with ORS 192.660 (2) (h), to consult with counsel concerning the legal rights and duties of the Board with regard to litigation or litigation likely to be filed; in accordance with ORS 192.660 (2) (e), to deliberate with persons designated by the Board to negotiate real property transactions; and/or in accordance with ORS 192.660 (2) (a), (b), (h), or (i), to discuss, review and evaluate employee-related matters. Pursuant to ORS 192.660 (3), it is Board's request that the items discussed not be disclosed by media representatives or others.

***L. Adjourn***



## CONSENT ITEMS



**County of Washington**

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

## **FAX MEMORANDUM**

**Date:** February 28, 2008

**To:** Washington County Fair Complex Board  
Washington County Fair Complex

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

**Re:** January 2008 Financial Statements

Find attached the January 2008 Budget Overview and Balance Sheets. They were produced by the Washington County Finance Department's WIZARD program and reflect accounting activity for January 2008.

The Fair Complex continues to maintain a strong fund balance.

Note: The FYE June 30, 2008 Budget Overview has been modified to breakout in more detail the two other arena events (Truck Pull and Demolition Derby) as recommended by the Budget Committee. This will allow better comparisons and analysis for all arena events.



**WASHINGTON COUNTY FAIR COMPLEX**  
Budget Overview July 2007 - June 2008

Description	January 2007	July 2007	August 2007	September 2007	October 2007	November 2007	December 2007	January 2008	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
1 Opening Balance	\$ 691,880	\$ 627,250	\$ 818,766	\$ 670,238	\$ 620,920	\$ 880,205	\$ 843,368		\$ 627,250	\$ 469,660		
2												
3 Interim Operating Revenues												
4												
5 Parking	\$ -	\$ 40	\$ 29,911	\$ -	\$ 29	\$ -	\$ -	\$ -	\$ 29,980	\$ 21,000	143%	Blue Angles Performed in 2007.
6 RV Park	940	80	1,780	1,380	1,540	940	920	640	7,280	10,000	73%	
7 Rentals	8,430	-	7,376	28,250	37,414	4,691	26,715	17,104	121,550	200,000	61%	
8 Concessions	100	38	100	757	-	52	100	300	1,347	3,000	45%	
9 Misc Income	(362)	430	52	1,335	880	2,226	946	1,774	7,643	15,000	51%	Professional Services Reimbursements.
10												
11 Total Interim Operating Revenues	\$ 9,108	\$ 588	\$ 39,219	\$ 31,722	\$ 39,863	\$ 7,910	\$ 28,681	\$ 19,818	\$ 167,900	\$ 249,000	67%	
12 Interim Operating Expenses												
13 Personal Services	\$ 28,012	\$ 13,235	\$ 41,029	\$ 25,434	\$ 26,297	\$ 24,181	\$ 25,353	\$ 24,966	\$ 180,495	\$ 389,208	46%	
14 Supplies	1,856	453	2,249	2,901	895	421	1,129	1,527	9,575	25,000	38%	
15 Professional Services	472	328	3,390	1,785	6,383	3,477	200	1,240	16,804	12,500	134%	Air Show Parking & Chamber Publications.
16 Advertising	-	-	1,200	-	-	490	-	-	1,690	1,000	169%	
17 Printing	-	-	-	-	-	-	-	-	-	-	0%	
18 Communications (ATM)	-	-	18	17	21	18	16	16	106	500	21%	
19 Utilities	8,919	5,493	222	5,245	2,840	7,838	5,147	10,334	37,119	65,000	57%	Very cold January.
20 Repair and Maintenance	6,527	5,844	3,262	4,950	1,873	785	1,701	2,703	21,118	57,000	37%	
21 Rentals	414	-	243	747	476	228	188	188	2,071	5,000	41%	
22 Dues and Memberships	-	125	482	50	-	-	385	125	1,167	1,500	78%	
23 Training and Travel	-	211	33	29	153	449	245	93	1,213	1,500	81%	Split between Interim and Fairtime.
24 Insurance	-	12,533	-	432	-	-	407	-	13,372	16,000	84%	
25 Postage	-	-	43	58	58	26	28	34	246	500	49%	
26 Printing Internal	-	-	-	-	-	-	-	-	-	500	0%	
27 Telephones	597	-	924	-	1,137	928	685	797	4,471	6,000	75%	
28 Special Expenses	289	451	1,084	184	906	1,286	266	550	4,727	5,000	95%	
29 County Legal	2,855	1,304	1,269	-	-	811	2,347	-	5,731	5,000	115%	
30 County Indirect Cost	1,494	1,643	1,643	1,643	1,643	1,643	1,643	1,643	11,500	19,711	58%	Split between Interim and Fairtime.
31												
32 Total Interim Operating Expenses	\$ 51,435	\$ 41,620	\$ 57,091	\$ 43,475	\$ 42,683	\$ 42,581	\$ 39,740	\$ 44,216	\$ 311,406	\$ 610,919	51%	
33												
34 Net Interim Revenues/Expenses	\$ (42,327)	\$ (41,032)	\$ (17,872)	\$ (11,753)	\$ (2,820)	\$ (34,671)	\$ (11,059)	\$ (24,398)	\$ (143,605)	\$ (351,919)		
35												



**WASHINGTON COUNTY FAIR COMPLEX**  
Budget Overview July 2007 - June 2008

Description	January 2007	July 2007	August 2007	September 2007	October 2007	November 2007	December 2007	January 2008	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
<b>Fair Revenues</b>												
36 Commercial Booth Rentals	\$ 500	\$ 89,950	\$ 1,150	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ 91,550	\$ 82,500	111%	
37 Dept of Agriculture	-	73,082	8,190	(50)	-	-	(100)	-	49,405	46,000	107%	
39 Parking Fees	-	-	-	-	-	-	-	-	81,122	77,500	105%	
40 Admissions	-	45,850	15,850	3,450	-	-	-	-	65,150	56,500	115%	See Truck Pull and Demo Derby.
41 Sponsorships	-	99,541	-	-	-	-	-	-	99,541	80,000	124%	
42 Carnival Income	-	-	-	-	-	-	-	-	-	1,500	0%	
43 Advertising	-	8,096	30	-	-	-	-	-	8,126	6,500	125%	
44 Entry Fees	1,087	73,897	19,502	1,949	-	-	-	-	95,348	83,000	115%	
45 Concessions	-	1,675	8,021	135	900	-	-	-	10,731	10,000	107%	
46 Other Revenues	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Fair Revenues</b>	<b>\$ 1,587</b>	<b>\$ 392,091</b>	<b>\$ 52,743</b>	<b>\$ 5,934</b>	<b>\$ 900</b>	<b>\$ 49,405</b>	<b>\$ (100)</b>	<b>\$ -</b>	<b>\$ 500,973</b>	<b>\$ 443,500</b>	<b>113%</b>	
<b>Fair Expenses</b>												
50 Personal Services	\$ 12,439	\$ 8,191	\$ 38,826	\$ 11,105	\$ 11,688	\$ 11,275	\$ 11,071	\$ 10,919	\$ 103,075	\$ 177,625	58%	
51 Supplies	-	5,081	4,819	1,185	-	5	-	11	11,101	12,000	93%	
52 Professional Services	-	8,461	44,380	4,122	-	100	-	-	57,063	59,000	97%	
53 Advertising, Promotions, etc.	-	12,988	75,338	13,381	-	-	-	-	101,707	99,000	103%	Includes Hospitality and Sponsor Fees.
54 Printing	-	2,325	27	-	-	-	-	-	2,352	1,500	157%	
55 Utilities	-	1,730	7,353	3,640	-	1,079	-	-	10,993	12,500	88%	
56 Repair & Maintenance	-	1,055	13,330	507	-	-	-	-	14,892	2,500	112%	
57 Rentals	-	-	-	20	-	-	-	600	620	1,000	62%	
58 Dues and memberships	-	-	-	610	-	683	551	2,375	4,558	4,000	114%	
59 Travel and Training	963	12,534	-	197	-	-	175	-	12,906	16,000	93%	
60 Insurance	-	-	-	223	55	-	-	-	278	500	56%	
61 Postage	-	1,291	-	799	-	-	-	-	2,090	2,500	84%	
62 Telephone	-	-	-	-	-	-	-	-	-	500	0%	
63 County Legal	-	-	-	-	-	-	-	-	-	100,000	101%	
64 Other/Special Expenses	(10,000)	76,440	1,835	22,612	-	-	34	-	100,921	45,000	113%	
65 Awards	10,010	51,838	-	(1,014)	65	-	-	-	50,889	19,710	58%	
66 County Indirect Costs	1,494	1,643	1,643	1,643	1,643	1,643	1,643	1,643	11,500	-	-	
<b>Total Fairtime Expenses</b>	<b>\$ 14,906</b>	<b>\$ 183,577</b>	<b>\$ 187,551</b>	<b>\$ 59,030</b>	<b>\$ 13,794</b>	<b>\$ 14,780</b>	<b>\$ 13,474</b>	<b>\$ 15,548</b>	<b>\$ 487,754</b>	<b>\$ 569,335</b>	<b>86%</b>	
<b>Net Fairtime Revenues/Expenses</b>	<b>\$ (13,319)</b>	<b>\$ 208,514</b>	<b>\$ (134,808)</b>	<b>\$ (53,096)</b>	<b>\$ (12,894)</b>	<b>\$ 34,825</b>	<b>\$ (13,574)</b>	<b>\$ (15,648)</b>	<b>\$ 13,219</b>	<b>\$ (125,835)</b>		





**WASHINGTON COUNTY FAIR COMPLEX**  
Budget Overview July 2007 - June 2008

Description	January 2007	July 2007	August 2007	September 2007	October 2007	November 2007	December 2007	January 2008	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
72 Truck Pull												
73 Revenues	\$ -	\$ 13,730	\$ 270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 12,500	112%	
74 Admissions	-	2,250	2,413	-	-	-	-	-	4,663	8,000	58%	Late Sponsorship Cancellation.
75 Sponsorships	-	-	-	-	-	-	-	-	-	-		
76 Total Truck Pull Revenues	\$ -	\$ 15,980	\$ 2,683	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,663	\$ 20,500	91%	
77												
78 Truck Pull Expenses												
79 Supplies	\$ -	\$ -	\$ -	\$ 52	\$ -	\$ -	\$ -	\$ -	\$ 52	\$ -	0%	
80 Professional Services	-	6,713	134	316	-	-	-	-	7,163	7,000	102%	
81 Advertising and Hospitality	-	-	-	394	-	-	-	-	394	500	79%	
82 Rentals	-	-	997	254	-	-	-	-	1,251	2,000	63%	
83 Other Miscellaneous	-	-	-	375	-	-	-	-	375	-	0%	
84 Prize Money	-	-	-	-	-	-	-	-	-	-	0%	
85												
86 Total Truck Pull Expenses	\$ -	\$ 6,713	\$ 1,131	\$ 1,391	\$ -	\$ -	\$ -	\$ -	\$ 9,235	\$ 9,500	97%	
87												
88 Net Truck Pull Income/(loss)		\$ 9,267	\$ 1,552	\$ (1,391)	\$ -	\$ -	\$ -	\$ -	\$ 9,428	\$ 11,000	86%	
89												
90 Rodeo Revenues												
91 Admissions	\$ -	\$ 23,830	\$ 1,900	\$ (80)	\$ -	\$ -	\$ -	\$ -	\$ 25,650	\$ 25,000	103%	
92 Sponsorships	-	15,950	6,710	6,000	-	-	-	-	28,660	27,500	104%	
93 Queen Fees	-	-	-	-	-	-	-	-	-	-	0%	
94 Miscellaneous	-	68	-	-	-	-	-	-	68	-	0%	
95												
96 Total Rodeo Revenues	\$ -	\$ 39,848	\$ 8,610	\$ 5,920	\$ -	\$ -	\$ -	\$ -	\$ 54,378	\$ 52,500	104%	
97												
98 Rodeo Expenses												
99 Supplies	\$ -	\$ 872	\$ -	\$ 275	\$ -	\$ -	\$ -	\$ -	\$ 1,147	\$ 250	459%	
100 Professional Services	-	29,000	5,823	1,375	-	-	-	-	36,198	35,000	103%	
101 Advertising	-	-	6,569	(2,183)	-	-	255	-	4,641	3,000	155%	
102 Rentals	-	-	1,995	807	-	-	-	-	2,802	3,500	80%	
103 Training and Travel	-	-	-	-	-	-	-	-	-	-	0%	
104 Other Misc Expenses	-	1,703	582	300	-	-	-	-	2,585	3,000	86%	
105 Awards/Prizes	-	4,000	-	-	-	-	-	-	4,000	4,000	100%	
106												
107 Total Rodeo Expenses	\$ -	\$ 35,575	\$ 14,969	\$ 574	\$ -	\$ -	\$ 255	\$ -	\$ 51,373	\$ 48,750	105%	
108												
109 Net Rodeo Revenues/Expenses	\$ -	\$ 4,273	\$ (6,359)	\$ 5,346	\$ -	\$ -	\$ (255)	\$ -	\$ 3,005	\$ 3,750	80%	



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Budget Overview July 2007 - June 2008

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<b>Demo Derby</b>												
110 Demo Derby Revenues												
111 Admissions	\$ -	\$ 19,150	\$ 280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,430	\$ 20,000	97%	
113 Sponsorships	\$ -	3,800	(1,638)	-	12,500	-	-	-	14,662	8,000	183%	
114 Other Revenue	\$ -	950	3,800	950	-	-	-	-	5,700	-	0%	VIP Tournament Fees.
115 Total Demo Derby Revenues		\$ 23,900	\$ 2,442	\$ 950	\$ 12,500	\$ -	\$ -	\$ -	\$ 39,792	\$ 28,000	142%	
<b>Demo Derby Expenses</b>												
117 Supplies	\$ -	\$ -	\$ -	\$ 113.0	\$ -	\$ -	\$ -	\$ -	\$ 113	\$ -	0%	Added Cost of VIP Tournament.
119 Professional Services	\$ -	13,501	3,133	312	-	-	-	-	16,946	9,000	0%	
120 Advertising and Hospitality	\$ -	-	-	-	-	-	-	-	-	-	0%	
121 Rentals	\$ -	-	-	769	-	-	-	-	769	500	154%	
122 Other Miscellaneous	\$ -	-	998	254	-	-	-	-	1,252	4,000	31%	
123 Prize Money	\$ -	1,500	-	120	-	-	-	-	1,620	-	0%	
124 Total Demo Derby Expenses	\$ -	\$ 15,001	\$ 4,131	\$ 1,568	\$ -	\$ -	\$ -	\$ -	\$ 20,700	\$ 13,500	153%	
<b>Net Demo Derby Income/(loss)</b>	\$ -	\$ 8,899	\$ (1,689)	\$ (618)	\$ 12,500	\$ -	\$ -	\$ -	\$ 19,092	\$ 14,500	132%	
<b>Frite Lites</b>												
129 Frite Lites Revenues												
131 Admissions	\$ -	\$ -	\$ -	\$ -	\$ 94,972	\$ 35,043	\$ -	\$ -	\$ 130,015	\$ 45,000	289%	
132 Concessions	\$ -	-	-	-	-	1,432	-	-	1,432	1,000	143%	
134 Sponsorships	\$ -	-	-	-	-	-	-	-	-	30,000	0%	More Sponsors Expected for 2008.
135 Other Revenues	\$ -	-	-	-	-	551	-	-	551	1,000	55%	
136 Total Frite Lites Revenue	\$ -	\$ -	\$ -	\$ -	\$ 94,972	\$ 37,026	\$ -	\$ -	\$ 131,998	\$ 77,000	171%	
<b>Frite Lite Expenses</b>												
137 Personal Services (Temp. Salaries)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,362	\$ -	\$ -	\$ 3,362	\$ 10,500	32%	
139 Supplies	\$ -	-	-	229	2,932	1,831	52	-	5,044	5,000	101%	
140 Professional Services	12,298	-	-	185	2,445	74,403	-	-	77,033	25,000	308%	
141 Advertising	\$ -	-	-	300	850	26,708	654	-	28,512	17,500	163%	
142 Other Expenses	\$ -	-	-	-	1,642	843	337	120	2,942	4,000	74%	
143 Total Frite Lites Expenses	\$ 12,298	\$ -	\$ -	\$ 714	\$ 7,869	\$ 107,147	\$ 1,043	\$ 120	\$ 116,893	\$ 62,000	189%	
<b>Net Frite Lites Revenues/Expenses</b>	\$ (12,298)	\$ -	\$ -	\$ (714)	\$ 87,103	\$ (70,121)	\$ (1,043)	\$ (120)	\$ 15,105	\$ 15,000	101%	



**WASHINGTON COUNTY FAIR COMPLEX**  
Budget Overview July 2007 - June 2008

Description	January 2007	July 2007	August 2007	September 2007	October 2007	November 2007	December 2007	January 2008	Year to Date 2007/08	Budget 2007/08	%	COMMENTS
<b>147 Non-Operating</b>												
<b>148 Non-Operating Revenues</b>												
149 Hotel/Motel Taxes	\$ 109,599	\$ -	\$ 12,437	\$ 12,988	\$ 171,228	\$ 44,202	\$ 6,860	\$ 131,650	\$ 379,365	\$ 645,000	59%	
150 Transfer from General Fund	-	-	-	-	-	-	-	-	-	-	0%	
151 Interest	2,633	2,487	3,232	2,221	633	4,906	2,792	2,496	18,767	22,500	83%	November includes some October Interest.
<b>152 Total Non-Operating Revenues</b>	<b>\$ 112,232</b>	<b>\$ 2,487</b>	<b>\$ 15,669</b>	<b>\$ 15,209</b>	<b>\$ 171,862</b>	<b>\$ 49,108</b>	<b>\$ 9,652</b>	<b>\$ 134,146</b>	<b>\$ 398,133</b>	<b>\$ 667,500</b>	<b>60%</b>	
<b>153 Non-Operating Expenses</b>												
154 Purchase/Lease	\$ 53,640	\$ 503	\$ 11,739	\$ 503	\$ 503	\$ 11,739	\$ 503	\$ 52,562	\$ 78,052	\$ 104,483	75%	Bleacher Payment included in January.
155 Land Improvements - Fire Hydrant Project	-	400	-	3,950	-	-	1,960	-	6,310	-	0%	Easements Yet to be Executed.
156 Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	0%	
157 Buildings and Structures - Main Exhibit Hall	-	-	-	-	-	-	7,834	-	-	25,000	0%	
158 Equipment	-	-	538	-	-	-	-	-	8,372	40,000	21%	Panels and Ticket Machine.
159 Development Reserve	553	-	-	-	-	-	-	-	-	20,000	0%	
<b>160 Total Non-Operating Expenses</b>	<b>\$ 54,193</b>	<b>\$ 903</b>	<b>\$ 12,277</b>	<b>\$ 4,453</b>	<b>\$ 503</b>	<b>\$ 11,739</b>	<b>\$ 10,297</b>	<b>\$ 52,562</b>	<b>\$ 92,734</b>	<b>\$ 189,483</b>	<b>49%</b>	
<b>161 Net Non-Operating Revenues/Expenses</b>	<b>\$ 58,039</b>	<b>\$ 1,584</b>	<b>\$ 3,392</b>	<b>\$ 10,756</b>	<b>\$ 171,358</b>	<b>\$ 37,369</b>	<b>\$ (645)</b>	<b>\$ 81,584</b>	<b>\$ 305,399</b>	<b>\$ 478,017</b>	<b>64%</b>	
<b>162 Total Fair Complex Revenues</b>	<b>\$ 122,927</b>	<b>\$ 474,894</b>	<b>\$ 121,366</b>	<b>\$ 59,735</b>	<b>\$ 320,096</b>	<b>\$ 143,449</b>	<b>\$ 38,233</b>	<b>\$ 153,964</b>	<b>\$ 1,311,737</b>	<b>\$ 1,538,000</b>	<b>85%</b>	
<b>163 Total Fair Complex Expenses</b>	<b>\$ 120,534</b>	<b>\$ 283,389</b>	<b>\$ 277,150</b>	<b>\$ 110,491</b>	<b>\$ 56,980</b>	<b>\$ 69,100</b>	<b>\$ 63,766</b>	<b>\$ 112,326</b>	<b>\$ 973,202</b>	<b>\$ 1,441,487</b>	<b>68%</b>	
<b>164 Net Fair Complex Revenues/Expenses</b>	<b>\$ (9,905)</b>	<b>\$ 191,505</b>	<b>\$ (155,784)</b>	<b>\$ (51,470)</b>	<b>\$ 265,247</b>	<b>\$ (32,798)</b>	<b>\$ (26,576)</b>	<b>\$ 41,518</b>	<b>\$ 221,642</b>	<b>\$ 34,513</b>	<b>642%</b>	
<b>165 Ending Fund Balance/Contingency</b>	<b>\$ 681,975</b>	<b>\$ 818,755</b>	<b>\$ 670,238</b>	<b>\$ 618,768</b>	<b>\$ 880,205</b>	<b>\$ 843,368</b>	<b>\$ 816,182</b>	<b>\$ 857,702</b>	<b>\$ 857,702</b>	<b>\$ 504,173</b>	<b>170%</b>	



**Washington County Fair Complex**  
**Balance Sheet Preliminary**  
**January 31, 2008**

**ASSETS**

Current Assets

Cash

Fairplex..Petty cash..	\$ 250
Fairplex..Petty cash.Finance- Petty Cash.	-
Fairplex..Cash drawer..	-
Fairplex..Cash drawer.Frite Lites.	-
Fairplex..General Cash Account..	178,216
Fairplex..USNB WASHCO ACH Clearing..	-
Fairplex..CCB-General Account..	3,177
Fairplex..CCB-Money Market Account..	670,097
Fairplex..CCB-ATM Account..	5,558
Fairplex..Gasb 31 cash general port..	-
Fairplex..CCB-ATM Cash Drawer..	3,180
Total Cash	<u>\$ 860,478</u>

Accounts Receivable

Fairplex..Accounts receivable - Sub..	3,634
Fairplex..Accounts receivable-on ac..	(331)
Fairplex..Due from other funds.Other 4-H.	(10)

Prepays

Prepaid items	9,797
---------------	-------

**Total Current Assets**

**\$ 873,568**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Fairplex..Accounts Payable..	\$ (1,900)
Fairplex..Accounts payable- other..	-
Fairplex..Deposits payable-subsidia..	-
Fairplex..Retainage payable..	-
Total Payables	<u>\$ (1,900)</u>

Other Current Liabilities

Fairplex..Amounts due to others..	\$ (802)
Fairplex..Conversion Account..	-
Fairplex..Payroll payable..	-
Fairplex..Due to other funds..	-
Fairplex..Deferred revenue- unavail..	-
Fairplex..Unearned Revenue..	-
Fairplex..Unearned Revenue.Main Exhibit Hall.	788
Fairplex..Unearned Revenue.Cloverleaf Building.	-
Fairplex..Unearned Revenue.Grounds/General.	(1,105)
Fairplex..Unearned Revenue.Parking-Operations.	-
Fairplex..Unearned Revenue.RV Parking-short term.	-
Fairplex..Unearned Revenue.Parking-Airshow.	75
Fairplex..Unearned Revenue.Rodeo Admissions.	-
Fairplex..Unearned Revenue.Awards Open Class.	-
Fairplex..Unearned Revenue.Deferred Advertising Inco.	(150)
Fairplex..Unearned Revenue.Deferred Airshow Income.	(75)
Fairplex..Unearned Revenue.Deferred Commercial Exhib.	14,350
Fairplex..Unearned Revenue.Deferred Concession Reven.	(3,600)
Fairplex..Unearned Revenue.Deferred Sponsorship Inco.	(9,353)
Fairplex..Unearned Revenue.Deferred Facilities Renta.	(13,556)
Fairplex..Unearned Revenue.Livestock Entry Fees.	56
Fairplex..Unearned Revenue.Camping Fees.	20

Total Deferred Revenues

\$ (13,351)

**Total Liabilities**

**\$ (15,252)**

Equity

Fairplex..Fund Balance..	\$ (816,797)
Net (Income)/Loss for the Period	(41,520)
Net Equity	<u>\$ (858,317)</u>
<b>Total Liabilities and Equity</b>	<b><u>\$ (873,568)</u></b>





**Board Meeting Minutes  
Washington County Fair Complex Board  
Wednesday, February 6, 2008**

**Convened:** 4:30 pm

**FAIR COMPLEX BOARD:**

President Herb Hirst  
Vice President Don McCoun  
Board Member Renee Cannon  
Board Member Kathy Christy  
Board Member Rafe Flagg  
Board Member Dan Logan

**STAFF:**

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

President Hirst called the meeting to order at 4:30 p.m., and welcomed the audience.

President Hirst announced that everything on the agenda will be available for public comment and if a member of the public wants to speak they need to sign up. President Hirst further explained that he expects the public to show respect to the Fair Board and expects the same from the Fair Board, and made it clear that he wants the meetings to run like a professional organization.

President Hirst introduced and welcomed new board member Renee Cannon.

President Hirst opened the public hearing on the proposed budget. Hearing none, President Hirst then closed the public hearing.

President Hirst then opened Oral Communication time for agenda and non-agenda items.

Christina Lorenzen – Came to talk about the lack of having a Rodeo Queen for Washington County. The e-mail response that she received is that the cost was not worth the publicity. She wants to know that if there were sponsors to cover the costs could the queen program be brought back. It's traditional and expected for a Rodeo and can also serve as an ambassador. She has always wanted to be a queen and now she can't be, but would like to be.

Board Member Christy asked where she would be going as an ambassador. Christina said that she would go to parades and other rodeos. Christy asked about other things that could be done locally, would she be available. Christina said that she would dedicate herself.

Board Member Logan asked how this would fit in with the proposed model.

Executive Director Hillman said that it doesn't fit very well. We are concerned about local people coming to the County Fair, not about trying to get someone from a Rodeo in Sisters Oregon to come. We are more than just a Rodeo; we have a Truck Pull and many other Fair related activities.

Board Member McCoun asked if a Rodeo Queen could represent the other facets.

Hillman said that's how it should be.

Board Member Cannon asked what kind of cost would be involved.

Christina reported that between \$500 to \$2000.

Board Member Cannon asked if she would get sponsors to cover those costs.

Board Member McCoun asked how would these sponsors fit in and who would be the treasurer of the funds.

Hillman reported that it would have to be done through the Complex office and staff.

Board Member Flagg asked if she was in school.

Christina reported that she was.

Board Member Flagg asked if she would have the time in her schedule to do it, it sounds like a full time marketing position and have you contacted sponsors. Board Member Flagg stated that not having a queen for one Rodeo event does not have anything to do with our lack of an ambassador.

Board Member Christy asked how the pageant would be handled.

Board Member Logan said that having full time marketing for the next 10 months would be great.

Hillman stated that it would be critical for a chaperone for liability purposes.

Board Member Flagg asked the staff to bring back information by next meeting.

Board Member Cannon asked if boys would be interested, and further stated that it should not be a queen program, it needs to be an ambassador program.

President Hirst asked the Board if they are interested in sponsoring a program and being involved, and asked staff to bring information to the March meeting and will have a Board committee to deal with it.

President Hirst closed Oral Communication.

1. **Consent Agenda**

**Motion by Board Member Flagg to approve the Consent Agenda. Second by Board Member Christy. Motion carried 6 - 0. Board Members Logan and Cannon acknowledged before the vote that they were absent at the December and/or January Board meeting with regards to approving those Board Minutes.**

2. **Special Reports**

**A. Airshow & Airport Report** – Board Member McCoun reported that the Airshow dates are August 8<sup>th</sup> through the 10<sup>th</sup>, and they will try to stay on that weekend in the future. A civilian jet team, The Patriots, will be featured at the 2008 Airshow. This will be good for our parking revenue. Over \$100,000 of Air Show proceeds recently went to charity.

**B. Fair & Facilities Management Committee** – Board Member Christy reported that there was no activity last month, but will be visiting Clark County Fair and the Puyallup Fairground. A written recommendation will be submitted by March.

**C. Treasurer Report** – Board Member Flagg reported that the financials are in-line with past practices. Highest cash balance we have ever had. Cost control by staff shows it.

Board Member McCoun asked about the books and how the financials are prepared. Is there a fail safe to avoid embezzlement?

Board Member Flagg explained it's all done on the County's proprietary financial system and reports are prepared by the CFO for staff. Cash audits and process audits have been performed by an outside agency and found no practices to be out of the ordinary.

President Hirst stated that checks and balances are in place.

Hillman further reported that the County pays all of our bills and everything is double and triple checked.

**D. 4-H Report** – Terry Palmer, OSU Extension Agent, reported that there is a new program at Doernbecher Children's Hospital with the kids learning robotics and other things and hope that they are well enough to join 4-H during the Fair. Intel is

supported the Tech Wizards with \$150,000. All the superintendents for the Fair are in place for this year. A longtime superintendent passed away last month and a scholarship fund is being established and other memorial ideas are coming together.

Discussion ensued regarding the proposed swine barn renovation. Palmer explained that the group is working with the Fair staff. Terry also reported that she is working on a budget for this year. At the livestock meeting they discussed the shavings problem and possibly charging the kids. Ms Palmer also talked about shutting the barns down at 8:00 p.m. on Sunday of the Fair including the Cloverleaf Building. Meat Goats have been added to the Youth Livestock Auction. Horse Fair would like to lock in dates earlier in the future.

Board Member Christy asked if 4-H was involved in the Rodeo Queen program.

Palmer responded that she thinks 4-H kids were interested in the past and anything you can get kids involved it's a good thing.

Board Member Logan stated that he also attended this livestock meeting and they had some suggestions such as having the livestock ring schedule posted. Early release needs to be planned for in advance. Logan also asked if a vet would be available again this year. Logan noted that some kids have not yet been paid for their auction animals.

Board Member McCoun asked why the FFA doesn't give a monthly report.

Board Member McCoun then stated that he and Donna, his wife, are donating \$1000 to the Swine Barn renovation project. McCoun further stated that he has heard from several sources that the Boosters have said that the FFA is not allowed to do this because it should be a Booster project. McCoun stated that he wants to put on record that any project starts with the Executive Director and the Fair Board.

**Motion by Board Member Christy to donate \$1000 towards the Swine Barn Renovation Project. Second by Board Member McCoun. Motion carried 6 - 0.**

Board Member Cannon asked where the \$1000 is coming from. Christy reported that it can come out of the Board line item.

Hillman stated that it could come out of the development reserve.

Board Member Flagg asked that the project be ran by LRS to see if there are any issues.

**E. Boosters/Coalition Liaison Report** – Board Member Logan reported that the Booster minutes are in the packet and had nothing to add.

**F. Operations Report** –Executive Director Don Hillman reported that we had a power line come down during a recent show in the Main Exhibit Hall. PGE came out and the show was only out for 30 minutes. Need to start talking about the shavings issue; it's going to be a problem for the future. Staff discovered that the Main Office had a three-year temporary permit that was issued in 1986. It's a manufactured home and currently has only one usable bathroom that is in the Executive office. Staff is working on a plan to replace it temporarily.

Board Member Logan asked if shavings could be stockpiled. Discussion ensued.

Board Member Christy asked about the OFA convention was anything new.

Board Member Cannon said that she attended the Rodeo meeting with staff at OFA. The NPRA President stated that the cowboys are not going to come if there are multiple rodeos on the same dates.

Board Member Flagg asked when they could expect to see a plan for the office.

Hillman stated next month.

**G. Other, if any** – None

**3. Old Business**

President Hirst brought up the hiring of a new Executive Director and stated that it does not make sense to be trying to hire someone right now. We need to wait until after November to make any changes and suggests that we do nothing until after November and continue with Hillman in the part-time role. There is too much up in the air.

Board Member Christy stated that she disagrees with not going forward with hiring a new Executive Director. She thinks that we could write a description and do our best, we can't wait until November. Discussion ensued.

**A. Redevelopment Update** – President Hirst reported that Board Member Flagg will continue as the Board Member liaison on the Task Force. Hirst reported that County Commissioner Brian and Mayor Hughes are putting a committee together and will be making a decision on the Renaissance Festival in the next 30-60 days and reported that a delegation will be visiting the Renaissance Faire in Arizona.

**B. 2008-09 Budget Draft** – Executive Director Hillman reported that this proposed budget has been in the packet since November; met with the Budget Advisory Committee in December; and updated some items. Overall not much has been changed. One big program change is in regards to the Rodeo. We got a wakeup call from the President of NPRA at the OFA convention about cowboys not coming

because there are too many rodeos on the same nights. We will still have a rodeo element, but it will be in the form of an opening night Bull event. Truck Pull will be moved to Friday, and Saturday will be a new event that will feature monster trucks and mud bogs. Sunday will still be the Demo Derby. Discussion ensued.

**Motion by Board Member Flagg to adopt the proposed budget as presented.**  
**Second by Board Member McCoun. Motion carried 6 - 0.**

C. Other, if any – None

4. **New Business.**

A. **Renaissance Faire Update** – President Hirst reported that a delegation of Taskforce Members, Staff and others will be going to visit the Renaissance Faire in Arizona.

B. **Other** – President Hirst asked Board Member Logan to take the vacant spot on the Development Committee.

5. **Announcements** – None.

6. **Correspondence** - None other than what was in the packet.

7. **Board Oral Communications** – None.

8. **Other Matters of Information** – None other than what was in the packet.

With no further business before the Board, Board Member Christy adjourned the meeting at 5:58 p.m.

**Motion by Board Member Christy to adjourn. Second by Board Member McCoun.**  
**Motion carried 6 - 0.**

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Don G. Hillman  
Recording Secretary

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Herb Hirst  
Board President

**WASHINGTON COUNTY FAIR COMPLEX SCHEDULE**  
**March, 2008**  
*(Highlighted events are no-charge)*

**Sunday, March 02, 2008**  
*Floral Bldg. 4-H Meeting*

**Saturday, March 29, 2008**  
Quadrant Property Rally Cross

**Wednesday, March 05, 2008**  
Main Exhibit-North Dog Obedience Class  
Cloverleaf Bldg. Sewing Class  
*Floral Building Monthly Meetings*

**Sunday, March 30, 2008**  
Quadrant Property Rally Cross

**Friday, March 07, 2008**  
Main Exhibit-South Gem Show

**Saturday, March 08, 2008**  
Main Exhibit-South Gem Show  
*Cloverleaf Bldg. 4-H Small Animal Show*

**Sunday, March 09, 2008**  
Main Exhibit-South Gem Show

**Monday, March 10, 2008**  
Plaza Smoke School

**Tuesday, March 11, 2008**  
Plaza Smoke School

**Wednesday, March 12, 2008**  
Plaza Smoke School  
Cloverleaf Bldg. Dog Obedience Class

**Friday, March 14, 2008**  
Main Exhibit-North Ceramics Show

**Saturday, March 15, 2008**  
Main Exhibit-North Ceramics Show

**Sunday, March 16, 2008**  
*Floral Bldg. 4-H Meeting*

**Wednesday, March 19, 2008**  
*Cloverleaf Bldg. 4-H Wagon Train Meeting*

**Saturday, March 22, 2008**  
Carnival Grounds/Lawn Westside Easter Egg Hunt

**Tuesday, March 25, 2008**  
Floral Bldg. Private Function





## SPECIAL REPORTS



**OSU EXTENSION FACULTY  
SERVING WASHINGTON  
COUNTY\***

**Staff Chair, Forestry and Christmas Trees**  
Chal Landgren 725-2102

**4-H Youth Development**  
Terry Palmer 725-2111  
Lisa Conroy 725-2113

**Citizen Involvement (CPO)**  
Linda Gray 725-2116  
Patt Opdyke 725-2117

**Family and Community Development**  
Jeanne Brandt 725-2107

**Nutrition Education Program**  
Janice Smiley 725-2049  
Maureen Quinn 380-9456

**Watershed Health**  
Samuel Chan 722-6718

**Commercial Horticulture** 678-1264

**Agriculture**  
Grass & Legume Seeds, Grains & Forages  
Susan Aldrich-Markham 434-8917  
Small Farms  
Nick Andrews 678-1264 x 149  
Commercial Tree Fruits/Nuts  
Jeff Olsen 434-7517  
Dairy  
Troy Downing 842-3433  
Livestock, Forage crops  
Gene Pirelli 623-8395

**Master Gardener Hotline** 725-2300

**General Information** 725-2300

\*All 503 area code

Email format:

[firstname.lastname@oregonstate.edu](mailto:firstname.lastname@oregonstate.edu)

<http://extension.oregonstate.edu/washington>  
18640 NW Walker Road, Suite 1400,  
Beaverton, OR 97006 (CAPITAL Center # D1).  
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age, marital status, disability, or disabled  
veteran or Vietnam-era veteran status. Oregon  
State University Extension Service is an Equal  
Opportunity Employer.

Agriculture, Forestry, Family and Community  
Development, 4-H Youth, and Extension Sea  
Grant programs, Oregon State University,  
United States Department of Agriculture,  
and Washington County cooperating.

# OSU to You

February / March 2008

*OSU Extension Service engages the people of Oregon with research-based knowledge and education that focus on strengthening communities and economies, sustaining natural resources, and promoting healthy families and individuals.*

## Tribute to a Former Extension Agent

Lloyd Baron started work with OSU Extension in 1957 in Washington County.

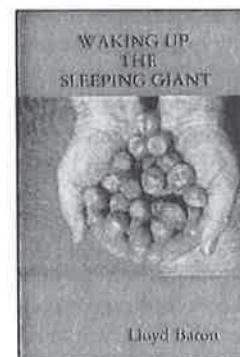


That was two years following a hard freeze which crippled the Oregon walnut industry and severely set back filbert (as hazelnuts were known then) production. He has been busy with projects in Washington County ever since.

Recently Lloyd's son produced "Waking Up The Sleeping Giant," a book from scattered notes that Lloyd assembled. "I think the first printing was 25 books," reports Chal Landgren. "In reading over this brief history I was impressed by how many times this Extension Agent

had to buck 'City Hall' and try something new in order to get improved nut production." The use of boron, pruning, liming orchards, leaf analysis and magnesium additions are all projects that Lloyd and dedicated growers pioneered. Gradually production increased. New orchards were planted in Washington County and Lloyd was a large factor in setting up a bargaining association and working with growers.

Filbert blight came to our area after Lloyd retired and has set the industry back again. Lloyd has maintained his interest in the crop over these many decades and has kept busy with horticulture projects and Farmers Markets. In 2003 the Lloyd Baron Rhododendron Garden was dedicated in Rood Bridge Park. At 90, he is still trying to find easier ways to keep the weeds under control, "cause some of the folks are not as young as they think"....



## Master Gardeners Focus on Organic Gardening

The Master Gardener program in Washington County provided 3,250 clients with research-based information about home gardening and household pests through our telephone hotline in 2007. Master Gardeners also interacted with nearly 4000 people in the county at Farmers' Market clinics and other venues. This outreach is particularly engaging at the Master Gardener Demonstration Garden at the Fairplex.

In 2007, the garden managers switched to organic management practices to help inform the public about this gardening strategy, which is growing in popularity. Weston Miller, new Home Horticulture Extension Agent worked directly with students at Miller Education Center East in Hillsboro to create a butterfly garden at their campus. In cooperation with SOLV, this project gave students an opportunity to learn about plants, gardening, and potential careers in horticulture.



## Invader in My Backyard: Invasive Species in Washington County

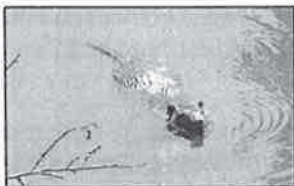
Part four in a series

### Nutria, Coypu or Swamp rat: (*Myocastor coypusa*) Rodent gone wild



The nutria, a semi aquatic rodent from South America, was introduced to offset the decline in native beavers due to over-hunting and loss of habitat. Nutria soon became a nuisance species by escaping or being released as demand for nutria fur declined. Nutria populations are increasing and so is their damage. Nutria adapted to urban landscape and are accustomed to being fed by humans. **Do not feed nutrias.** This encourages overpopulation. Also, nutria are carriers of diseases and parasites that can be transmitted to humans, pets and livestock.

Nutrias consume about 25% of their weight in plants and roots each day. They are not finicky about where they feed so lawns, gardens, parks and restoration sites are feeding grounds. They cause extensive economic damage and erosion impacting water quality by burrowing into dikes, ponds, stream banks and even underneath roads at stream crossings. These burrows can be multi-storied and can extend 150 feet long. Be careful where you step when you see a nutria burrow.



Fencing with wire mesh buried in the ground can help protect plants but trapping and hunting may be necessary where they become a nuisance. For more information or assistance contact Sam Chan, Watershed Health Educator or Oregon Dept. of Fish and Wildlife.

## 4-H WORLD, "Launching Into the Future"

100 teens from Washington County and the surrounding area traveled to the Oregon 4-H Center near Salem for the 4-H Western Oregon Retreat for Leadership Development (WORLD). The concept of the camp is to allow youth to use their leadership skills to plan and coordinate the event as well as learn new skills while participating.

Laney Jones and Hannah Filicky from Washington County were on the governing board that planned the event, prepared and taught classes, chaperoned the cabins and played host to the other youth attending. Adults remained in the background as support and chaperons. The theme was all about space and future leadership endeavors. Classes about giving presentations, healthy living, interviewing, teaching with games, impromptu leadership, and survival skills were offered. Oregon 4-H Foundation sponsored the event.



## Cockroaches: Yes, in Washington County



As much as we would like to think otherwise, cockroaches live in many buildings in Washington County. One location is multi-family units where cockroaches and their egg cases have been carried in the possessions of families who may even have moved away from a previous location to avoid these invasive pests.

They may also come in pet foods, cardboard boxes, or kitchen appliances moved from one location to another. They are not a sign of poor housekeeping habits but rather an unlucky invasion. Once established, roaches travel inside walls and along pipes emerging from cracks in baseboards, holes around plumbing and outlets into apartments and offices far distant from their original location. For this reason, it is necessary for all tenants in a building to work together to control them. Chemical sprays are not the first line of defense for roach control. An integrated pest management strategy of careful cleaning, elimination of all food and water sources, blocking all cracks and holes and careful use of baits and traps is suggested. Further information in this issue is available on our website.

### EXTENSION EVENTS:

**February 23 and 27.** Household Mold: What you need to know. Clackamas and Washington County Extension offices. Community educational program. Free.

**February 16.** 4-H Beef project, auction animal weigh-in. Fairgrounds, Hillsboro.

**February 16.** 4-H Rabbitt and Cavy Show. Fairgrounds, Hillsboro.

**February 23.** Washington County 4-H Horse Leaders Show.

**March 6.** Washington County Master gardeners monthly chapter meeting. Tom Fischer from Timber Press on "Publishing Garden Books"

**March 29.** Tree School. Annual extension service educational event for Forestry and Christmas tree industries. Clackamas Community College.

**Citizen Participation Organization (CPO) meetings.** Monthly meetings in most areas of the county. Call 503-725-2124 for meeting information in your neighborhood or visit our website.

Washington County OSU TO YOU is a bi-monthly publication of the OSU Extension Service in Washington County highlighting the activities and accomplishments of local programs. More information on all program areas and events can be seen on our website at <http://extension.oregonstate.edu/washington> or our location at 18640 NW Walker Road, Suite 1400, Beaverton, OR 97006 (CAPITAL Center Entrance D1).

**County of Washington**

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

## **FAX MEMORANDUM**

**Date:** February 28, 2008

**To:** Washington County Fair Complex Board  
Washington County Fair Complex

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

**Re:** February Operations Report

**Rodeo Office** – The City of Hillsboro Fire Department burned the Rodeo Office recently as a training exercise. Although approved for disposal by the Fair Complex Board back in May 2007, the Fire Department delayed the demolition until weather conditions permitted and a training exercise could be planned.

**Office Complex** – As of the date of this memo, staff is still researching a solution to finding alternative office space given the condition of the current office complex. Staff will provide an update at the March Board meeting.



## OLD BUSINESS





**County of Washington**

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

## **FAX MEMORANDUM**

**Date:** February 28, 2008

**To:** Washington County Fair Complex Board  
Washington County Fair Complex

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

**Re:** Redevelopment Update

Attached is the information provided to the Revitalization Task Force at their Thursday, February 21, 2008 meeting at the Metzger Park Hall.



**FAIRGROUNDS REVITALIZATION TASK FORCE  
RENAISSANCE FESTIVAL WORK GROUP**

**February 21, 2008  
8:30 – 10:30 a.m.  
Metzger Park Hall  
8400 SW Hemlock  
Portland, OR 97223**

**AGENDA**

**I. INTRODUCTION (20 minutes)**

- Introductions: *Co-Chair Hughes and Brian*
- Opening Comments/Purpose of Work Group Meeting

**II. REVIEW RENAISSANCE FESTIVAL INFORMATION PROVIDED AT  
SEPTEMBER 19, 2007 TASK FORCE MEETING (45 minutes)**

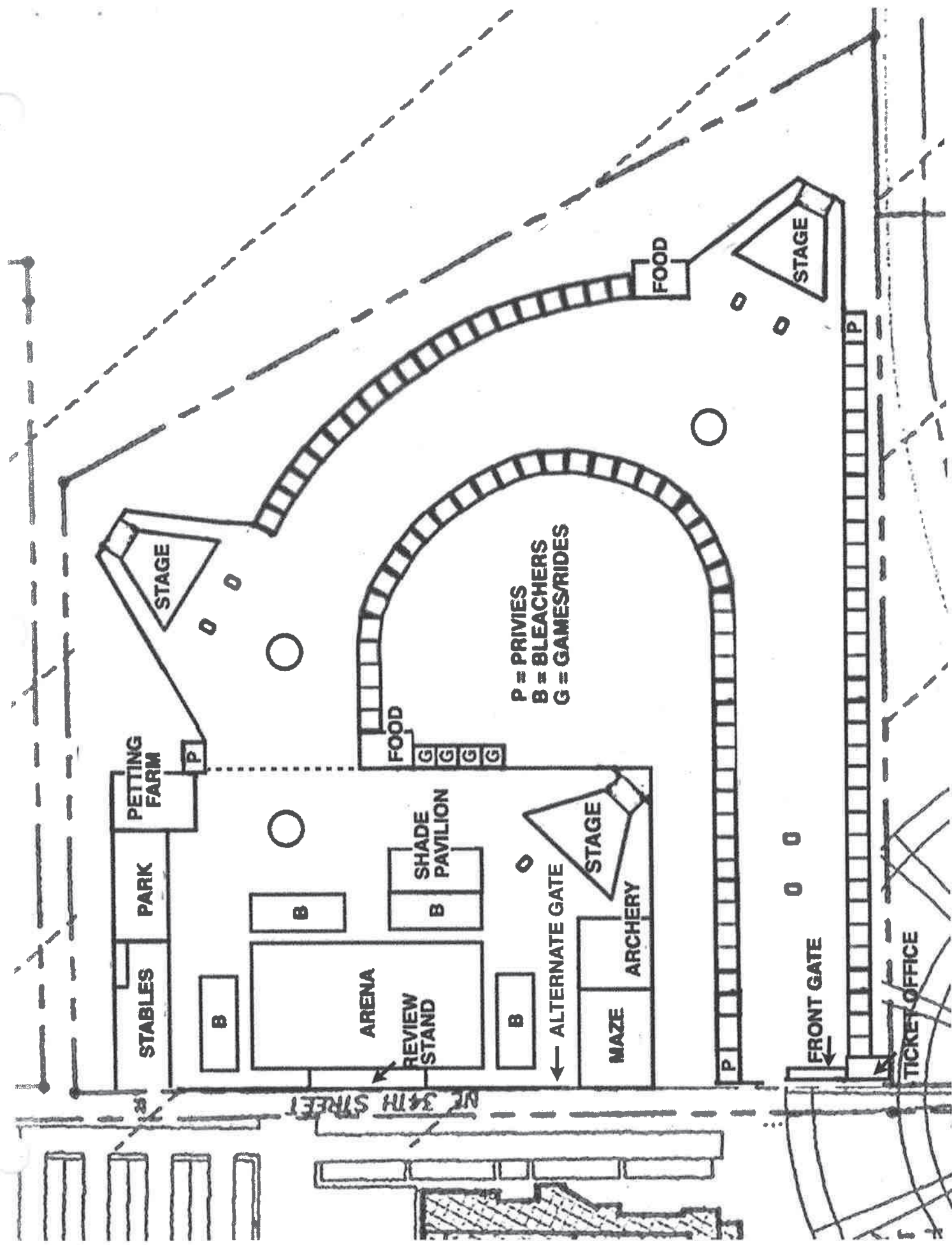
- Identify Questions to be Researched and/or Answered
- Identify Draft Agreement Issues

**III. PUBLIC COMMENT [10 minutes)**

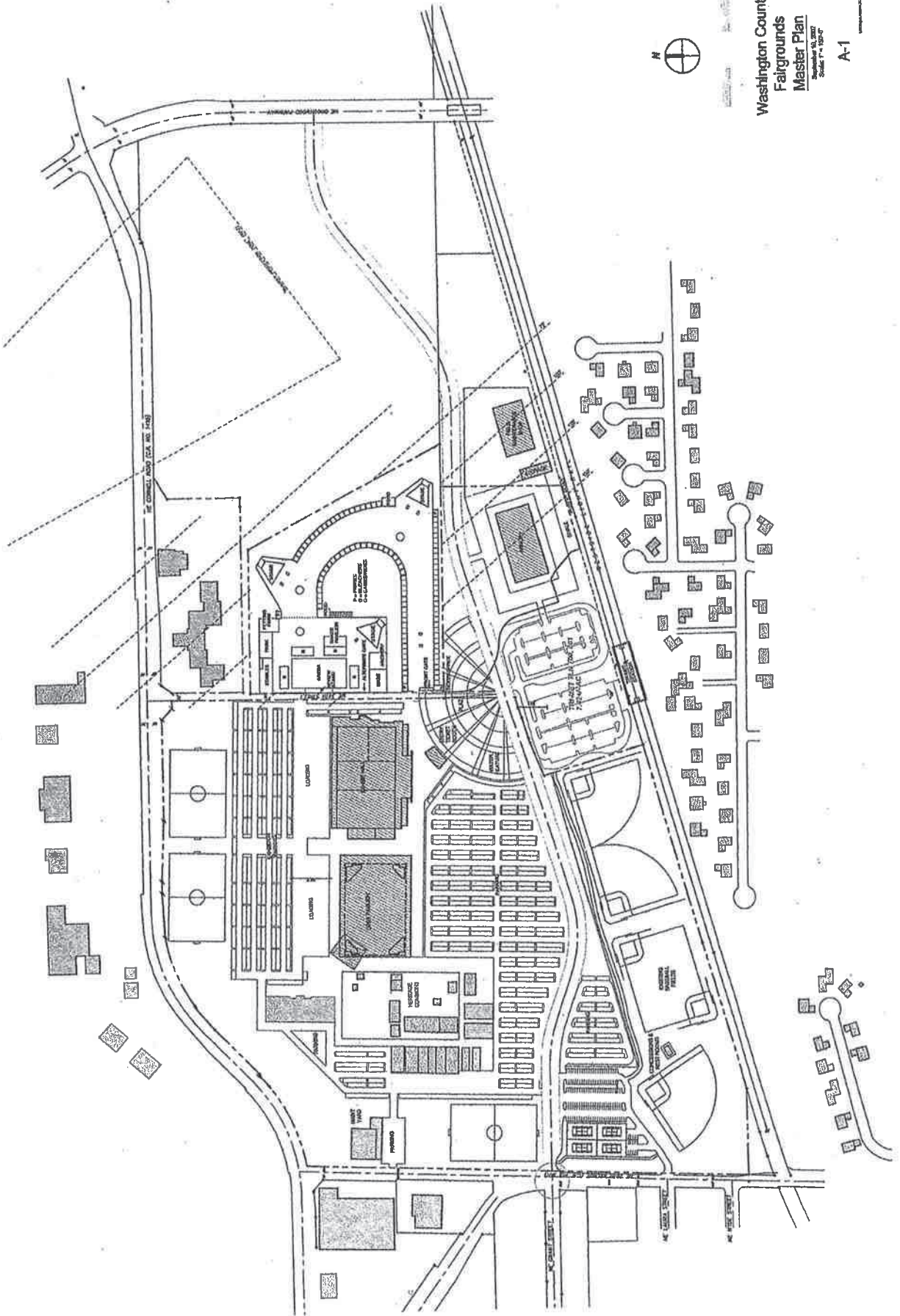
**IV. OTHER**

**V. ADJOURNMENT**









Washington County  
Fairgrounds  
Master Plan  
September 10, 2007  
Scale: 1" = 150'-0"

A-1





# **DRAFT**

## **WASHINGTON COUNTY** **COMMERCIAL REAL ESTATE LEASE**

This Lease Agreement ("Lease") is made effective as of ,2007, by and between Washington County, a political subdivision of the State of Oregon ("Landlord") and Oregon Renaissance Festival LLC, an Oregon Limited Liability Company ("Tenant").

In consideration of the promises set forth herein and other good and valuable consideration, the parties agree as follows:

### **1. PREMISES**

#### **1.01 Description**

Landlord hereby leases to Tenant the property located in Washington County, Oregon legally described in Exhibit "A" and generally shown in red on the map attached hereto as Exhibit "B" consisting of approximately 15 acres (the "Renaissance Festival Site" designated as Area "1") any approximately 40 acres for parking (the "Parking Lot" designated as Area "2"); the Renaissance Festival Site and Parking Lot shall be collectively referred to as the "Premises". In case of discrepancy, the Premises outlined in Exhibit "B" shall be controlling; however, it is understood that the map is a general outline of the Premises and is not an exact depiction of its boundaries.

#### **1.02 Access and Parking Fees**

Tenant shall be allowed to enter and exit the Premises without charge on access roads currently servicing the Washington County Fairgrounds site, subject to the provisions of this Lease. Landlord shall have the right to designate a portion of the Area 2 Parking Lot for VIP parking ("VIP Parking Lot") and charge a fee to be retained by Landlord, for access to this area. The VIP Parking Lot is outlined on Exhibit "B" and shall not exceed 1,000 parking spaces unless agreed to in writing by Tenant.

### **1.03 Condition of Premises**

Tenant has examined the Premises and accepts it in its current "as is" condition. Except as specifically set forth in this Lease, no representations or warranties as to the condition of the Premises have been made by Landlord or its agents and Landlord shall have no liability to Tenant for any damage or injury caused by the condition of the Premises. Landlord acknowledges that Tenant intends to construct a "Renaissance Festival Theme Park" similar to the festivals operated as the "Arizona Renaissance Festival" and the "Carolina Renaissance Festival". The parties agree that common areas and structures shall be used for the mutual economic benefit of both parties and agree that several structures, including without limitation, the Equestrian Arena, Performing Stages, Restrooms and Food Concessions may be utilized by both Landlord and Tenant.

## **2. TERM**

### **2.01 20 Years**

The term of the Lease shall commence on the 1<sup>st</sup> day of September 2008 and shall continue until the 31<sup>st</sup> day of August 2028.

### **2.02 Options to Extend Lease**

Provided that Tenant is not in default pursuant to the provisions of this Lease, Tenant shall have the option to extend the term of the Lease for two (2) consecutive periods of five (5) years each. Tenant must give Landlord written notice of its intent to exercise these options on or before September 1, 2026 and September 1, 2031, respectively. Tenant's failure to exercise the first option shall automatically void the second option.

## **3. RENT**

### **3.01 Base Rent**

As minimum rent, Tenant agrees to pay Landlord Fifty Thousand and No/100 Dollars (\$50,000) per year.

### **3.02 Percentage Rent**

In addition to the Base Rent set forth above, Tenant agrees to pay Landlord five percent (5%) of the Gross Revenue derived by Tenant in excess of One Million Dollars (\$1,000,000) during each Renaissance Festival Year. A "Renaissance Festival Year" shall mean the period from September 1 through August 31 of each fiscal year. "Gross Revenue" shall mean income derived at the Renaissance Festival from the following sources:

- a) Gross Gate Receipts
- b) Craft Exhibitor Fees
- c) Food Revenues

The parties acknowledge that all VIP parking fees shall be retained by Landlord.

Tenant agrees to operate the Renaissance Festival in such a manner as to maximize Gross Revenue.

### **3.03 Audit**

For a minimum of three (3) years following the end of each Renaissance Festival Year, Tenant agrees to maintain complete and accurate books and records kept in accordance with generally accepted accounting practices so as to accurately depict the amount of Gross Revenue generated by Tenant. Upon request, Landlord shall be given access to Tenant's books and record for audit purposes.

### **3.04 Lease Payments**

Base Rent and Percentage Rent shall be payable on or before August 31 of each year during the term of the Lease. All payments shall be in lawful money of the United States of America and shall be paid without deduction or offset, prior notice or demand, and at such place or places as may be designated by Landlord. No payment of rent shall be deemed to be other than on account of the amount due and no endorsement or statement on any check or payment of rent shall be deemed an accord and satisfaction. Landlord may accept payment without prejudice to Landlord's right to recover the balance of such rent payment or pursue any other remedies available to Landlord.

### **3.05 Late Payments**

Tenant shall pay a late charge in the amount of five percent (5%) of any rental payment not received by Landlord within ten (10) days of its due date.

## **4. USE OF PREMISES**

### **4.01 Compliance with Laws**

Tenant shall promptly comply with all applicable laws and regulations of all federal, state, county and municipal governmental agencies having jurisdiction over the Premises.

### **4.02 Use by Landlord**

The parties acknowledge that Landlord may use the Renaissance Festival Site when the Oregon Renaissance Festival is not open for business. Landlord agrees to give Tenant written notice of the dates it intends to use the Premises. Landlord agrees to return the Premises in a good clean condition and to repair any damage caused to any property owned by Tenant.

### **4.03 Permits and Licenses**

Tenant shall obtain and maintain all necessary permits and licenses to operate the Oregon Renaissance Festival. Landlord shall cooperate with Tenant and assist in obtaining said permits and licenses. Landlord represents that it currently maintains a "walk around" liquor license which may be used by Tenant without any additional charge.

### **4.04 Non-compete**

Landlord will not allow a competing fair similar to the Oregon Renaissance Festival to be operated on its property or within a 50-mile radius of the existing site. Tenant acknowledges that Landlord intends to operate its Washington County Fair on property adjacent to the Premises. The parties agree to use their best efforts to promote each other's Fairs and to operate with minimal interference to the other.

## **5. IMPROVEMENTS**

### **5.01 Tenant Improvements**

Landlord hereby consents to Tenant improvements to the Premises including but not limited to utilities, perimeter fencing, pathways, theatrical stages, craft booths, food concession stands, front gate, ticket booth and equestrian arena. Said improvements are to be similar to those located at the Arizona Renaissance and Carolina Renaissance Festival Sites. All plans for Tenant improvements shall be submitted to Landlord for its review and approval. Any plans not rejected by Landlord within 30 days after submittal shall be deemed approved.

All Tenant's improvements shall be made at Tenant's sole cost and expense. Except as specifically designated, Tenant's improvements shall not be deemed a part of the real property but shall be owned by Tenant and may be removed from the Premises at any time during the term of the Lease or at its expiration. Notwithstanding the above, all improvements made to the equestrian Arena, front gate, ticket booth and perimeter fence shall be considered permanent improvements to Landlord's property and shall belong to Landlord at the end of the Lease term.

Tenant represents that it intends to invest a minimum of \$1,000,000 for Tenant improvements to the Premises prior to opening for business in July of 2009 and an additional \$1,000,000 for Tenant improvements on or before July 2013.

### **5.02 Use of Improvements by Landlord**

Except on days Tenant is open for business during the Renaissance Festival Season, (defined to be from June 1 through July 31 of each calendar year), Tenant acknowledges that Landlord may use Tenant improvements on a year round basis. Landlord agrees to repair any damage caused to Tenant improvements occasioned by Landlord's use thereof.

### **5.03 Maintenance of Premises and Improvements**

Tenant shall keep the Premises and Tenant improvements thereto in a clean, safe and sanitary condition; conform to all applicable laws, ordinances, regulations and codes; and regularly remove all trash and garbage from the Premises. Maintenance of the Parking Lot shall be the responsibility of Landlord.

## **6. REAL ESTATE TAXES**

### **6.01 Real Estate Taxes**

All real estate taxes assessed against the Premises, if any, shall be the responsibility of Landlord.

## **7. INSURANCE**

### **7.01 Property Coverage**

Tenant shall keep the Premises insured against fire and other risks covered by a standard fire insurance policy endorsement for extended coverage. Landlord shall not be responsible for coverage of Tenants improvements or personal property.

### **7.02 Liability Coverage**

Tenant shall maintain comprehensive general liability and property damage insurance; including automobile liability insurance and a fire legal liability endorsement plus dram shop coverage. Said comprehensive general liability insurance shall contain limits of not less than \$300,000 for injury to each person; \$1,000,000 for injury for each occurrence and \$1,000,000 for damage to property. Dram shop coverage shall not be less than \$ \_\_\_\_\_. The limits of insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon during the term of this Lease. Such insurance shall protect Landlord against claims of Tenant resulting from obligations assumed by Tenant under this Lease and shall name Landlord and its officers, agents and employees as additional insured's. Said insurance may not be terminated or cancelled without 30 days prior written notice to Landlord.

### **7.03 Workman's Compensation Coverage**

If Tenant is an employer as defined under the Oregon Worker's Compensation Law, Tenant shall comply with ORS 656.017 by providing worker's compensation coverage for all qualified employees. Tenant shall also provide Landlord with a certificate of its workmen's compensation insurance, if applicable.

### **7.04 Review of Insurance Coverage**



Certificates of insurance shall be provided to Landlord throughout the term of this Lease. The adequacy of said insurance shall be subject to the approval of Landlord. Tenant's failure to maintain the insurance set forth above and to cure said failure within thirty (30) days after written notice from Landlord shall be grounds for the immediate termination of this Lease by Landlord.

#### **7.05 Subrogation**

Neither party shall be liable to the other for any loss or damage caused by fire or any other risks enumerated in a standard fire insurance policy and in the event of an insured loss, neither party's insurance company shall have a subrogation claim against Tenant or Landlord.

### **8. HOLD HARMLESS AND INDEMNITY**

#### **8.01 Hold Harmless and Indemnity**

Each party shall indemnify, defend and hold the other harmless from any and all claims arising from the use of the Premises or from the conduct of its business in or about the Premises and shall further indemnify, defend and hold the other harmless from and against any and all claims arising from any breach or default in the performance of any obligation to be performed under the provisions of this Lease or arising from any act or omission of either party, or any of its agents, contractors, employees, or invitees and from any and all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claim, action or proceeding brought thereof. Obligations under this Paragraph shall survive the termination of this Lease. Nothing contained herein shall be deemed a waiver of any defenses or limits available under the Oregon Tort Claims Act.

### **9. CANCELLATION OF LEASE BY LANDLORD**

#### **9.01 Landlord's Right to Terminate Lease and Compensation to Tenant**

Tenant acknowledges that during the term of the Lease, Landlord may receive a bona fide offer for an alternate use of the Premises. Landlord acknowledges that Tenant intends to invest extensive capital and resources into this Renaissance Festival Project. Therefore, in the event Landlord elects to cancel this Lease prior to the end of the Lease term, or in the event that Tenant's Lease is cancelled under the power of eminent domain, Landlord agrees to compensate Tenant as follows:

- a) Reimbursement of the unamortized cost of all capital improvements made by Tenant; plus
- b) Damages equal to the average Gross Revenue produced by Tenant for the last three (3) years of operation prior to termination of the Lease multiplied by four (4).

Notwithstanding the above, Landlord may not exercise this right of cancelation on or before September 1, 2018.

## **10. UTILITY SERVICE**

### **10.01 Payment for Utility Service**

Tenant agrees to pay for all utility services used during its hours of operation. Any charges for utility service used by third parties shall be paid for by said third parties.

## **11. SURRENDER OF PREMISES**

### **11.01 End of Each Festival Season**

At the end of each Renaissance Festival Season Tenant shall clean the Premises, remove all debris and trash and promptly secure all Renaissance buildings and structures.

### **11.02 End of Lease Term**

Upon termination of the Lease, Tenant shall peaceably surrender the Premises and remove all personal property, including all buildings used exclusively by Tenant, unless Landlord requests said personal property to remain and agrees to compensate Tenant for the fair value of said personal property.

## **12. CASUALTY DAMAGE**

### **12.01 Casualty Damage**

If the Premises is damaged by casualty, said damage shall be repaired within a reasonable period of time. If said damage cannot be restored within 180 days then either party may terminate this Lease upon written notice to the other sent within 60 days after the date of said casualty.



### **13. DEFAULT**

#### **13.01 By Tenant**

If Tenant shall default pursuant to the terms of this Lease and fail to cure said default within thirty (30) days after written notice thereof, Landlord may terminate this Lease and retain all capital improvements made by Tenant without further compensation to Tenant.

#### **13.02 By Landlord**

If Landlord shall default pursuant to the terms of this Lease and fail to cure said default within thirty (30) days after written notice thereof, Tenant may cure said default on behalf of Landlord and seek monetary damages against Landlord or may offset said expense against future rent payments due and payable to Landlord.

#### **13.03 Arbitration**

In the event that either party alleges a breach of this Lease, the matter shall be submitted to binding arbitration in accordance with rules published by the American Arbitration Association. Any award entered pursuant to arbitration shall final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

### **14. ASSIGNABILITY**

#### **14.01 Right to Assign Lease**

Tenant may not assign this Lease or sublease any portion of the Premises (other than subleases made in the ordinary course of Tenant's business re: leases with artisans) without the prior written consent of Landlord. Tenant acknowledges that Landlord may assign its interest in the Lease or sublet the Premises without Tenant's consent, provided that said assignment shall not interfere with the intended operation of Tenant's Renaissance Festival.

## **15. MECHANICS LIENS**

### **15.01 Removal of Liens**

Neither Tenant nor anyone claiming through Tenant, shall have the right to file mechanics liens or any other type of lien against the Premises and the filing of this Lease constitutes notice that such liens are invalid. Further, Tenant agrees to give actual advance notice to any contractors, subcontractors or suppliers of goods, labor or services that such liens will not be valid.

### **15.02 Performance Bond**

If requested by Landlord, Tenant shall be required to post a performance bond or deposit funds in escrow to cover the cost of any improvements to be constructed on the Premises.

## **16. PARTICIPANT CAMPGROUNDS**

### **16.01 Location of Campgrounds**

Landlord acknowledges that Tenant shall require RV facilities for the use of Tenant's exhibitors and entertainers during the Renaissance Festival Season. Landlord agrees to allow Tenant to construct RV pads behind craft booths located on the Premises. Provided that Tenant complies with all government regulations, Tenants participants shall be allowed to use said RV pads during the Renaissance Festival Season.

## **17. COSTS AND ATTORNEY'S FEES**

### **17.01 Prevailing Party to be Awarded Reasonable Costs and Attorney's Fees**

If any litigation, including without limitation arbitration procedures, shall be commenced pursuant to the provisions of this Lease, the prevailing party shall be entitled to recover, in addition to costs, such sum as may be adjudged reasonable as attorney's fees including fees incurred on appeal.

## **18. NOTICES**

### **18.01 Notices**

Notices under this Lease shall be served in writing and forwarded by mail, postage prepaid and addressed as follows:

To Landlord: Washington County Fair Complex  
873 NE 34<sup>th</sup> Ave  
Hillsboro, OR 97124

To Tenant: Oregon Renaissance Festival LLC  
5005 Old Cedar Lake Road  
St. Louis Park, MN 55416  
Attn: Robert Levine

Such addresses may be changed from time-to-time by either party by providing notice as set forth above.

## **19. HAZARDOUS MATERIALS**

### **19.01 Definition of Hazardous Materials**

“Hazardous Material” means any material or substance which may pose a present or future threat to human health or the environment, including hazardous waste as that term is used in Resources Conservation and Recovery Act (42 USC 6901 et seq).

### **19.02 Use of Hazardous Materials**

Landlord and Tenant warrant and represent that they shall not store, generate, release, deposit or omit any hazardous material in connection with their use of the Premises. Both parties agree to comply with all laws governing hazardous materials.

### **19.03 Indemnification**

Each party shall indemnify, defend and hold each other harmless from and against any costs or expenses incurred with respect to violation of Paragraph 19.

## **20. SEVERABILITY**

### **20.01 Provisions Severable**

If any portion of this Lease is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If any provision may be valid and enforceable by limiting said provision then such provisions shall be deemed to be enforced as limited.

## **21. WAIVER**

### **21.01 Failure to Enforce**

The failure of either party to enforce any provision of this Lease shall not constitute a waiver or limitation of that party's right to subsequently enforce compliance with said provision.

## **22. CONSENT**

### **22.01 Not Unreasonably Withheld or Delayed**

Whenever a party's consent is requested pursuant to the provisions of this Lease, said consent shall not be unreasonably withheld or delayed.

## **23. CUMULATIVE RIGHTS**

### **23.01 Not Exclusive**

The rights of the parties under this Lease are cumulative and shall not be contrived as exclusive unless otherwise required by law.

**24. NONDISCRIMINATION**

**24.01 No Acts of Discrimination**

Tenant agrees not to discriminate against any individual on the basis of sex, race, color, religion, creed, marital status, age, national origin or disability.

**25. GOVERNING LAW**

**25.01 Oregon Law Shall Prevail**

This Lease shall be construed in accordance with the laws of the State of Oregon.

**26. ENTIRE AGREEMENT/AMENDMENTS**

**26.01 Entire Agreement**

This Lease contains the entire agreement of the parties and there are no other promises or conditions not contained herein. This Lease may be modified or amended only in writing executed by both parties.

**IN WITNESS WHEREOF**, the parties have executed this Lease as of the date first above written.

Washington County, a political  
subdivision of the  
State of Oregon

Oregon Renaissance Festival LLC,  
an Oregon Limited Liability  
Corporation

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_



**WASHINGTON COUNTY  
BOARD OF COMMISSIONERS**

**Oregon Renaissance Festival**

Worksession

Tuesday, February 13, 2007

Don G. Hillman CFE  
Executive Director  
Washington County Fair Complex

















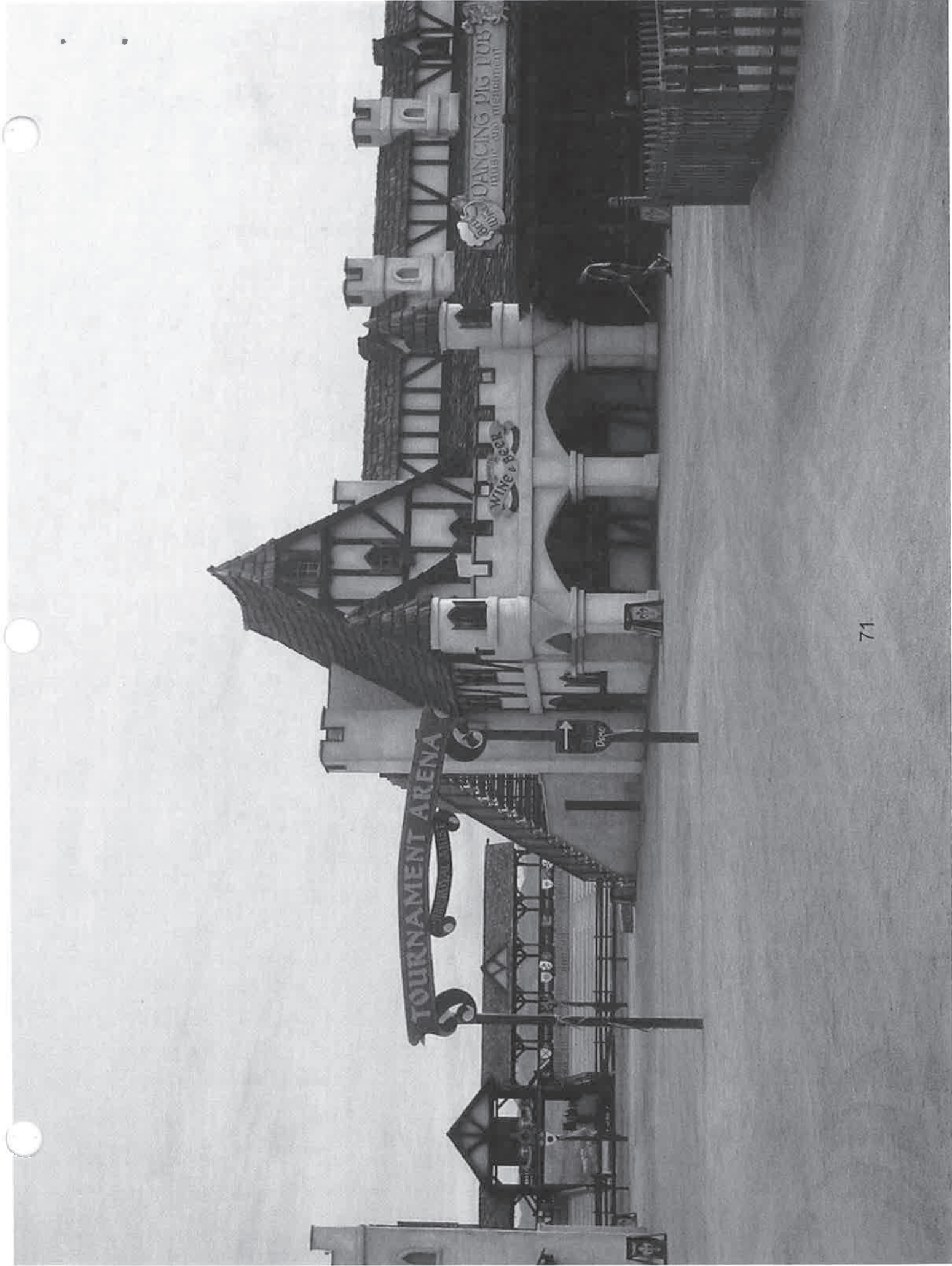




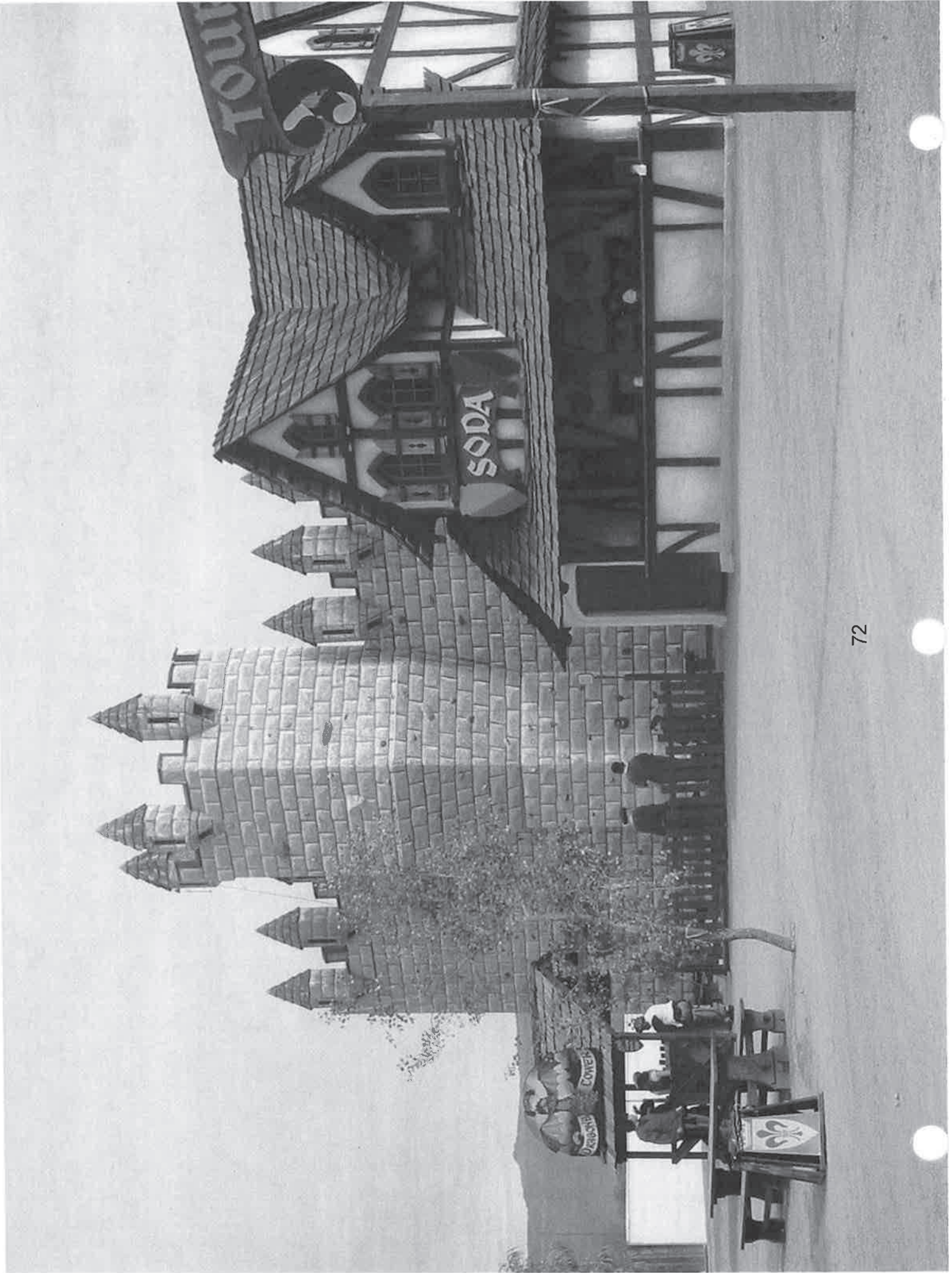












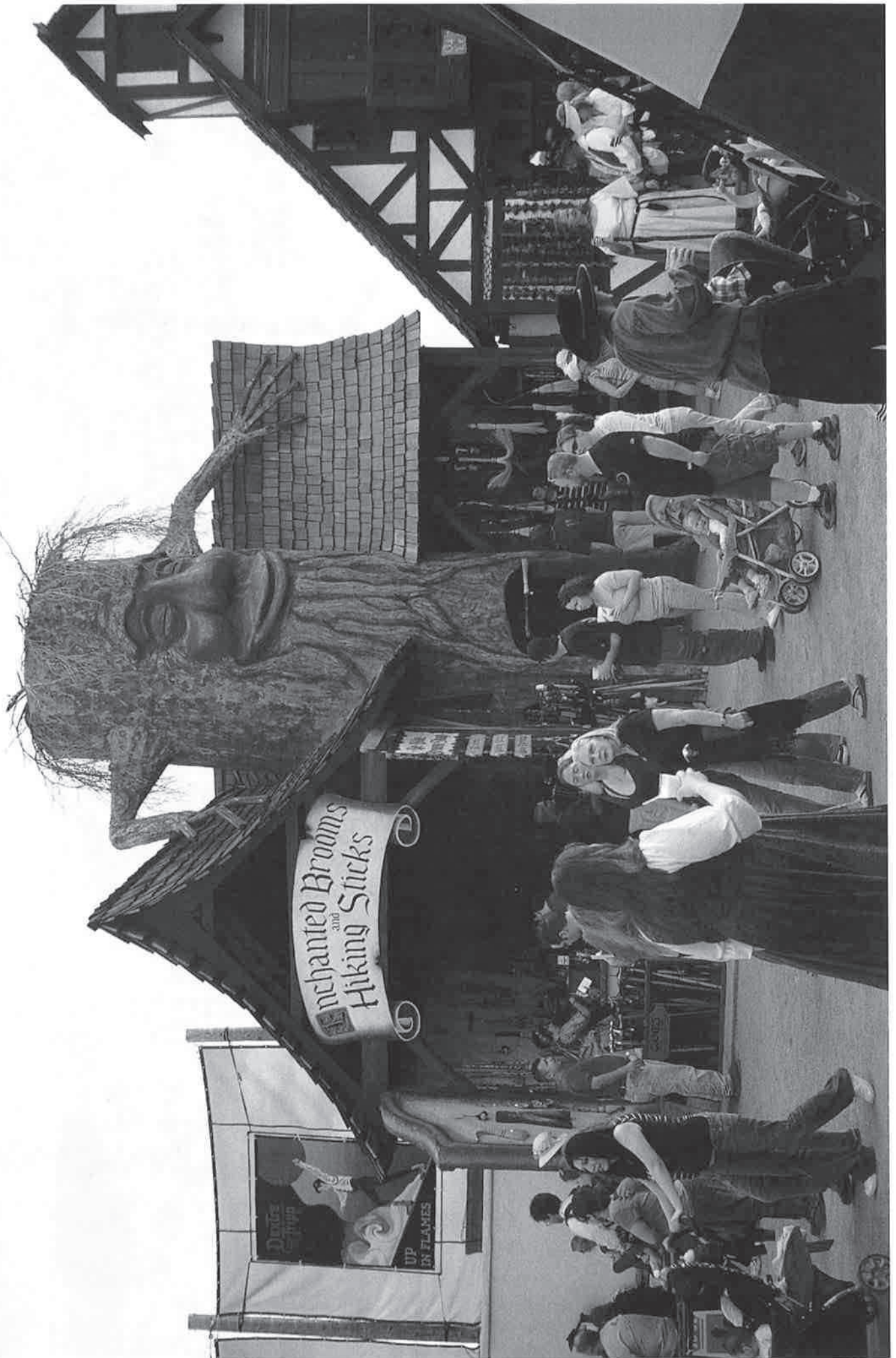
































**County of Washington**

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

## **FAX MEMORANDUM**

**Date:** February 28, 2008

**To:** Washington County Fair Complex Board  
Washington County Fair Complex

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

**Re:** Renaissance Faire Update

Members of the Revitalization Task Force, Fair Complex Board Members, staff and other interested parties have visited the Arizona Renaissance Festival during February.

A pre-trip meeting of the Task Force and those planning to attend the event was held prior to their departure.

Any decision regarding the proposed Oregon Renaissance Festival is still pending.



## NEW BUSINESS



County of Washington

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

## MEMORANDUM

**Date:** February 26, 2008

**To:** Washington County Fair Complex Board  
Washington County Fair Complex

**From:** Leah E. Perkins-Hagele, Fair Coordinator,  
Washington County Fair Complex

**Re:** Fair Ambassador Scholarship Program

Staff was requested at the February 2008 Board Meeting to bring back information on a possible Queen/Ambassador program.

Since there will not be a traditional rodeo at the 2008 County Fair, staff has found that many Fairs have Ambassador Scholarship programs. Below are just a few examples of Fair's that currently have established and successful Fair Ambassador Scholarship Programs that are open for young men and women.

Spokane Valley Interstate Fair, Spokane, WA  
Chelan County Fair, Cashmere, WA  
Alameda County Fair in Pleasanton, CA  
Ozark Empire Fair, Springfield MO  
Sioux County Youth Fair, Hull, Iowa  
State Fair of Texas, Austin, TX

Most programs have multiple ambassadors and each ambassador is given a scholarship amount anywhere between \$200 - \$5,000 each. Ambassadors are assigned to official appearances throughout the area prior to the Fair and given specific tasks during the Fair, such as hosting hospitality, greeters, working as customer service reps, in the information booths, introducing entertainment, hosting and judging special contests, flag ceremonies, award ceremonies, etc.

After reviewing these programs and many others, staff feels that adding an Ambassador Scholarship Program is a great way to get youth participating in the Fair in a non-traditional capacity.

The program would be open to all Washington County high school juniors and seniors. Up to 3 ambassadors would be selected. Each ambassador would be awarded a \$1000 scholarship. Applications would go out to schools immediately with a deadline of May 2nd. Applications would be reviewed and scored by Staff and interviews would be held for the finalists by a panel of Fair Board Members and Staff. The ambassadors would be selected by the end of May and the announcement would be made at the June Board Meeting.

The ambassadors would begin on July 1st and end after the Fair. They will make public appearances speaking about the Fair throughout the county both as a team and individually. When not making public appearances the ambassadors would be working with staff and learning about the production of the event, PR, marketing, etc. During the Fair they would be assigned various roles. Board Members and staff would need to act as chaperones for the Ambassadors.

It would take an estimated \$5000 to operate this program, with \$3000 of it being the scholarships. The remaining \$2000 would go towards clothing, photography, food and mileage expenses.

## ANNOUNCEMENTS





**Calendar of Events**  
**March 2008 – July 2008**

<b>Date</b>	<b>Event</b>	<b>Location</b>
<b>March</b>		
5	Board Meeting	Floral Building (4:30 PM)
5	Booster Meeting	Floral Building (7:00 PM)
<b>April</b>		
2	Board Meeting	Floral Building (4:30 PM)
2	Booster Meeting	Floral Building (7:00 PM)
<b>May</b>		
7	Board Meeting	Floral Building (4:30 PM)
7	Booster Meeting	Floral Building (7:00 PM)
26	Memorial Day	Office Closed
<b>June</b>		
4	Board Meeting	Floral Building (4:30 PM)
4	Booster Meeting	Floral Building (7:00 PM)
<b>July</b>		
2	Board Meeting	Floral Building (4:30 PM)
2	Booster Meeting	Floral Building (7:00 PM)
4	Holiday	Office Closed
7 – 13	4H Horse Fair	Arena and Stable Area
24 – 27	Washington County Fair	Fair Complex



## CORRESPONDENCE



# ORAL COMMUNICATIONS



## OTHER MATTERS OF INFORMATION





## Washington County Fair Complex Boosters Meeting Minutes

February 6<sup>th</sup>, 2008

**President Lyle Spiesschaert** called the meeting to order at 7:00 pm in the Floral Building of the Fair Grounds. There were 32 members present.

**Minutes of January 2<sup>nd</sup>, 2008** were approved as corrected. The third to the last paragraph should have read, *Bill Ganger made a motion: To have all four officers' signatures on the bank card, with two signatures required on checks. The officers are President Lyle Spiesschaert, Vice President Charles Vandehey, Treasurer Dave Rohr, and Secretary Judy Marsh. With all previous signers on the financial accounts rescinded.* Inez Griffels seconded it. Passed unanimously.

**Treasurer's report was given.** There was a motion to accept the report, it was seconded and passed unanimously. Inez Griffels made a motion to accept the bills for payment. George Horner seconded. Passed unanimously.

**Budget was presented.** Tom Black brought up Winter Market as not being a line item with a budgeted amount. Discussion followed. It was thought that it could be added later and not tie up any money on a certain line item, if it did not happen. Bill Ganger made a motion to accept the budget. Sheila Day seconded. Passed unanimously.

**Executive Committee-** The next committee meeting will be February 27, 2008 at Lyle's.

**Fair Board Report-** Dan reported the fair office staff was thinking about bringing back the Rodeo Queen for fair – she would be the fair ambassador. Also the swine barn restoration Don Mccoun made a motion to have the board give \$1,000 towards the project. They also talked about have the Booster remove/or move our booth to another spot so they could put in more bleachers. The Amphitheater will be in use for two days for a Latino show. There was also talk about a new modular for the Complex Office.

**Revitalization Committee** – The committee is going to Arizona to look at the Renaissance Fair. After a large discussion it was thought that the Boosters should write a letter to the county commissioners explaining our concerns and reasons why the Renaissance Fair does not fit the master plan. Dave Rohrer also thought it would be a good idea if one or two of our members went along to gather information about the operation. Fred Scheller made a motion to have two members go on the trip to the Renaissance Fair and have the Booster pay for the airfare. Seconded by Meril Akins. Passed unanimously. There will also be out reach meeting in February/March for the public to see the new design of the Complex and to offer their suggestions.

**Historical Task Force** – This committee is made up of Inez Griffels as chairperson, with Sheila Day, Fred Scheller, Al & Judy Goldman, Lyle Spiesschaert. Inez talked to us about what was discussed at they first meeting. Also told us that the Fair Board has also posted minutes from the Fair Board dating back to 1931 on their web site. March 25, 1854 was the very first meeting of the Fair Board. It was suggested to make a book about the first 100 years of the fair and maybe a DVD of it.

**Water Feature-** Bill Ganger said that we are having problems with the electrical fountain. Fairside Electric is going to come out and check the pump's wiring. Bill will also take the pump to the shop to check it out.

**Website** – Tom Black reported that Ryan (webmaster) corrected the calendar. Tom was also asked to revamp the tabs. Also provide a Task Force tab that links directly to their web site.

**Oregon Fair Association Conference:** Kathy Schmidtkofer, Sheila Day and Lyle Spiesschaet went to some of the seminars and checked out the entertainment booths. They reported on a successful conference.

The membership decided it was time to have envelopes with our return address on them printed up. We will use a letterhead that can be printed as each letter is written.

**2008 Fair** – Community News Paper is thrilled to have us help them staff the information booth. There was talk of ideas for the booth. Past-Present-Future is one. We would staff the booth with knowledgeable Boosters at all time. Tom Black has offered to chair this committee.

**Rodeo Queen** - Christina Lorenz would like to see the Fair have a 2008 Washington County Rodeo Queen. Don Hillman said there is too much cost in the Rodeo Queen program for what they get out of it. Jim Clute made a motion to have the Boosters advocate to restore a Washington County Rodeo Queen. Meril Akins seconded it. Passed.

**Brian Herinckx Memorial** - Bill Ganger talked about ideas for a memorial for Brian Hernickx. The weight scales put in a permanent location in a barn, a scholarship for 4-H & FFA swine kids majoring in Agriculture, replacing the scales in the swine barn are a few ideas that he brought up. John Stables talked about the memorial that the Hillsboro FFA Chapter started. It would be new pens, concrete slab and new structure. The old barn would be the show ring. John talked about the cost and how portable the building would be. He is looking for donations to make their goal of \$25,000. Joe Evers made a motion that the Boosters give \$5,000 for the memorial fund to build the swine barn. George Horner seconded it. Discussion followed. Fred Scheller made a motion to postpone the previous motion until the next meeting. Sheila Day seconded. Passed. Discussion will continue at the March meeting.

**Parade Committee** – Tom Black, Glenda Dryden, Sheila Day and Eileen are on the committee to put together the float for the St. Patrick's Day Parade.

**Tuesday Market** - Sheila Day report on the appreciation dinner in honor of all the vendors at Hillsboro Tuesday Market. She said the food was really good.

**Boys Scout Project** - Tom Black told us that Josh's Boys Scout kiosk project has been canceled by Josh. There were too many changes and demands for the Fair Staff that were not consistent with the goals of the project. Tom is still working with the Scouts. There are two other projects underway, one is working with the Master Gardeners and the other is fixing up the Booster Food Booth. The Scouts will come back to us with plans and cost.

Meeting was adjourned at 8:45pm.

Respectfully submitted,

Judy Marsh Secretary

**Next meeting is March 5<sup>th</sup>, 2008  
7:00 pm – Floral Building**



## Donate to FFA swine barn in memory of Brian Herinckx

Friday, February 01, 2008

**The Hillsboro Argus**

An account has been established at Oregon First Community Credit Union for FFA donations in behalf of Brian Herinckx.

Brian E. Herinckx, 50, of Cornelius, died Jan. 9, 2008, as the result of a motor vehicle accident. He worked for the City of Hillsboro for over seven years as a public works employee. He also worked in fabrication and welding for several shops throughout the Verboort area.

Herinckx was the president of the Washington County Livestock Association, a mentor for his children's FFA and 4-H projects, and a cook at the Verboort sausage dinner.

He liked to build things from metal; hunt elk, deer and ducks; work in his garden; and visit his parents. He traveled to France, Italy, the Dominican Republic and Ireland.

The Hillsboro FFA Alumni ask that donations be made in memory of Brian Herinckx to help renovate a swine barn for the FFA. Oregon First Community Credit Union is at 434 SE Washington in Hillsboro. The credit union's number is 503-648-8642.

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"Two-thirds of the county population is east of 185th," said Fairgrounds Task Force member Jack Franklin. "We have to convince them this thing is going to fly."

Franklin said he still favored the idea of putting out a nationwide request for proposals to see if there were better entertainment alternatives for the western side of the grounds.

"We need a plug, a carrot, a piece of chocolate candy, that will get people from the east side to think this is important to them," he said.

Citizen Steve Griffels said he and his wife visited Royal Faire's North Carolina fair last fall. He said the rural site was much bigger than the proposed 17-acre site just off the MAX light rail line.

Task Force Chairman Tom Brian said he spent all day in the sun at the Arizona festival last year, and said one idea came to mind after several hours walking.

"This could be a lot smaller," he said.

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