

# NOTICE OF MEETING

Washington County Fair Board  
Wednesday, May 1, 2002 at 4:30 p.m.  
Fair Complex Office Conference Room  
Hillsboro, Oregon

Kathy Christy, President  
A. Richard Vial, Vice President      Lyle Spiesschaert, Treasurer  
Sheila Day, Member                      Ken Leahy, Member

## 86 Days to the 2002 Washington County Fair & Rodeo

- A. **Call the Regular Meeting to Order:** All matters noticed and listed on this agenda, in any category, may be considered for action in any order at the discretion of the Board President. Items not so noticed may be discussed at the discretion of the Board President, but cannot be considered for action.
- B. **Public Welcome – Audience Time:** This time is provided for members of the audience to comment on any item(s) not on the regular agenda. At the discretion of the Board President, each individual's comments may be limited to two minutes. Audience members, when recognized by the Board President, may also comment at the time agenda topics are being discussed by the Board. It is requested that those addressing the Board state their full name, address and organization represented.
- C. **Consent Agenda:** All Consent Agenda items shall be approved without discussion and with one motion except those items removed from the Consent Agenda by a Board member or a member of the public attending the meeting so requesting. If a matter is removed, it shall then be considered, discussed and voted on individually, after the Consent Agenda has been approved.
  - A. Financial Statements
    - 1. Budget Overview – February and March 2002
    - 2. Balance Sheet – February and March 2002
    - 3. Cash Flow Statement – February and March 2002
    - 4. Deposits and Disbursement Statement – February and March 2002
    - 5. ATM Statement – February 2002
    - 6. Other, if any
  - B. Minutes
    - 1. Fair Board Minutes – April 2002
    - 2. Rodeo Committee Minutes – April 2002
    - 3. Fair Booster Meeting Minutes – April 2002
  - C. Facility Use Schedule – May 2002
  - D. Other, if any

**4. *Special Reports***

- A. Rodeo Committee Report – Cody Feinauer, Rodeo Committee Chair
- B. 4-H Report – John Baggott, 4-H Extension Service
- C. Fair Boosters Report – Bill Duerden, Booster President
- D. Maintenance Report – Alex Brander, Fair Operations Manager
- E. Other, if any

**5. *Old Business***

- A. Task Force Update – Board Member Leahy or Vial
- B. Insurance Update – Executive Director Hillman
- C. Other, if any

**6. *New Business***

- A. Recommendation - Washington County Event Center Task Force
- B. Redevelopment Project - Additional Funding Request
- C. Transfer of Property to Washington County Historical Society
- D. Admission and Parking Policy – Draft
- E. Poker Ride Request – Approval Required
- F. *Hillsboro Argus* Partnership
- G. Airshow Parking and RV Fees
- H. Executive Director Evaluation – Discussion
- I. Other, if any

**7. *Announcements***

- A. Calendar of Events
- B. Contracts Calendar
- C. Greater Hillsboro Area Chamber of Commerce Annual Banquet (Thursday, May 16)
- D. Other, if any

**8. *Correspondence***

- A. OFA Communication – Spring Conference and Board Meeting
- B. Other, if any

**9. *Board Communications***

**10. *Other Matters of Information***

- A. Sponsorship Report – Update
- B. PRCA Application
- C. WPRA Application
- D. Newspaper Articles
- E. Other, if any

*Adjourn*

\*\*Executive Session pursuant to ORS 192.610-192.690 to discuss Personnel issues immediately following the regular Fair Board meeting if deemed necessary.

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

# FINANCIAL STATEMENTS

Washington County Fair Complex  
Balance Sheet Prev Year Comparison  
As of February 28, 2002

	Feb 28, 02	Feb 28, 01	% Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
0900 · West Coast Bank	15,213.67	20,090.13	(24.3)%
0925 · West Coast Bank-ATM Transfer	18,860.00	0.00	100.0%
0950 · West Coast Bank-Premium	204.29	120.34	69.8%
1000 · US Bank	0.00	0.00	0.0%
1010 · Wells Fargo	0.00	0.00	0.0%
1020 · Pool #4486	123,364.71	154,323.54	(20.1)%
1030 · EXPO	0.00	0.00	0.0%
1040 · Petty Cash	200.00	0.00	100.0%
1050 · ATM Machine	(60.00)	0.00	(100.0)%
1080 · Wash. Co. Hotel/Motel Tax Fund	243,790.95	235,284.78	3.6%
Total Checking/Savings	401,573.62	409,818.79	(2.0)%
Accounts Receivable			
1200 · Accounts Receivable	(12,478.80)	0.00	(100.0)%
Total Accounts Receivable	(12,478.80)	0.00	(100.0)%
Other Current Assets			
1120 · Inventory Asset	0.00	0.00	0.0%
1499 · Undeposited Funds	0.00	0.00	0.0%
Total Other Current Assets	0.00	0.00	0.0%
Total Current Assets	389,094.82	409,818.79	(5.1)%
Fixed Assets			
200 · Buildings	0.00	0.00	0.0%
210 · Land	0.00	0.00	0.0%
220 · Equipment	0.00	0.00	0.0%
300 · Accumulated Depreciation	0.00	0.00	0.0%
Total Fixed Assets	0.00	0.00	0.0%
Other Assets	0.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>389,094.82</b>	<b>409,818.79</b>	<b>(5.1)%</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	0.00	0.00	0.0%
Total Accounts Payable	0.00	0.00	0.0%
Credit Cards			
01 · Home Depot	0.00	0.00	0.0%
02 · United Grocers	0.00	0.00	0.0%
03 · Office Depot	0.00	0.00	0.0%
04 · West Coast Bank Visa	888.42	0.00	100.0%
Total Credit Cards	888.42	0.00	100.0%
Other Current Liabilities			
2100 · Payroll Liabilities	0.00	0.00	0.0%
Total Other Current Liabilities	0.00	0.00	0.0%
Total Current Liabilities	888.42	0.00	100.0%
Long Term Liabilities	0.00	0.00	0.0%
Total Liabilities	888.42	0.00	100.0%
Equity			
3000 · Opening Bal Equity	220.75	0.00	100.0%
3900 · Retained Earnings	421,385.98	348,131.39	21.0%
Net Income	(33,400.33)	61,687.40	(154.1)%
Total Equity	388,206.40	409,818.79	(5.3)%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>389,094.82</b>	<b>409,818.79</b>	<b>(5.1)%</b>

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# Washington County Fair Complex Profit & Loss Budget Overview February 2002

	Feb 02	Budget	% of Budget
<b>Income</b>			
<b>A · STATE FUNDS</b>			
001 · Racing Commission	0		
002 · Apportionment	0		
003 · Merit Rate	0		
004 · Dept. of Economic Development	0		
A · STATE FUNDS - Other	0		
<b>Total A · STATE FUNDS</b>	0		
<b>B · SPECIAL FUNDS</b>			
005 · Grants	0		
006 · Funds Borrowed	0		
007 · RE Sold/Leased	0		
B · SPECIAL FUNDS - Other	0		
<b>Total B · SPECIAL FUNDS</b>	0		
<b>C · DEDICATED FUNDS</b>			
008 · Horse Stall Construction Fund	0		
009 · Hotel/Motel Tax	29,573		
C · DEDICATED FUNDS - Other	0		
<b>Total C · DEDICATED FUNDS</b>	29,573		
<b>D · INTERIM INCOME</b>			
<b>010 · Rent &amp; Storage</b>			
010A · National Guard Armory	0		
010B · Main Exhibit Hall	1,114		
010C · Cloverleaf Building	1,899		
010D · Arts & Crafts Building	0		
010E · Friendship Square	0		
010F · Floral Building	0		
010G · Grounds/General	0		
010H · Main Arena	0		
010J · RV/Boat Storage/Barns	76		
010K · Interim Use Concessions	195		
010 · Rent & Storage - Other	574		
<b>Total 010 · Rent &amp; Storage</b>	3,858		
011 · Damage Deposits	282		
012 · Advertising Sold	0		
013 · Gate Changes	0		
014 · Interest Income	722		
015 · Shows/Entertainment	0		
016 · Parking Fees	0		
017 · Miscellaneous Income	3,515		
<b>018 · RV Parking</b>			
018A · RV Parking/Short Term	390		
018B · RV Parking/Long Term	0		
018 · RV Parking - Other	0		
<b>Total 018 · RV Parking</b>	390		
020 · ATM Fees Income - Interim	0		
D · INTERIM INCOME - Other	0		
<b>Total D · INTERIM INCOME</b>	8,767		

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# Washington County Fair Complex

## Profit & Loss Budget Overview

February 2002

	Feb 02	Budget	% of Budget
<b>E · FAIR INCOME</b>			
028 · ATM Fees Income - Fair	0		
030 · Youth Admission	0		
031 · Other Admission	0		
032 · Concessions/Booths	0		
033 · Sponsorships	0		
034 · Advertising Sold	0		
035 · Gate Charge	0		
036 · Carnival Income	0		
037 · Entry Fees	0		
038 · Parking Fees	0		
039 · Rodeo Sponsorships	0		
040 · Horse Show	0		
041 · Miscellaneous	0		
042 · Rodeo Admissions	0		
043 · Main Stage	0		
044 · Arena Admissions	0		
045 · Amphitheater Concessions	0		
046 · Rodeo Miscellaneous	358		
047 · Horse Stall Rentals	0		
E · FAIR INCOME - Other	0		
<b>Total E · FAIR INCOME</b>	<b>358</b>		
<b>G · BINGO</b>			
070 · Sessions	0		
071 · Food	0		
072 · Operating Charges	0		
G · BINGO - Other	0		
<b>Total G · BINGO</b>	<b>0</b>		
<b>Total Income</b>	<b>38,699</b>		
<b>Cost of Goods Sold</b>			
5000 · Cost of Goods Sold	0		
<b>Total COGS</b>	<b>0</b>		
<b>Gross Profit</b>	<b>38,699</b>		
<b>Expense</b>			
6560 · Payroll Expenses	0		
6999 · Uncategorized Expenses	0		
<b>AE · PERSONNEL</b>			
101 · Salaries	27,798		
102 · O.P.E.	11,904		
AE · PERSONNEL - Other	0		
<b>Total AE · PERSONNEL</b>	<b>39,701</b>		
<b>BE · INTERIM OPERATIONS</b>			
107 · Office Expense	264		
108 · Telephone	859		
109 · Printing	274		
110 · Postage	140		
111 · Equip/Bldg Rental			
111A · Equipment Rental	215		
111B · Armory Rental	0		
111 · Equip/Bldg Rental - Other	0		
<b>Total 111 · Equip/Bldg Rental</b>	<b>215</b>		
112 · Utilities	6,614		

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# Washington County Fair Complex Profit & Loss Budget Overview February 2002

	Feb 02	Budget	% of Budget
113 · Repair & Maintenance			
113B · Main Exhibit Hall R & M	270		
113C · Cloverleaf R & M	0		
113D · Arts & Crafts R & M	0		
113E · Friendship Square R & M	0		
113F · Floral Building R & M	0		
113G · Grounds/General R & M	1,810		
113H · Main Arena R & M	0		
113J · Barns R & M	0		
113L · Equipment R & M	86		
113 · Repair & Maintenance - Other	159		
Total 113 · Repair & Maintenance	2,326		
114 · General Supplies	359		
115 · Legal Notices	0		
116 · Gate Change	0		
117 · Parking	0		
118 · Travel & Training	4,203		
119 · Legal Fees	395		
121 · Professional Svcs.	238		
122 · Insurance & Bond	0		
123 · Private Mileage	0		
124 · Car Allowance	0		
131 · Advertising & P.R.	603		
132 · Board Expense	41		
133 · Dues, Licenses, Fees	32		
149 · Misc. Materials & Svcs.	0		
150 · Refunds	0		
151 · County Indirect Cost	0		
153 · Petty Cash	0		
154 · RV Park			
154A · RV Park Repair & Maint.	0		
154B · RV Park Hotel/Motel Tax	0		
154 · RV Park - Other	0		
Total 154 · RV Park	0		
155 · ATM Expense - Interim	0		
BE · INTERIM OPERATIONS - Other	0		
Total BE · INTERIM OPERATIONS	16,565		
CE · FAIR OPERATIONS			
175 · Printing	0		
176 · Utilities	0		
177 · Gate Change	0		
178 · Parking	0		
179 · Professional Svcs.	0		
180 · Advertising	75		
181 · Refunds	0		
182 · Miscellaneous	0		
183 · Decorations	0		
184 · Equipment Rental	0		
185 · Horse Stall Rental	0		
186 · Restroom Service	0		
187 · Repair & Maintenance	0		
188 · Materials & Supplies	0		
189 · ATM Expense - Fair	0		
CE · FAIR OPERATIONS - Other	0		
Total CE · FAIR OPERATIONS	75		

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# Washington County Fair Complex

## Profit & Loss Budget Overview

February 2002

	Feb 02	Budget	% of Budget
DE · EXHIBITS/COMPETITIONS			
211 · Awards FFA	0		
212 · Personnel FFA	0		
213 · Other FFA	0		
221 · Awards 4-H	0		
222 · Personnel 4-H	0		
223 · Other 4-H	0		
231 · Awards Open Class	0		
232 · Personnel Open	0		
233 · Other Open Class	0		
DE · EXHIBITS/COMPETITIONS - Other	0		
Total DE · EXHIBITS/COMPETITIONS		0	
EE · RODEO			
311 · Prize Money	0		
312 · Personnel	0		
313 · Stock Contract	0		
314 · Special Awards	0		
315 · Exceptional Kid's Rodeo	0		
316 · Promotion	75		
317 · Materials & Supplies	0		
318 · Board Expense	42		
319 · Other (Fees & Dues)	0		
320 · Queen	18		
321 · Rental Equipment	0		
322 · Money Raising Projects	0		
323 · Petty Cash	0		
EE · RODEO - Other	0		
Total EE · RODEO		135	
GE · SHOWS & ENTERTAINMENT			
324 · Main Stage	0		
325 · Grounds Entertainment	0		
326 · Associated Costs-Main	0		
327 · Associated Costs-Grounds	0		
328 · Touch & See	0		
GE · SHOWS & ENTERTAINMENT - Other	0		
Total GE · SHOWS & ENTERTAINMENT		0	
HE · INTERIM ENTERTAINMENT			
375 · Interim Shows	0		
HE · INTERIM ENTERTAINMENT - Other	0		
Total HE · INTERIM ENTERTAINMENT		0	
IE · BINGO-EXPENSE			
401 · Personnel	0		
402 · Supplies	0		
403 · Mileage	0		
404 · Food	0		
405 · Advertising	0		
406 · Equipment Repairs	0		
407 · Operating Change	0		
408 · Dues, Licenses, Fees	0		
IE · BINGO-EXPENSE - Other	0		
Total IE · BINGO-EXPENSE		0	



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Washington County Fair Complex  
Profit & Loss Budget Overview  
February 2002

	<u>Feb 02</u>	<u>Budget</u>	<u>% of Budget</u>
JE · CAPITAL OUTLAY			
510 · Purchase/Lease	1,262		
511 · Land Improvements	0		
512 · Bldg. & Structure	0		
513 · Equipment	0		
514 · Development Reserve	0		
515 · Horse Stalls	0		
JE · CAPITAL OUTLAY - Other	0		
Total JE · CAPITAL OUTLAY	<u>1,262</u>		
Total Expense	<u>57,738</u>		
Net Income	<u>(19,040)</u>		

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# Washington County Fair Complex

## Line Item Report

February 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>Income</b>					
<b>C · DEDICATED FUNDS</b>					
<b>009 · Hotel/Motel Tax</b>					
02/01/2002		Washington County Finance Dep...	Payment	21,585.35	21,585.35
02/04/2002		Washington County Finance Dep...	Payment	3,134.68	3,134.68
02/07/2002		Washington County Finance Dep...	Payment	830.96	830.96
02/12/2002		Washington County Finance Dep...	Payment	2,869.09	2,869.09
02/15/2002		Washington County Finance Dep...	Payment	587.88	587.88
02/20/2002		Washington County Finance Dep...	Payment	388.36	388.36
02/28/2002		Washington County Finance Dep...	Payment	177.07	177.07
Total 009 · Hotel/Motel Tax					29,573.39
Total C · DEDICATED FUNDS					29,573.39
<b>D · INTERIM INCOME</b>					
<b>010 · Rent &amp; Storage</b>					
<b>010B · Main Exhibit Hall</b>					
02/13/2002	2001-168	Manx Ltd. Cat Show	Base Lease of Main Exhibit Hall-North o...	1,000.00	1,000.00
02/22/2002	2001-180	Dolphin Communications, Inc.	Main Exhibit Hall	2,250.00	79.39
02/22/2002	2001-180	Dolphin Communications, Inc.	Main Exhibit Hall Second Move-in day	375.00	13.23
02/22/2002	2001-180	Dolphin Communications, Inc.	Power Drops	180.00	6.35
02/22/2002	2001-180	Dolphin Communications, Inc.	Power Drops: 2 Special Power Drops	150.00	5.29
02/22/2002	2001-180	Dolphin Communications, Inc.	Labor Hours to clean building	212.50	7.50
02/22/2002	2001-180	Dolphin Communications, Inc.	Labor Hours to hang banners	37.50	1.32
02/22/2002	2001-180	Dolphin Communications, Inc.	Labor Hours to take down banners & signs	37.50	1.32
Total 010B · Main Exhibit Hall					1,114.40
<b>010C · Cloverleaf Building</b>					
02/13/2002	3276	Glencoe Football Bingo	Rental of CCB for Tuesday Bingo Sessio...	900.00	900.00
02/13/2002	3277	Pacific NW Tool Collectors	Cloverleaf Building Base Lease	225.00	225.00
'22/2002	2001-186	Aida Peinado Lopez	Cloverleaf Building 2/23/02	773.75	773.75
Total 010C · Cloverleaf Building					1,898.75
<b>010J · RV/Boat Storage/Barns</b>					
02/28/2002	3295	R. H. Petermeyer	Boat/RV Storage Fee	75.58	75.58
Total 010J · RV/Boat Storage/Barns					75.58
<b>010K · Interim Use Concessions</b>					
02/13/2002	3278	Jason Robertson	Interim Use Concessions from Manx Cat...	130.00	130.00
02/13/2002	3279	Gaye Avery-Grubbs	Interim Use Concessions from home sho...	260.00	260.00
02/22/2002	2001-180	Dolphin Communications, Inc.	Interim Use Concessions	(130.00)	(6.35)
02/22/2002	2001-180	Dolphin Communications, Inc.	Interim Use Concessions	(130.00)	(3.09)
02/22/2002	2001-180	Dolphin Communications, Inc.	Interim Use Concessions	(130.00)	(1.32)
02/22/2002	2001-180	Dolphin Communications, Inc.	Interim Use Concessions	(130.00)	(1.32)
02/22/2002	2001-180	Dolphin Communications, Inc.	Interim Use Concessions	(130.00)	(7.50)
02/22/2002	2001-180	Dolphin Communications, Inc.	Interim Use Concessions	(130.00)	(4.57)
02/22/2002	2001-180	Dolphin Communications, Inc.	Interim Use Concessions	(130.00)	(79.39)
02/22/2002	2001-180	Dolphin Communications, Inc.	Interim Use Concessions	(130.00)	(13.23)
02/22/2002	2001-180	Dolphin Communications, Inc.	Interim Use Concessions	(130.00)	(7.06)
02/22/2002	2001-180	Dolphin Communications, Inc.	Interim Use Concessions	(130.00)	(0.88)
02/22/2002	2001-180	Dolphin Communications, Inc.	Interim Use Concessions	(130.00)	(5.29)
02/22/2002	29423	Manx Ltd. Cat Show	10% of food concessions	(65.00)	(65.00)
Total 010K · Interim Use Concessions					195.00

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# Washington County Fair Complex Line Item Report February 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>010 - Rent &amp; Storage - Other</b>					
02/13/2002	2001-168	Manx Ltd. Cat Show	Tables	144.00	144.00
02/13/2002	2001-168	Manx Ltd. Cat Show	Metal Chairs	75.00	75.00
02/13/2002	2001-168	Manx Ltd. Cat Show	PA System	25.00	25.00
02/13/2002	2001-168	Manx Ltd. Cat Show	Fair Complex Dumpster at direct cost	64.80	64.80
02/13/2002	2001-168	Manx Ltd. Cat Show	Labor Hours to clean building	150.00	150.00
02/13/2002	3277	Pacific NW Tool Collectors	Tables	100.00	100.00
02/22/2002	2001-180	Dolphin Communications, Inc.	Tables	200.00	7.06
02/22/2002	2001-180	Dolphin Communications, Inc.	PA System	25.00	0.88
02/22/2002	2001-180	Dolphin Communications, Inc.	Fair Complex Dumpster at direct cost	129.60	4.57
02/22/2002	2001-180	Dolphin Communications, Inc.	Fork-Lift Time	87.50	3.09
Total 010 - Rent & Storage - Other					574.40
Total 010 - Rent & Storage					3,858.13
<b>011 - Damage Deposits</b>					
02/11/2002	2001-173	The Tiara Herr Foundation	Rental Deposit Fee	(150.00)	(150.00)
02/13/2002	3281	Saqra	Rental Deposit Fee for A&C 4/13-4/14 2...	200.00	200.00
02/13/2002	3282	Good Samaritan Ministries	Rental Deposit Fee on CCB 3/2/02	200.00	200.00
02/13/2002	3283	Maria Reyne	Rental Deposit Fee for CCB 4/13/02	200.00	200.00
02/22/2002	2001-183	Evergreen Little League	Rental Deposit Fee Refund	(168.00)	(168.00)
02/22/2002	2001-185	Teresa Millan	Refundable Rental Deposit Fee	200.00	200.00
02/25/2002	2001-187	Pacific NW Tool Collectors	Rental Deposit Fee Refund	(200.00)	(200.00)
Total 011 - Damage Deposits					282.00
<b>014 - Interest Income</b>					
02/28/2002		Pool #4486	Interest	191.11	191.11
02/28/2002		Washington County Finance Dep...		530.57	530.57
Total 014 - Interest Income					721.68
<b>017 - Miscellaneous Income</b>					
02/13/2002	3280	Washington County Fair & Rodeo ...	Donation	3,500.00	3,500.00
02/22/2002	2001-185	Teresa Millan	Returned Check Fee	15.00	15.00
Total 017 - Miscellaneous Income					3,515.00
<b>018 - RV Parking</b>					
<b>018A - RV Parking/Short Term</b>					
02/13/2002	3275		Short Term RV Parking	90.00	90.00
02/22/2002	3284		Short Term RV Parking	15.00	15.00
02/22/2002	3285		Short Term RV Parking	30.00	30.00
02/22/2002	3286		Short Term RV Parking	105.00	105.00
02/22/2002	3287		Short Term RV Parking	15.00	15.00
02/22/2002	3288		Short Term RV Parking	60.00	60.00
02/22/2002	3289		Short Term RV Parking	30.00	30.00
02/25/2002	3292		Short Term RV Parking	15.00	15.00
02/25/2002	3293		Short Term RV Parking	15.00	15.00
02/25/2002	3294		Short Term RV Parking	15.00	15.00
Total 018A - RV Parking/Short Term					390.00
Total 018 - RV Parking					390.00
Total D - INTERIM INCOME					8,766.81
<b>E - FAIR INCOME</b>					
<b>046 - Rodeo Miscellaneous</b>					
02/22/2002	3290		Queen's Dance Proceeds	108.35	108.35
02/22/2002	3291		Dues	250.00	250.00
Total 046 - Rodeo Miscellaneous					358.35
Total E - FAIR INCOME					358.35
Total Income					38,698.55
Gross Profit					38,698.55

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# Washington County Fair Complex Line Item Report February 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>Expense</b>					
<b>AE · PERSONNEL</b>					
<b>101 · Salaries</b>					
02/11/2002	29385	Washington County Finance Dep...	Payroll 1/19 to 2/8/02	13,802.99	13,802.99
02/21/2002		Washington County Finance Dep...	Payroll 2/2 - 2/15/02	13,994.69	13,994.69
Total 101 · Salaries					27,797.68
<b>102 · O.P.E.</b>					
02/11/2002	29385	Washington County Finance Dep...	Payroll 1/19 to 2/8/02	4,617.98	4,617.98
02/20/2002		SAIF Corp.	Premium Installment	469.00	469.00
02/21/2002		Washington County Finance Dep...	Payroll 2/2 - 2/15/02	6,816.74	6,816.74
Total 102 · O.P.E.					11,903.72
Total AE · PERSONNEL					39,701.40
<b>BE · INTERIM OPERATIONS</b>					
<b>107 · Office Expense</b>					
02/04/2002		Amusement Business	51 issue Subscription	99.00	99.00
02/13/2002		BitbyBit Computer Rentals	Laptop computer rental for WFA Conven...	125.00	125.00
02/13/2002		BitbyBit Computer Rentals	Delivery cost for computer	40.00	40.00
Total 107 · Office Expense					264.00
<b>108 · Telephone</b>					
02/04/2002		A T & T	503-648-1416	48.81	48.81
02/13/2002		Verizon Northwest	Jan. Phone service for 503-648-1416	583.27	583.27
02/13/2002		Verizon Northwest	Jan. phone service for 503-648-5898	41.74	41.74
02/13/2002		Verizon Northwest	Jan. phone service for 503-648-5694	76.01	76.01
02/13/2002		Verizon Internet Solutions	January Internet Service	89.00	89.00
02/20/2002		A T & T	503-648-5694	0.42	0.42
02/27/2002		Dabuke Internet Service	Internet service, web address	20.00	20.00
Total 108 · Telephone					859.25
<b>109 · Printing</b>					
02/13/2002		Kinko's Inc.	Laminated Maps	274.27	274.27
Total 109 · Printing					274.27
<b>110 · Postage</b>					
02/04/2002		Pitney Bowes	Electronic Scale Rental	32.25	32.25
02/04/2002		Pitney Bowes	Postage Meter Rental	107.95	107.95
Total 110 · Postage					140.20
<b>111 · Equip/Bldg Rental</b>					
<b>111A · Equipment Rental</b>					
02/20/2002		Pacific Office Automation	Copier Rental	215.00	215.00
Total 111A · Equipment Rental					215.00
Total 111 · Equip/Bldg Rental					215.00
<b>112 · Utilities</b>					
02/13/2002		NW Natural	Jan. 76453-0	386.16	386.16
02/13/2002		NW Natural	Jan. 76294-8	392.14	392.14
02/13/2002		NW Natural	Jan. 76284-9	7.00	7.00
02/13/2002		NW Natural	Jan. 76285-6	7.00	7.00
02/13/2002		NW Natural	Jan. 76282-3	4.10	4.10
02/13/2002		NW Natural	Jan. 76266-6	611.18	611.18
02/13/2002		NW Natural	Jan. 76814-3	87.48	87.48
02/13/2002		NW Natural	Jan. 76743-4	460.48	460.48
02/13/2002		Portland General Electric	1/2/02-1/30/02 account 4-0260-0450-0 6	64.81	64.81
02/13/2002		Portland General Electric	1/3/02-1/30/02 account 4-0248-4390-3 2	10.00	10.00
02/13/2002		Portland General Electric	1/2/02-1/30/02 account 4-0260-0480-0 0	3,206.04	3,206.04
02/13/2002		Hillsboro Garbage Disposal	Garbage Disposal 1/24/02	450.00	450.00
02/13/2002		Hillsboro Garbage Disposal	Garbage Disposal and drop box for land ...	769.72	769.72
02/20/2002		Portland General Electric	1/7/02-2/5/02 account 4-0598-6510-0 4	158.08	158.08
Total 112 · Utilities					6,614.19

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# Washington County Fair Complex

## Line Item Report

### February 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>113 · Repair &amp; Maintenance</b>					
<b>113B · Main Exhibit Hall R &amp; M</b>					
02/13/2002		Familian NW Hillsboro	Sink repair	52.00	52.00
02/20/2002		Platt Electric	Electrical Parts for ME	218.29	218.29
Total 113B · Main Exhibit Hall R & M					270.29
<b>113G · Grounds/General R &amp; M</b>					
02/04/2002		A-Boy Supply Company	Exit Lights	71.40	71.40
02/13/2002		Home Depot	Paint for Livestock Restrooms	25.41	25.41
02/13/2002		Pacific Harvest Grain & Supply	Grounds General Expense	960.00	960.00
02/13/2002		Bretthauer Oil Co.	Unleaded Gasoline	575.54	575.54
02/20/2002		Ag West Supply	Grass Killer	178.00	178.00
Total 113G · Grounds/General R & M					1,810.35
<b>113L · Equipment R &amp; M</b>					
02/04/2002		Metro New Holland	Replacement teeth for Box Blade	86.22	86.22
Total 113L · Equipment R & M					86.22
<b>113 · Repair &amp; Maintenance - Other</b>					
02/13/2002		Home Depot	Thermostats for Office	65.90	65.90
02/13/2002		A & I Paint & Decorating Inc.	Painting Supplies and Tools	93.35	93.35
Total 113 · Repair & Maintenance - Other					159.25
Total 113 · Repair & Maintenance					2,326.11
<b>114 · General Supplies</b>					
02/04/2002		U-Haul	Propane	34.67	34.67
02/13/2002		allMRO Products	Screws and Hand cleaner, to replenish ...	34.40	34.40
02/13/2002		Ferrellgas	190.0 gal I/C Bulk Gallons	254.41	254.41
02/13/2002		Sierra Springs/Brewed Hot Coffee	Water Supplies	35.80	35.80
Total 114 · General Supplies					359.28
<b>118 · Travel &amp; Training</b>					
02/04/2002		Reno Hilton	WFA Convention Hotel Rm for 1/27-1/31	355.92	355.92
02/11/2002	29388	Don Hillman	Reimbursement for Rotary Mtgs, OFA C...	229.70	229.70
02/13/2002	29405	Don Hillman	Reimbursement for Moving Expenses	3,617.43	3,617.43
Total 118 · Travel & Training					4,203.05
<b>119 · Legal Fees</b>					
02/04/2002		Office of County Counsel	November 2001 Legal Services	139.50	139.50
02/13/2002		Office of County Counsel	December 2001 Legal Services	255.75	255.75
Total 119 · Legal Fees					395.25
<b>121 · Professional Svcs.</b>					
02/20/2002		Accountants Inc.	8 Hrs for Pamela Pearson	238.00	238.00
Total 121 · Professional Svcs.					238.00
<b>131 · Advertising &amp; P.R.</b>					
02/13/2002		Hillsboro Argus	Display Advertising	288.00	288.00
02/20/2002		Qwest	Feb 02 Directory Advertising	164.80	164.80
02/20/2002		1360 KUIK	Advertising	150.00	150.00
Total 131 · Advertising & P.R.					602.80
<b>132 · Board Expense</b>					
02/11/2002	29386	Kathy Christy	Reimbursement for Goodbye cake for B...	41.00	41.00
Total 132 · Board Expense					41.00
<b>133 · Dues, Licenses, Fees</b>					
02/28/2002		Pool #4486	Monthly Maintenance Fee	3.00	3.00
02/28/2002		West Coast	Returned Check Fee	29.30	29.30
Total 133 · Dues, Licenses, Fees					32.30
Total BE · INTERIM OPERATIONS					16,564.70



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Washington County Fair Complex  
**Line Item Report**  
 February 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>CE · FAIR OPERATIONS</b>					
180 · Advertising					
02/07/2002	29384	Portland Rose Festival Association	Starlight Parade Entry Fee	75.00	75.00
Total 180 · Advertising					75.00
Total CE · FAIR OPERATIONS					75.00
<b>EE · RODEO</b>					
316 · Promotion					
02/07/2002	29384	Portland Rose Festival Association	Starlight Parade Entry Fee	75.00	75.00
Total 316 · Promotion					75.00
318 · Board Expense					
02/13/2002	29389	Cody Feinauer	Reimbursement for photo copies, stamp...	42.07	42.07
Total 318 · Board Expense					42.07
320 · Queen					
02/13/2002		FarmGro Supply	Cooler for Queen's Coronation	0.95	0.95
02/13/2002	29389	Cody Feinauer	Reimbursement for meal/ Queen's contr...	16.97	16.97
Total 320 · Queen					17.92
Total EE · RODEO					134.99
<b>JE · CAPITAL OUTLAY</b>					
510 · Purchase/Lease					
02/22/2002	29420	US Bank Trust N.A.	Lease Purchase Obligation/Admin Fees	1,262.00	1,262.00
Total 510 · Purchase/Lease					1,262.00
Total JE · CAPITAL OUTLAY					1,262.00
Total Expense					57,738.09
Net Income					(19,039.54)

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# Washington County Fair Complex

## Profit & Loss Budget Overview

July 2001 through February 2002

	Jul '01 - Feb 02	Budget	% of Budget
<b>Income</b>			
<b>A · STATE FUNDS</b>			
001 · Racing Commission	0	0	0%
002 · Apportionment	0	0	0%
003 · Merit Rate	0	0	0%
004 · Dept. of Economic Development	43,056	41,976	103%
A · STATE FUNDS - Other	0		
<b>Total A · STATE FUNDS</b>	<b>43,056</b>	<b>41,976</b>	<b>103%</b>
<b>B · SPECIAL FUNDS</b>			
005 · Grants	0	0	0%
006 · Funds Borrowed	0	0	0%
007 · RE Sold/Leased	0	0	0%
B · SPECIAL FUNDS - Other	0		
<b>Total B · SPECIAL FUNDS</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>C · DEDICATED FUNDS</b>			
008 · Horse Stall Construction Fund	0	0	0%
009 · Hotel/Motel Tax	412,735	600,000	69%
C · DEDICATED FUNDS - Other	0		
<b>Total C · DEDICATED FUNDS</b>	<b>412,735</b>	<b>600,000</b>	<b>69%</b>
<b>D · INTERIM INCOME</b>			
<b>010 · Rent &amp; Storage</b>			
010A · National Guard Armory	0		
010B · Main Exhibit Hall	43,126		
010C · Cloverleaf Building	15,272		
010D · Arts & Crafts Building	4,965		
010E · Friendship Square	1,242		
010F · Floral Building	3,097		
010G · Grounds/General	11,509		
010H · Main Arena	4,487		
010J · RV/Boat Storage/Barns	3,529		
010K · Interim Use Concessions	1,378		
010 · Rent & Storage - Other	7,720	180,000	4%
<b>Total 010 · Rent &amp; Storage</b>	<b>96,325</b>	<b>180,000</b>	<b>54%</b>
011 · Damage Deposits	4,185	12,000	35%
012 · Advertising Sold	0	0	0%
013 · Gate Changes	0	0	0%
014 · Interest Income	12,084	13,000	93%
015 · Shows/Entertainment	0	100,000	0%
016 · Parking Fees	13,876	14,000	99%
017 · Miscellaneous Income	7,865	12,000	66%
<b>018 · RV Parking</b>			
018A · RV Parking/Short Term	11,135		
018B · RV Parking/Long Term	1,010		
018 · RV Parking - Other	0	25,000	0%
<b>Total 018 · RV Parking</b>	<b>12,145</b>	<b>25,000</b>	<b>49%</b>
020 · ATM Fees Income - Interim	120		
D · INTERIM INCOME - Other	0		
<b>Total D · INTERIM INCOME</b>	<b>146,599</b>	<b>356,000</b>	<b>41%</b>

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# Washington County Fair Complex

## Profit & Loss Budget Overview

July 2001 through February 2002

	Jul '01 - Feb 02	Budget	% of Budget
<b>E · FAIR INCOME</b>			
028 · ATM Fees Income - Fair	2,687		
030 · Youth Admission	35,779		
031 · Other Admission	199,966	32,252	111%
032 · Concessions/Booths	62,341	234,381	85%
033 · Sponsorships	48,925	123,000	51%
034 · Advertising Sold	2,300	60,000	82%
035 · Gate Change	0	5,000	46%
036 · Carnival Income	49,672	15,000	0%
037 · Entry Fees	2,941	60,000	83%
038 · Parking Fees	39,804	4,000	74%
039 · Rodeo Sponsorships	34,490	48,000	83%
040 · Horse Show	0	55,621	62%
041 · Miscellaneous	10,712	0	0%
042 · Rodeo Admissions	4,964	10,000	107%
043 · Main Stage	21,197	5,000	99%
044 · Arena Admissions	0	63,000	34%
045 · Amphitheater Concessions	1,039	0	0%
046 · Rodeo Miscellaneous	1,825	800	130%
047 · Horse Stall Rentals	0	3,500	52%
E · FAIR INCOME - Other	0	0	0%
<b>Total E · FAIR INCOME</b>	<b>518,641</b>	<b>719,554</b>	<b>72%</b>
<b>G · BINGO</b>			
070 · Sessions	0		
071 · Food	0		
072 · Operating Charges	0		
G · BINGO - Other	0		
<b>Total G · BINGO</b>	<b>0</b>		
<b>Total Income</b>	<b>1,121,030</b>	<b>1,717,530</b>	<b>65%</b>
<b>Cost of Goods Sold</b>			
5000 · Cost of Goods Sold	0		
<b>Total COGS</b>	<b>0</b>		
<b>Gross Profit</b>	<b>1,121,030</b>	<b>1,717,530</b>	<b>65%</b>
<b>Expense</b>			
6560 · Payroll Expenses	0		
6999 · Uncategorized Expenses	0		
<b>AE · PERSONNEL</b>			
101 · Salaries	235,113	424,939	55%
102 · O.P.E.	77,417	151,033	51%
AE · PERSONNEL - Other	0		
<b>Total AE · PERSONNEL</b>	<b>312,530</b>	<b>575,972</b>	<b>54%</b>
<b>BE · INTERIM OPERATIONS</b>			
107 · Office Expense	3,668	4,200	87%
108 · Telephone	8,105	13,000	62%
109 · Printing	993	2,200	45%
110 · Postage	1,421	3,600	39%
111 · Equip/Bldg Rental			
111A · Equipment Rental	1,769		
111B · Armory Rental	0		
111 · Equip/Bldg Rental - Other	0	7,000	0%
<b>Total 111 · Equip/Bldg Rental</b>	<b>1,769</b>	<b>7,000</b>	<b>25%</b>
112 · Utilities	45,523	70,500	65%



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# Washington County Fair Complex

## Profit & Loss Budget Overview

July 2001 through February 2002

	Jul '01 - Feb 02	Budget	% of Budget
113 · Repair & Maintenance			
113B · Main Exhibit Hall R & M	762		
113C · Cloverleaf R & M	402		
113D · Arts & Crafts R & M	77		
113E · Friendship Square R & M	0		
113F · Floral Building R & M	253		
113G · Grounds/General R & M	6,936		
113H · Main Arena R & M	2,585		
113J · Barns R & M	1,438		
113L · Equipment R & M	4,095		
113 · Repair & Maintenance - Other	1,040		
		51,000	2%
Total 113 · Repair & Maintenance	17,588	51,000	34%
114 · General Supplies	6,917	24,000	29%
115 · Legal Notices	0	0	0%
116 · Gate Change	0	0	0%
117 · Parking	0	0	0%
118 · Travel & Training	8,220	5,500	149%
119 · Legal Fees	1,070	5,000	21%
121 · Professional Svcs.	11,774	15,000	78%
122 · Insurance & Bond	17,390	18,000	97%
123 · Private Mileage	40	1,000	4%
124 · Car Allowance	0	3,900	0%
131 · Advertising & P.R.	8,715	9,500	92%
132 · Board Expense	4,032	3,000	134%
133 · Dues, Licenses, Fees	1,552	3,600	43%
149 · Misc. Materials & Svcs.	508	5,000	10%
150 · Refunds	3,107	12,000	26%
151 · County Indirect Cost	0	20,600	0%
153 · Petty Cash	0	200	0%
154 · RV Park			
154A · RV Park Repair & Maint.	1,788	1,000	179%
154B · RV Park Hotel/Motel Tax	1,004	1,000	100%
154 · RV Park - Other	0		
Total 154 · RV Park	2,792	2,000	140%
155 · ATM Expense - Interim	1,458		
BE · INTERIM OPERATIONS - Other	0		
Total BE · INTERIM OPERATIONS	146,641	279,800	52%
CE · FAIR OPERATIONS			
175 · Printing	3,629	8,000	45%
176 · Utilities	14,807	13,500	110%
177 · Gate Change	0	15,000	0%
178 · Parking	12,654	13,000	97%
179 · Professional Svcs.	46,202	45,000	103%
180 · Advertising	77,917	75,000	104%
181 · Refunds	1,189	500	238%
182 · Miscellaneous	7,353	6,000	123%
183 · Decorations	3,735	3,500	107%
184 · Equipment Rental	14,293	14,000	102%
185 · Horse Stall Rental	0	0	0%
186 · Restroom Service	17,410	19,000	92%
187 · Repair & Maintenance	13,312	8,500	157%
188 · Materials & Supplies	21,991	13,000	169%
189 · ATM Expense - Fair	105		
CE · FAIR OPERATIONS - Other	0		
Total CE · FAIR OPERATIONS	234,598	234,000	100%

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# Washington County Fair Complex Profit & Loss Budget Overview

July 2001 through February 2002

	Jul '01 - Feb 02	Budget	% of Budget
DE · EXHIBITS/COMPETITIONS			
211 · Awards FFA	2,672	3,500	76%
212 · Personnel FFA	968	1,000	97%
213 · Other FFA	1,081	1,500	72%
221 · Awards 4-H	7,490	10,500	71%
222 · Personnel 4-H	5,943	5,500	108%
223 · Other 4-H	7,705	3,600	214%
231 · Awards Open Class	32,926	40,000	82%
232 · Personnel Open	4,267	5,000	85%
233 · Other Open Class	5,315	3,000	177%
DE · EXHIBITS/COMPETITIONS - Other	0		
Total DE · EXHIBITS/COMPETITIONS	68,366	73,600	93%
EE · RODEO			
311 · Prize Money	46,000	46,000	100%
312 · Personnel	21,634	20,150	107%
313 · Stock Contract	25,430	27,500	92%
314 · Special Awards	402	1,200	34%
315 · Exceptional Kid's Rodeo	897	2,000	45%
316 · Promotion	6,115	7,180	85%
317 · Materials & Supplies	3,354	5,000	67%
318 · Board Expense	1,783	3,500	51%
319 · Other (Fees & Dues)	2,987	1,000	299%
320 · Queen	3,388	3,000	113%
321 · Rental Equipment	6,523	6,500	100%
322 · Money Raising Projects	2,013	2,000	101%
323 · Petty Cash	0	0	0%
EE · RODEO - Other	0		
Total EE · RODEO	120,527	125,030	96%
GE · SHOWS & ENTERTAINMENT			
324 · Main Stage	75,100	120,000	63%
325 · Grounds Entertainment	61,097	70,000	87%
326 · Associated Costs-Main	41,417	35,000	118%
327 · Associated Costs-Grounds	9,734	11,000	88%
328 · Touch & See	1,947	2,000	97%
GE · SHOWS & ENTERTAINMENT - Other	0		
Total GE · SHOWS & ENTERTAINMENT	189,296	238,000	80%
HE · INTERIM ENTERTAINMENT			
375 · Interim Shows	0	100,000	0%
HE · INTERIM ENTERTAINMENT - Other	0		
Total HE · INTERIM ENTERTAINMENT	0	100,000	0%
IE · BINGO-EXPENSE			
401 · Personnel	0		
402 · Supplies	0		
403 · Mileage	0		
404 · Food	0		
405 · Advertising	0		
406 · Equipment Repairs	0		
407 · Operating Change	0		
408 · Dues, Licenses, Fees	0		
IE · BINGO-EXPENSE - Other	0		
Total IE · BINGO-EXPENSE	0		



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# Washington County Fair Complex Profit & Loss Budget Overview July 2001 through February 2002

	Jul '01 - Feb 02	Budget	% of Budget
JE - CAPITAL OUTLAY			
510 - Purchase/Lease	55,950	58,000	96%
511 - Land Improvements	1,177	15,000	8%
512 - Bldg. & Structure	0	20,000	0%
513 - Equipment	345	20,000	2%
514 - Development Reserve	25,000	25,000	100%
515 - Horse Stalls	0	0	0%
JE - CAPITAL OUTLAY - Other	0		
Total JE - CAPITAL OUTLAY	82,472	138,000	60%
Total Expense	1,154,430	1,764,402	65%
Net Income	(33,400)	(46,872)	71%

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# Washington County Fair Complex

## Profit & Loss Budget Overview

March 2002

	Mar 02	Budget	% of Budget
<b>Income</b>			
<b>A · STATE FUNDS</b>			
001 · Racing Commission	0		
002 · Apportionment	0		
003 · Merit Rate	0		
004 · Dept. of Economic Development	0		
A · STATE FUNDS - Other	0		
<b>Total A · STATE FUNDS</b>	<b>0</b>		
<b>B · SPECIAL FUNDS</b>			
005 · Grants	0		
006 · Funds Borrowed	0		
007 · RE Sold/Leased	0		
B · SPECIAL FUNDS - Other	0		
<b>Total B · SPECIAL FUNDS</b>	<b>0</b>		
<b>C · DEDICATED FUNDS</b>			
008 · Horse Stall Construction Fund	0		
009 · Hotel/Motel Tax	0		
C · DEDICATED FUNDS - Other	0		
<b>Total C · DEDICATED FUNDS</b>	<b>0</b>		
<b>D · INTERIM INCOME</b>			
<b>010 · Rent &amp; Storage</b>			
010A · National Guard Armory	0		
010B · Main Exhibit Hall	7,354		
010C · Cloverleaf Building	2,355		
010D · Arts & Crafts Building	91		
010E · Friendship Square	0		
010F · Floral Building	210		
010G · Grounds/General	1,569		
010H · Main Arena	0		
010J · RV/Boat Storage/Barns	171		
010K · Interim Use Concessions	373		
010 · Rent & Storage - Other	2,229		
<b>Total 010 · Rent &amp; Storage</b>	<b>14,351</b>		
011 · Damage Deposits	600		
012 · Advertising Sold	0		
013 · Gate Changes	0		
014 · Interest Income	0		
015 · Shows/Entertainment	0		
016 · Parking Fees	0		
017 · Miscellaneous Income	0		
<b>018 · RV Parking</b>			
018A · RV Parking/Short Term	895		
018B · RV Parking/Long Term	0		
018 · RV Parking - Other	0		
<b>Total 018 · RV Parking</b>	<b>895</b>		
020 · ATM Fees Income - Interim	144		
D · INTERIM INCOME - Other	0		
<b>Total D · INTERIM INCOME</b>	<b>15,990</b>		

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# Washington County Fair Complex

## Profit & Loss Budget Overview

March 2002

	Mar 02	Budget	% of Budget
<b>E · FAIR INCOME</b>			
028 · ATM Fees Income - Fair	0		
030 · Youth Admission	0		
031 · Other Admission	0		
032 · Concessions/Booths	0		
033 · Sponsorships	0		
034 · Advertising Sold	0		
035 · Gate Change	0		
036 · Carnival Income	0		
037 · Entry Fees	0		
038 · Parking Fees	0		
039 · Rodeo Sponsorships	0		
040 · Horse Show	0		
041 · Miscellaneous	0		
042 · Rodeo Admissions	0		
043 · Main Stage	0		
044 · Arena Admissions	0		
045 · Amphitheater Concessions	0		
046 · Rodeo Miscellaneous	142		
047 · Horse Stall Rentals	0		
E · FAIR INCOME - Other	0		
<b>Total E · FAIR INCOME</b>	<b>142</b>		
<b>G · BINGO</b>			
070 · Sessions	0		
071 · Food	0		
072 · Operating Charges	0		
G · BINGO - Other	0		
<b>Total G · BINGO</b>	<b>0</b>		
<b>Total Income</b>	<b>16,132</b>		
<b>Cost of Goods Sold</b>			
5000 · Cost of Goods Sold	0		
<b>Total COGS</b>	<b>0</b>		
<b>Gross Profit</b>	<b>16,132</b>		
<b>Expense</b>			
6560 · Payroll Expenses	0		
6999 · Uncategorized Expenses	0		
<b>AE · PERSONNEL</b>			
101 · Salaries	28,266		
102 · O.P.E.	10,403		
AE · PERSONNEL - Other	0		
<b>Total AE · PERSONNEL</b>	<b>38,668</b>		
<b>BE · INTERIM OPERATIONS</b>			
107 · Office Expense	341		
108 · Telephone	1,091		
109 · Printing	98		
110 · Postage	184		
111 · Equip/Bldg Rental			
111A · Equipment Rental	299		
111B · Armory Rental	0		
111 · Equip/Bldg Rental - Other	70		
<b>Total 111 · Equip/Bldg Rental</b>	<b>369</b>		
112 · Utilities	6,420		

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# Washington County Fair Complex

## Profit & Loss Budget Overview

March 2002

	Mar 02	Budget	% of Budget
113 · Repair & Maintenance			
113B · Main Exhibit Hall R & M	20		
113C · Cloverleaf R & M	14		
113D · Arts & Crafts R & M	5		
113E · Friendship Square R & M	0		
113F · Floral Building R & M	0		
113G · Grounds/General R & M	0		
113H · Main Arena R & M	0		
113J · Barns R & M	0		
113L · Equipment R & M	587		
113 · Repair & Maintenance - Other	595		
Total 113 · Repair & Maintenance	1,222		
114 · General Supplies	54		
115 · Legal Notices	0		
116 · Gate Change	0		
117 · Parking	0		
118 · Travel & Training	368		
119 · Legal Fees	0		
121 · Professional Svcs.	1,925		
122 · Insurance & Bond	0		
123 · Private Mileage	0		
124 · Car Allowance	355		
131 · Advertising & P.R.	715		
132 · Board Expense	0		
133 · Dues, Licenses, Fees	97		
149 · Misc. Materials & Svcs.	0		
150 · Refunds	175		
151 · County Indirect Cost	0		
153 · Petty Cash	0		
154 · RV Park			
154A · RV Park Repair & Maint.	0		
154B · RV Park Hotel/Motel Tax	0		
154 · RV Park - Other	0		
Total 154 · RV Park	0		
155 · ATM Expense - Interim	0		
BE · INTERIM OPERATIONS - Other	0		
Total BE · INTERIM OPERATIONS	13,413		
CE · FAIR OPERATIONS			
175 · Printing	0		
176 · Utilities	0		
177 · Gate Change	0		
178 · Parking	0		
179 · Professional Svcs.	0		
180 · Advertising	0		
181 · Refunds	0		
182 · Miscellaneous	4		
183 · Decorations	0		
184 · Equipment Rental	0		
185 · Horse Stall Rental	0		
186 · Restroom Service	0		
187 · Repair & Maintenance	0		
188 · Materials & Supplies	0		
189 · ATM Expense - Fair	0		
CE · FAIR OPERATIONS - Other	0		
Total CE · FAIR OPERATIONS	4		

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# Washington County Fair Complex

## Profit & Loss Budget Overview

March 2002

	Mar 02	Budget	% of Budget
DE · EXHIBITS/COMPETITIONS			
211 · Awards FFA	0		
212 · Personnel FFA	0		
213 · Other FFA	0		
221 · Awards 4-H	0		
222 · Personnel 4-H	100		
223 · Other 4-H	42		
231 · Awards Open Class	0		
232 · Personnel Open	0		
233 · Other Open Class	0		
DE · EXHIBITS/COMPETITIONS - Other	0		
Total DE · EXHIBITS/COMPETITIONS	142		
EE · RODEO			
311 · Prize Money	0		
312 · Personnel	0		
313 · Stock Contract	0		
314 · Special Awards	0		
315 · Exceptional Kid's Rodeo	0		
316 · Promotion	148		
317 · Materials & Supplies	0		
318 · Board Expense	0		
319 · Other (Fees & Dues)	0		
320 · Queen	88		
321 · Rental Equipment	0		
322 · Money Raising Projects	0		
323 · Petty Cash	0		
EE · RODEO - Other	0		
Total EE · RODEO	235		
GE · SHOWS & ENTERTAINMENT			
324 · Main Stage	0		
325 · Grounds Entertainment	0		
326 · Associated Costs-Main	0		
327 · Associated Costs-Grounds	0		
328 · Touch & See	0		
GE · SHOWS & ENTERTAINMENT - Other	0		
Total GE · SHOWS & ENTERTAINMENT	0		
HE · INTERIM ENTERTAINMENT			
375 · Interim Shows	0		
HE · INTERIM ENTERTAINMENT - Other	0		
Total HE · INTERIM ENTERTAINMENT	0		
IE · BINGO-EXPENSE			
401 · Personnel	0		
402 · Supplies	0		
403 · Mileage	0		
404 · Food	0		
405 · Advertising	0		
406 · Equipment Repairs	0		
407 · Operating Change	0		
408 · Dues, Licenses, Fees	0		
IE · BINGO-EXPENSE - Other	0		
Total IE · BINGO-EXPENSE	0		

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# Washington County Fair Complex Profit & Loss Budget Overview March 2002

	Mar 02	Budget	% of Budget
JE · CAPITAL OUTLAY			
510 · Purchase/Lease	0		
511 · Land Improvements	0		
512 · Bldg. & Structure	0		
513 · Equipment	0		
514 · Development Reserve	0		
515 · Horse Stalls	0		
JE · CAPITAL OUTLAY - Other	0		
Total JE · CAPITAL OUTLAY	0		
Total Expense	52,463		
Net Income	(36,331)		



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# Washington County Fair Complex

## Balance Sheet Prev Year Comparison

As of March 31, 2002

	Mar 31, 02	Mar 31, 01	% Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
0900 · West Coast Bank	12,132.62	26,392.31	(54.0)%
0925 · West Coast Bank-ATM Account			
1050 · ATM Machine	0.00	0.00	0.0%
1051 · ATM Cash in Bank	0.00	0.00	0.0%
0925 · West Coast Bank-ATM Account - Other	0.00	0.00	0.0%
Total 0925 · West Coast Bank-ATM Account	0.00	0.00	0.0%
0950 · West Coast Bank-Premium	204.29	120.34	69.8%
1000 · US Bank	0.00	0.00	0.0%
1010 · Wells Fargo	0.00	0.00	0.0%
1020 · Pool #4486	103,364.71	95,092.77	8.7%
1030 · EXPO	0.00	0.00	0.0%
1040 · Petty Cash	200.00	0.00	100.0%
1080 · Wash. Co. Hotel/Motel Tax Fund	243,790.95	231,621.38	5.3%
Total Checking/Savings	359,692.57	353,226.80	1.8%
Accounts Receivable			
1200 · Accounts Receivable	(11,813.40)	0.00	(100.0)%
Total Accounts Receivable	(11,813.40)	0.00	(100.0)%
Other Current Assets			
1120 · Inventory Asset	0.00	0.00	0.0%
1499 · Undeposited Funds	0.00	0.00	0.0%
Total Other Current Assets	0.00	0.00	0.0%
Total Current Assets	347,879.17	353,226.80	(1.5)%
Fixed Assets			
200 · Buildings	0.00	0.00	0.0%
210 · Land	0.00	0.00	0.0%
220 · Equipment	0.00	0.00	0.0%
300 · Accumulated Depreciation	0.00	0.00	0.0%
Total Fixed Assets	0.00	0.00	0.0%
Other Assets	0.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>347,879.17</b>	<b>353,226.80</b>	<b>(1.5)%</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	0.00	0.00	0.0%
Total Accounts Payable	0.00	0.00	0.0%
Credit Cards			
01 · Home Depot	0.00	0.00	0.0%
02 · United Grocers	0.00	0.00	0.0%
03 · Office Depot	0.00	0.00	0.0%
04 · West Coast Bank Visa	(461.98)	0.00	(100.0)%
Total Credit Cards	(461.98)	0.00	(100.0)%
Other Current Liabilities			
2100 · Payroll Liabilities	0.00	0.00	0.0%
Total Other Current Liabilities	0.00	0.00	0.0%
Total Current Liabilities	(461.98)	0.00	(100.0)%
Long Term Liabilities	0.00	0.00	0.0%
Total Liabilities	(461.98)	0.00	(100.0)%

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# Washington County Fair Complex Balance Sheet Prev Year Comparison As of March 31, 2002

	Mar 31, 02	Mar 31, 01	% Change
Equity			
3000 - Opening Bal Equity	220.75	0.00	100.0%
3900 - Retained Earnings	401,285.98	348,131.39	15.3%
Net Income	(53,165.58)	5,095.41	(1,143.4)%
Total Equity	348,341.15	353,226.80	(1.4)%
TOTAL LIABILITIES & EQUITY	347,879.17	353,226.80	(1.5)%

**Washington County Fair Complex**  
**Line Item Report**  
**March 2002**

04/25/02

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>Income</b>					
<b>D - INTERIM INCOME</b>					
<b>010 - Rent &amp; Storage</b>					
<b>010B - Main Exhibit Hall</b>					
03/01/2002	2001-152	FEI Company	Base Lease of Main Exhibit Hall on 12/8/...	550.00	22.30
03/01/2002	2001-152	FEI Company	Labor Hours	175.00	7.09
03/01/2002	2001-177	Collector's West	Base Lease of Main Exhibit Hall on 1/19/...	750.00	750.00
03/01/2002	2001-178	Oregon Collector's Market	Main Exhibit Hall-South for Saturday, Fe...	300.00	300.00
03/01/2002	2001-178	Oregon Collector's Market	Main Exhibit Hall-Entire for Sunday, Feb...	750.00	750.00
03/15/2002	2001-181	4-H Horse Leaders	Main Exhibit Hall on 2/16/02 at 50% of \$...	250.00	250.00
03/15/2002	2001-181	4-H Horse Leaders	Power Drops	15.00	15.00
03/15/2002	2001-181	4-H Horse Leaders	Labor Hours	150.00	150.00
03/15/2002	3323	The Pet Consultants	South 3/5 to 4/9 2002	150.00	150.00
03/21/2002	2001-192	Unique Animal Expo	Main Exhibit Hall base lease of MEH on ...	1,500.00	84.98
03/21/2002	2001-192	Unique Animal Expo	Tables	528.00	29.92
03/21/2002	2001-192	Unique Animal Expo	Metal Chairs	97.50	5.52
03/21/2002	2001-192	Unique Animal Expo	PA System	25.00	1.42
03/21/2002	2001-192	Unique Animal Expo	Labor-Man hours spent setting up panel...	112.50	6.37
03/21/2002	2001-192	Unique Animal Expo	Overtime-hrs spent removing the panels ...	75.00	4.25
03/21/2002	2001-192	Unique Animal Expo	Labor-hrs spent setting up and taking do...	300.00	17.00
03/21/2002	2001-192	Unique Animal Expo	Labor-hrs spent cleaning the building	250.00	14.16
03/21/2002	2001-192	Unique Animal Expo	Labor-hr spent breaking down cardboard...	25.00	1.42
03/21/2002	2001-192	Unique Animal Expo	Labor-hr spent hanging signs	25.00	1.42
03/21/2002	2001-192	Unique Animal Expo	Fair Complex dumpster at direct cost	172.80	9.79
03/21/2002	2001-194	Dwight Bash & Associates	Main Exhibit Hall-Base lease of MEH on ...	750.00	33.28
03/21/2002	2001-194	Dwight Bash & Associates	Tables	448.00	19.87
03/21/2002	2001-194	Dwight Bash & Associates	Metal Chairs	82.50	3.66
03/21/2002	2001-194	Dwight Bash & Associates	PA System	25.00	1.11
03/21/2002	2001-194	Dwight Bash & Associates	Fair Complex dumpster at direct cost	64.80	2.87
03/21/2002	2001-194	Dwight Bash & Associates	Labor-hrs to clean building at \$25 per hr	162.50	7.21
03/21/2002	2001-195	Feathered Friends	Main Exhibit Hall- base lease on MEH-N...	500.00	24.85
03/21/2002	2001-195	Feathered Friends	Tables	308.00	15.32
03/21/2002	2001-195	Feathered Friends	Metal Chairs	54.00	2.69
03/21/2002	2001-195	Feathered Friends	PA System	25.00	1.24
03/21/2002	2001-195	Feathered Friends	Room dividers	8.00	0.40
03/21/2002	2001-195	Feathered Friends	Labor-hrs to clean the building at \$25.00...	162.50	8.08
03/21/2002	2001-196	Tualatin Valley Gem & Mineral Club	Main Exhibit Hall-South 3/8-3/10/02	900.00	22.93
03/21/2002	2001-196	Tualatin Valley Gem & Mineral Club	Tables	200.00	5.10
03/21/2002	2001-196	Tualatin Valley Gem & Mineral Club	PA System	25.00	0.64
03/21/2002	2001-196	Tualatin Valley Gem & Mineral Club	Fair Complex dumpster at direct cost	43.20	1.10
03/21/2002	2001-196	Tualatin Valley Gem & Mineral Club	Labor	87.50	2.23
03/21/2002	2001-195	Feathered Friends	Fair Complex dumpster at direct cost	64.80	3.22
03/21/2002	2001-195	Feathered Friends	Phone connections	85.00	4.23
03/22/2002	3330	Hardy Plant Society of Oregon	Applied deposit Main Exhibit Hall 4/13-4...	375.00	375.00
03/26/2002	2001-180	Dolphin Communications, Inc.	Main Exhibit Hall	2,250.00	1,559.97
03/26/2002	2001-180	Dolphin Communications, Inc.	Main Exhibit Hall Second Move-in day	375.00	259.99
03/26/2002	2001-180	Dolphin Communications, Inc.	Power Drops	180.00	124.80
03/26/2002	2001-180	Dolphin Communications, Inc.	Power Drops: 2 Special Power Drops	150.00	104.00
03/26/2002	2001-180	Dolphin Communications, Inc.	Labor Hours to clean building	212.50	147.33
03/26/2002	2001-180	Dolphin Communications, Inc.	Labor Hours to hang banners	37.50	26.00
03/26/2002	2001-180	Dolphin Communications, Inc.	Labor Hours to take down banners & signs	37.50	26.00
03/26/2002		Gem Faire	Remainder of Base lease for Main Exhib...	2,000.00	2,000.00
<b>Total 010B - Main Exhibit Hall</b>					<b>7,353.76</b>
<b>010C - Cloverleaf Building</b>					
03/01/2002	3296	Denise Marsden	Cloverleaf Building	225.00	225.00
03/22/2002	3329	Glencoe Football Bingo	Rental of CCB for Tuesday Bingo Sessio...	1,200.00	1,200.00
03/26/2002	3339	Teresa Millan	Base Lease, security, tables & chairs. Cl...	730.00	730.00
03/26/2002		TimiSue Abbott	Refundable deposit on Cloverleaf Buildin...	200.00	200.00
<b>Total 010C - Cloverleaf Building</b>					<b>2,355.00</b>
<b>010D - Arts &amp; Crafts Building</b>					
03/15/2002	2001-179	Markus & Markus Auctioneers	Arts & Crafts Building on 2/2/02	175.00	47.07
03/15/2002	2001-179	Markus & Markus Auctioneers	Arts & Crafts Building Second Set-up day	87.50	23.54
03/15/2002	2001-179	Markus & Markus Auctioneers	Labor Hours	75.00	20.18
<b>Total 010D - Arts &amp; Crafts Building</b>					<b>90.79</b>

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# Washington County Fair Complex Line Item Report March 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>010F - Floral Building</b>					
03/26/2002	2001-123	Metro Area Master Gardner Progr...	Base Lease of Floral Building 10/20/01 (...)	150.00	150.00
03/26/2002	2001-123	Metro Area Master Gardner Progr...	Tables	60.00	60.00
Total 010F - Floral Building					210.00
<b>010G - Grounds/General</b>					
03/01/2002	2001-172	The Mutt-keteers Flyball Team	Base Lease of Large Covered Showing ...	150.00	150.00
03/01/2002	3298	Laura Wilson	Large Covered Showing for Wednesday...	150.00	150.00
03/01/2002	3299	Iron Dogs Flyball	Large Covered Showing for monday nig...	150.00	150.00
03/15/2002	3322	Hillsboro High School Student Body	Rental of Quadrant Property	100.00	100.00
03/21/2002	2001-192	Unique Animal Expo	Power drops	225.00	12.75
03/21/2002	2001-195	Feathered Friends	Power drops	120.00	5.97
03/22/2002	2001-188	Jan Herinckx	Base Lease of Large Covered Showing ...	300.00	300.00
03/22/2002	3331	Chandra Polisetti	Base lease and attendees for Friendship...	400.00	400.00
03/26/2002		Alle Rasse Gruppe IABKC	Applied deposit for Friendship Plaza 8/3-...	150.00	150.00
03/26/2002		Alle Rasse Gruppe IABKC	Applied deposit on Friendship Plaza for ...	150.00	150.00
Total 010G - Grounds/General					1,568.72
<b>010J - RV/Boat Storage/Barns</b>					
03/28/2002		Kelly Bonar	Boat/RV Storage Fee	170.73	170.73
Total 010J - RV/Boat Storage/Barns					170.73
<b>010K - Interim Use Concessions</b>					
03/15/2002	3319	Judi Callender	Interim Use Concessions - 20% cut	710.00	710.00
03/15/2002	3321	Gaye Avery-Grubbs	Interim Use Concessions - 20% sales fro...	36.00	36.00
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(9.79)
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(1.42)
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(1.42)
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(14.16)
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(17.00)
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(4.25)
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(6.37)
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(84.98)
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(29.92)
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(5.52)
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(1.42)
03/21/2002	2001-192	Unique Animal Expo	Interim Use Concessions	(189.00)	(12.75)
03/21/2002	2001-196	Tualatin Valley Gem & Mineral Club	Interim Use Concessions 10% cut of the ...	(32.00)	(1.10)
03/21/2002	2001-196	Tualatin Valley Gem & Mineral Club	Interim Use Concessions 10% cut of the ...	(32.00)	(22.93)
03/21/2002	2001-196	Tualatin Valley Gem & Mineral Club	Interim Use Concessions 10% cut of the ...	(32.00)	(0.64)
03/21/2002	2001-196	Tualatin Valley Gem & Mineral Club	Interim Use Concessions 10% cut of the ...	(32.00)	(5.10)
03/21/2002	2001-196	Tualatin Valley Gem & Mineral Club	Interim Use Concessions 10% cut of the ...	(32.00)	(2.23)
03/21/2002	2001-195	Feathered Friends	Interim Use Concessions 10% cut in foo...	(66.00)	(24.85)
03/21/2002	2001-195	Feathered Friends	Interim Use Concessions 10% cut in foo...	(66.00)	(8.08)
03/21/2002	2001-195	Feathered Friends	Interim Use Concessions 10% cut in foo...	(66.00)	(3.22)
03/21/2002	2001-195	Feathered Friends	Interim Use Concessions 10% cut in foo...	(66.00)	(4.23)
03/21/2002	2001-195	Feathered Friends	Interim Use Concessions 10% cut in foo...	(66.00)	(5.97)
03/21/2002	2001-195	Feathered Friends	Interim Use Concessions 10% cut in foo...	(66.00)	(0.40)
03/21/2002	2001-195	Feathered Friends	Interim Use Concessions 10% cut in foo...	(66.00)	(1.24)
03/21/2002	2001-195	Feathered Friends	Interim Use Concessions 10% cut in foo...	(66.00)	(2.69)
03/21/2002	2001-194	Dwight Bash & Associates	Interim Use Concessions less 10% cut o...	(68.00)	(15.32)
03/21/2002	2001-194	Dwight Bash & Associates	Interim Use Concessions less 10% cut o...	(68.00)	(33.28)
03/21/2002	2001-194	Dwight Bash & Associates	Interim Use Concessions less 10% cut o...	(68.00)	(3.66)
03/21/2002	2001-194	Dwight Bash & Associates	Interim Use Concessions less 10% cut o...	(68.00)	(1.11)
03/21/2002	2001-194	Dwight Bash & Associates	Interim Use Concessions less 10% cut o...	(68.00)	(2.87)
03/21/2002	2001-194	Dwight Bash & Associates	Interim Use Concessions less 10% cut o...	(68.00)	(7.21)
03/27/2002		Gaye Avery-Grubbs & Tamara Ea...	Concessions for 4-H "Equine Experience"	(18.00)	(18.00)
Total 010K - Interim Use Concessions					373.00



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# Washington County Fair Complex Line Item Report March 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>010 · Rent &amp; Storage - Other</b>					
03/01/2002	2001-152	FEI Company	Tables	160.00	6.49
03/01/2002	2001-152	FEI Company	Round Table	100.00	4.05
03/01/2002	2001-152	FEI Company	Metal Chairs	112.50	4.56
03/01/2002	2001-152	FEI Company	New Stage Sections	100.00	4.05
03/01/2002	2001-152	FEI Company	Coat Rack	10.00	0.41
03/01/2002	2001-152	FEI Company	Fair Complex Dumpster at direct cost	43.20	1.75
03/01/2002	2001-177	Collector's West	Tables	164.00	164.00
03/01/2002	2001-177	Collector's West	Metal Chairs	22.50	22.50
03/01/2002	2001-177	Collector's West	Fair Complex Dumpster at direct cost	64.80	64.80
03/01/2002	2001-177	Collector's West	Labor Hours to clean the building	212.50	212.50
03/01/2002	2001-177	Collector's West	Labor Hours spent cleaning the tape off t...	62.50	62.50
03/01/2002	2001-177	Collector's West	Labor Hours spent repairing the ruts left ...	75.00	75.00
03/01/2002	2001-178	Oregon Collector's Market	Tables	520.00	520.00
03/01/2002	2001-178	Oregon Collector's Market	Metal Chairs (80 Chairs per show)	82.50	82.50
03/01/2002	2001-178	Oregon Collector's Market	PA System for Gun Show	25.00	25.00
03/01/2002	2001-178	Oregon Collector's Market	Fair Complex Dumpster at direct cost us...	86.40	86.40
03/01/2002	2001-178	Oregon Collector's Market	Room Dividers for Collectors Market	30.00	30.00
03/01/2002	2001-178	Oregon Collector's Market	Labor Hours to clean the Main Exhibit H...	100.00	100.00
03/01/2002	2001-178	Oregon Collector's Market	Labor Hours to clean the Main Exhibit H...	100.00	100.00
03/01/2002	3296	Denise Marsden	Tables	24.00	24.00
03/01/2002	3296	Denise Marsden	Round Table	45.00	45.00
03/01/2002	3296	Denise Marsden	Metal Chairs	37.50	37.50
03/01/2002	3296	Denise Marsden	Security Costs	98.00	98.00
03/15/2002	2001-179	Markus & Markus Auctioneers	Fair Complex Dumpster at direct cost	21.60	5.81
03/15/2002	2001-181	4-H Horse Leaders	Tables \$1.00 discount	87.00	87.00
03/15/2002	2001-181	4-H Horse Leaders	Labor Hours to move benches	12.50	12.50
03/15/2002	2001-181	4-H Horse Leaders	PA System	25.00	25.00
03/15/2002	2001-181	4-H Horse Leaders	Fair Complex Dumpster at direct cost	21.60	21.60
03/26/2002	2001-180	Dolphin Communications, Inc.	Tables	200.00	138.66
3/26/2002	2001-180	Dolphin Communications, Inc.	PA System	25.00	17.33
03/26/2002	2001-180	Dolphin Communications, Inc.	Fair Complex Dumpster at direct cost	129.60	89.86
03/26/2002	2001-180	Dolphin Communications, Inc.	Fork-Lift Time	87.50	60.66
Total 010 · Rent & Storage - Other					2,229.43
Total 010 · Rent & Storage					14,351.43
<b>011 · Damage Deposits</b>					
03/01/2002	3297	Guy Takahashi	Refundable Rental Deposit Fee	200.00	200.00
03/15/2002	3320	Oregon Orchid Society	Rental Deposit Fee	200.00	200.00
03/22/2002	3328	Chandra Polisetti	Refundable deposit on F.Square & Plaza	200.00	200.00
Total 011 · Damage Deposits					600.00
<b>018 · RV Parking</b>					
<b>018A · RV Parking/Short Term</b>					
03/01/2002	3301		Short Term RV Parking	45.00	45.00
03/01/2002	3302		Short Term RV Parking	30.00	30.00
03/01/2002	3303		Short Term RV Parking	15.00	15.00
03/15/2002	3304		Short Term RV Parking	45.00	45.00
03/15/2002	3305		Short Term RV Parking	45.00	45.00
03/15/2002	3306		Short Term RV Parking	45.00	45.00
03/15/2002	3307		Short Term RV Parking	15.00	15.00
03/15/2002	3308		Short Term RV Parking	60.00	60.00
03/15/2002	3309		Short Term RV Parking	15.00	15.00
03/15/2002	3309		Short Term RV Parking	10.00	10.00
03/15/2002	3310		Short Term RV Parking	30.00	30.00
03/15/2002	3311		Short Term RV Parking	15.00	15.00
03/15/2002	3312		Short Term RV Parking	15.00	15.00
03/15/2002	3313		Short Term RV Parking	30.00	30.00
03/15/2002	3314		Short Term RV Parking	15.00	15.00
03/15/2002	3315		Short Term RV Parking	45.00	45.00
03/15/2002	3316		Short Term RV Parking	30.00	30.00
3/15/2002	3317		Short Term RV Parking	15.00	15.00
3/15/2002	3318		Short Term RV Parking	15.00	15.00
03/22/2002	3325		Short Term RV Parking	60.00	60.00
03/22/2002	3326		Short Term RV Parking	105.00	105.00
03/22/2002	3327		Short Term RV Parking	45.00	45.00
03/25/2002	3335	RV Parking Fee	Short Term RV Parking 3/22-3/24/02	30.00	30.00

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# Washington County Fair Complex Line Item Report March 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
03/25/2002	3336	RV Parking Fee	Short Term RV Parking 3/22-3/24/02	30.00	30.00
03/25/2002	3337	RV Parking Fee	Short Term RV Parking 3/25-3/27/02	30.00	30.00
03/26/2002	3338	RV Parking Fee	Short Term RV Parking 3/23/02	15.00	15.00
03/27/2002		RV Parking Fee	Short Term RV Parking	15.00	15.00
03/29/2002		RV Parking Fee	Short Term RV Parking- 3/29-3/31/02	30.00	30.00
Total 018A · RV Parking/Short Term					895.00
Total 018 · RV Parking					895.00
020 · ATM Fees Income - Interim					
03/01/2002	3300	Samsar ATM	ATM Fees - Interim for January 2002	144.00	144.00
Total 020 · ATM Fees Income - Interim					144.00
Total D · INTERIM INCOME					15,990.43
E · FAIR INCOME					
046 · Rodeo Miscellaneous					
03/15/2002	3324		Dues, sales of Rodeo Cap and Refund fr...	142.00	142.00
Total 046 · Rodeo Miscellaneous					142.00
Total E · FAIR INCOME					142.00
Total Income					16,132.43
Gross Profit					16,132.43
Expense					
AE · PERSONNEL					
101 · Salaries					
J3/06/2002	29435	Washington County Finance Dep...	Payroll 2/16 to 3/1/02	13,605.17	13,605.17
03/27/2002		Washington County Finance Dep...	Payroll 2/2 - 2/15/02	14,660.60	14,660.60
Total 101 · Salaries					28,265.77
102 · O.P.E.					
03/06/2002	29435	Washington County Finance Dep...	Payroll 2/16 to 3/1/02	2,598.67	2,598.67
03/19/2002		SAIF Corp.	Premium Installment	626.00	626.00
03/27/2002		Washington County Finance Dep...	Payroll 2/2 - 2/15/02	7,178.03	7,178.03
Total 102 · O.P.E.					10,402.70
Total AE · PERSONNEL					38,668.47
BE · INTERIM OPERATIONS					
107 · Office Expense					
03/01/2002		Office Depot Credit Plan	Office Supplies	69.99	69.99
03/01/2002		Office Depot Credit Plan	Office Supplies	46.45	46.45
03/19/2002		Office Depot Credit Plan	Office Supplies	103.42	103.42
03/19/2002		Office Depot Credit Plan	Office Supplies (1099 forms and software)	110.00	110.00
03/27/2002	8825377	The Oregonian	Daily Delivery	11.43	11.43
Total 107 · Office Expense					341.29
108 · Telephone					
03/01/2002		A T & T	503-648-1416	263.76	263.76
03/11/2002		Verizon Northwest	Jan. Phone service for 503-648-1416	602.26	602.26
03/11/2002		Verizon Northwest	Jan. phone service for 503-648-5898	41.96	41.96
03/11/2002		Verizon Northwest	Jan. phone service for 503-648-5694	76.44	76.44
03/11/2002		Verizon Internet Solutions	February Internet Service	89.00	89.00
03/19/2002		A T & T	503-648-5694	17.44	17.44
Total 108 · Telephone					1,090.86
109 · Printing					
4/11/2002		Kinko's Inc.	Business Cards for	98.00	98.00
Total 109 · Printing					98.00

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# Washington County Fair Complex

## Line Item Report

### March 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>110 · Postage</b>					
03/01/2002	29432	Don Hillman	Reimbursement for package mailed to B...	3.95	3.95
03/11/2002		Pitney Bowes	Postage by phone reset	179.66	179.66
Total 110 · Postage					183.61
<b>111 · Equip/Bldg Rental</b>					
<b>111A · Equipment Rental</b>					
03/11/2002		Home Depot	Pannel Lifts	84.00	84.00
03/27/2002		Pacific Office Automation	Copier Rental	215.00	215.00
Total 111A · Equipment Rental					299.00
<b>111 · Equip/Bldg Rental - Other</b>					
03/11/2002		Home Depot	Pannel Lifts	69.50	69.50
Total 111 · Equip/Bldg Rental - Other					69.50
Total 111 · Equip/Bldg Rental					368.50
<b>112 · Utilities</b>					
03/01/2002		Portland General Electric	1/14/02-2/12/02 account 4-100-3100-1 5	30.69	30.69
03/11/2002		NW Natural	Feb. 76453-0	371.13	371.13
03/11/2002		NW Natural	Feb. 76294-8	471.87	471.87
03/11/2002		NW Natural	Feb. 76284-9	7.00	7.00
03/11/2002		NW Natural	Feb. 76285-6	7.00	7.00
03/11/2002		NW Natural	Feb. 76282-3	7.00	7.00
03/11/2002		NW Natural	Feb. 76266-6	740.86	740.86
03/11/2002		NW Natural	Feb. 76814-3	77.12	77.12
03/11/2002		NW Natural	Feb. 76743-4	572.99	572.99
03/11/2002		Portland General Electric	1/30/02-3/1/02 #4-0260-0480-0 0	3,226.73	3,226.73
03/11/2002		Portland General Electric	1/30/02-3/1/02 #4-0260-0450-0 6	50.72	50.72
3/11/2002		Portland General Electric	1/30/02-3/4/02 #4-0248-4390-3 2	10.04	10.04
03/19/2002		Hillsboro Garbage Disposal	Garbage Disposal 2/21/02	450.00	450.00
03/19/2002		Hillsboro Garbage Disposal	Drop Box Service 2/21/02	207.10	207.10
03/19/2002		Portland General Electric	2/05/02 - 3/07/02	158.92	158.92
03/27/2002		Portland General Electric	2/12/02-3/14/02	31.03	31.03
Total 112 · Utilities					6,420.20
<b>113 · Repair &amp; Maintenance</b>					
<b>113B · Main Exhibit Hall R &amp; M</b>					
03/11/2002		Familian NW Hillsboro	Sink repair	20.22	20.22
Total 113B · Main Exhibit Hall R & M					20.22
<b>113C · Cloverleaf R &amp; M</b>					
03/11/2002		Home Depot	Wall Anchors	13.98	13.98
Total 113C · Cloverleaf R & M					13.98
<b>113D · Arts &amp; Crafts R &amp; M</b>					
03/22/2002	29464	Sunset Presbyterian Church		5.00	5.00
Total 113D · Arts & Crafts R & M					5.00
<b>113L · Equipment R &amp; M</b>					
03/01/2002		Aerial Equipment Specialists, Inc.	Equipment R & M	308.10	308.10
03/01/2002		Metro New Holland	Fuel Filter for Ford Tractor	8.91	8.91
03/01/2002		Metro New Holland	Hydraulic Filter for Ford Tractor	6.18	6.18
03/01/2002		Metro New Holland	Outer Air Filter for Ford Tractor	33.25	33.25
03/01/2002		Metro New Holland	To repair fuel leak and bleed fuel system...	137.21	137.21
03/11/2002		Fisher Implement Company	Shoe & Parts for Disk and Packer, \$53.8...	8.59	8.59
03/19/2002		Mark's Lift Truck Service Inc.	Lift Truck Repairs	85.10	85.10
Total 113L · Equipment R & M					587.34

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# Washington County Fair Complex Line Item Report March 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>113 · Repair &amp; Maintenance - Other</b>					
03/11/2002		Home Depot	Materials for Livestock Restrooms	422.36	422.36
03/11/2002		Home Depot	Materials for Livestock Restrooms	41.28	41.28
03/19/2002		Windsor Security	Central Monitoring fire, burg	131.70	131.70
Total 113 · Repair & Maintenance - Other					595.34
Total 113 · Repair & Maintenance					1,221.88
<b>114 · General Supplies</b>					
03/11/2002		Sierra Springs/Brewed Hot Coffee	Water Supplies	17.95	17.95
03/27/2002	1665604	U-Haul	Propane	35.93	35.93
Total 114 · General Supplies					53.88
<b>118 · Travel &amp; Training</b>					
03/01/2002	29432	Don Hillman	Reimbursement for Buisness Lunches a...	73.16	73.16
03/04/2002		Western Fairs Association	WFA Convention	295.00	295.00
Total 118 · Travel & Training					368.16
<b>121 · Professional Svcs.</b>					
03/01/2002		Accountants Inc.	8 Hrs for Pamela Pearson	238.00	238.00
03/11/2002		Accountants Inc.	17 Hrs for Lola Burns	446.25	446.25
03/11/2002		World Inspection Network	Inspection of Caretakers Home 3/15/2002	285.00	285.00
03/11/2002		Coast to Coast Event Services	Security Service for Guerra Wedding Re...	301.00	301.00
03/19/2002		Accountants Inc.	14 Hrs for Lola Burns	416.50	416.50
03/19/2002		Accountants Inc.	8 Hrs for Pamela Pearson	238.00	238.00
Total 121 · Professional Svcs.					1,924.75
<b>124 · Car Allowance</b>					
03/06/2002	29435	Washington County Finance Dep...	Executive Director Travel Allowance	355.00	355.00
Total 124 · Car Allowance					355.00
<b>131 · Advertising &amp; P.R.</b>					
03/11/2002		Hillsboro Argus	Display Advertising	230.40	230.40
03/11/2002		Community Newspapers Inc.	Tigard Chamber Directory 2002	320.00	320.00
03/27/2002		Qwest	March 02 Directory Advertising	164.80	164.80
Total 131 · Advertising & P.R.					715.20
<b>133 · Dues, Licenses, Fees</b>					
03/01/2002		Office Depot Credit Plan	Fees	2.92	2.92
03/19/2002		Office Depot Credit Plan	Fees	3.53	3.53
03/27/2002		Pacific Office Automation	fee for lease copy	3.00	3.00
03/27/2002		Hillsboro Rotary Club	Semi-Annual Dues 1999	87.50	87.50
Total 133 · Dues, Licenses, Fees					96.95
<b>150 · Refunds</b>					
03/06/2002	2001-190	Efrain Guerra, Jr	Rental Deposit Refund	175.00	175.00
Total 150 · Refunds					175.00
Total BE · INTERIM OPERATIONS					13,413.28
<b>CE · FAIR OPERATIONS</b>					
<b>182 · Miscellaneous</b>					
03/01/2002	29425	Washington County Sheriff's Office	ID Badge/Don Hillman	4.00	4.00
Total 182 · Miscellaneous					4.00
Total CE · FAIR OPERATIONS					4.00
<b>DE · EXHIBITS/COMPETITIONS</b>					
<b>222 · Personnel 4-H</b>					
03/27/2002		Roberta Newman	Spring Foods contest Judge	50.00	50.00
03/27/2002		Jan Theisen	Spring Foods Contest Judge	50.00	50.00
Total 222 · Personnel 4-H					100.00



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# Washington County Fair Complex Line Item Report March 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
<b>223 · Other 4-H</b>					
03/27/2002		Roberta Newman	Mileage	42.33	42.33
Total 223 · Other 4-H					42.33
Total DE · EXHIBITS/COMPETITIONS					142.33
<b>EE · RODEO</b>					
<b>316 · Promotion</b>					
03/11/2002		Sign Pro	Date Change on Bull Banner	60.00	60.00
03/19/2002	29455	Miss Rodeo Oregon, Inc.	MRO Entrance fee	87.50	87.50
Total 316 · Promotion					147.50
<b>320 · Queen</b>					
03/19/2002	29455	Miss Rodeo Oregon, Inc.	MRO Entrance fee	87.50	87.50
Total 320 · Queen					87.50
Total EE · RODEO					235.00
Total Expense					52,463.08
Net Income					(36,330.65)

TerminalNo: 80900607  
 FIID: 0607  
 DistributorID: 1

Period: 02/01/02 to 02/28/02

Washington County Fair  
 Complex [80%]

	<i>Amount of Transactions</i>	<i>Total Fee Transactions</i>	<i>Trans Fees</i>	<i>Total Trans Fees</i>	<i>Sur- charge Fees</i>	<i>Total SurCH Fees</i>	<i>Total Process Fees</i>
02/01/2002	\$20.00	1	\$0.30	\$0.30	\$1.20	\$1.20	\$1.50
02/02/2002	\$20.00	1	\$0.30	\$0.30	\$1.20	\$1.20	\$1.50
02/03/2002	\$320.00	8	\$0.30	\$2.40	\$1.20	\$9.60	\$12.00
02/04/2002	\$120.00	5	\$0.30	\$1.50	\$1.20	\$6.00	\$7.50
02/09/2002	\$160.00	2	\$0.30	\$0.60	\$1.20	\$2.40	\$3.00
02/10/2002	\$3,060.00	32	\$0.30	\$9.60	\$1.20	\$38.40	\$48.00
02/11/2002	\$360.00	6	\$0.30	\$1.80	\$1.20	\$7.20	\$9.00
02/23/2002	\$1,560.00	19	\$0.30	\$5.70	\$1.20	\$22.80	\$28.50
02/24/2002	\$2,440.00	26	\$0.30	\$7.80	\$1.20	\$31.20	\$39.00
Sum	\$8,060.00	100		\$25.00		\$120.00	\$150.00

*Your weekly Average*

Day	Amt/Day	Trans/Day
Sun	1,940.00	22
Mon	\$240.00	6
Fri	\$20.00	1
t	\$580.00	7

## MINUTES

**MINUTES**  
**WASHINGTON COUNTY FAIR BOARD**  
**Tuesday April 9, 2002**

**CONVENED:** 4:35 p.m.

**FAIR BOARD:**

President Kathy Christy  
Board Member Rich Vial – Vice President  
Board Member Lyle Spiesschaert – Treasurer  
Board Member Ken Leahy  
Board Member Sheila Day

**STAFF:**

Don Hillman, Executive Director  
Lisa DuPré, Marketing Manager  
Leah Perkins, Fair Coordinator  
Cindy Rodriguez, Office Manager  
Alex Brander, Fair Operations Manager

**GUESTS:**

John Baggott, 4-H Extension Service

**PRESS:**

Hank Stern, *The Oregonian*  
Web Ruble, *The Hillsboro Argus*

President Christy called the meeting to order at 4:35 p.m., welcomed everyone and called for Audience Time, and asked for additions to the agenda. No additions were requested.

**1. Consent Agenda**

President Christy asked if any items are requested to be removed from the Consent Agenda. Clarification by Executive Director Don Hillman in that the first four items are still unavailable. Staff is continuing to work on February Financial Statements. These will go out under a separate cover.

Clarification requested by Board Member Spiesschaert, whether ATM statements included in Financial Statements. Executive Director Hillman explained that ATM summary reports are in information presented separately under Other Matters of Information.

Board Member Spiesschaert requested to have ATM summary reports removed from the Consent Agenda. President Christy requested to remove the entire section under Financial Statements from Consent Agenda.

**Motion by Board Member Speisschaert to approve Consent Agenda. Board Member Leahy seconds. Motion carried 5-0.**

## **2. Special Reports**

**A. Rodeo Report** – Cody Feinauer, Rodeo Committee Chair, not in attendance. President Christy asked whether Executive Director Hillman attended Rodeo Board Meeting. Executive Director Hillman indicated that both himself and Alex Brander attended. Things are going well. They continue to work in a committee format making sure that projects and assignments are completed on time.

**B. 4-H Report** – John Baggott, 4-H Extension Service, reported that he checked with the Associate Dean at the College of Veterinary Medicine about the possibility of recruiting some students during County Fair. He has contacted Dave Barno to discuss how supervision of Vet students would work. Mr. Baggott is working on an e-mail to send to Associate Dean which will be forwarded to current Junior Vet students. Considering 4-5 students to have available as animals check in. Dave Barno would provide the supervision. Mr. Baggott indicated that he will be discussing with Executive Director Hillman the possibility of providing a stipend to these students.

John Baggott also reported that Gerald Kubiak, Washington County, contacted him to host a meeting for 4-H Extension clientele regarding the proposed Washington County Events Center. A post card has been put together and sent to approximately 600 people inviting them to attend a meeting scheduled on April 19<sup>th</sup>, 2002. Mr. Baggott's understanding is that Commissioner Duyck will be giving that presentation.

Board Member Day has noticed that the scheduled meeting in which Mr. Baggott is referring to, appears as 4-H and FFA. Board Member Day asked for clarification whether FFA would be included with 4-H. Mr. Baggott indicated that he believed the County Administrative Office would be contacting FFA and that he would double check to make sure that they would be invited as well. Board Member Day asked which office put together and sent out the post cards. Mr. Baggott indicated that it was a joint effort.

Mr. Baggott continues to remind superintendents to turn in revised information. He will be attending Horse and Livestock meeting to make sure things are moving along there. He also notes that the scrapies eradication program is moving along. Open class is attending these meetings as well.

C. **Booster Report** – Bill Duerden, Booster President, not available. President Christy wanted to note that she'd heard his presentation on the Fair Redevelopment and that he did a great job. President Christy asked Executive Director Hillman whether he had anything from Bill Duerden to share. Executive Director Hillman indicated that both himself and Board Member Day attended the Board Meeting last Wednesday. The majority of the meeting was discussion of the redevelopment project.

D. **Maintenance** – President Christy asked whether Alex Brander, Fair Operations Manager, had anything to add to his report. Mr. Brander stated that he had nothing further. Executive Director Hillman wanted to mention that staff thanked Lisa DuPre', Marketing Manager, for assuring an insurance certificate was in place when \$18,000 worth of damage was caused by an inexpensive crock pot at the Cloverleaf Building. Board Member Day asked for clarification of incident. Board Member Day commented that she'd not had an opportunity to see the building since then, but it must look beautiful now.

### 3. Old Business

A. **Task Force Update** – Board Member Leahy attended the last Task Force meeting and reported it has gained ground. Board Member Leahy indicated that he has not been able to attend any of the CPO meetings, but has heard that they have been very well received. Board Member Leahy stated he had lunch with Larry Eisenberg, Washington County, and everyone Mr. Eisenberg has spoken with informally has been encouraged by the project. The next meeting is scheduled for April 25<sup>th</sup>, 2002.

Board Member Vial commented regarding Task Force update and e-mail received from President Christy suggesting meeting among Fair Board members so that they may proceed with one voice. Board Member Vial indicated that this is very important and is anxious to set a date for the meeting.

President Christy reported that a Special Board meeting would include Geoff Larkin and Steve Siegel to discuss anything Board members have concerns about. President Christy stated Mr. Larkin is available next Wednesday, April 17, 2002.

President Christy commented that the County has done a great job getting everyone on the Task Force out there and discussing the issues.

Board Member Speisschaert suggested that a list be maintained by the Complex Office as to which groups have been visited so as to prevent duplicate presentations.

Executive Director Hillman requested that Fair Board Members let the Complex Office know where and when they visit, and the Office will keep a master list so we don't visit the same place twice.

Board Member Leahy asked Executive Director Hillman if there is an Agenda that is being followed. Executive Director Hillman indicated that there is and some additional information is available as well.

President Christy commented how each group may be a little different and sometimes questions arise that one may not be prepared for. One question in particular that came up was that if we were very profitable, would we pay off the general obligation bond sooner? President Christy stated she talked with Executive Director Hillman about that, and the hope is that if we were very profitable, we'd probably use that money towards the next phase of the project.

President Christy noted that under the Task Force Update there is a list of speaking engagements that some of the folks here have been involved with.

President Christy called for any other comments from Board Member Leahy on the Task Force Development. Board Member Leahy indicated that an upcoming meeting with Larry Eisenberg, Washington County, would provide more insight as far as options that are available.

**B. Board Objectives Update** – President Christy expects to have it on the agenda for next meeting. In the meantime this will provide her an opportunity to meet with Executive Director Hillman to go over policy information that has been provided in the packet under Other Matters of Information.

President Christy added that after reviewing what Gerald Kubiak, Washington County, had put together as far as Community Awareness Presentations, there appears to be a lot of work to be done in order to cover the whole County on a continuing basis.

President Christy hopes to come back with a list of other ideas in addition to speaking engagements such as newsletters, websites, and other ways to get the message out. President Christy indicated that she wasn't able to put this together for new goals to be adopted by tonight's meeting, but may have it for next Board meeting.

Board Member Day asked to comment on information for redevelopment. Board Member Day questioned whether a booth would be set-up during the Fair & Rodeo to provide information regarding redevelopment project. Board Member Day noted it would be logical, and a good time to promote and provide information about the redevelopment.

President Christy commented that it was an excellent question in addition suggested an area in the office as well. Board Member Day stated that this idea is similar to one they had a few years ago, which Fair Board Members and others

staffed a booth continually talking to fairgoers. President Christy asked Fair Coordinator Leah Perkins whether this is something currently on our radar screen.

Fair Coordinator Perkins stated that there are definitely spots available inside as well as outside as not everyone goes inside the Main Exhibit Hall. President Christy suggested the divider in the Fair Complex office lobby as a display location.

President Christy stated that it needs to be discussed how this should be handled as Board Member Day has some information how it was handled in the past. Board Member Day commented just informational booth. Fair Coordinator asked that she be kept informed where a booth would likely be set up.

Mr. Baggott added an upcoming All Leaders Meeting on 6/3/02, here at the Fair Complex, which would be a good time to provide some information. President Christy stated that anything anyone could think of to get people out to provide information would be good and that we can start adding to the list that will be maintained here in the office.

**C. Insurance Update** – Executive Director Hillman reported staff put in the mail a number of applications for getting quotes and coverage beginning July 1<sup>st</sup>, 2002. Most companies indicated that turnaround for quotes took about 30 days. Executive Director Hillman stated that he should have some numbers by May meeting. Company not listed is Marsh Inc., whom is our current provider. They will be sending an application to fill out for quote as well.

#### **4. New Business**

**A. Ten Point Plan** – President Christy asked whether Executive Director Hillman had any additional comments on the Ten Point Plan. Executive Director Hillman stated after reviewing, there was only one recommendation could not go forward with which is Fireworks. Fire Marshall requires a fairly large zone to be cleared for that to happen. We do not have the space and cannot accommodate the fireworks for this year. Perhaps we can revisit for next year.

Board Member Speisschaert asked whether it made a difference if it were laid out to the East. Executive Director Hillman stated that a 300-foot radius or diameter is required around the site.

Marketing Manager Lisa DuPre stated the tree that sits out East of the Maintenance compound is where Burbuck staged the firework display. Marketing Manager DuPre added that in addition, the entire Park & Ride parking lot has to be evacuated as well as a section of land to the East of that.



Board Member Speisschaert had a question with the Ten Point Plan regarding the Draft Horse show scheduled for Friday. Board Member Speisschaert asked for clarification as to whether it was accurate for Friday or should be Saturday.

Executive Director Hillman stated Saturday and apologized for the error.

Board Member Vial asked for Cody Feinauer's reaction in returning to a three performance rodeo event. Executive Director Hillman stated that he believes they're okay with it because they have an opportunity to actually add an extra performance. Mr. Feinauer has done a lot research on it, talked with a lot of people in the business and decided that the best plan would be to have a three performances one-head rodeo.

**B. Pre-Fair Projects** – Executive Director Hillman reported that staff wanted to identify for the Board some of the projects that they wanted to have accomplished before fair time.

Executive Director Hillman stated that they've done their due diligence such as in restaurant row, where they have talked with the other concessionaires and St Matthews.

Board Member Day asked whether the covered seating area would be eliminated. Executive Director Hillman explained that there would still be a covered seating area. He noted that as indicated in the plans, a carousel would be placed in the area shifting the tent closer to the Friendship Square Stage and making that area larger.

Executive Director Hillman discussed meeting with staff from City and Washington Historical Society. Over the next 45-60 days, there is a process to go through, but are hopeful in getting the Jail dismantled, tagged and stored to be put up at a later date fully restored. The log cabin upon review was declared to have no salvage value to them or anyone else. Perhaps a few logs could be used.

Executive Director Hillman indicated he didn't want to do one without the other. When process begins with the jail, then he'd look into having the log cabin come down at the same time.

Executive Director Hillman commented that the Reader Board has approximately 24,000 cars go by it each day. It is a focal point for traffic as they look towards the Fair Complex. Looking to put a fresh face on it, as they work with staff to see what can be done to get the reader board updated. Understanding that the Board is sensitive to having a sponsor of any type associated with the reader board, staff will proceed carefully and not do anything in that regards without direct Board approval.

Executive Director Hillman stated that since the Main Gate is being returned to where it was 4 - 5 years ago, he would really like to make an impact in the landscaped area that got improved last year. Instead of the gazebo and fountain, bringing back Boss Hog in glorious style much similar to Mickey Mouse when entering Disneyland Park. Boss Hog could be placed on a pedestal. We have cooperation from our FFA folks that can help with renovating it. It's believed that it will be fairly easy to make a faux looking concrete pedestal to get Boss Hog off the ground 6 - 7 feet, and working with FFA group in Forest Grove to have some flowers planted below the pedestal.

Board Member Speisschaert asked where it would sit. Executive Director Hillman stated that where the fountain is right now would be the actual location where the pedestal would be built and Boss Hog would be placed on top of it. The gazebo and fountain would be moved and used elsewhere. He has received approval and support from Boosters who are happy to see that Boss Hog is returning.

Executive Director commented that he would like to bring the petting zoo back up into a better traffic area. Closer to the Cloverleaf Gate and bring in a contractor to provide that particular activity. He stated that there have been some issues in the past at Fairs about the animals. How the animals are treated, how the animals treat the folks and the issue of Ecoli. Board Member Day interested in responses from families or volunteers that have handled the petting zoo in the past.

Executive Director Hillman stated there have been two individuals who have helped in the past, but couldn't recall how they felt about it.

Fair Coordinator Perkins stated that Shannon Moorehead was one of the individuals who had helped. While in the office the other day, Ms Moorehead asked Fair Coordinator Perkins whether she would be involved in it this year, and Perkins explained that an outside contractor was to be hired. Moorehead indicated she was fine with that and was just curious.

Mr. Baggott asked for clarification in this matter. In the past, 4-H Clubs have worked in the petting zoo area. With the hiring of an outside contractor, is the assumption that 4-H will no longer be used?

Executive Director Hillman explained that this is the issue they were trying to get away from as animals were being removed from the barns to be placed in the petting zoo. Mr. Baggott stated that this was not the case. No 4-H animals from the barns were being provided. Perhaps 4-H'ers provided some animals, but not their animals from the barns. What happened was that 4H clubs were scheduling times to be there to insure that the public was not abusing the animals.

Board Member Speisschaert suggested if possible and appropriate, for staff to send out letters to past volunteers thanking them for all their help and assistance.

Board Member Speisschaert stated there have been a lot of donations that have gone into the petting zoo.

Mr. Baggott suggested an update in the next Newsletter as well.

Board Member Speisschaert commented as to a sensitivity issue so that folks aren't unexpectedly surprised or made to feel pushed out because there are a lot of changes occurring.

Board Member Day added that some of the work 4-Hers did is part of their project area, so it eliminates a large chunk out of what they are supposed to or should be doing and would need to find something to take it's place.

Mr. Baggott stated there would be plenty of other opportunities and some of them also received compensation for volunteer time supporting various clubs. Some information to them would just be helpful.

**C. Vendors License** – President Christy addressed Vendors Licenses and asked whether any changes were needed for this year.

Executive Director Hillman stated that the Vendors License was sent for review to County Counsel and was returned with very minor changes. It is the same vendors license that has been in place for the last couple of years. Executive Director Hillman stated that he included it in the packet because it was listed as a possible Board policy and procedure.

Board Member Vial asked to discuss further, whether our standard contract is a flat fee plus percentage. Executive Director Hillman clarified flat fee for commercial exhibits, but food stands are a flat fee against a percentage.

Board Member Vial stated that in reading the contract, it wasn't clear in that there is no discussion of any percentage rent.

Fair Coordinator Perkins stated that food stands licenses include a line where she writes in a percentage. Fair Coordinator Perkins stated it was done that way in the past and it was just copied for this year.

Board Member Day suggested a separate license for food.

Executive Director Hillman expressed that it would be easy to do and will direct staff to develop a separate license for food.

Board Member Vial agreed and also noted that there is no requirement anywhere of a Food Handlers License. The only thing that is food specific is line #7 that addresses posting a sign for pricing with reference to Statute OR. 624.025. Fair

Coordinator Perkins explained that the letter that goes out to the food licenses to which provides concessionaires with phone number of where to call and get a food handlers license.

Board Member Vial asked for clarification regarding machines using in excess of 20 amps, they use a 12/3 cord. Board Member Speisschaert added 12/3 cord or larger.

Board Member Vial suggested clarification to indicate when vendors are authorized to sell alcohol. Executive Director Hillman stated that the changes and additions would be made.

**D. New Policy and Procedures** – President Christy asked for comments from Executive Director Hillman.

Executive Director Hillman indicated that four new policies had been adopted for this calendar year. A Credential Policy is one he would like to have in practice if not approved by the Board before Fair. The others could be done over time.

Member Spiesschaert asked for clarification regarding the proposed credential policy. Executive Director Hillman explained that the policy would cover working credentials and courtesy passes and would list under what circumstances the passes would be provided.

President Christy asked if this was something Executive Director Hillman could provide for the next Board meeting. Executive Director Hillman stated that he would provide a draft to the Board before the next meeting.

President Christy asked if any other policy be placed on a priority list. Board Member Vial suggested that some of the County Fair Operations policies may be important. In particular the 200 series and specifically the Free Ticket Policy.

President Christy stated that this would be brought forward to the next meeting. Board Member Speisschaert indicated he would like to the Non-Paid Use of Facilities Policy in the 300 series be considered before the end of the year.

**E. Bedding Update** – Alex Brander, Fair Operations Manager, reported on bedding update. Information in the Board packet demonstrates breakdown of projected cost for 2002 versus last year. Mr. Brander summarized how he came to the conclusion. Mr. Brander indicated that for the cost savings he went thru each department to identify those that would be using straw. It is estimated that 35% of the total bedding would be contamination with straw. It is proposed the use a company that would supply sawdust at \$55.00 per unit. The price of sawdust would include the cost of removal. They would also provide a loader. Contaminated bedding would cost an additional \$2.50 per yard to remove. Total cost for this year is \$9,250 verses \$14,000 last year.



Board Member Day asked whether this included Horse Fair. Mr. Brander indicated that it includes everything.

President Christy asked what needed to be done to get more cost savings. Mr. Brander stated continued discussions with departments to see if they can use straight shavings vs. straw.

**F. Other** – Board Member Vial asked to address the Art idea.

Board Member Vial stated that he contacted Executive Director Hillman and expressed concern of not being able to have the sand sculptures this year and the excitement that would have built before or during the Fair.

Board Member Vial commented on several ideas he had such as hiring an artist to create a huge, large painting or mural that would happen during the Fair. Another idea was to make it a community-participation project where 4 x 8 pieces of plywood could be used to let people paint them.

Executive Director Hillman has made several calls, and stated that he has only discovered one person in the area that actually does this sort of work and has yet to get off of him. In spite of that, he has a contact in Las Vegas of someone who does something similar, but a bit more theatrical. The artist does very large murals that are about 30-50ft high. Executive Director Hillman stated that he is continuing to do some outreach and that he liked the idea because of the fact that it isn't really completed until the end of Fair. It brings the press back, and keeps the attention focused on the Fair.

Board Member Speisschaert commented that the concept was similar to when the Totem pole was carved.

Executive Director Hillman will continue to pursue the idea and stated that if anyone had any suggestions to let him know.

Board Member Vial stated that he would also like to see a children's area.

Board Member Vial commented that he would like to see a 4 x 8 panel reserved for spray-paint artists in order to make them part of the solution, not part of the problem.

Board Member Leahy suggested for height, the Arena could be used. A canvas could be placed there.

Mr. Baggott, 4-H Extension Service, suggested in terms of artwork, incorporation of the redevelopment project, could be displayed.

President Christy suggested having that the building that faces the Max Line be painted.

Board Member Vial stated that's a good idea, logo could be painted on the roof, as they are quite visible from Max Line.

Executive Director Hillman commented that these are all good ideas, and asked for a few weeks to put something together.

Board Member Speisschaert asked to have the April 17<sup>th</sup> Special Board meeting re-scheduled for 3:00pm. All agreed.

#### **7. Announcements**

**Contracts Calendar** – Executive Director Hillman reported a contract to develop a new website to go up May 1<sup>st</sup>. Webmaster will design around 40-50 pages. Will have more by the next Board meeting.

#### **8. Correspondence-**

President Christy reported that letters were sent to all the Mayors and to Chair Brian regarding Citizen Recognition and a letter was sent to the Pendleton Round-Up Queen extending an invitation to the Fair & Rodeo.

Board Member Day inquired why a letter was sent to the Pendleton Round-Up Queen.

Board Member Vial explained that the Pendleton Round-Up Queen is Senator Gordon Smith's daughter and it came about through a recent discussion with the Senator.

President Christy asked how that worked and whether a place would be set up for the Queen, and also asked if there is anyone else we should be inviting. Fair Coordinator Perkins responded that staff would prepare a space. Executive Director Hillman stated that the Rodeo Committee invites other Queen throughout Oregon to attend our Rodeo. Those letters should be going out by the Rodeo Committee soon.

#### **9. Other Matters of Importance-**

**A. Participants Waiver** – Executive Director Hillman explained the participant's waiver and the importance of having people sign the waiver when they volunteer or participate in an event.

**B. Press Release** – Executive Director Hillman reported that our staff intern has written Press Releases and wanted to demonstrate an example of the

formatting. Hopeful that by the end of May the majority of Press Releases will be drafted and ready to be sent out two weeks before Fair.

**C. Speaking Engagements** – President Christy noted that the Task Force speaking engagements have been going well and reminded everyone that information packet and speaking points are available.

Board Member Day stated that she has received some feedback that at times the presenter's information is unclear and inquired whether they are going back to provide answers to questions asked during the presentations.

President Christy stated that when a question arises that she doesn't have the answer to, she writes down the question, does the research, and then send this information back to the groups.

Executive Director Hillman explained that his understanding was to report back to County Administrator's office if any issues or questions arise and has not heard of anything being reported.

Board Member Day noted that the primary complaints were that of unfamiliarity of existing activities or facilities and vague, unclear answers.

President Christy stated that it was a risk that some folks were going to be not well informed. President Christy commented that it was unfortunate that people didn't identify that they weren't familiar and perhaps have requested some assistance.

Mr. Baggott, 4-H Extension Service, suggested the new website would be a good resource for feedback and information given to public. Mr. Baggott questioned how feedback was being monitored from the Task Force presentations.

Board Member Day responded that she assumed it was through the blue response cards.

Mr. Baggott inquired if a plan was in place to relay information to public as questions arose. Mr. Baggott commented that he offered faculty to be able to help facilitate small group discussions at the presentation scheduled for April 19<sup>th</sup>. Mr. Baggott stated his concern was that people would have all these questions and then how will they and others find out if they are resolved.

Board Member Vial asked whether it could be found under F&Q on the website.

Mr. Baggott stated that he wasn't aware, but also how would the information be disbursed to people who didn't have access to web.

Board Member Leahy asked whether the meetings were recorded or if minutes were available. Response from member was that they were not.

President Christy stated that perhaps these issues would be better addressed at Task Force meeting.

Executive Director Hillman suggested a process that once we know who we've talked to we could go back on a regular basis providing updates to those groups and periodically keeping them informed.

Mr. Baggott stated that one of the questions that relate directly to the Fair Board Members is regarding representing interests as folks look towards a new facility. Comments received by him is that the Board is well represented and that they are concerned as well with whether the new facility will accommodate all of the activities of the Fair & Rodeo. Several questions regarding what's happening now, and how will things be different in the future. Particularly for space and usage. Mr. Baggott explained that folks felt that a lot of focus now is for business and commercial use. Mr. Baggott stated that his response has been that he is aware of the Fair's mission in regards to being available to the community. Mr. Baggott wanted to address this issue to the Task Force.

President Christy stated that our Mission Statement states that we want to preserve our heritage and suggested that the Mission Statement be visible in the Boardroom as well as somewhere in the lobby.

Board Member Day stated she attended a meeting in which a person who is a representative of the County whom had his/her ideals about the redevelopment which were not necessarily favorable. Board Member Day commented that her concern is that some private slants that we all have can lead audiences into developing wrong opinions.

Board Member Leahy stated ideally the folks at the County who regularly at the Task Force meeting are all well informed and know what's going on

President Christy stated that she hoped most presenters stick to the speaking points provided and follow what is in the brochure.

Board Member Speisschaert noted that President Christy's method of writing questions down, researching later then responding back to group was good. He would also like to see in addition to this that folks bring back these questions to the Task Force meeting as well and develop a process through the website, F&Q, or answer to every question that gets asked. He feels there is an answer to every question.

Board Member Speisschaert stated that he had already spoken to President Christy as more money is being needed for this process and as he is in full





support, would like to know how this money would be utilized, as we don't need individuals that are not fully up to speed on the project.

Board Member Leahy suggested an opportunity be offered to these folks that perhaps have a lot of questions via an Open House. Recommend writing their questions down and bringing them back for answers.

Board Member Leahy asked Executive Director Hillman what sort of questions would cause difficulty to someone who perhaps doesn't have much history or background. Executive Director Hillman responded that perhaps specific impacts on the County Fair & Rodeo exhibitors.

Board Member Day stated that a lot of the questions come from fair visitors.

Board Member Leahy asked if there was a comparison from active fairgoers verses the general public and whether the general public is supportive.

Executive Director Hillman commented the general public understands the concept and need of an events center. Some of the additional details that folks are seeking are those that have a relationship with our facility already such as the gem show or sheep show and where the pig pens will be set up, draft horses stalled, etc.

Board Member Speisschaert stated that he felt the best way to respond to those questions is that that's why the Board is here and to inform people that we are in preliminary stages and we are seeking their input. Asking them to please provide us with their suggestions, and to let them know we're gathering information at this time.

Board Member Speisschaert indicated that he'd been asked questions regarding the layout and has responded that he doesn't know all the details and will ask the person for suggesting regarding the layout. Board Member Speisschaert also noted that he isn't 100% comfortable with the layout and knows that it is not cast in to stone at this point in time.

Board Member Speisschaert stated that his focus is not on answering questions but in getting them to provide input so that a more meaningful process of providing input to the Task Force, as well as building confidence in the general public that this is a good idea. Board Member Speisschaert stated that's why he feels they're out there for.

President Christy asked whether the people Board Member Speisschaert was speaking to were filling out the blue cards. Board Member Speisschaert stated that sometimes they did, sometimes they didn't.

Mr. Baggott stated that one of the pieces that would help in the process is that people who are in the 'know' are comfortable that there is in fact going to be enough space for every event to happen. Mr. Baggott stated some of the concerns relayed to him were that of space to do shows in reference of the layout. Mr. Baggott indicated this is second hand feedback.

Executive Director Hillman introduced new Employee Cindy Rodriguez. Cindy has been hired through the County Employment process almost three weeks ago. Cindy has fit in well, and is picking up quick. Great attitude.

**With no further business before the Board, President Christy adjourned the meeting at 6:07pm.**

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**Don G. Hillman**  
**Recording Secretary**

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**Kathy Christy**  
**Board President**

## **Washington County Fair Boosters Club Minutes for 3 Apr 2002 Meeting**

**Attendance:** Don Hillman, Lorena Roberts, Irene Barnes, Ed Kristovich, Sheila Day, David Barnes, Kathy Schmidtkofer, Ruth Scheller, Fred Scheller, Dale Scheller, Tom Gordon, Judy Gordon, James Clute, Bill Duerden

**Prior Meeting Minutes:** Approved as written

**Treasurer's Report:** \$30,972 in cd's, \$327.59 in checking.

### **Old Business:**

**Fairgrounds Redevelopment Update:** Given by Bill Duerden and Don Hillman. The task force is meeting with people and groups giving 10-12 presentations each week. Bill has met with some East County groups that seem to be very positive. The buildings will be in a north-south lineup close to the Max line. A new web site will soon be on-line linked to the Washington County website. In May, the Fair Board will make their 'go or no' decision. In June the County Commissioners will give their 'go or no' input. At this time, it is expected that it will appear on the ballot in November. If approved, the design review will be done throughout the winter with a startup date in the Summer of 2003 and open for Fair use in 2004. We need to think about how the Boosters can help.

**By-Laws:** New by-laws have been drafted. Many of you have a first-draft copy. Peruse it and make notes for our next meeting. Al Goldman, Dave Russell, Bill Duerden and Shelton Jones are working on the by-laws.

**Fair Planning:** Sheila is the "Volunteers Volunteer". She will be one scheduling all the volunteers for the Fair.

**The Vending Bus:** The bus has been moved and will not be used any longer.

### **New Business:**

**Outstanding Fair Supporters:** Sheila presented a book each to Fred and Dale Scheller about their recognition as Outstanding Oregon Fair Supporters. It was nicely done with pictures and articles.

**Fair Information Center:** We are still trying to talk with Janell Steffel about setting up and hosting the Information Center. It will be sponsored by the Argus and they want to participate.

**The Next Meeting:** 1 May 2002 at 7:00 p.m, at the Fair Office.

## FACILITY USE SCHEDULE

# Washington County FAIR COMPLEX

## Facility Schedule for May-2002

### Wednesday, May 01, 2002

Meeting Room 4-H Horses Unlimited Meeting  
 Friendship Square Dog Training  
 Quadrant May Fete Mud Volleyball

### Saturday, May 04, 2002

Friendship Square/Plaza T.V. Garden Club Plant Sale  
 Main Exhibit, Arts & Crafts, Show Rings Alpaca Show  
 Cloverleaf Building Scrapbook Workshop

### Sunday, May 05, 2002

Main Exhibit, Arts & Crafts, Show Rings Alpaca Show  
 Quadrant Property Rally Cross Race  
 Friendship Square/Plaza T.V. Garden Club Plant Sale  
 Floral Building 4-H Happy Hoppers Meeting

### Monday, May 06, 2002

Arts & Crafts Building 4-H Guide Dogs  
 Main Exhibit 4-H Waggin' Masters  
 Main Exhibit 4-H Dog Meeting  
 Main Exhibit 4-H Dog Club

### Tuesday, May 07, 2002

Main Exhibit Paid Dog Training  
 Arts & Crafts 4-H Guide Dogs  
 Main Exhibit 4-H Paw Power Club  
 Arts & Crafts 4-H Dog Club  
 Covered Show Ring Dog Flyball Training  
 Floral Building Rodeo Committee Meeting  
 Cloverleaf Building Glencoe Football Bingo

### Wednesday, May 08, 2002

Meeting Room 4-H Furry Friends Club  
 Arts & Crafts Dog Training  
 Friendship Square 4-H Best Friends Dog Club  
 Covered Show Ring Flyball Team Practice

### Friday, May 10, 2002

Main Exhibit Hall Gem Faire

### Saturday, May 11, 2002

Arts & Crafts Western Bigfoot Society  
 Main Exhibit Hall Gem Faire  
 Cloverleaf Building Wedding Reception  
 Friendship Plaza International Dog Show

### Sunday, May 12, 2002

Arts & Crafts Building Western Bigfoot Society  
 Main Exhibit Hall Gem Faire  
 Friendship Plaza International Dog Show

### Monday, May 13, 2002

Covered Show Ring Dog Flyball Team  
 Meeting Room 4-H Dog Club  
 Main Exhibit Hall 4-H Dog Meeting  
 Main Exhibit 4-H Waggin' Masters Dog

### Tuesday, May 14, 2002

Main Exhibit Paid Dog Training  
 Main Exhibit 4-H Paw Power Club  
 Arts & Crafts Building 4-H Dog Club  
 Cloverleaf Building Glencoe Football Bingo  
 Covered Show Ring Dog Flyball Training

### Wednesday, May 15, 2002

Grandstand Arena 4-H Silver Shadow Riders  
 Main Exhibit 4-H Best Friends Dog Club  
 Main Exhibit Hall North Dog Training  
 Covered Show Ring Flyball Team Practice

### Saturday, May 18, 2002

Grandstand Arena 4-H Bronco Busters  
 Cloverleaf Building Private Party  
 Main Exhibit Hall Rose City Exotic Bird Show  
 Arts & Crafts Building 4-H Rabbit Show  
 Sheep Barn Sheep Weigh-In

**Sunday, May 19, 2002**

Main Exhibit Hall     Rose City Exotic Bird Show  
Meeting Room        4-H Happy Hoppers Meeting  
Floral Building       4-H Parrot Club Meeting

**Monday, May 20, 2002**

Main Exhibit        4-H Waggin' Masters Dog  
Main Exhibit Hall    4-H Dog Meeting  
Covered Show Ring   Dog Flyball Team  
Main Exhibit        4-H Dog Club

**Tuesday, May 21, 2002**

Cloverleaf Building   Glencoe Football Bingo  
Friendship Square    4-H Paw Power Club  
Arts & Crafts Building 4-H Dog Club  
Arts & Crafts Building Paid Dog Training

**Wednesday, May 22, 2002**

Meeting Room        4-H Furry Friends Club  
Covered Show Ring   Flyball Team Practice  
Large Covered Show   4-H Best Friends Dog Club

**Saturday, May 25, 2002**

Large Covered Show   Pre-Fair Fun Match  
Main Exhibit Hall     N.W. Quilters Show  
Cloverleaf Building   Wedding Reception

**Sunday, May 26, 2002**

Main Exhibit Hall    N.W. Quilters Show

**Monday, May 27, 2002**

Main Exhibit        4-H Dog Club  
Main Exhibit        4-H Waggin' Masters Dog  
Main Exhibit Hall    4-H Dog Meeting

**Tuesday, May 28, 2002**

Main Exhibit        Paid Dog Training  
Cloverleaf Building   Glencoe Football Bingo  
Arts & Crafts Building 4-H Dog Club

**Wednesday, May 29, 2002**

Covered Show Ring   Flyball Team Practice  
Main Exhibit        4-H Best Friends Dog Club  
Cloverleaf Building   4-H Wagon Train Meeting

**Thursday, May 30, 2002**

Grandstand Arena    4-H Highland Hunters

## SPECIAL REPORTS

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  
alex@faircomplex.com  
www.faircomplex.com

## MEMORANDUM

**Date:** April 25, 2002

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

**From:** Alex Brander   
Fair Operations Manager

**Re:** April Operations Report

Here is a list of tasks completed for the month of April.

1. Tualatin Valley Garden Club donated the materials and labor to build ten picnic tables. A special thanks to Bob Dow and the Club for an excellent job.
2. A Request for Bids was issued in early April for portable toilet service for the upcoming County Fair & Rodeo. Ronjohns Unlimited was the lowest responsible bidder and will be awarded the contract. The cost to the Complex will be about \$2,000 lower than last year's service.
3. A report analyzing the cost benefits and labor savings of purchasing a gang lawnmower will be submitted to the Board at their June meeting. The savings in time will be used to do other tasks and also keep staffing costs down.
4. On Monday evening, April 22, 2002, a light pole fell on the livestock wash rack. The pole had rotted off at the base. Staff is currently doing a core analysis of each pole on the site. Results will be available at the June Board meeting.
5. An ADA analysis has been completed as to our compliance regarding the number of available handicap parking spaces. Results indicated the need for more handicap and van-accessible spaces. Both paved lots have been re-striped to accommodate the additional spaces with spaces in the main lot moved to make them more user-friendly.
6. Staff has repainted the reader board and put up new guides for the first phase of improvements.





## OLD BUSINESS

## NEW BUSINESS

County of Washington

Washington County Fair Complex  
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Hillsboro, Oregon 97124  
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Fax: (503) 648-7208  
donh@faircomplex.com  
www.faircomplex.com

## MEMORANDUM

**Date:** April 25, 2002

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

**From:** Don G. Hillman  
Executive Director



**Re:** Redevelopment Project Approval

Action Requested – Approve the recommendation of the Washington County Event Center Task Force.

Background – The Washington County Board of Commissioners formed a Redevelopment Working Group of Washington County Fair Complex stakeholder in mid-2001 to study the feasibility of redeveloping the Fair Complex property. The group concluded that the redevelopment may be feasible and recommended to the Board of Commissioners that a Washington County Events Center Task Force be commissioned to make recommendations as the project elements, financing and siting.

Two members of the Washington County Fair Complex Board, the Fair Booster President and the Rodeo Committee Chair were members of the Redevelopment Working Group and the Washington County Events Center Task Force. The Task Force will have completed their work on April 25, 2002, and will have made a recommendation regarding the redevelopment project to the Washington County Fair Complex Board and the Washington County Board of Commissioners.

Discussion – Staff recommends that the Board consider the recommendations of the Washington County Events Center Task Force, approve the recommendations and advise the Washington County Board of Commissioners as to those recommendations so approved. If the Washington County Events Center Task Force recommendations are approved by both governing bodies, a \$40 million General Obligation Bond Measure may be approved for the November 2002 General Election.

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County of Washington

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## MEMORANDUM

**Date:** April 25, 2002

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

**From:** Don G. Hillman  
Executive Director



**Re:** Additional Funds Request – Redevelopment Project

Action Requested – Approve \$20,000 of additional funding.

Background – There has been \$92,500 committed to the redevelopment efforts coordinated by Washington County. Funding has been provided by the Regional Investment Board (\$50,000), Washington County Fair Complex (\$25,000), Washington County (\$9,000), and City of Hillsboro (\$8,500).

The majority of funds (\$90,000) have been spent with Geoff Larkin & Associates with some of this work sub-contracted with Steve Siegel Consulting and YGH Architects.

Discussion – Work of the Task Force is almost complete, but there is still much to accomplish in moving forward with this project. This includes additional printing; follow-up poll; bond counsel; and refinement of the project documents in response to public comment, and capital and operating costs. The County estimates that these activities will cost another \$40,000 and have requested that the Complex contribute 50% with the City of Hillsboro and Washington County contributing the remaining 50%.

Chairman Brian indicated to the Board in June 2001, the need for additional funding should the project go forward to the November election. Staff supports the additional funding request with the knowledge that should the project receive a favorable response in November, the \$20,000 plus the initial \$25,000, would be reimbursed from the bond proceeds. Staff has requested that the \$20,000 payment be made in two installments, one \$10,000 payment within the next 30 days and one \$10,000 payment after July 1, 2002.

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## MEMORANDUM

**Date:** April 25, 2002

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

**From:** Don G. Hillman  
Executive Director



**Re:** Transfer of Property – Historic Jail

Action Requested – Approve transfer of Jail to Washington County Historical Society.

Background – The Jail was built in 1853, moved to its present location in 1971, and is currently in need of repair and restoration, the cost of which is outside the Complex's current fiscal capability.

Discussion – Staff has met with representatives of the Washington County Historical Society regarding the short-term and long-term status of the Jail. The Historical Society is requesting that ownership of the Jail be transferred to their organization allowing them to dismantle the structure, inventory, tag, preserve and store the pieces for future renovation and reassembling of the structure so it can be permanently exhibited in the Society's new facilities.

The process to transfer ownership of the Jail and having it removed from the grounds will take approximately sixty days and includes a petition to the City of Hillsboro Planning Commission to have the structure decertified from the National Historic Register. The structure will be re-certified on the Register once the Historical Society reassembles it.

The Complex has been asked to contribute \$5,000 to \$10,000 to assist in the structures removal. Staff will submit a request for financial assistance to the Fair Boosters to assist with its share of removal costs, otherwise costs will be accounted for in the 2002-03 Budget.



# WASHINGTON COUNTY FAIR BOARD

## Policy Resolution \_\_\_\_\_

### Fairtime Admission and Parking Policy

#### RECITALS

- A. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- B. WHEREAS, the Washington County Fair Board believes that it will benefit the Fair Complex to establish a Fairtime Admission and Parking Policy:

#### **NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

Fair admission and parking are major revenue sources for the Washington County Fair & Rodeo. Free admission and parking tickets should be provided only in cases when it is essential to programming. Accordingly, the following policies and procedures are adopted:

- I. **CONDITIONS:** Free admission and parking may be provided in the following categories under the conditions noted.
  - A. Fair Patron Admission. Individuals attending the County Fair & Rodeo may be provided free admission and parking tickets when it is deemed beneficial for customer relations. Such circumstances may include but are not limited to disgruntled patrons, Complex clients, and caregivers to disabled patrons.
    - 1. Disgruntled Patrons. Disgruntled patrons who request reimbursement for their admission or parking tickets may be reimbursed with free admission or parking. These tickets may be approved and issued only by a member of the Washington County Fair Complex permanent staff or Board Member.
    - 2. Complex Clients. Clients of the Complex including but not limited to permittees who regularly rent facilities may be provided with free tickets. These tickets may be approved and issued only by a member of the Washington County Fair permanent staff or Board Member.
    - 3. Caregivers to Disabled Patrons. Disabled patrons who need assistance to attend the County Fair & Rodeo may be accompanied by one caregiver per patron who will be admitted through any entrance gate at no charge. Actual passes are not required.
  - B. Lifetime Credentials. Dignitaries, long-time employees, and others who have performed distinguished service for the Complex may be awarded credentials that allow them and one

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guest free admission to the annual County Fair & Rodeo during their lifetime. The Executive Director shall maintain a list of such individuals.

- C. Media, Sponsorship Development, and Promotions Admissions. Admission to the Complex grounds may be provided as a sales tool to encourage corporate and business associates to visit the County Fair & Rodeo for future sponsorship consideration; as trade for advertising, and for promotional support. The Executive Director must approve the distribution of these tickets.
- D. Donations. Admission passes may be provided as donations to stakeholder for drawings, auctions, and other activities benefiting the stakeholder. Stakeholders are groups closely aligned with the Complex's fair related activities, such as the Washington County Livestock Association, etc.
  - 1. Stakeholder must provide public recognition of Complex's donation through event announcement or display, mention in organizational newsletter and/or event advertising materials, or similar acknowledgement.
  - 2. Tickets to be provided will be determined solely by Complex. Tickets may not be refunded, exchanged, or redeemed for cash.
- E. Sponsorship Agreements. Admission and parking passes may be provided as financial trade for sponsorship support, both cash and in-kind. The amount and type of passes must be included in the signed agreements.
- F. Working Press. Admission and parking passes may be provided to allow members of the working press including print, television and radio media to cover the County Fair & Rodeo as a news event.
- G. Participant Admission. Individuals participating in County Fair & Rodeo programs may be provided free admission and sometimes parking to accommodate their participation. Participants include contractors, licensees, purveyors, and suppliers; employees; entertainers; exhibitors, winners, award presenters, judges, and demonstrators in open class and 4-H and FFA departments; and volunteers.
  - 1. Contractors, licensees, purveyors, and suppliers.
    - a. Carnival. The Carnival licensee shall receive admission and parking privileges in accordance with their written agreement.
    - b. Commercial Exhibits and Food Booth Licensees. Commercial exhibitors and food booth licensees shall receive passes based upon their booth size.
      - i. A 10 x 10 booth shall receive three (3) daily admission passes per day and one (1) season exhibitor-parking pass.

- ii. A 10 x 20 booths, or larger, shall receive four (4) admission passes per day and one (1) season exhibitor parking pass.
  - iii. Booths not paying any fee shall be issued no more than three (3) admission passes per day and one (1) season exhibitor-parking pass per organization. Organizations requiring greater staffing needs may be issued up to, but not to exceed, four (4) admission passes per day and one (1) season exhibitor parking pass, with approval by the Complex Executive Director.
  - c. Contractors and Licensees. Contractors and licensees shall receive admission and parking privileges in accordance with written agreements.
  - d. Purveyors/Suppliers. Admission or parking passes are not required for commercial vehicles that are admitted on to the Complex grounds if the vehicles are removed from Complex property before 9:30 a.m. each Fair date.
2. Employees.
- a. Employees shall be provided daily admission and parking passes to the County Fair & Rodeo to perform official duties.
  - b. Fair admission will be provided to employee family members if the purpose is to visit the employee and not to visit the County Fair & Rodeo.
3. Entertainers. For all grounds, stage and specialty acts, paid and non-paid entertainers shall receive one (1) daily admission per person per day and one (1) daily parking per group per day for each day they are scheduled to perform. Additional parking passes may be provided based upon individual circumstances
4. Rodeo Committee. Active members shall receive four (4) daily admission passes and four (4) parking passes. This is in addition to the admission and parking passes that may be received due to their volunteer duties.
5. Fair Boosters. Active members shall receive two (2) daily admission passes and two (2) parking passes. This is in addition to the admission and parking passes that may be receive due to their volunteer duties
6. Participants. Individuals participating in special activities such as the Youth Livestock Auction, demonstrations, special recognition programs shall receive one daily admission pass per day per participant.
7. Judges (Paid). Judges who are paid a fee for their services during the Fair shall receive one daily adult admission pass and one daily general parking pass per day of assigned judging.



8. Judges (Non-Paid). Judges who are not paid any fee for their services during the Fair shall receive two daily adult admission passes and one daily general parking pass per day of assigned judging.
9. 4-H/FFA Livestock. Currently enrolled 4-H & FFA members and 4-H leaders may purchase a season admission wristband for \$5.00 Member's name will be verified. Damaged wristbands will not be replaced.
10. 4-H/FFA Parents. Parents of currently enrolled 4-H and FFA members may purchase a season pass for \$10.00. 4-H and FFA member names will be verified.
11. Livestock (Open Class). Open class livestock shall be issued passes based upon the number of livestock exhibited.
  - a. One to three animals entered shall be issued one (1) daily passes per day.
  - b. Four to six animals entered shall be issued two (2) daily passes per day.
  - c. Seven or more animal entered shall be issued three (3) daily passes per day.
  - d. No more than three (3) daily passes per day will be issued to an exhibitor.
  - e. For each \$5.00 entry fee, an exhibitor will receive one season parking pass.
  - f. No more than two (2) season parking passes will be issued to an exhibitor.
12. Draft Horses. Draft Horse exhibitors shall receive one (1) daily admission pass per day and one (1) daily parking pass plus one (1) daily admission pass and one (1) daily parking pass per animal per day.
13. Volunteers. Volunteers are entitled to receive one daily adult admission pass for every eight hours worked, if requested. A maximum of four (4) daily admission passes may be issued per volunteer. Department staff shall attach a detailed time sheet with pass issue records for auditing purposes.
14. Board Members. Board Members shall receive four (4) admission passes and four (4) daily parking passes per day.
15. Cost of Additional Credentials. Participants covered by this policy may purchase additional credentials at prices determined by the Executive Director.

**II. DISTRIBUTION.** Admission and parking passes may be obtained from the Administration Office using the appropriate forms. Forms are to be signed by the person requesting the passes and approved by a permanent staff member or Executive Director.

III. **RECORDS.** The Administration Office will maintain a record of each pass issued. The Executive Director shall approve staff authorized to issue passes. Complex staff so authorized shall keep a separate record for each pass issued identifying the type of ticket issued, whom it was issued to, and the reason for ticket issuance. The pass issue record shall be turned in to the Administration Office at the conclusion of each annual County Fair & Rodeo.

Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Presiding Officer: \_\_\_\_\_

Attested to by: \_\_\_\_\_

Washington County Fair Board  
% Wash. Co. Fairplex  
873 NE 34<sup>th</sup> Ave.  
Hillsboro, OR 97124

Members of the Board:

This letter is to inform you that the Rodeo Committee is planning a benefit fundraiser Horse Poker Ride.

The ride will be held at the Flying M Ranch in Yamhill, Oregon on June 15, 2002. It is to help with expenses for the Washington County Special Kids Rodeo, and other miscellaneous committee expenses. This will be the third annual Poker Ride for the Rodeo committee, and weather permitting, we will expect at least one hundred riders, and possibly more. In the past two years we have raised approximately \$1000.00 or more.

If you have never attended a Poker Ride, and like to ride, please feel free to join us, and enjoy a good time. Each rider will receive five cards as they ride along a marked trail through the scenic ranch area. The charge is \$5.00 per hand or five hands for \$20.00. We will have prizes for each poker hand, but of course the top hand receives the top prize and so forth down to the smallest hand. The prizes are donations from different businesses and or companies we have solicited.

There will be no food or drinks sold by the committee, but there is the ranch lodge where they can be obtained. Camping will be reserved at the big horse camp ground for \$12.00 per night. There are also cabins, and the bunk house hotel available from the ranch lodge.

Each participant in the Poker Ride will be required to fill out a Washington County Fair and Rodeo "Release and Waiver of Liability" form when they register for the ride.

Cody Feinauer will receive all monies at the end of the ride, and will be responsible for depositing it in the proper manner according to Fair Board rules.

If you have any questions, I will be happy to attend a Fair Board meeting and respond.

Winnie Daniels, Rodeo Director  
Washington County Fair and Rodeo Committee.  
2241 S Elder Place  
Cornelius, OR 97113  
(503)359-3604  
fivels@easystreet.com

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  
lisad@faircomplex.com  
www.faircomplex.com

## MEMORANDUM

**Date:** April 25, 2002

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

**From:** Lisa DuPre'  
Interim Events Director

**Re:** *Hillsboro Argus* Partnership on Tabloid Project

An agreement has been reached with the *Hillsboro Argus* to help produce and distribute the 2002 Bi-Mart Washington County Fair & Rodeo "Preview."

In the May 16, 2002 edition of the *Hillsboro Argus*, we will utilize what is referred to as the "dink" in newspaper industry lingo. The dink is the name given to the single page that you often find standing alone in a newspaper section, rather than the double, connected pages. What will make our page unique is the fact it will be printed in the opposite direction, so when readers reach it, they will realize this is actually a "pull-out" sheet. Once taken out and folded in half, it creates a folded tabloid or "Preview."

Leah Perkins is working with the production staff at the *Hillsboro Argus* to provide all of the entry information for exhibitors, details on the entertainment, etc.

The "dink" will reach 51,000 homes, not only through the *Hillsboro Argus* subscribers, but also through the "Courier" which is the publication the *Hillsboro Argus* mails to non-subscribers in western Washington County. In addition, we are getting an over-run of 2,500 to be distributed at retail outlets throughout the County.

(10)

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

## MEMORANDUM

**Date:** April 25, 2002

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

**From:** Don G. Hillman  
Executive Director

**Re:** Parking and RV Fees for 2002 Airshow

Action Requested – Approval to set new parking and RV fees for the 2002 AirShow.

Background – The Fair Complex has been used as an auxiliary parking and RV site for the Airshow since its inception in the late 1980's. Revenues from Airshow parking and RV fees for 2001, 2000, and 1999 were \$13,875, \$17,669 and \$4,907, respectively, however, each year's arrangement was different. Staff managed the lots in 1999, the Airshow managed the lots in 2000 paying a large flat fee to rent the lots, and Funtastic Shows managed the lots in 2001 since the Airshow overlapped with the Hillsboro Happy Days Celebration.

Other lots adjacent to the Airshow provide similar services and charge \$5.00 for parking. RV fees are not readily available although they are believed to be above \$20 per day.

Reservations for RV spaces are received beginning in May.

Discussion – The Complex will manage the lots for the 2002 Airshow using Coast To Coast Security Company to collect fees and direct traffic. Coast To Coast Security Company provides security services during fairtime, and is used by the Airshow and the Portland Exposition Center in a similar capacity.

Staff Recommendation – Staff requests approval to set the parking and RV fees applicable for the upcoming 2002 Airshow at \$5.00 and \$25.00, respectively. RV fees are paid on a three-day basis and will be set at \$75.00.

## Executive Director Evaluation Summary Sheet

Performance Category	Below Full Performance	Satisfactory	Professional Standard	Exceptional Accomplishment
1. Ethical Behavior	_____	_____	_____	_____
2. Creativity	_____	_____	_____	_____
3. Board Relationship	_____	_____	_____	_____
4. Staff Effectiveness	_____	_____	_____	_____

Performance Category	Below Full Performance	Satisfactory	Professional Standard	Exceptional Accomplishment
5. Community Leadership	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
6. Financial Administration	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
7. General Expectations	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**WASHINGTON COUNTY FAIR COMPLEX  
EXECUTIVE DIRECTOR  
ANNUAL PERFORMANCE EVALUATION**

**NAME:** Don G. Hillman

**JOB TITLE:** Executive Director

O = OUTSTANDING (Performance, anticipation and resolution of responsibilities well above expectations)

G = GOOD

S = SATISFACTORY (Performs job requirements adequately)

N = NEEDS IMPROVEMENT (Not performing job functions adequately)

N/A = NOT APPLICABLE

O	G	S	N	N/A
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PROFESSIONAL STANDARDS

1. Attitude: Takes an objective and positive approach in the performance of the job.
2. Adaptability: Willing to be flexible and able to cope with unusual and changing situations.
3. Creativity/Ingenuity: Devise new or improved procedures or methods.
4. Initiative/Energy/Drive: A self-starter who displays energy and enthusiasm. Often anticipates and initiates needed action. Displays perseverance in accomplishing tasks.
5. Human Relations: Able to work well with varying personalities on all levels. Treats people as individuals, with tact, cooperation, helpfulness and empathy. Genuinely concerned for the human factor, providing equal opportunity to all.

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DEVELOPMENT

1. Self-Development: Identifies own developmental needs. Strives to improve and/or grow current job. Establishes, actively pursues and reaches specific self-developmental goals. Updates goals on an ongoing basis.
2. Subordinate Training and Development: Identifies specific training needs. Develops skills and knowledge on timely basis. Assists in setting objectives and follows up to ensure that desired growth is being achieved. Identifies fast trackers for key positions. Completes performance appraisals on a timely basis.
3. Discipline: Acts fairly on all disciplinary matters and adheres to organization policies and procedures.

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O	G	S	N	N/A
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### PRODUCTIVITY

1. Communication: Provides effective and timely information to subordinates. Solicits feedback from staff and Board Members on problems and suggestions for improvement. Maintains positive working relationship with peers.
2. Job Knowledge: Possesses and demonstrates the knowledge necessary to carry out the job and applies training and experience.
3. Speaking Skills: Demonstrates effective speaking skills. Expresses thoughts concisely.
4. Listening Skills: Demonstrates effective listening skills.
5. Writing Skills: Demonstrates effective writing skills.
6. Problem Identification and Solving: Develops solutions to problems using appropriate levels of outside help. Anticipates and resolves emerging problems before they develop.
7. Efficiency: Strives to maintain the most effective operation.
8. Quality: Assures that work accomplishments meet the standards of Washington County Fair Complex excellence.
9. Cost Awareness: Controls expenses without compromising company standards.

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### PRACTICES/WORK HABITS

1. Analytical Ability: Ability to thoroughly think through problems and situations and arrive at an acceptable plan of action.
2. Decision Making: Uses good judgment. Makes decisions on the best possible data gathered in a reasonable period of time.
3. Leadership: Able to direct efforts of others to accomplish tasks. Excels in pressure situations.
4. Dependability: Meets schedules and deadlines. Carries out instructions and acts on suggestions and feedback. Requires minimal supervision.
5. Delegation: Delegates appropriate responsibility for specific tasks, decisions and follow-up. Provides clear and complete instructions, states expectations precisely, and uses staff members' capabilities most effectively. Holds individuals accountable for assigned task.
6. Motivation: Able to instill desire on the part of others to accomplish work assignments. Strives to encourage high morale among others. Fosters teamwork. Maintains a positive environment.
7. Planning: Sets goals that are realistic, challenging and meet the most critical organizational needs. Sets specific intermediate action steps with due dates to accomplish goals. Prioritizes goals.

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O	G	S	N	N/A
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8. Attendance: Understands the importance of job activities and the need for attendance in accomplishing work priorities. Puts in the necessary time to complete job responsibilities.

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## SECTION II

### OVERALL STRENGTHS

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### IMPROVEMENTS NEEDED

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### OBJECTIVES/GOALS

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(12)

## ANNOUNCEMENTS

*Calendar of Events*  
*May - August 2002*

Date	Event	Location
<b>May</b>		
1	Board Meeting	Board Room (4:30 pm)
1	Boosters Meeting	Board Room (7:00 pm)
3	OFA Conference/Board Meeting	Enterprise, Oregon
7	Rodeo Committee Meeting	Board Room (7:00 pm)
16	Greater Hillsboro Chamber Banquet	Tuality Heath Center (6:30 pm)
3-6	IAFE Spring Conference	Denver, Colorado
22	Budget Hearing	Board of Commissioner Aud.
27	Memorial Day	Office Closed
<b>June</b>		
1	Rose Festival Starlight Parade	Rodeo Queen Entry (8:30 pm)
4	Rodeo Committee Meeting	Floral Building (7:00 pm)
5	Board Meeting	Board Room (4:30 pm)
5	Boosters Meeting	Board Room (7:00 pm)
5	Hillsboro Chamber Business Expo	Main Exhibit Hall (3-7:30 pm)
15	Rodeo Committee Poker Ride	Flying M Ranch (All Day)
<b>July</b>		
2	Rodeo Committee Meeting	Floral Building (7:00 pm)
3	Board Meeting	Board Room (4:30 pm)
3	Boosters Meeting	Board Room (7:00 pm)
3-7	Hillsboro Happy Days	Fair Complex
4	Independence Day	Office Closed
15-20	Horse Fair	Rodeo Arena
20	Talent Show	Beaverton Bi-Mart (Tentative)
21	Cattle Drive	Hillsboro Main St. (Tentative)
25-28	Washington County Fair & Rodeo	Fair Complex
27	Steak Fry and Youth Auction	Show Ring
<b>August</b>		
6	Rodeo Committee Meeting	Floral Building (7:00 pm)
7	Board Meeting	Board Room (4:30 pm)
7	Booster Meeting	Board Room (7:00 pm)
17-18	Hillsboro AirShow	Hillsboro Airport
<b>September</b>		
2	Labor Day	Offices Closed
3	Rodeo Committee Meeting	Floral Building (7:00 pm)
4	Board Meeting	Board Room (4:30 pm)
4	Booster Meeting	Board Room (7:00 pm)

*Contracts Calendar*  
*April 2002*  
*Contracts Exceeding \$1,000*

Date	Contractor	Description	Amount
7/9 - 8/2/02	Abiqua Supply	Shavings & Bedding Removal	\$3,250.00
7/15 - 7/29	RonJohns	Provide Portable Toilets	\$6,355.20

Please join us for the

## Greater Hillsboro Area Chamber of Commerce Annual Banquet and Awards Presentation

Thursday, May 16, 2002  
Tuality Health Education Center

5:30 pm  
"Meet the Artist" reception

6:30 pm  
Program begins

Business attire

Response card enclosed

### yougottahaveART!

Our Annual Banquet is a time to celebrate the people, organizations and businesses that make Hillsboro a better place to live, work and learn.

The annual banquet is a time to celebrate the many ways our community is growing and thriving. It is a time to recognize the achievements of our business leaders and to honor the many ways our community is growing and thriving.

#### the keynote

**Mike McCulloch, AIA, Principal  
WaterLeaf Architecture and Interiors**

Mike McCulloch is WaterLeaf Architecture's lead design architect. His diverse design experience includes master planning parks facilities, interpretive centers, urban design and civic projects. Mike is currently collaborating with Hillsboro Parks and Recreation to create the new Glenn and Viola Walters Cultural Arts Center.

#### the auctions

The evening's festivities will include live and silent auctions. Items up for bid are provided by local artists and performers, including students from our area. Auction proceeds benefit the Greater Hillsboro Area Chamber of Commerce, with proceeds from student art going to school art departments.

#### our sponsors\*

Intel Corporation  
Jones & Roth, CPAs

#### and supporters\*

The Five Oaks Garden Club  
Oak Knoll Winery  
The Sign Company  
Tuality Healthcare  
Whole Brain Creative

\*as of printing



#### the awards

Agricultural Achievement Award  
Chairman's Award  
Distinguished Business Award  
Emma C. McKinney Distinguished Citizen Award  
Distinguished Youth Award  
Bob Herb Leadership Award  
Organization of the Year  
Outstanding Professional

## CORRESPONDENCE



cc: Board

# OREGON FAIRS ASSOCIATION

P.O. Box 771 • Salem, Oregon 97308 • (503) 370-7019 • FAX (503) 587-8063

E-mail: [assoc@wvi.com](mailto:assoc@wvi.com)

## Agenda

### OFA Board of Directors Meeting

May 3, 2002

3:45 p.m.

Best Western Inn  
Enterprise, Oregon

1. Call to Order/Introduction of Guests
2. Minutes of January 4 and January 6, 2002, Board Meetings (motion needed)
3. Financial Report (motion needed)
4. Correspondence
5. Committee Reports
  - a. Awards
  - b. Bylaws & Resolutions
  - c. Records and Information
  - d. Legislative
  - e. Racing
  - f. Convention
6. Area Director and Service Director Reports
7. Old Business
  - a. Board Policy on Convention Auction Proceeds
  - b. Fair Foundation Report
8. New Business
  - a. Working with the CFC
  - b. 2004 and 2005 Conventions
  - c. 2002-03 OFA Budget
  - d. Member Comments
9. Next Meeting—August 28, 2002, Oregon State Fair





# OREGON FAIRS ASSOCIATION

P.O. Box 771 • Salem, Oregon 97308 • (503) 370-7019 • FAX (503) 587-8063

E-mail: [assoc@wvi.com](mailto:assoc@wvi.com)

**Minutes  
OFA Board of Directors  
January 4, 2002  
Portland, Oregon**

The meeting of the Oregon Fairs Association Board of Directors was called to order by President Ted Sabey on January 4, 2002, at the Doubletree Lloyd Center in Portland, Oregon. In addition to the president, board members present were: Allan Westhoff, Vice President; Area Directors: Jerry Underwood, Richard Oathes, Elmer Ostling, Sue Roeck, Jack Alsup, Rachel McIntosh, Gay Newman, Bonnie VanAtta, Denny Holmes, At Large and Greg Flakus, Service Director. Others present included OFA convention delegates and John McCulley, Executive Secretary.

## **Minutes of November 15, 2001, Meeting**

Minutes of the November 15, 2001, meeting previously had been mailed to the board.

**MOTION:** Denny Holmes moved that the minutes of the November 15, 2001, meetings be approved as submitted. Jack Alsup seconded the motion and it passed.

## **Financial Report**

Members reviewed the financial report for period ended December 31, 2001. John described the unexpected expense for electricity for the showcase sound and lights. There was \$73,628.18 in cash available to the association.

**MOTION:** Denny Holmes moved that the financial report be accepted as submitted. Jerry Underwood seconded the motion and it passed.

## **Committee Reports**

Awards: Awards were ready to be presented.

Records and Information Committee: Jerry said the data from the current reports was in the convention packets. He thanked everyone for their timely response and thanked Julie for tabulating the reports.

Legislative Committee: Allan thanked everyone who participated in the Legislative Reception. John talked about the upcoming special session and indicated the fair money should not be affected. He commended people for helping to get the bills passed.

Racing Committee: Don indicated there would be a meeting on January 5 to talk about the HUB and funding for purses and jockeys.

Convention Committee: Ted thanked Denny and the convention committee. Denny said the hotel staff wanted to do what they could to make this a successful convention. He noted that the lunch and dinner today would be hosted.

## **Area Reports**

Area I: Jerry submitted a written report which is attached to these minutes.

Area II: The Oregon State Fair had a good increase in revenue with a decrease in expenses. Clackamas indicated they were in the process of getting fair board members appointed. Marion indicated the next fair was shaping up nicely. Multnomah had adopted the theme, "Red, White Blue and You in 2002."

Area III: Elmer submitted a written report which is attached to these minutes.



# OREGON FAIRS ASSOCIATION

P.O. Box 771 • Salem, Oregon 97308 • (503) 370-7019 • FAX (503) 587-8063

E-mail: [assoc@wvi.com](mailto:assoc@wvi.com)

## Minutes

OFA Board of Directors

January 6, 2002

Portland, Oregon

The meeting of the Oregon Fairs Association Board of Directors was called to order by President Ted Sabey on January 6, 2002, at the Doubletree Lloyd Center in Portland, Oregon. In addition to the president, board members present were: Allan Westhoff, Vice President; Area Directors: Don Hillman, Richard Oathes, Sue Roeck, Karen Corwin, Rachel McIntosh, Les Carlsen, Bonnie VanAtta; Director at Large, Denny Holmes and Greg Flakus, Service Director. Others present: Jackie McBee, Carolyn Stout, Nancy Carlsen, Rayven Davis, Randy Porter, Jack Alsup, Bart Noll, Floyd Bauer, Lynn Hair, Chuck Patterson, Evelyn Hudson, Wendi Kelly, Janet Lee, Clara Rice, Jeff Carroll, Don Slone and John McCulley, Executive Secretary.

## Committee Appointments

Board members reviewed committee requests. Members were asked to submit their committee appointments to John who would compile the list and send it out to the Board.

## Meeting Dates

Members looked at meeting dates for the coming year.

## 2004 Convention

Denny reported that the Convention Committee had reviewed all of the proposals. They requested an opportunity to get more information so they could make a recommendation at the Spring Conference. The Board agreed to such a plan.

## Fair Theme

Bonnie noted that Area VIII fairs had all agreed to adopt the same theme—"Red, White & Blue—This Fair's for You"—as a way to possibly save some money. The Board mentioned the idea of a statewide theme, but took no action.

## OFA Auction

The Board talked about conducting a silent auction at the Spring Conference.

MOTION: Rachel moved that the association conduct a silent auction at the Spring Conference. Sue seconded the motion and it passed.

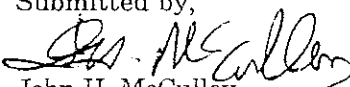
Members also reviewed the use of convention auction funds. The Board raised a question about the policy of dividing auction proceeds equally between the foundation and the youth education fund. Members agreed to review the past action at the May meeting.

## New Directors

Ted welcomed the new board members and thanked them for their willingness to serve.

There being no further business to come before the meeting, it was adjourned.

Submitted by,

  
John H. McCulley  
Executive Secretary

### Committee Reports

Bylaws and Resolutions Committee: Bob said a bylaws amendment would be presented at the convention to add the Convention Committee as a permanent committee. He reported that questions had been raised about who appoints committee chairs—the board according to the bylaws or the president according to practice. He said the committee would review to see if a clarification was needed.

Records and Information Committee: Jerry reported that all fairs had submitted their reports. The Committee will review the current information to see if any changes are needed.

Legislative Committee: Ted commented on the state funded and stated that OFA was at peace with the Association of Oregon Counties. He said legislators had been invited to the convention to be recognized and several would be in attendance. He invited people to attend the Legislative Committee meeting.

Racing Committee: John said that the Committee was considering a request to the Emergency Board for \$550,000 to allow the summer race meets to continue.

### Area Reports

Area I: Jerry said all fairs would be at the convention.

Area II: The Oregon State Fair reported that it was prioritizing expenditures based on availability of limited bond proceeds. Clackamas County was looking forward to getting a covered grandstand.

Area III: Linn had a successful New Year's Eve weekend. Polk had a successful gun show and was looking to replace the floral building. Benton was seeking donations to provide a covering for the 86 foot long picnic table that had been donated. The Lincoln County grounds were rented.

Area IV: Ron clarified that Weyerhaeuser was buying sponsorship at Coos and was not providing a grant as previously reported. Douglas was getting ready for a sportsman show. Curry was battling maintenance issues. Josephine had applied for two grants.

Area V: Nelda said that Wheeler had a good Christmas bazaar. There would be five representatives from the fair at the convention. Sherman has a new caretaker and the fair's appreciation dinner went very well. Jefferson has a new staff person and the fair is working on a master gardener demonstration garden. Wasco reported having a new board member.

Area VI: Deschutes was dealing with issues related to the new fairground's construction. Klamath had received a donation for signs and reader boards.

Area VII: Umatilla had received a land donation to move the fairgrounds and had a successful festival of lights. It was reported that Les and Nancy Carlsen would not be at the convention due to impending surgery for Nancy.

Area VIII: Bonnie said Malheur County had formed a "friends of the fair" committee. Don reported that Harney was planning for the world's fair in Burns!

Service Director: Larry said Sue and Bob had helped with the auction. He raised the issue of the purpose of the auction since he had received many requests for donations to the Fairs Foundation. Some board members believed that having a few auction items dedicated to the foundation would dilute the amount available for the convention. Members also talked about using auction proceeds for the education fund.

MOTION: Bob Traverso moved that any amount of auction proceeds exceeding \$8,000 be divided equally between the Oregon Fairs Foundation and the education fund and that the policy be

→ over

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## Oregon Fairs Association Balance Sheet

As of 3/31/02

Accounts	3 / 3 1 / 0 2 Balance
<b>Assets</b>	
Cash and Bank Accounts	
CDIC	52,880.09
Checking	0.00
Savings	389.26
US Bank Checking	928.90
Total Cash and Bank Accounts	54,198.25
Other Assets	
Convention Receiveable	0.00
Education	0.00
Education Fund	3,502.00
Fairs Foundation Receivable	7,493.36
Reserves	0.00
Total Other Assets	10,995.36
<b>Total Assets</b>	<b>65,193.61</b>
<b>Liabilities &amp; Equity</b>	
Liabilities	
Other Liabilities	
Fairs Foundation Payable	975.52
Total Other Liabilities	975.52
Total Liabilities	975.52
Equity	64,218.09
<b>Total Liabilities &amp; Equity</b>	<b>65,193.61</b>

## Comparison Report

7/1/00 through 3/31/02

Category	7/1/00 - 3/31/01	7/1/01 - 3/31/02	\$ Difference
<b>Income/Expenses</b>			
Income			
Ann. Convention:			
Auction-Raffle	665.00	9,680.00	9,015.00
Exhibits	1,250.00	1,545.00	295.00
Meal Tickets	18,961.00	16,052.00	-2,909.00
Registration	3,980.00	6,900.00	2,920.00
Showcase	250.00	300.00	50.00
Sponsorship	500.00	1,600.00	1,100.00
Total Ann. Convention	25,606.00	36,077.00	10,471.00
Dues:			
Active Member	22,200.00	21,600.00	-600.00
Service Member	7,070.00	7,000.00	-70.00
Total Dues	29,270.00	28,600.00	-670.00
Legislative Reception	0.00	7,625.00	7,625.00
Misc. Revenue:			
Datebook	225.00	180.00	-45.00
Interest	2,628.15	700.07	-1,928.08
Other Revenue	25.00	381.02	356.02
Spring Conf.	500.00	0.00	-500.00
Total Misc. Revenue	3,378.15	1,261.09	-2,117.06
Savings Int.	19.80	0.35	-19.45
Total Income	58,273.95	73,563.44	15,289.49
Expenses			
Area Meetings	70.40	0.00	-70.40
Awards	214.27	446.90	231.63
Board Expense	5,792.14	3,890.59	-1,901.55
Committee	1,391.84	262.67	-1,129.17
Convention:			
Coffee	1,167.60	846.00	-321.60
Comp. Meals	1,488.24	1,463.52	-24.72
Exhibits	821.00	513.88	-307.12
Meals	21,996.46	20,920.69	-1,075.77
Miscellaneous	10.00	0.00	-10.00
Programs	0.00	195.00	195.00
Showcase	1,114.15	3,945.09	2,830.94
Speakers	6,035.22	6,485.78	450.56
Supplies	1,686.67	571.32	-1,115.35
Total Convention	34,319.34	34,941.28	621.94
Education Grant	0.00	750.00	750.00
Exec. Sec.	12,825.00	13,275.00	450.00
Legis. Recept.	500.00	7,920.69	7,420.69
Legisl. Expense	2,500.00	1,000.00	-1,500.00
Miscellaneous	1,554.63	1,441.55	-113.08
Newsletter	589.20	0.00	-589.20
Office Supplies	85.00	17.49	-67.51
Postage	655.13	809.42	154.29
Print & Copy	2,593.76	3,343.53	749.77
Report System	5,625.00	6,075.00	450.00
Telephone	153.24	181.77	28.53
Travel	291.00	161.50	-129.50
Expenses - Other	0.00	0.00	0.00
Total Expenses	69,159.95	74,516.39	5,356.44
Total Income/Expenses	-10,886.00	-952.95	9,933.05

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## OTHER MATTERS OF INFORMATION

## 2002 Washington County Fair & Rodeo

Sponsorship Status Report  
April 2002

Sponsor Category	Sponsorship Amount	Sponsor Name	Status
Title Sponsorship	\$22,500 Cash Plus \$5,500 (In-Store Trade)	Bi-Mart	Confirmed on 3/11/02.
Rodeo Title	\$7,500 - \$10,000 Cash	TBD	Spirit Mountain passed due to conflict with their three rodeos produced by the tribes. Portland & Western Railroad also passed. Home Depot currently considering a proposal.
Beer	\$5,000/\$5,000 Cash	Coors/Corona	Met with Mt. Hood Beverage on 2/28. Proposal issued 4/22/02. Includes Cowboy venue.
Dairy Dairy Barn	\$3,500 - Cash \$1,500 - Cash	Darigold	The folks at Darigold were very happy with last year's event that helped them launch their new single serve products. Proposal will include the option of Sponsoring the Dairy Barn for the entire year in addition to their Fair sponsorship. They are excited about bringing costumed characters to compliment the new "fun" atmosphere of the fair. They have been and will be a great partner for us and have actually asked how their promo department can be of more help.
Soft Drinks & Bottled Water	\$5,000 Cash	Pepsi/Coke	Both companies contacted. Request for Bid issued on 3/25/02. Bids received 4/22/02. Both proposals non-responsive.

FL

Sponsor Category	Sponsorship Amount	Sponsor Name	Status
Non-Tobacco	\$6,500 - \$10,000 Cash	Tobacco Free	Proposal submitted week of February 25 <sup>th</sup> . Proposal includes Community Stage and Kids Activity area. Meeting held 3/22.
Bank	\$3,000 Cash	Bank of America	Confirmed week of March 25 <sup>th</sup> .
Cellular	\$1,850 - \$2,850 Cash	AT&T Wireless	Proposal submitted week of February 25 <sup>th</sup> . Decision pending.
Kick-Off Breakfast	\$2,000 In-Kind	Albertson's	Confirmed week of March 18.
Rodeo Truck	\$5,855 Cash	Dodge Trucks	Initial Agreement completed.
Home Delivered Water	\$1,500 Cash	TBA	Terry Amato currently contacting prospective companies regarding interest in the 'exclusive' category.
Lodging/Hotel	20 Comp Rooms \$1,780 Value	WestCoast Hotel	Confirmed 1/31/02.
Horse Barn	\$1,500 Cash	Gaston Feed and Hardware	Confirmed on 3/20/02.
Duck Races	\$1,250 Cash	WestCoast Bank	Confirmed on 3/19/02.
Bus (1)	\$1,000 Cash	Tuallity Hospital	Confirmed 3/15/02.
Newspaper	\$7,500 Advertising Trade	Hillsboro Argus	Confirmed 4/21/02. Will include pre-fair tabloid to announce competitive categories, special activities and entertainment.
Show Ring Banner	\$250	Amos Rich Nursery	Confirmed 2/7/02
Show Ring Banners (2)	\$400	Columbia Com. Bank	Confirmed 2/7/02

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Sponsor Category	Sponsorship Amount	Sponsor Name	Status
Show Ring Banner	\$250 Cash	Farm Bureau	Confirmed 3/26/02
Show Ring Banner	\$250 Cash	Top Notch Feed	Confirmed 3/26/02
Radio Sponsor	\$60,000 in On-air Promotions, live Broadcasts, etc.	KWJJ/KOTK	Proposal Received and confirmation expected by 4/05/02.
Lodging/Hotel	20 Comp Rooms \$1,780 Value	Wingate Inn	Confirmed 4/8/02
Cable TV	\$10,000 Cable Advertising Trade	AT&T Broadband	Confirmed 4/8/02
Sunday Sponsor	\$4,000 Cash	Reser's Foods	Confirmed 4/10/02. Will use admission vouchers for employee.
Water Filtration	\$2,000 Cash	TBD	Meeting with prospective company week of 4/15/02
Shark Show	\$2,500 Cash	PETCO	Proposal submitted week of 4/8/02
Jest In Time Show	\$1,500 Cash	TBA	Proposal being developed.
Total Cash	\$80,755	Note: Bruce Chevrolet, Scotties, Hillsboro Auto Wrecking, Dick's	
Total In-Kind	\$83,060	Mackenzie Ford and more TBA.	



# 2002 PRCA Rodeo Approval Application

FOR OFFICE USE ONLY

RA# \_\_\_\_\_

Rodeo Administrator \_\_\_\_\_

Date Approved \_\_\_\_\_

Professional Rodeo Cowboys Association • 101 Pro Rodeo Drive • Colorado Springs, Colorado 80919 • (719)593-8840

July 26-27, 2002  
(Date of Rodeo)

Washington County Fair & Rodeo  
(Name of Rodeo)

Total Number of Perfs: 3 Time Zone Pacific

Starting & Ending Day: Friday - Saturday  
(MON, TUES, WED, etc.)

Finals: Yes \_\_\_\_\_ No X

Morning/Afternoon: 7/27 1:30 pm  
(Dates) (Time)

Night: 7/26 & 7/27 7:30 pm  
(Dates) (Time)

Hillsboro, Oregon  
(Town and State)

Washington County Fair Complex  
(Name of Arena)

Washington  
(County)

873 NE 34th Ave  
(Actual Address of Arena)

Hillsboro  
(City)

OR  
(State)

97124  
(Zip)

Yes  
(Priority Position: (Trade Out))

SLACK: Date/Time (Please Consult with your Stock Contractor)

Saturday 7/27 7:00 am  
1st Section of Slack (Date) (Time: AM/PM)

- N/A -  
2nd Section of Slack (Date) (Time: AM/PM)

Calf roping, Steer Wrestling, Team roping  
Events

## RODEO COMMITTEE IDENTIFYING INFORMATION:

TICKET SALES PHONE # 563-648-1416

Name of Rodeo Committee or individual that is sponsoring organization of Rodeo (i.e., the entity that is financially responsible for the Rodeo and whose name PRCA approval is being applied for). Use full, formal name of Rodeo Committee or individual sponsoring organization:  
Washington County Fair and Rodeo Board

Name of the Rodeo Committee Contact (the individual responsible with whom the PRCA National Office should correspond concerning the Rodeo)

(Sign on 6th page): Cody Feinauer

Mailing address: 12820 SW River Rd. Hillsboro, OR 97123

Daytime telephone #: 503-628-2459 cell phone # 503-806-1390 e-mail address Feinauer4@aol.com

List the taxpayer ID number of the Rodeo Committee (social security number if an individual, federal ID number if a corporation, partnership or other entity): 93-6002062

Name of Second Committee Contact Person (other than Rodeo Committee Contact) and Daytime telephone number: \_\_\_\_\_

Larry Bellamy 503-642-1119

Name, Address and Telephone Number of Publicity Contact:

Lynn Haynes 503-628-0555

Name of Rodeo Producer/Promoter: Washington County Fair & Rodeo Board

What type of entity is the Rodeo Committee? \_\_\_\_\_ Corporation \_\_\_\_\_ Individual \_\_\_\_\_ Partnership X Other County Board (describe)

If Rodeo Committee is a corporation, indicate:

\*State of incorporation Oregon

\*For-profit or non-profit corporation? For-profit

\*IRS tax-exempt status (if any) 93-6002062

\*Other name under which Rodeo Committee does business (if other than formal corporate name) - N/A -

If Rodeo Committee is a partnership, indicate:

\*State in which Organized - N/A -

\*Names of Partners \_\_\_\_\_

Primary Stock Contractor of Record Flying 5 / Big Bend Rodeo Company

Stock Sub-Contractor/s - N/A -

(Signature required on Page 6 or the application will be returned to you!)

EVENTS	FINALS Yes or No	COMMITTEE PURSE	PERMITS <small>Agreed upon by Rodeo Committee &amp; Stock Contractor Refer to Bylaw</small>
BAREBACK	NO	6,000.00	Yes
SADDLE BRONC	NO	6,000.00	Yes
BULL RIDING	NO	6,000.00	Yes (max. 60)
CALF ROPING	NO	6,000.00	NO
STEER WRESTLING	NO	6,000.00	NO
TEAM ROPING	NO	6,000.00	NO
STEER ROPING	N/A	<del>6,000.00</del> N/A	N/A
TOTAL PURSE:		36,000.00	LAST YEAR'S PURSE: 36,000.00

**PRCA RODEO COMMITTEE HISTORY REPORT** (This must be complete or the application will be returned to you!)

Arena Seating Capacity: 3500 Indoor — Outdoor 2500 Covered 1000

Total Tickets Sold: 2000 1000 2001 1000 Gross Ticket Sales: 2000 \$ 5000- 2001 \$ 5000-

RODEO ATTENDANCE (how many people attended your rodeo) 12,000

Is your facility accessible by the handicapped? (YES) NO (Circle one only)

Is your rodeo held in conjunction with a fair or other celebration? (YES) NO (Circle one only)

If Yes, indicate name of fair or other celebration Washington County Fair & Rodeo

Please indicate the 2002 anniversary number for your rodeo as a PRCA rodeo (i.e., 10th, 50th, etc.) 12th

**OTHER INFORMATION:**

1. List contestant special awards (buckles, saddles, trailers, etc. and estimated value). Use a separate sheet if more space needed:

Day money \$4,000.00

Event winners \$1,200.00

All-around ritle \$1,000.00

2. List Accompanying Arena Events & Activities (other than standard PRCA events, such as Local Ropings, Wild Horse Racing, Wild Cow Milking, Entertainment, etc.) Events unrelated to PRCA rodeo events are the Rodeo Committee's responsibility!

Miniature Brahma Bull Riding

Draft Horse Exhibition

3. Will you have a WPRA approved barrel race? (YES) NO (Circle one only) \*If yes, You must complete a separate WPRA approval form.

4. If this is a NEW rodeo or DATE CHANGE, list any PRCA rodeos within your marketing area.

a. - N/A - b. - N/A - c. - N/A -

5. Charities - Please indicate the amount your Rodeo Committee donates to third-party charities other than the Rodeo Committee's own charitable functions, if any. (This is for PRCA public information only):

Name of Charity: - N/A - Amount: —

Name of Charity: - N/A - Amount: —

6. Rodeo Ground Rules must be submitted along with Approval Application and are subject to approval by the PRCA.  
Attach on a separate sheet.

7. Name of Insurance Company City County Insurance Phone # 503-648-1416

8. Beer and/or Alcohol sales take place at this rodeo and/or at other rodeo related events? (YES) NO (Circle one only)

WPRA Barrel Race Approval Form  
 1235 Lake Plaza Dr Suite 134  
 Colorado Springs, CO 80906  
 Ph. (719) 576-0900 Fax (719) 576-1386



For Office Use Only

Paid \_\_\_\_\_ Date \_\_\_\_\_

Escrow Due \_\_\_\_\_ Paid \_\_\_\_\_

Packet \_\_\_\_\_

EF \_\_\_\_\_

Rodeo Town & State Hillsboro, OregonName of Rodeo Washington County Fair & RodeoArena Location: Indoor / Outdoor Arena Name Washington County Fair ComplexArena Directions Rodeo gate / StampAdded Prize Money \$6,000.00Will you have a Finals: Yes ☐ No ☒Total Number of Perfs 3Time Zone: East, Central, Mtn. PacificList All Perf Dates & Times Friday 7/26 7:30 pmSaturday 7/27 1:30 pm and 7:30 pmSlack will be scheduled for the same time as the PRCA's slack unless you indicate otherwise. Please consult with your Stock Contractor on slack dates & times. Slack Saturday 7/27 7:00 amThis rodeo will accept both WPRA card and permit holders unless in you indicate otherwise. Please consult with your Stock Contractor on eligibility. ☒ All Entries ☐ Cards Only ☐ Circuit PermitsStalls Available: Yes ☐ No ☒ Stall Contact Number \_\_\_\_\_Arena Riding Times: AllSpecial Awards: \$125.00/night fastest time

Special Ground Rules: \_\_\_\_\_

Stock Contractor: Flying 5 / Big Bend Rodeo CompanyCody Feinauer

Committee Contact

Lisa Mulholland

Second Committee Contact

12820 SW River Rd.

Mailing Address

52300 SW South Rd.

Mailing Address

Hillsboro, OR 97123

City / State / Zip

Gaston, OR 97119

City / State / Zip

503-628-2459 / 503-628-4870

Daytime Telephone / Fax

503-985-7248

Daytime Telephone / Fax

Same

Tractor Driver's Name and Telephone

The undersigned agrees that this Rodeo Committee shall abide by and be bound by all rules of the WPRA and understands and accepts the terms as set forth in the "Terms for WPRA Approval".

Committee Signature

Date

(92)



OregonLive.com

## Sharks and a cattle drive

04/10/02

**HENRY STERN**

HILLSBORO -- A giant shark tank is in, mammoth sand sculptures of past Washington County heroes are out, and a cattle drive through downtown Hillsboro is likely for the county fair this July.

The fair board heard an update Tuesday on all those ideas -- and several others -- that the fair's executive director, Don Hillman, proposed in December shortly after he was hired.

The goal behind the recommendations: to reverse declining attendance and revenue at the annual fair, which has been shortened from six days to four.

Despite the county's booming population, paid attendance has declined 29 percent during the past decade. Total attendance, which includes free tickets, has fallen 13 percent.

Hillman and board members say they don't yet have any attendance or revenue goals for this year's fair, which will run July 25-28.

But they are optimistic that the changes can attract newcomers while retaining a traditional appeal for longtime fairgoers.

"We're going to still have cotton candy, hot dogs and animals," board Chairwoman Kathy Christy said after the meeting. "It's a pretty good balance."

New to the balance will be live sharks in a tank that Hillman said is the size of an 18-wheeler. The act, which features divers feeding the sharks, cost the fair \$12,000.

"Sharks are not a traditional fairtime exhibit and should secure meaningful media attention," Hillman wrote in his report to the board.

Cost was part of the reason that talk of a sandcastle as tall as 50 feet was put off at least until next year, Hillman said. The cost of sculpting notables from the county's past and present ranged from \$50,000 to \$75,000.

Space presented another obstacle. The fair couldn't carve out enough room to fit the 100-foot-long-by-100-foot-wide display that had been planned.

Another item not making the cut was a fireworks show at 10 nightly. The fire marshal raised concerns that the fair needed more room to stage the show safely, Hillman said.

But plans to stage a cattle drive with about 30 to 40 head of cattle through downtown Hillsboro in the run-up to the fair remain alive.

Other changes include a revamped ticket price structure. Admission will remain \$7 for adults and \$4 for children. But a free day for adults 65 and older will be replaced by \$4 admission every day for older ticket buyers. Parking fees will increase from \$3 to \$4, but a new car-pool parking fee will

be introduced at \$3.

New ideas continued to surface at the meeting. Board member Rich Vial said he liked the changes but thought the fair still lacked a sense of excitement.

Vial proposed putting up plywood sheets that groups from granges to youth organizations could paint on throughout the fair. Vial and Hillman also talked about bringing in an artist who paints on surfaces as tall as 60 feet.

That, in turn, got board member Lyle Spiesschaert to propose a hot-air balloon that could attract passing motorists from as far away as U.S. 26.

This is a key year for the fair and its public image. A task force working on redevelopment of the fairgrounds is moving toward a recommendation on a \$40 million makeover. The proposal would produce a new event center to be used not only by the fair but also for larger consumer shows and community events.

Any recommendation on redevelopment must go to the county Board of Commissioners for its consideration of a bond request to put on the November ballot. That construction bond would cost taxpayers about 10 cents for every \$1,000 of a property's assessed value, or \$15 a year on a home assessed at \$150,000.

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# HILLSBORO, ORE., takes "Best Footing" honors



The overall Best Footing Award, determined by a random drawing, went to Columbia River Circuit first-place winner, Washington County Fair & Rodeo, Hillsboro, Ore. They received \$1,000 bonus check and a pair of Justin full-quill ostrich boots.



Cody Feinauer of the Washington County Fair & Rodeo, Hillsboro, Ore., donated his overall Best Footing bonus check of \$1,000 back to the WPRA for the Olympics fund. WPRA President Carolyn Victor and Wilderness Circuit Director Teri McLeod accepted on behalf of the WPRA.

## ARTICLE AND PHOTOS BY KENNETH SPRINGER

For many rodeo committees, it would be an insurmountable problem. Having good ground could easily and understandably be "mission impossible" at Hillsboro, Ore.

The Washington County Fair & Rodeo, Hillsboro, Ore., has a somewhat unique situation. It must share its arena with a truck pull that occurs the night before their rodeo begins and with a crash derby the night after the rodeo is over.

Despite the challenge, their committee has three times been recognized by Justin Boots and the Women's Professional Rodeo Association for their excellent rodeo footing.

"We received our first Best Footing award in 1996 when we won first in the Columbia River Circuit," said committee chairman Cody Feinauer. "In 2000 we were second and of course thrilled when we won first again in 2001. When our name was drawn to be the Overall winner in 2001 I didn't know what to say."

Feinauer's actions spoke louder than words when he turned his \$1,000 bonus check for being the Overall Justin Best Footing winner over to WPRA President Carolyn Victor to be applied to the added money for the WPRA Barrel Race at the 2002 Winter Olympics.

In light-hearted fashion, Feinauer credits the "good Oregon water" for the ground being outstanding at the Hillsboro, Ore., rodeo. But water is only one tiny ingredient in their successful recipe.

"We're affiliated with the fair and they do a truck pull the night before the rodeo," explained Feinauer.

"What that means is that when it's over, there's a three- or four-foot deep trench down the middle of the arena. We go in, cover it up, pack it and then water the entire arena. We let it sit all night and hope it doesn't rain. First thing at 8 a.m. the next morning, if it's dried enough, we

pack it again. If it's not dried enough we wait until noon and see what it needs. In the afternoon we work the ground for the rodeo and may even put a little more water on it if needed in order to keep the dust down."

Since the truck pull is only the day before the rodeo, their hardest work is over once the rodeo begins.

"We drag the arena after the rodeo every night," said Feinauer. "It's not too difficult once we get it smoothed down after the truck pull."

For a measure of additional insurance that the ground remains good, safe and consistent for the entire rodeo, the committee hand rakes after every three barrel racers.

"I have a lot of good help from my other committee members or none of this would be possible," said Feinauer. "I've done my share of everything, including hand raking, but I certainly don't do it all alone."

While the rodeo ends on a Saturday night, Sunday night hosts a crash derby in the arena. Presenting yet another opportunity for bad ground the following year.

"What we do is have a work party on Monday night following the Sunday night crash derby," said Feinauer. "We pick up all the car parts so that they don't get buried in the arena. Interestingly, where the arena sits was once a parking lot, so we always have to be careful not to cut the ground too deep or foreign matter will surface from years ago."

Although a young man at age 31, Feinauer has worked on the Hillsboro, Ore., Rodeo Committee for 20 years. With his dad serving on the committee before him, Feinauer began helping when he was only 11. Feinauer has served as committee chairman for the past five years.

The owner of a custom, home-construction company, Feinauer competed on a local basis in bareback riding before marrying and becoming a father.

"I think it is a fantastic thing that Justin Boots and the WPRA do with the Best Footing Awards. The WPRA is the only

group that ever says "thank you," although the entire rodeo benefits from good ground. I think the ladies deserve more respect than they sometimes get."

A tip of the WPRA hat to Cody Feinauer and to the entire Hillsboro, Ore., committee for being one of many who believe in going the extra mile to insure safe, consistent and fair ground conditions for everyone.

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# 2002 county fair may revive Boss Hog as icon

By Web Ruble  
The Argus

Two celebrities—an aging piggy man and a young beauty—may dress the Washington County Fair when it makes its four-day run July 25 to 28.

Or at least that was part of the plan which the fair board began detailing Tuesday when it met for its April meeting at the Fair Complex Center.

Directors of the 2002 fair hope to recall venerable, old Boss Hog from his relative reclusion, refurbish him, put him on a pedestal and place him at the fair's main gate as the event's heraldic motif and greeter.

Possibly appearing as a companion celebrity hit-aside from a variety of musical entertainers—would be Britany Smith, queen of the 2002 Pendleton Roundup. Fair officials hope she would pump more power into the fair's "powerhouse rodeo" sanctioned by the Professional Rodeo Cowboy Association.

No. Don't expect to see them hand in hand. Boss Hog and Britany won't come to the fair together. They probably don't even know each other and they'll probably have to be introduced.

Boss Hog is older, has been at the fairgrounds for probably 20 years, but has been languishing for several seasons in relative obscurity in stor-

age barns.

Britany Smith, on the other hand, has just been crowned by the roundup and would have to travel some 255 miles from Pendleton which is home to the internationally acclaimed rip-snort-rope-and-ride called the Pendleton Roundup.

Washington County Fair President Kathy Christy has written a letter to Smith, inviting her to attend on at least one of the rodeo days to showcase her talents as equestrienne. Christy said Tuesday the fair traditionally invites queens and officials of other rodeos but said she hopes the roundup queen could show this year to lend performing pizzazz.

The rodeo will have three performances—one on Friday, July 26, and two on Saturday, July 27.

Smith has yet to respond to the letter sent March 29. Britany Smith is the daughter of Sen. Gordon Smith, R-Ore.

For fair and rodeo publicity, the board is contemplating a cattle drive through downtown Hillsboro. The fair staff has recommended it be on Sunday instead of Tuesday or Wednesday as originally suggested.

Resurrecting five-foot-high, carved-wood Boss Hog is part of the overall fairgrounds entrance dress-up plan, described by Fair Executive Di-

rector Don G. Hillman.

The fair would establish the main gate next to the administration office to serve as the fairgrounds' main entrance, as it did five to seven years ago. "With that in mind," Hillman said, "it has been suggested that Boss Hog, the somewhat official mascot of the county fair, be brought back to the landscaped area just inside the newly designed main gate."

Hillman said some fair boosters have been enthusiastic about refurbishing Boss Hog and re-instituting him as fair icon.

He said suggestions have included building a six- to eight-foot piece of wood and treating its surface with a faux finish to look like concrete. He said the plan includes replacing the existing entrance gazebo and fountain and moving them elsewhere to enhance another area of the fairgrounds.

Other suggested fairground sprucing would:

- "Punch up" the fair's message board by repainting it and affixing a headboard with the Washington County Fair Complex name, the fair's computer website and fair dates.
- Unfortunately, city zoning and a sign code would prevent the fair from enlarging the sign or changing it to include digital messaging, Hillman said.
- Alter the restaurant row

by eliminating two of the three restaurant stands near Friendship Square but leaving the one operated annually by St. Matthews.

- Move the petting zoo closer to Cloverleaf Gate or east of the main exhibit hall and consolidate the purveyor areas into a single compound.
- Remove Hillsboro's 1853 jail to protect it from further deterioration.

The fair does not have the money to restore it and through help from the Washington County Historical Society, crews could dismantle the historic building, tag its pieces, store them and reconstruct the jail later at the new historical society digs when the society has a place for it and when restoration money is available.

- Raze and scrap the replica log cabin of 1948 as it has no historic value. Its logs could be used to construct future fair buildings.

Richard Vial, board vice president—who last month prodded efforts to land a big entertainment event for the 2002 fair's Friday night—also asked the staff Tuesday to explore a big on-going art attraction that would keep fairgoers coming back.

Vial suggested a certain big-affairs artist from Las Vegas could throw gallons of paint on a 60-foot-high wall and keep onlookers in suspense as he makes a gigantic painting from the mess on the Friendship Square but leaving the one operated annually by St. Matthews.

Others suggested a companion hit wherein children could do their own artwork on provided four-by-eight sheets of plywood.

John Baggott, OSU's Washington County Extension agent who heads 4-H programs, suggested an artist could select a few of these locally done plywood paintings for use in future fairs.

Board member Ken Leahy suggested a mystery person paint something clandestinely at night as did a celebrated mystery man several years ago on a Parkrose water tower.

Hillman said he would consider the suggestions and come back with a proposal at the May 8 meeting.

The fair board also discussed how to answer voters' questions about the \$40-million fair complex redevelopment plan. The Washington County Event Center Task Force last month proposed an 84,000-square-foot exposition center, a 52,000-square-foot expo annex, a 2,500-seat rodeo and sports arena, plus a commons area for community events.

The owner of a \$200,000 home would pay a \$20 tax for each of 20 years to pay for it. If approved by the Washington County Board of Commissioners, residents would vote on the general obligation bonds issue in November. Task Force and Fair board members already have launched a public appearance campaign to sell the project to voters but members of the public are asking specific questions for which boosters often do not have detailed answers.

"We are speaking to the public on general concept and need," said board member Stella Day. "But there are a lot of private questions about how it would affect my generation or my pig show. These things could be worked out later."

Baggott said the fair board should get answers back to the people who asked them. Some suggested the answers could be made public on the website.

Others said, however, that not everyone has a computer and therefore no website access.

However, "it's a mistake to try to answer questions (now) about these kinds of details," Vial said.

"It would be better to say this layout is not cast in stone and that we are informational gathering, too. We should ask them, 'what is your suggestion?'"



County of Washington

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## MEMORANDUM

**Date:** April 3, 2002

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

**From:** Don G. Hillman  
Executive Director



**Re:** April 2002 Board Packet

Find attached the April 2002 Board Packet. Staff is still working on the February 2002 Financial Statements and they will be mailed under separate cover on Thursday, April 4, 2002.

Staff is also putting together a "snapshot" of the 2002 County Fair and is planning to have it mailed with the February 2002 Financial Statements.

Hope all is well and we see everyone at the April 9<sup>th</sup> Board Meeting.