

**Washington County Fair Board
Regular Meeting
Wednesday, May 2, 2001
4:30p.m.
Fair Complex Office
Conference Room**

Washington County Fair Board
Wednesday, May 2, 2001
4:30 p.m. Regular Meeting
Fair Complex Office Conference Room

1. Call to order.
2. Public Welcome. This time is provided for members of the audience to comment on any item(s) not on the regular agenda. Audience members are also welcome to comment at the time the agenda topic is being discussed by the Board. It is respectfully requested that those addressing the Fair Board state their full name for the record.
3. Election of Officers
4. Consent agenda: any item may be removed for separate consideration upon request of any Board member or any member of the audience.
 - A. Bills for approval and detail of income received.
 1. Line Item Report for April, 2001 (pgs. 3-9)
 2. Balance Sheet Comparison, April, 2001 (pg. 10)
 3. Budget Overview, April, 2001 (pgs. 11-13)
 - B. Minutes
 1. Fair Board Minutes – April 4, 2001 (pgs. 14-17)
 2. Rodeo Committee Minutes – April 2, 2001 (pgs. 18-19)
 3. Fair Booster Minutes (pg. 20)
 - C. Facility Use Schedule – May, 2001 (pgs. 25-26)
 - D. Manager's Report – Barbara Lawrence (pgs. 27-29)
5. Fair Organization's Report
 - A. Rodeo Committee - Cody Feinauer
 - B. Fair Boosters – Bill Duerden
 - C. 4-H Report – John Baggott

6. Old Business

A. Fair Complex Development & Development Task Force

7. New Business

A. Change of meeting venue

B. Board Retreat

C. Policies

8. General Correspondence

9. Announcements

A. Next Fair Board meeting – June 6, 2001 (TBA)

B. General Meetings

1. Rodeo Committee Meetings (Cody to provide dates/times)

10. Board Communications

***Executive Session pursuant to ORS 192.610 – 192.690 to discuss Personnel and Real Estate issues immediately following the regular Fair Board meeting if requested.**

Washington County Fair Complex

Line Item Report

April 2001

04/26/01

Date	Num	Name	Memo	Paid Amount
Income				
C · DEDICATED FUNDS				
009 · Hotel/Motel Tax				
04/01/2001		Washington County Finance Depar...	Hotel/Motel Tax Payment	437.36
04/10/2001		Washington County Finance Depar...	Hotel/Motel Tax Payment	7,258.11
04/10/2001		Washington County Finance Depar...	Hotel/Motel Tax Payment	16.87
04/11/2001		Washington County Finance Depar...	Hotel/Motel Tax Payment	24.12
04/11/2001		Washington County Finance Depar...	Hotel/Motel Tax Payment	277.93
04/12/2001		Washington County Finance Depar...	Hotel/Motel Tax Payment	26,812.90
04/16/2001		Washington County Finance Depar...	Hotel/Motel Tax Payment	9,176.36
04/16/2001		Washington County Finance Depar...	Hotel/Motel Tax Payment	7,485.36
04/17/2001		Washington County Finance Depar...	Hotel/Motel Tax Payment	13,747.83
04/19/2001		Washington County Finance Depar...	Hotel/Motel Tax Payment	7,753.46
Total 009 · Hotel/Motel Tax				72,990.30
Total C · DEDICATED FUNDS				72,990.30
D · INTERIM INCOME				
010 · Rent & Storage				
010B · Main Exhibit Hall				
04/01/2001	2001-10	Dolphin Communications, Inc.	Base Lease of MEH/Entire on 2/2-2/4/01 (...)	88.58
04/01/2001	2001-10	Dolphin Communications, Inc.	Base Lease of MEH/Entire on 2/2-2/4/01 (...)	1,511.42
04/01/2001	2001-10	Dolphin Communications, Inc.	Move-in day on 2/1/01 at 50% the daily rate	20.76
04/01/2001	2001-10	Dolphin Communications, Inc.	Move-in day on 2/1/01 at 50% the daily rate	354.24
04/01/2001	2001-10	Dolphin Communications, Inc.	Tables	188.93
04/01/2001	2001-10	Dolphin Communications, Inc.	Tables	11.07
04/01/2001	2001-10	Dolphin Communications, Inc.	Public Address System	1.38
04/01/2001	2001-10	Dolphin Communications, Inc.	Public Address System	23.62
04/01/2001	2001-10	Dolphin Communications, Inc.	Power Drops	212.55
04/01/2001	2001-10	Dolphin Communications, Inc.	Power Drops	12.45
04/01/2001	2001-10	Dolphin Communications, Inc.	Special Power Drop	4.15
04/01/2001	2001-10	Dolphin Communications, Inc.	Special Power Drop	70.85
04/01/2001	2001-10	Dolphin Communications, Inc.	Telephone Connections	14.12
04/01/2001	2001-10	Dolphin Communications, Inc.	Telephone Connections	240.88
04/01/2001	2001-10	Dolphin Communications, Inc.	Fair Complex dumpster at direct cost	4.78
04/01/2001	2001-10	Dolphin Communications, Inc.	Fair Complex dumpster at direct cost	81.62
04/01/2001	2001-10	Dolphin Communications, Inc.	Labor Hours to clean building	188.93
04/01/2001	2001-10	Dolphin Communications, Inc.	Labor Hours to clean building	11.07
04/01/2001	2001-10	Dolphin Communications, Inc.	Labor Hours to hang signage	47.23
04/01/2001	2001-10	Dolphin Communications, Inc.	Labor Hours to hang signage	2.77
04/01/2001	2001-10	Dolphin Communications, Inc.	Forklift Hours	3.87
04/01/2001	2001-10	Dolphin Communications, Inc.	Forklift Hours	66.13
04/01/2001	2001-21	Dolphin Communications, Inc.	Credit given for move-in day	(175.00)
04/03/2001	2001-5	Manx Ltd. Cat Show	Base Lease of MEH/North on 1/13-1/14/01	238.17
04/03/2001	2001-5	Manx Ltd. Cat Show	Tables	38.11
04/03/2001	2001-5	Manx Ltd. Cat Show	185 Padded Chairs, 50 free w/rental	24.11
04/03/2001	2001-5	Manx Ltd. Cat Show	Fair Complex dumpster at direct cost	20.58
04/03/2001	2001-5	Manx Ltd. Cat Show	Labor Hours to clean building	41.68
04/03/2001	2474	Beaverton Golden Grads	Deposit for MEH/South Rental	100.00
04/05/2001	2001-18	Feathered Friends	Base Lease of MEH/North on 3/10/01 (\$5...	347.00
04/05/2001	2001-18	Feathered Friends	Tables	324.00
04/05/2001	2001-18	Feathered Friends	110 Chairs, 50 free w/rental	45.00
04/05/2001	2001-18	Feathered Friends	Public Address System	25.00
04/05/2001	2001-18	Feathered Friends	Room Dividers	12.00
04/05/2001	2001-18	Feathered Friends	Power Drops	120.00
04/05/2001	2001-18	Feathered Friends	Telephone Connection	85.00
04/05/2001	2001-18	Feathered Friends	Fair Complex dumpster at direct cost	43.20
04/05/2001	2001-18	Feathered Friends	Labor Hours to clean building	150.00
04/05/2001	2475	Rose City Exotic Bird Club	Deposit for MEH rental on 11/3-11/4/01	400.00
04/05/2001	2476	Reser's Fine Foods	Deposit for MEH rental on 12/15/01	280.00
04/06/2001	2480	Rocky Mtn. Elk Foundation	Deposit for MEH/North rental on 6/16/01	242.50
04/09/2001	2001-16	4-H Horse Advisory	Base Lease of MEH/North on 2/17/01 (\$2...	175.00
04/09/2001	2001-16	4-H Horse Advisory	Tables (\$1.00 per chair rate reduction)	99.00
04/09/2001	2001-16	4-H Horse Advisory	Public Address System	25.00
04/09/2001	2001-16	4-H Horse Advisory	Fair Complex dumpster at direct cost	43.20
04/09/2001	2001-16	4-H Horse Advisory	Labor Hours to clean building	150.00
04/09/2001	2001-16	4-H Horse Advisory	Labor Hours moving benches	12.50
04/09/2001	2487	Jan Herinckx	Rental of MEH/North for dog classes	262.50

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Washington County Fair Complex

Line Item Report

April 2001

Date	Num	Name	Memo	Paid Amount
04/13/2001	2001-19	Oregon Collector's Market	Base Lease of MEH/North on 3/18/01	1,000.00
04/13/2001	2001-19	Oregon Collector's Market	Tables	480.00
04/13/2001	2001-19	Oregon Collector's Market	Fair Complex dumpster at direct cost	43.20
04/13/2001	2001-19	Oregon Collector's Market	Labor Hours to clean building	150.00
04/16/2001	2001-23	Pacific NW Fenton Association	Tables	908.28
04/16/2001	2001-23	Pacific NW Fenton Association	136 Padded Chairs, 50 free w/rental	59.78
04/16/2001	2001-23	Pacific NW Fenton Association	Public Address System	23.17
04/16/2001	2001-23	Pacific NW Fenton Association	Power Drops	97.31
04/16/2001	2001-23	Pacific NW Fenton Association	Benches	7.41
04/16/2001	2001-23	Pacific NW Fenton Association	Fair Complex dumpster at direct cost	80.08
04/16/2001	2001-23	Pacific NW Fenton Association	Labor Hours to clean Main Exhibit Hall	185.36
04/16/2001	2001-23	Pacific NW Fenton Association	Portable Public Address System	13.90
04/18/2001	2001-25	Tualatin Valley Fire & Rescue	Base Lease of Main Exhibit Hall/South on...	900.00
04/18/2001	2001-25	Tualatin Valley Fire & Rescue	Tables	236.00
04/18/2001	2001-25	Tualatin Valley Fire & Rescue	100 Padded Chairs, 50 free w/rental	25.00
04/18/2001	2001-25	Tualatin Valley Fire & Rescue	Padded Chairs	187.50
04/18/2001	2001-25	Tualatin Valley Fire & Rescue	Portable Public Address System	15.00
04/18/2001	2001-25	Tualatin Valley Fire & Rescue	Fair Complex dumpster at direct cost	21.60
04/18/2001	2001-25	Tualatin Valley Fire & Rescue	Labor Hours to clean building	87.50
04/18/2001	2001-27	Joint Cat Club	Fair Complex dumpster at direct cost (\$64...	2.30
04/18/2001	2001-27	Joint Cat Club	Labor Hours to clean building	175.00
04/23/2001	2001-20	Tualatin Valley Gem & Mineral Club	Base Lease of MEH/South on 3/9-3/11/01...	240.62
04/23/2001	2001-20	Tualatin Valley Gem & Mineral Club	Tables	90.28
04/23/2001	2001-20	Tualatin Valley Gem & Mineral Club	Public Address System	9.56
04/23/2001	2001-20	Tualatin Valley Gem & Mineral Club	Telephone Connection	32.52
04/23/2001	2001-20	Tualatin Valley Gem & Mineral Club	Fair Complex dumpster at direct cost	16.53
04/23/2001	2001-20	Tualatin Valley Gem & Mineral Club	Labor Hours to clean building	28.69
04/23/2001	2001-23	Pacific NW Fenton Association	Tables	71.72
04/23/2001	2001-23	Pacific NW Fenton Association	136 Padded Chairs, 50 free w/rental	4.72
04/23/2001	2001-23	Pacific NW Fenton Association	Public Address System	1.83
04/23/2001	2001-23	Pacific NW Fenton Association	Power Drops	7.69
04/23/2001	2001-23	Pacific NW Fenton Association	Benches	0.59
04/23/2001	2001-23	Pacific NW Fenton Association	Fair Complex dumpster at direct cost	6.32
04/23/2001	2001-23	Pacific NW Fenton Association	Labor Hours to clean Main Exhibit Hall	14.64
04/23/2001	2001-23	Pacific NW Fenton Association	Portable Public Address System	1.10
Total 010B - Main Exhibit Hall				11,515.15
010C - Cloverleaf Building				
04/01/2001	2468	John Marquardt	Inventory for CCB rental on 4/7/01	209.50
04/05/2001	2477	Glencoe Football Bingo	Rental of CCB for Tuesday Bingo Sessions	1,500.00
04/13/2001	2493	Kim Brenner	Base Lease of Cloverleaf Building	100.00
04/23/2001	2001-26	Jersey Calf Club	Dividers/Panels (\$60.00 less \$1.00 credit ...	59.00
04/23/2001	2001-26	Jersey Calf Club	Fair Complex dumpster at direct cost	43.20
04/23/2001	2001-26	Jersey Calf Club	Labor Hours to set-up/take-down with 50...	75.00
Total 010C - Cloverleaf Building				1,986.70
010D - Arts & Crafts Building				
04/09/2001	2486	Luz Mendoza	Base Lease for Arts & Crafts Building	175.00
04/16/2001	2001-23	Pacific NW Fenton Association	Labor Hours to clean Arts & Crafts Building	69.51
04/19/2001	2523	Luz Mendoza	Inventory for Arts & Crafts rental	163.00
04/23/2001	2001-23	Pacific NW Fenton Association	Labor Hours to clean Arts & Crafts Building	5.49
Total 010D - Arts & Crafts Building				413.00
010E - Friendship Square				
04/25/2001	2001-28	Dept. of Environmental Quality	Rental of Friendship Plaza on 3/8, 3/28, 3...	400.00
Total 010E - Friendship Square				400.00
010F - Floral Building				
04/16/2001	2498	Pioneer Heritage Academy	April 2001 rental of Floral Building	1,036.00
04/16/2001	2499	Pioneer Heritage Academy	May 2001 rental of Floral Building	1,036.00
Total 010F - Floral Building				2,072.00
010G - Grounds/General				
04/06/2001	2479	The Student Body of Hillsboro High...	Mud Volleyball on 5/3/01	100.00
04/19/2001	2525	Specialty Vehicle Institute	Quadrant Property rental	200.00
Total 010G - Grounds/General				300.00

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Line Item Report

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Date	Num	Name	Memo	Paid Amount
010H · Main Arena				
04/13/2001	2492	Su Casa Imports	Base Lease of Rodeo Arena	400.00
Total 010H · Main Arena				400.00
010J · RV/Boat Storage/Barns				
04/09/2001	2482	Robert C. Ward	Boat/RV Storage Fee	113.86
04/10/2001	2490	Gerald Ilg	Boat/RV Storage Fee	125.50
04/13/2001	2494	Richard Berry	Boat/RV Storage Fee	159.56
04/20/2001	2514	Kiki Byars	Boat/RV Storage Fee	184.38
04/23/2001	2527	Henry Jay	Boat/RV Storage Fee	155.09
04/26/2001	2537	Gerald Sweet	Boat/RV Storage Fee	278.40
04/26/2001	2538	Vynn Berg	Boat/RV Storage Fee	164.43
Total 010J · RV/Boat Storage/Barns				1,181.22
010K · Interim Use Concessions				
04/20/2001	2517	DeAngelo's	Interim Use Concessions/Hardy Plant Sale	151.46
Total 010K · Interim Use Concessions				151.46
Total 010 · Rent & Storage				18,419.53
011 · Damage Deposits				
04/01/2001	2469	Luz Mendoza	Rental Deposit Fee for Arts & Crafts Build...	200.00
04/03/2001	2471	Mixed Breed Dog Club of Oregon	Rental Deposit Fee for Plaza	200.00
04/13/2001	2493	Kim Brenner	Rental Deposit Fee for CCB rental	200.00
04/13/2001	2497	Su Casa Imports	Rental Deposit Fee for Rodeo Arena rental	200.00
Total 011 · Damage Deposits				800.00
014 · Interest Income				
04/01/2001		Washington County Finance Depart...	Interest (3/01)	1,155.47
04/03/2001		Pool #4486	Interest (3/01)	604.11
Total 014 · Interest Income				1,759.58
017 · Miscellaneous Income				
04/19/2001	2519	Misc. Income	Payphone Commission	6.68
04/26/2001	2534	Misc. Income	Pop Machine Proceeds	218.40
Total 017 · Miscellaneous Income				225.08
018 · RV Parking				
018A · RV Parking/Short Term				
04/01/2001	2463	RV Parking Fee	RV #13 3/26-27/01	30.00
04/03/2001	2470	RV Parking Fee	RV #11 4/3-5/01	45.00
04/03/2001	2473	RV Parking Fee	RV #1 3/30/01	15.00
04/09/2001	2483	RV Parking Fee	RV #12 & #13 4/6-4/9/01	120.00
04/09/2001	2484	RV Parking Fee	RV #1 4/6/01	15.00
04/09/2001	2485	RV Parking Fee	RV Parking 3/29/01	15.00
04/11/2001	2491	RV Parking Fee	RV #1 4/10-16/01	90.00
04/13/2001	2495	RV Parking Fee	RV #7 4/13-4/14/01	30.00
04/13/2001	2496	RV Parking Fee	RV Parking/All-Ford Swap/Eric Johnson	30.00
04/16/2001	2001-23	Pacific NW Fenton Association	RV Parking for Jackie Shirley (Space #1)	27.80
04/16/2001	2502	RV Parking Fee	RV #13 4/15-18/01	60.00
04/18/2001	2504	RV Parking Fee	RV #1 4/15-4/16/01	30.00
04/18/2001	2507	RV Parking Fee	RV #2 4/17-4/19/01	45.00
04/18/2001	2508	RV Parking Fee	RV #2 4/16/01	15.00
04/18/2001	2509	RV Parking Fee	RV #1 4/10-4/16/01	105.00
04/19/2001	2524	RV Parking Fee	RV #10 4/20-23/01	60.00
04/20/2001	2516	RV Parking Fee	RV #5 4/18-4/21/01	60.00
04/20/2001	2518	RV Parking Fee	RV Parking 4/19/01	15.00
04/23/2001	2001-23	Pacific NW Fenton Association	RV Parking for Jackie Shirley (Space #1)	2.20
04/23/2001	2526	RV Parking Fee	RV #13 4/22/01	15.00
04/25/2001	2533	RV Parking Fee	RV #13 4/23/01	15.00
04/26/2001	2535	RV Parking Fee	RV #5 4/25-4/26/01	30.00
04/26/2001	2536	RV Parking Fee	RV #11 4/25-5/2/01	105.00
Total 018A · RV Parking/Short Term				975.00

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Date	Num	Name	Memo	Paid Amount
018B · RV Parking/Long Term				
04/02/2001		Eliyahu Skoczylas	Returned Check/#1066	(300.00)
04/16/2001	2501	Danna Ransier	RV Parking/April 2001	300.00
04/16/2001	2503	Clinton Arthur	Long Term RV Parking/April 2001	300.00
04/18/2001	2506	Nathan Johnson	Long Term RV Parking/Bal. of April 2001	140.00
04/23/2001	2530	Eliyahu Skoczylas	Long Term RV Parking/March & April 2001	360.00
Total 018B · RV Parking/Long Term				800.00
Total 018 · RV Parking				1,775.00
Total D · INTERIM INCOME				22,979.19
E · FAIR INCOME				
032 · Concessions/Booths				
04/01/2001	2464	US Snack Foods	Vendor Booth Fee OS-51/52	600.00
04/01/2001	2465	Bags, Etc.	Vendor Booth Fee ME-04	100.00
04/01/2001	2466	Mr. Chimney	Vendor Booth Fee OS-10	350.00
04/01/2001	2467	Hiney Bros. Iron Works	Vendor Booth Fee OS-82/84	600.00
04/03/2001	2472	Greg Miles LLC	Vendor Booth Fee OS-64	500.00
04/05/2001	2478	Homecove Merchants	Vendor Booth Fee OS-72/73/74/75	1,200.00
04/09/2001	2481	Cascade Sales, Inc.	Vendor Booth Fee ME-28	480.00
04/10/2001	2488	Ruth Pinnell	Vendor Booth Fee ME-13	350.00
04/10/2001	2489	Furever Friends	Vendor Booth Fee ME-59	187.50
04/16/2001	2500	Hillsboro Elks Club	Vendor Booth Fee ME-30	175.00
04/18/2001	2505	Clackamas River Spas	Vendor Booth Fee ME-37/38	375.00
04/18/2001	2510	Kimberly Bernard-Lawson	Vendor Booth Fee ME-12	350.00
04/19/2001	2520	L.G Haaheim Co	Vendor Booth Fee ME-41/29/53	615.00
04/19/2001	2521	Statewide Inc.	Vendor Booth Fee ME-46/47	700.00
04/19/2001	2522	Dano, Inc.	Vendor Booth Fee ME-19/20	700.00
04/20/2001	2511	Bobbie Crandall	Vendor Booth Fee OS-34	350.00
04/20/2001	2512	Hutchins TV & Appliance, Inc.	Vendor Booth Fee ME-57	350.00
04/20/2001	2513	NAMI of Washington County	Vendor Booth Fee ME-27	350.00
04/20/2001	2515	Kristina Martens	Vendor Booth Fee ME-7	350.00
04/23/2001	2528	Wendy O'Dell Stone	Vendor Booth Fee ME-25	350.00
04/23/2001	2529	Redfern Enterprises	Vendor Booth Fee ME-31	350.00
04/25/2001	2531	Karen Wanner	Vendor Booth Fee ME-61	350.00
04/25/2001	2532	The Back Smart Store	Vendor Booth Fee ME-49/50	375.00
Total 032 · Concessions/Booths				10,107.50
Total E · FAIR INCOME				10,107.50
Total Income				106,076.99
Gross Profit				106,076.99
Expense				
AE · PERSONNEL				
101 · Salaries				
04/06/2001	28535	Washington County Finance Depar...	Payroll 3/17-3/30/01	14,068.43
04/20/2001	28589	Washington County Finance Depar...	Payroll 3/31-4/13/01	14,212.94
Total 101 · Salaries				28,281.37
102 · O.P.E.				
04/06/2001	28535	Washington County Finance Depar...	Payroll 3/17-3/30/01	2,188.41
04/06/2001	28541	SAIF Corporation	Quarterly Payment/Policy #48994	679.00
04/20/2001	28589	Washington County Finance Depar...	Payroll 3/31-4/13/01	2,200.25
Total 102 · O.P.E.				5,067.66
Total AE · PERSONNEL				33,349.03

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Washington County Fair Complex Line Item Report April 2001

Date	Num	Name	Memo	Paid Amount
BE - INTERIM OPERATIONS				
107 - Office Expense				
04/16/2001	28576	The Oregonian	Subscription	14.50
04/16/2001	28577	Office Depot	Office Supplies	93.78
04/16/2001	28580	State of Oregon	Office Storage	120.00
Total 107 - Office Expense				228.28
108 - Telephone				
04/06/2001	28565	A T & T	Long Distance Service	39.19
04/16/2001	28582	Verizon Internet Solutions	Internet Service (4/1-4/30/01)	89.00
04/16/2001	28586	Visa	E-Mail Service	20.00
04/16/2001	28587	Verizon Northwest	Telephone Service	1,001.80
Total 108 - Telephone				1,149.99
109 - Printing				
04/16/2001	28575	Kinko's Inc.	Manager/Business Cards	33.30
Total 109 - Printing				33.30
110 - Postage				
04/16/2001	28578	Pitney Bowes	Postage Equipment Rental	144.25
Total 110 - Postage				144.25
111 - Equip/Bldg Rental				
111A - Equipment Rental				
04/06/2001	28546	Metro New Holland	Tractor/Manure Spreader	1,620.00
04/06/2001	28558	Columbia Tractor & Mower	Plow Rental	75.00
04/06/2001	28560	Citicorp Vendor Finance, Inc.	Copier Rental/Insurance	212.23
Total 111A - Equipment Rental				1,907.23
Total 111 - Equip/Bldg Rental				1,907.23
112 - Utilities				
04/06/2001	28539	Windsor Security	Fire/Security Monitoring Charge	131.70
04/06/2001	28545	NW Natural	March Statements	1,297.05
04/06/2001	28568	Hillsboro Garbage Disposal	Garbage/Drop Box Service	1,036.80
Total 112 - Utilities				2,465.55
113 - Repair & Maintenance				
113B - Main Exhibit Hall R & M				
04/06/2001	28564	A & I Paint & Decorating Inc.	Main Exhibit Hall Restroom	20.95
Total 113B - Main Exhibit Hall R & M				20.95
113C - Cloverleaf R & M				
04/06/2001	28554	Familian NW Hillsboro	Cloverleaf Building Repairs	7.31
Total 113C - Cloverleaf R & M				7.31
113G - Grounds/General R & M				
04/06/2001	28553	Ace Hardware	Landscaping Supplies	37.48
04/06/2001	28557	Dynacoco	Herbicide	240.75
04/06/2001	28566	Ag West Supply	Landscaping Supplies	143.62
04/06/2001	28567	A-Boy Supply Company	Meeting Room Repairs	13.99
04/16/2001	28581	Sherwin-Williams	Painting Supplies/Meeting Room	198.45
04/16/2001	28583	John Vuylsteke Carpet Cleaning	Office Carpet Cleaning	58.00
Total 113G - Grounds/General R & M				692.29

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Washington County Fair Complex Line Item Report April 2001

Date	Num	Name	Memo	Paid Amount
113L · Equipment R & M				
04/06/2001	28538	Western Tool Supply	Equipment Repairs	40.96
04/06/2001	28539	Windsor Security	System Repair/Service	162.50
04/06/2001	28546	Metro New Holland	Equipment Repairs	147.68
04/06/2001	28547	Hillsboro Auto Parts	Equipment Repairs	481.92
04/06/2001	28551	Gratteri Tire & Wheel	Tire Maint. & Repair	460.60
04/06/2001	28552	Fisher Implement Company	Equipment Repairs	1.94
04/06/2001	28552	Fisher Implement Company	Equipment Repairs	18.90
04/06/2001	28553	Ace Hardware	Equipment Repairs	63.98
04/06/2001	28564	A & I Paint & Decorating Inc.	Panel Painting	106.00
Total 113L · Equipment R & M				1,484.48
Total 113 · Repair & Maintenance				2,205.03
114 · General Supplies				
04/06/2001	28538	Western Tool Supply	Shop Supplies	39.92
04/06/2001	28543	Platt Electric	Electrical Supplies	62.69
04/06/2001	28548	Home Depot	Misc Supplies	46.65
04/06/2001	28552	Fisher Implement Company	Misc Supplies	44.38
04/06/2001	28555	Ferrellgas	Fuel Refill	97.52
04/06/2001	28556	Forest Grove Industrial Supply	Shop Supplies	50.60
04/06/2001	28561	Bob Nagel Distributing Co.	Janitorial Supplies	911.91
04/06/2001	28562	Airgas Nor Pac, Inc.	Shop Supplies	23.14
04/06/2001	28563	allMRO Products	Shop Supplies	90.72
04/06/2001	28564	A & I Paint & Decorating Inc.	Misc Painting Supplies	77.25
04/16/2001	28572	A-Boy Supply Company	Misc Supplies	5.27
04/16/2001	28573	Airgas Nor Pac, Inc.	Shop Supplies	15.49
04/16/2001	28579	Sierra Springs/Brewed Hot Coffee	Bottled Water Supplies	69.50
04/16/2001	28584	U-Haul	Propane Refill	63.45
Total 114 · General Supplies				1,598.49
119 · Legal Fees				
04/06/2001	28559	Office of County Counsel	Legal Services, January 2001	3,394.50
04/16/2001	28574	Office of County Counsel	Legal Services, Sept. - Dec. 2000	1,796.50
Total 119 · Legal Fees				5,191.00
123 · Private Mileage				
04/19/2001	28588	Williams, Melissa	Mileage Reimb. (Jan-April 2001)	54.25
Total 123 · Private Mileage				54.25
131 · Advertising & P.R.				
04/06/2001	28544	Qwest	Directory Advertising	157.10
04/06/2001	28550	Hillsboro Argus	Display Advertising	280.00
04/06/2001	28550	Hillsboro Argus	Employment Advertising	59.04
Total 131 · Advertising & P.R.				496.14
132 · Board Expense				
04/06/2001	28542	Reedville Cafe & Catering Company	Board Meeting Meals (4/4/01)	55.65
04/16/2001	28586	Visa	Board Meeting Meals (3/7/01)	25.79
Total 132 · Board Expense				81.44
133 · Dues, Licenses, Fees				
04/03/2001		Pool #4486	Outgoing ACH Fee	1.00
04/03/2001		Pool #4486	Monthly Maint. Fee	3.00
04/06/2001	28549	Hillsboro Chamber of Commerce	Chamber Membership	195.00
04/16/2001	28585	Western Fairs Association	2001 Membership Dues	190.00
Total 133 · Dues, Licenses, Fees				389.00
149 · Misc. Materials & Svcs.				
04/06/2001	28567	A-Boy Supply Company	Supplies for Jersey Calf Sale	47.98
04/16/2001	28586	Visa	Misc Supplies	20.84
Total 149 · Misc. Materials & Svcs.				68.82

04/26/01

Washington County Fair Complex Line Item Report April 2001

Date	Num	Name	Memo	Paid Amount
150 · Refunds				
04/05/2001	28536	Quincy's	Refund Balance of Rental Deposit	103.40
04/10/2001	28569	Cheryl Marquardt	Refund Rental Deposit	200.00
Total 150 · Refunds				303.40
154 · RV Park				
154B · RV Park Hotel/Motel Tax				
04/06/2001	28537	Washington County Finance Depart...	Transient Room Tax (1/1-3/31/2001)	168.91
Total 154B · RV Park Hotel/Motel Tax				168.91
Total 154 · RV Park				168.91
Total BE · INTERIM OPERATIONS				16,485.08
CE · FAIR OPERATIONS				
188 · Materials & Supplies				
04/06/2001	28568	Hillsboro Garbage Disposal	Manure Removal	1,527.70
Total 188 · Materials & Supplies				1,527.70
Total CE · FAIR OPERATIONS				1,527.70
DE · EXHIBITS/COMPETITIONS				
222 · Personnel 4-H				
04/03/2001	28533	Sharon Shelby	2001 Spring Foods Judge	75.00
Total 222 · Personnel 4-H				75.00
223 · Other 4-H				
04/03/2001	28533	Sharon Shelby	2001 Spring Foods Judge/Mileage Reimb	45.90
Total 223 · Other 4-H				45.90
Total DE · EXHIBITS/COMPETITIONS				120.90
EE · RODEO				
320 · Queen				
04/01/2001	28532	FarmGro Supply	Jeans/Award Buckles	157.95
04/06/2001	28540	Sign Pro	Horse Trailer Lettering	450.00
Total 320 · Queen				607.95
Total EE · RODEO				607.95
JE · CAPITAL OUTLAY				
511 · Land Improvements				
04/10/2001	28570	The Steel Yard	Steel Supplies for Fountain Project	170.00
Total 511 · Land Improvements				170.00
513 · Equipment				
04/01/2001	28531	Washco Power Equipment	Lawnmower	680.00
04/06/2001	28552	Fisher Implement Company	Weedeater	208.00
04/20/2001	28590	Livestock Equipment and Design Co.	Timed Event Shute	1,175.00
Total 513 · Equipment				2,063.00
Total JE · CAPITAL OUTLAY				2,233.00
Total Expense				54,323.66
Net Income				51,753.33

04/26/01

Washington County Fair Complex Balance Sheet Comparison As of April 30, 2001

	<u>Apr 30, '01</u>	<u>Mar 31, '01</u>	<u>\$ Change</u>	<u>Apr 30, '00</u>
ASSETS				
Current Assets				
Checking/Savings				
0900 - West Coast Bank	33,399.76	26,392.31	7,007.45	9,290.06
0950 - West Coast Bank-Premium	120.34	120.34	0.00	81.84
1020 - Pool #4486	65,692.88	95,092.77	(29,399.89)	255,855.32
1080 - Washington County Fair Fund	305,767.15	231,621.38	74,145.77	97,946.53
Total Checking/Savings	<u>404,980.13</u>	<u>353,226.80</u>	<u>51,753.33</u>	<u>363,173.75</u>
Total Current Assets	<u>404,980.13</u>	<u>353,226.80</u>	<u>51,753.33</u>	<u>363,173.75</u>
TOTAL ASSETS	<u>404,980.13</u>	<u>353,226.80</u>	<u>51,753.33</u>	<u>363,173.75</u>
LIABILITIES & EQUITY				
Equity				
3900 - Retained Earnings	348,131.39	348,131.39	0.00	358,886.79
Net Income	56,848.74	5,095.41	51,753.33	4,286.96
Total Equity	<u>404,980.13</u>	<u>353,226.80</u>	<u>51,753.33</u>	<u>363,173.75</u>
TOTAL LIABILITIES & EQUITY	<u>404,980.13</u>	<u>353,226.80</u>	<u>51,753.33</u>	<u>363,173.75</u>

04/26/01

Washington County Fair Complex Budget Overview

July 2000 through April 2001

	Jul '00 - Apr '01	Budget	% of Budget
Income			
A · STATE FUNDS			
004 · Dept. of Economic Development	41,976.35	41,976.00	100.0%
Total A · STATE FUNDS	41,976.35	41,976.00	100.0%
C · DEDICATED FUNDS			
009 · Hotel/Motel Tax	568,027.83	600,000.00	94.7%
Total C · DEDICATED FUNDS	568,027.83	600,000.00	94.7%
D · INTERIM INCOME			
010 · Rent & Storage			
010B · Main Exhibit Hall	79,679.15		
010C · Cloverleaf Building	20,583.65		
010D · Arts & Crafts Building	6,663.60		
010E · Friendship Square	2,799.45		
010F · Floral Building	10,922.60		
010G · Grounds/General	9,374.59		
010H · Main Arena	848.00		
010J · RV/Boat Storage/Barns	5,806.22		
010K · Interim Use Concessions	1,138.21		
010 · Rent & Storage - Other	0.00	208,000.00	0.0%
Total 010 · Rent & Storage	137,815.47	208,000.00	66.3%
011 · Damage Deposits	9,400.00	12,000.00	78.3%
013 · Gate Changes	0.00	5,500.00	0.0%
014 · Interest Income	15,032.79	12,000.00	125.3%
015 · Shows/Entertainment	0.00	100,000.00	0.0%
016 · Parking Fees	17,668.87	25,500.00	69.3%
017 · Miscellaneous Income	11,588.69	12,000.00	96.6%
018 · RV Parking			
018A · RV Parking/Short Term	12,085.00		
018B · RV Parking/Long Term	11,020.00		
018 · RV Parking - Other	0.00	25,000.00	0.0%
Total 018 · RV Parking	23,105.00	25,000.00	92.4%
Total D · INTERIM INCOME	214,610.82	400,000.00	53.7%
E · FAIR INCOME			
030 · Youth Admission	29,075.25	29,000.00	100.3%
031 · Other Admission	206,346.90	210,000.00	98.3%
032 · Concessions/Booths	101,136.24	123,000.00	82.2%
033 · Sponsorships	50,000.00	60,000.00	83.3%
034 · Advertising Sold	2,625.00	5,000.00	52.5%
035 · Gate Change	15,000.00	15,000.00	100.0%
036 · Carnival Income	54,463.29	60,000.00	90.8%
037 · Entry Fees	2,716.25	4,000.00	67.9%
038 · Parking Fees	39,924.12	48,000.00	83.2%
039 · Rodeo Sponsorships	60,671.00	70,621.00	85.9%
041 · Miscellaneous	13,207.94	10,000.00	132.1%
042 · Rodeo Admissions	5,981.00	5,000.00	119.6%
045 · Amphitheater Concessions	1,074.00	800.00	134.3%
046 · Rodeo Miscellaneous	8,291.00	3,500.00	236.9%
Total E · FAIR INCOME	590,511.99	643,921.00	91.7%
Total Income	1,415,126.99	1,685,897.00	83.9%
Gross Profit	1,415,126.99	1,685,897.00	83.9%
Expense			
AE · PERSONNEL			
101 · Salaries	368,785.56	441,059.00	83.6%
102 · O.P.E.	109,906.46	127,826.00	86.0%
Total AE · PERSONNEL	478,692.02	568,885.00	84.1%

04/26/01

Washington County Fair Complex Budget Overview

July 2000 through April 2001

	Jul '00 - Apr '01	Budget	% of Budget
BE · INTERIM OPERATIONS			
107 · Office Expense	2,629.30	4,200.00	82.6%
108 · Telephone	10,528.06	13,000.00	81.0%
109 · Printing	857.75	2,200.00	39.0%
110 · Postage	3,499.13	3,000.00	116.6%
111 · Equip/Bldg Rental			
111A · Equipment Rental	4,857.39		
111 · Equip/Bldg Rental - Other	0.00	9,000.00	0.0%
Total 111 · Equip/Bldg Rental	4,857.39	9,000.00	54.0%
112 · Utilities	58,908.47	70,500.00	83.6%
113 · Repair & Maintenance			
113B · Main Exhibit Hall R & M	925.12		
113C · Cloverleaf R & M	3,095.47		
113D · Arts & Crafts R & M	8.00		
113E · Friendship Square R & M	68.01		
113F · Floral Building R & M	2,756.12		
113G · Grounds/General R & M	14,252.36		
113H · Main Arena R & M	138.25		
113J · Barns R & M	2,554.61		
113L · Equipment R & M	17,697.58		
113 · Repair & Maintenance - Other	0.00	51,000.00	0.0%
Total 113 · Repair & Maintenance	41,495.52	51,000.00	81.4%
114 · General Supplies	19,596.79	24,000.00	81.7%
116 · Gate Change	0.00	5,500.00	0.0%
117 · Parking	300.00	7,000.00	4.3%
118 · Travel & Training	4,053.38	5,500.00	73.7%
119 · Legal Fees	7,437.75	2,500.00	297.5%
121 · Professional Svcs.	14,885.23	15,000.00	99.2%
122 · Insurance & Bond	15,075.00	15,000.00	100.5%
123 · Private Mileage	173.60	1,200.00	14.5%
124 · Car Allowance	2,600.00	3,900.00	66.7%
131 · Advertising & P.R.	8,519.98	9,500.00	89.7%
132 · Board Expense	1,343.14	6,000.00	22.4%
133 · Dues, Licenses, Fees	2,926.66	3,600.00	81.3%
149 · Misc. Materials & Svcs.	4,363.07	7,000.00	62.3%
150 · Refunds	5,456.85	12,000.00	45.5%
153 · Petty Cash	0.00	200.00	0.0%
154 · RV Park			
154A · RV Park Repair & Maint.	81.50	1,000.00	8.2%
154B · RV Park Hotel/Motel Tax	1,104.89	1,000.00	110.5%
Total 154 · RV Park	1,186.39	2,000.00	59.3%
Total BE · INTERIM OPERATIONS	210,693.46	272,800.00	77.2%
CE · FAIR OPERATIONS			
175 · Printing	5,397.47	11,000.00	49.1%
176 · Utilities	16,305.69	13,500.00	120.8%
177 · Gate Change	15,000.00	15,000.00	100.0%
178 · Parking	12,335.75	13,500.00	91.4%
179 · Professional Svcs.	41,751.85	45,000.00	92.8%
180 · Advertising	80,514.17	70,000.00	115.0%
181 · Refunds	100.00	1,000.00	10.0%
182 · Miscellaneous	6,959.59	6,000.00	116.0%
183 · Decorations	4,262.34	3,500.00	121.8%
184 · Equipment Rental	15,749.36	14,000.00	112.5%
186 · Restroom Service	19,806.00	19,000.00	104.2%
187 · Repair & Maintenance	6,444.82	8,500.00	75.8%
188 · Materials & Supplies	16,993.01	13,000.00	130.7%
Total CE · FAIR OPERATIONS	241,620.05	233,000.00	103.7%

04/26/01

Washington County Fair Complex Budget Overview

July 2000 through April 2001

	Jul '00 - Apr '01	Budget	% of Budget
DE · EXHIBITS/COMPETITIONS			
211 · Awards FFA	3,129.60	3,500.00	89.4%
212 · Personnel FFA	877.49	1,000.00	87.7%
213 · Other FFA	616.15	1,500.00	41.1%
221 · Awards 4-H	9,206.45	10,500.00	87.7%
222 · Personnel 4-H	5,646.50	5,500.00	102.7%
223 · Other 4-H	3,692.69	3,600.00	102.6%
231 · Awards Open Class	33,416.88	40,000.00	83.5%
232 · Personnel Open	4,235.01	5,000.00	84.7%
233 · Other Open Class	2,280.73	4,000.00	57.0%
Total DE · EXHIBITS/COMPETITIONS	63,101.50	74,600.00	84.6%
EE · RODEO			
311 · Prize Money	46,000.00	46,000.00	100.0%
312 · Personnel	19,150.00	20,790.00	92.1%
313 · Stock Contract	21,179.52	22,490.00	94.2%
314 · Special Awards	992.75	1,000.00	99.3%
315 · Special Kid's Rodeo	2,479.50	2,000.00	124.0%
316 · Promotion	7,760.15	6,750.00	115.0%
317 · Materials & Supplies	3,664.66	4,000.00	91.6%
318 · Board Expense	3,200.13	3,120.00	102.6%
319 · Other (Fees & Dues)	3,071.85	3,100.00	99.1%
320 · Queen	6,669.37	3,000.00	222.3%
321 · Rental Equipment	5,239.50	6,500.00	80.6%
322 · Money Raising Projects	1,796.55	2,000.00	89.8%
Total EE · RODEO	121,203.98	120,750.00	100.4%
GE · SHOWS & ENTERTAINMENT			
324 · Main Stage	66,100.00	95,000.00	69.6%
325 · Grounds Entertainment	59,995.00	65,000.00	92.3%
326 · Associated Costs-Main	37,035.25	35,000.00	105.8%
327 · Associated Costs-Grounds	8,746.02	11,000.00	79.5%
328 · Touch & See	1,840.99	2,000.00	92.0%
Total GE · SHOWS & ENTERTAINMENT	173,717.26	208,000.00	83.5%
HE · INTERIM ENTERTAINMENT			
375 · Interim Shows	0.00	100,000.00	0.0%
Total HE · INTERIM ENTERTAINMENT	0.00	100,000.00	0.0%
JE · CAPITAL OUTLAY			
510 · Purchase/Lease	57,698.00	56,000.00	103.0%
511 · Land Improvements	170.00	15,000.00	1.1%
512 · Bldg. & Structure	5,792.00	22,300.00	26.0%
513 · Equipment	5,589.98	20,000.00	27.9%
514 · Development Reserve	0.00	25,000.00	0.0%
Total JE · CAPITAL OUTLAY	69,249.98	138,300.00	50.1%
Total Expense	1,358,278.25	1,716,335.00	79.1%
Net Income	56,848.74	(30,438.00)	(186.8)%

MINUTES
WASHINGTON COUNTY FAIR BOARD MEETING
APRIL 4, 2001

CONVENED **4:30pm**

FAIR BOARD:

Lyle Spiesschaert
Rich Vial
Sheila Day
Kathy Christy
Ken Leahy

FAIR COMPLEX STAFF:

Interim Director: Barbara Lawrence

GUESTS:

Cody Feinauer, Rodeo
Dave Anderson, The Oregonian
Ian Rollins, Argus
Ed Kristovich, Boosters.
Bill Duerden, Boosters

Chairman Lyle Spiesschaert called the meeting to order at 4:30pm. He welcomed everyone and called for additions to the agenda.

- 1) **Consent Agenda:** Barbara requested the Fair Complex Budget under New Business (6) be advanced in the agenda to accommodate Ken Leahy and his need to leave early.

Barbara introduced Leah Perkins as the new person hired to assist in the fair coordination. "Her background in computers is excellent and the added knowledge in events, rodeo and farming was certainly a plus. Many applications were received but Leah's skills fit the position perfectly". Leah responded and thanked the Board for the opportunity.

- 2) **Elections:** The Chairman opened the nominations for the position of **Chairperson** explaining they were normally in January but had been postponed because of the delay in Board appointments. **Sheila nominated Lyle Spiesschaert. Kathy seconded the motion. Lyle respectfully declined** stating he had been Chairman for several years and the position does take extra time. He wants to spend more time with his family and pursue some other interests and just take a break from the leadership. Lyle thanked those that have lent their support to him to make a difficult task a bit easier. He offered to be the liaison between the Fair Board and the Board of Commissioners. With

the nominations still open **Ken nominated Kathy Christy and Rich Seconded. With no other nominations Rich moved the nominations be closed and a unanimous ballot be cast. The ballot was cast with Sheila voting nay. Kathy was seated as Chair and the elections proceeded with the calling for nominations for the Vice-Chairman. Lyle nominated Sheila and Rich seconded. With no further nominations Kathy closed the nominations and Rich motioned a unanimous ballot be cast, motion carried. The nominations were opened for Treasurer. Lyle nominated Rich, and with no other nominations, moved a unanimous ballot be cast. Motion was carried.**

Budget Overview:

Rich Vial moved and Sheila Day seconded to accept the consent agenda, the budget report and to pay the bills as submitted. Motion carried.

6) New Business: Fair Complex Budget—FY 2001/2002 The Chair requested Barbara report on the budget. Barbara explained the transition and her inexperience with the classified employee needs as well as the cash versus the accrual system had slowed down an already late process. She praised the County and Ellen Cooper in particular for the help she received. However, the timeframe was very short and she apologized to the Board for the little time they had to examine the document. Explanation and discussion took place concerning revenues and justifications of the sources and amounts. Cody reported on the loss of one \$15,000 sponsorship and the uncertainty of another \$15,000. Since those two sponsorships were dedicated to the Rodeo, Sheila asked Cody if the Rodeo was prepared to reduce their budget? He responded quoting Resolution # 401, stating the Rodeo was responsible for 30 per cent of their budget however, they would certainly try to recruit more sponsorship. Cody reminded the Fair Board the Rodeo was responsible for those two sponsorships originally. Rich asked for and was given details on several line item expenditures. There were questions on the Development line item (#) 514 now that the Task Force has received grant monies, although the budgeted amount may be in excess of the Fair's obligation is decided to leave it as listed. **Rich Vial moved to adopt the budget as proposed which includes modifications to the Revenue Enhancement Proposal Motion of January 3rd 2001. Ken seconded and the motion carried with Lyle Spiesschaert not voting.** The Revenue Enhancement Proposal will be reviewed another year when funding is more stable.

Maintenance Report: Barbara reported there had been several meetings and the crew had been very helpful bringing her up to speed. JJ, the electrician is scheduled to retire on April 27th. We will not replace him until after the fair and the crew understands that. They have been going over fair schedules and seasonal help. The current project is removing the manure (last year's) and spreading it on the rodeo pasture in preparation for reseeding. She reported Mike had had surgery and had been off for a week or so. The events have also kept them busy.

Fair Manager's Report: Barbara reported on meetings with the Maintenance Crew concerning surplus equipment and cleaning up of the bone yard as well as several projects proposed. A list of property to be declared surplus will be discussed at the next Board meeting. Other meetings were with County Counsel, Alan Rappleyea (just to

introduce himself), Terry Amato on sponsorships, Greg Flakus over food booths, Judy Reiber concerning the talent show. Lyle interjected the staff should not judge the show, and Barbara agreed. He recommended we use community leaders through out the County. Lyle recommended the Forrest Grove Mayor. The interviewing and hiring process to fill the office position was time consuming but appears to be well worth it with the person (Leah) that was hired. Barbara advised the Board about the meetings she and Ken had attended with Steve Rohan, Community Corrections concerning the restitution workers used on the grounds. She reported on the meeting with Rick Van Beveren, who does the beer service at fair time. The beer consumption is down and Rick suggested the removal of one station. A meeting with the 4-H horse Superintendents provided Barbara with information about the 4-H horse fair. There is a concern about the one-day turn around between the horse fair and the "big" fair. Ken asked about the agriculture displays, she replied Lyle had already made a first contact and he and she would follow up. Members of the Board also questioned the waterscapes and ponds. Discussion followed. Rich advised the need for venting the FFA barn especially considering this maybe a hot dry fair season. For several years the temperature in that barn has been a problem. They have tried water but it did not helped. He also noted there were divots and potholes that needed to be filled. Ken said he would have dirt brought in if it was needed. Lyle called attention to the plantings, especially the entrance by the cloverleaf Bldg. He felt they were very nice and congratulated the staff.

Rodeo Report: Cody spoke briefly about the sponsorships. The committee picked the drill team, The "Fly Girls". There are several former queens in the group. The Star Light parade is scheduled for Saturday June 2nd and he invited the Board to ride on the float. Poker Ride is May 19th. Cody called the Boards attention to the two resolutions. One will allow the Committee to charge yearly dues.

Fair Boosters: Bill Duerden verified the Boosters would not be doing any parking over the 4th of July.

4-H Report: John Baggott was not in attendance.

3.Old Business: (A) In County Commissioner Tom Brian's absence Lyle read a written report from him concerning the Development Task Force. Commissioner Brian explained a scheduling conflict did not allow him to attend the Fair Board. He stated he was anxious to get started and everything was moving ahead. Last Friday the Regional Investment Board approved \$50,000.00 to assist with the cost of the Task Force work. There were some last minute concerns but the funding was approved. He will have meetings with staff and prospective Task Force members this next week. By the end of next week he will send the Fair Board a draft list of members and work plan for review and comments. Commissioner Brian would like to announce the Task Force members, the funding, and the work plan at the same time. He wrote, "it is important to do it right and get results. The Board of Commissioners is firmly committed to make this happen".

The report also stated he would like to attend the next Fair Board meeting. Ken and Rich are scheduled to meet with Commissioner Brian in the next few days to discuss the development and the task force.

7. **General Correspondence:** The Kathy acknowledged the letter Lyle had sent to Mr. Horner regarding his retirement from the draft horse organization. Rich questioned who would be leading that group. Lyle announced Molly Clausen would be in charge. Lyle will do the announcing for them during the driving show they do at the rodeo. Cathy advised she had communicated with the mayors in all the cities of Washington County about the "Citizen of the Year" program and expected to hear back soon. She said she had hoped the "citizen" would be able to ride in the draft horse show and had suggested the participant pick one of two nights offered. Barbara spoke about written communication Sheila had sent her concerning the repairing of the two log cabins on the grounds.
8. **Announcements:** Cathy thanked Lyle for his hard work and contributions during his Chairmanship of the Board.
9. **Board Communications:**

Chair Kathy Christy adjourned the meeting at 6:15pm.

Minutes approved this 4th day of April 2001.

Barbara Lawrence
Recording Secretary, protom

Kathy Christy
Chairman

**Washington County Fair & Rodeo
Associates Meeting
April 2, 2001**

In Attendance: Brian A., Corey A., Mike B., Pat B., Kelly B., Larry b., Stephanie C., Winnie D., Mike D., Amber D., Christa D., Bert D., Cody F., Lynn F., Lynn F., Tara F., Greg H., Lynn H., Debbie H., Richard K., Todd K., Yvonne L., Brian L., Paula M., Christina M., Margaret M., Lisa M., Kelly N., Jenny O., Brian P., Lonna P., Jack P., Dar R., Mike S., Rod S., Leah T., Lacey T., Sandee W., Brandi W.,

Absent/Excused: Patty C., Angela M., Gary M.

Cody F. called the meeting to order at 7:30 pm at the Clover Leaf Building.

I. Introductions

Welcome to Barbara L. from the Fair Office and Lyle S. from the Fair Board. Also, welcome to Martine and Heather from the Rodeo Fly Girls.

II. Announcements

The Drill Team for the 2001 Washington County Fair and Rodeo will be the "Rodeo Fly Girls". Congratulations!!!

Nominations were made for the Justin Boot Award. Votes were tallied and Kelly Neal is this year's Justin Boot Award recipient.

III. Old Business

A. Policies

Policy 301-Committee Handbooks was changed to reflect a penalty of no NFR funds for Directors who have not turned in their updated Handbooks by the appointed time. A motion was made by Winnie D. to approve the policy with the change. Larry B. seconded the motion. Motion passed.

B. Starlight Parade

Our application has been accepted for the Starlight Parade, June 2nd. Please bring your families to help build the float and ride in the parade. Call Lynn H. for more information 503-628-0555.

C. Awards

Lisa M. brought a bronze rodeo statue she purchased. These would make nice awards for the individual events. She will look into whether we can get enough for each event.

D. Best Footing Award

It was decided in a pervious meeting to use the Best Footing Award Money to sponsor a banner a CRCF. An idea was presented to the body to use the remaining \$50 to purchase a new knife the Bull Rider who lost his award from last year. After discussion was held Lynn H. made a motion to purchase the knife after requesting that the Bull Rider help out at our Special Kids Rodeo. Larry B. seconded the motion. Motion passed.

IV. New Business

A. NFR/PRCA Convention

Convention is December 5-7, 2001. Rooms are \$65 (+tax) at the Riviera. John Growney has suggested he may invited our rodeo to his banquet again this year.

V. Committees

Marketing/Humane: Metro West will stand-by. The Chiropractor is taken care of. Friends of the Rodeo will be back. Brian is looking for hat pins and stickers.

Parking/Security: We need a tanker for taking water to the other side of the road. Mike S. will look into using the fire hydrant.

Queen/PR: Lynn is working with Barbara on making a tri-fold flyer to give out about our Fair & Rodeo Queen. Kelly B. and Laurel F. are already working on the 2002 Queen Contest. Lynn will work on a Media release with the Rodeo Fly Girls. Please look for Rodeo Day sheet Flyer sponsors!!! Contact Kelly N. if you need more info 503-647-0527.

BBQ/VIP: United Grocers is already for us.

Special Kids/Museum/Drill Team: Poker Ride is May 19th. Come and help! Trail marking starts at noon Friday the 18th.

Sponsorship/Contracts: Help! Friberg and United Rentals will NOT be sponsors this year. We need all kinds of sponsors. Please contact Cody if you know of a company.

Cody adjourned the meeting @ 8:20.

Next Associate meeting May 7, 7:30pm, at the Clover Leaf Building.
Minutes submitted by Kelly Neal.

Washington County Fair Boosters
Minutes for 4-4-01

18 people present

Meeting called to order by Bill Duerden.

Prior minutes approved and accepted made by Jeanne Leeson and 2nd by Lorena Roberts.

Treasurer's Report: Covers 2 months. Checking Account \$439.20. Investments \$29,527.40. Withdrawals made from checking account for W.C. Health Food Prep Permit and ST of Oregon Annual Corporation Fee. Moved to accept report as stated made by Ed Kristovich, 2nd by Irene Barnes.

Old Business: Fairgrounds Redevelopment: \$50,000.00 grant was approved. Task Force is for Draft Plan for Fair grounds redevelopment. Facilitator hired by county.

Booster Booth Inventory/needs: Jose/David:: need water heater, stove, water connected, red & white paint for bus stairs, signs to be put up. Give list to Barbara.

Membership drive: Liz:: Signs for recruitment. How do we get people interest in becoming members? Can maybe Dale and Jeanne do the membership letter to business? My (Liz Cardiel, sec.) time is becoming very limited due to my other secretarial commitment. Get information or history from Dale. Give W.C. Visitors Bureau complimentary membership.

Post Fair Picnic/dinner meeting: to Recap fair, sub committee will be Dale Scheller and Sheila Day.

Jail House and log cabin renovation/repair: Barbara is working on this project. Maybe the boosters could suggest money from Boosters. Get Wish list from fair for projects.

New Business: Booster Booth Work Assignments:: need better definition of supervisor, money, supplies, etc. Jose, Irene, Bill, Al will meet to get description and responsibilities for the jobs.

Funding letter to legislature from Boosters requesting funds. Bill will draft letter.

Correspondence/announcements: Fair Board elections-Kathy Christy, chair..Sheila Day, vice chair...Rich Vial, treasurer. Letter from chamber for annual award (deadline April 13th). Also letter about booth at air show (decline).

Meeting adjourned.

Liz Cardiel - Secretary

WASHINGTON COUNTY
FAIR &
RODEO



Hillsboro, Oregon
July 25-28, 2001

1997

"RODEO OF THE YEAR"
COLUMBIA RIVER CIRCUIT

2001 DIRECTORS

BRIAN ANDERSON
MIKE BAKER
LARRY BELLAMY
WINNIE DANIELS
CODY FEINAUER
LYNN HAYNES
GARY McVEY

WASHINGTON COUNTY
YEAR 2001 RODEO QUEEN
BRANDI WILLIAMS



Attention:

Associate Members of the Washington
County Rodeo Committee

The Washington County Rodeo Committee has been doing some desperately needed house keeping. In the past months, we have made some new policies and are in the process of putting in writing past policies that are being practiced today. One of the new policies will affect all members immediately. This is policy # 201, *Associate Member in Good Standing*. Enclosed is a copy of this policy and an application. If you would like to be considered a Member in Good Standing and obtain all the rights and privileges of such, then please fill out the application and send it along with the yearly dues of \$10.00 (please do not send cash) to the fair office at the address below. You will be issued a receipt for your dues. If you have any questions concerning this or any other policy, please feel free to call me anytime.

Sincerely,

Cody Feinauer
Chairman
Washington County Rodeo Committee
503-591-0531

WASHINGTON COUNTY FAIR AND RODEO
872 NE 28TH HILLSBORO, OR 97124 503-648-1416

Rodeo Committee Policy #201

A. Associate Member in Good Standing Criteria

1. An associate member in good standing must adhere to the following criteria:

- a. Associate member must attend 50% of monthly meetings unless excused by committee director.
- b. Associate member must attend 50% of work parties unless excused by committee director.
- c. Associate member must be active in at least one (1) sub-committee.
- d. Associate member must be current with annual dues.
- e. Associate member must demonstrate appropriate conduct at all times while representing the fair and rodeo.

2. Washington County Fair & Rodeo Gold Card members are exempt from the above criteria and are always considered Members in Good Standing.

3. All rodeo directors and associate members in good standing shall ^{pay} ~~the~~ annual dues of (\$10) each. Annual dues shall be paid to the Treasurer by the first regularly scheduled meeting in October. Members who have not paid by this time will not be eligible to vote at the election in November.

- a. Annual dues shall be earmarked "Rodeo Proceeds" and deposited in the Fair's general fund.

Rodeo Committee Policy #201

Page 2

4. When dues are paid, the member in good standing can expect to receive:

- a. Copy of the Washington County Rodeo Handbook Policies
- b. Monthly copy of meeting minutes
- c. Voting rights
- d. Free fair admission during rodeo.

Dated this 5 day of March 2001

Shenice Daniels

John M. Hag

Quince Bellamy

Jay Duncy

Michael S. Bell

Bob Fren

Washington County Rodeo Committee Directors

APPLICATION FOR APPOINTMENT TO WASHINGTON COUNTY FAIR COMPLEX ADVISORY COMMITTEE

Please type or print information. Return form to:

Washington County Fair Complex
872 NE 28th St.
Hillsboro, OR 97124

For Information Call: 648-1416

Name _____

Address _____ City _____ State _____ Zip _____

Occupation _____ Home Phone _____ Work Phone _____

Committee Desired _____

☐ Related Experience/Education (include volunteer work) _____

Reason for Applying _____

Availability for Meetings _____

Signature

Date

IF NOT SELECTED WITHIN ONE YEAR OF THIS DATE, YOU SHOULD REAPPLY IF STILL INTERESTED.

Washington County FAIR COMPLEX

Washington County Fair Complex Facility Schedule May-2001

Tuesday, May 01, 2001

Floral Building	Pioneer Heritage Academy
Main Exhibit	4-H Paw Power Club
Meeting Room	4-H Dyno-Mutts Meeting
Cloverleaf Building	Glencoe Football Bingo
Arts & Crafts Building	4-H Guide Dogs
Grandstand Arena	Sheriff's Posse

Wednesday, May 02, 2001

Floral Building	Pioneer Heritage Academy
Main Exhibit Hall	4-H Best Friends Dog Club

Thursday, May 03, 2001

Floral Building	Pioneer Heritage Academy
Area on Quadrant	Hilhi Mud Volleyball

Saturday, May 05, 2001

Quadrant Property	ATV Safety Classes
Friendship Sq./Plaza	T.V. Garden Clubs Sale
Cloverleaf Building	Scrapbook Workshop
Arts & Crafts Bldg.	Western Bigfoot Society

Sunday, May 06, 2001

Grandstand Arena	Rodeo Sweethearts Drill
Arts & Crafts Bldg.	Western Bigfoot Society
Quadrant Property	ATV Safety Classes
Main Exhibit Hall	Oregon Collectors Market
Friendship Sq./Plaza	T.V. Garden Clubs Sale

Monday, May 07, 2001

Grandstand Arena	Fly Girls Drill Team Practice
Main Exhibit Hall	Waggin' Masters 4-H Meeting
Main Exhibit Hall	4-H Dog Meeting
Main Exhibit Hall	4-H Dog Club
Cloverleaf Building	Rodeo Committee Meeting

Tuesday, May 08, 2001

Main Exhibit Hall	4-H Paw Power Club
Cloverleaf Building	Glencoe Football Bingo
Floral Building	Pioneer Heritage Academy
Grandstand Arena	Sheriff's Posse
Arts & Crafts Building	4-H Dyno-Mutts Meeting

Wednesday, May 09, 2001

Floral Building	Pioneer Heritage Academy
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Thursday, May 10, 2001

Floral Building	Pioneer Heritage Academy
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Friday, May 11, 2001

Main Exhibit Hall	Gem Faire
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Saturday, May 12, 2001

Arts & Crafts Building	4-H Rabbit Show
Large Show Ring	4-H Waggin' Masters Fun Match
Main Exhibit Hall	Gem Faire
Cloverleaf Building	Fiji Association of Oregon

Sunday, May 13, 2001

Grandstand Arena	Mexican Rodeo
Main Exhibit Hall	Gem Faire
Meeting Room	Happy Hoppers 4-H Club

Monday, May 14, 2001

Main Exhibit Hall	Waggin' Masters 4-H Meeting
Grandstand Arena	Fly Girls Drill Team Practice
Main Exhibit Hall	4-H Dog Meeting
Meeting Room	4-H Dog Club Book Meeting

Tuesday, May 15, 2001

Arts & Crafts Building	4-H Dyno-Mutts Meeting
Cloverleaf Building	Glencoe Football Bingo
Main Exhibit Hall	4-H Paw Power Club
Floral Building	Pioneer Heritage Academy
Grandstand Arena	Sheriff's Posse

Wednesday, May 16, 2001

Floral Building	Pioneer Heritage Academy
Arts & Crafts Building	4-H Cat Club
Main Exhibit Hall	4-H Best Friends Dog Club
Main Exhibit Hall-South	Pacificare Meeting

Thursday, May 17, 2001

Floral Building	Pioneer Heritage Academy
Grandstand Arena	Bronco Busters 4-H Riding
Meeting Room	Association of Riding Clubs

Saturday, May 19, 2001

Arts & Crafts Building	Dog Training Seminar
Main Exhibit Hall	Rose City Exotic Bird Club
Arts & Crafts Building	Dog Training Seminar

Sunday, May 20, 2001

Main Exhibit Hall	Rose City Exotic Bird Club
Arts & Crafts Building	Dog Training Seminar
Grandstand Arena	Rodeo Sweethearts Drill Team
Meeting Room	Happy Hoppers 4-H Club

Monday, May 21, 2001

Main Exhibit Hall	4-H Dog Club
Large Covered Show	Waggin' Masters 4-H Meeting
Grandstand Arena	Fly Girls Drill Team Practice
Main Exhibit Hall	4-H Dog Meeting

Tuesday, May 22, 2001

Main Exhibit Hall	4-H Paw Power Club
Arts & Crafts Building	4-H Dyno-Mutts Meeting
Cloverleaf Building	Glencoe Football Bingo
Floral Building	Pioneer Heritage Academy
Grandstand Arena	Sheriff's Posse

Wednesday, May 23, 2001

Floral Building	Pioneer Heritage Academy
Cloverleaf Building	4-H Wagon Train Meeting
Grandstand Arena	4-H Ridge Top Riders

Thursday, May 24, 2001

Floral Building	Pioneer Heritage Academy
Main Exhibit Hall	Hillsboro Chamber Trade Fair

Saturday, May 26, 2001

Quadrant Property	ATV Safety Classes
Cloverleaf Building	Wedding and Reception

Monday, May 28, 2001

Large Covered Show	Waggin' Masters 4-H Meeting
Grandstand Arena	Fly Girls Drill Team Practice

Tuesday, May 29, 2001

Cloverleaf Building	Glencoe Football Bingo
Arts & Crafts Building	4-H Dyno-Mutts Meeting
Floral Building	Pioneer Heritage Academy
Main Exhibit	4-H Paw Power Club
Grandstand Arena	Sheriff's Posse

Wednesday, May 30, 2001

Main Exhibit Hall	Best Friends 4-H Dog Club
Floral Building	Pioneer Heritage Academy

Thursday, May 31, 2001

Floral Building	Pioneer Heritage Academy
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Manager's Report: April 26, 2001

This month has been productive though somewhat intense. With the budget out of the way, my time has been spent in training Leah and focusing on the fair. Fortunately Leah is a quick study and very self-sufficient.

Most of the contracts with our suppliers, i.e. sound and soft drinks, etc. were easily extended for one year. I do have one that presents a problem, the portable toilets. Ron Johns has been the provider for many years. They have given excellent service and are locally owned. The problem is Bill McKinley had advised a competitor the contract was up this year and they expressed interest in providing a bid. I did send out a request for proposals to three companies and as predicted the out of state, Honey Buckets under bid all other proposals. (They do have an office in Salem.) They have been involved in a lawsuit for trespassing and other charges, (for going into competitors units and removing paper/soap/etc. then placing a sticker that claims the unit was inspected and found to be unacceptable). The Judge dismissed the case, yesterday, with the statement the case needed to be conducted in Washington State as both companies were based there, even though the occurrences were happening in Oregon. I do not care for the person in-charge; he is abrasive and difficult to speak to however he is low bidder. When I take into consideration the value of the extras, (ads in the fair exhibitors handbook and the hand washing units, etc.) there is only a \$500.00 + difference. I guess I'm sympathetic to the local business that's been here for anything the fair might need opposed to the out-of-state "big guy" that's taking over. Ron Johns' proposal was as stripped down as it could be so I'm sure there is no room for any negotiation on a lesser cost on anything. It should be a multi year contract. I am speaking with the County to see what our options are, if any.

GROUND: We are all working on fair and projects that the Board has listed as objectives. The corner beautification project is coming along, with the curbing and walkways being poured. A fountain, flowers and placement of benches will make this area a peaceful retreat and beautiful focal point. The cost is in materials and will come out of capital improvements. The concrete was not discounted; however, every thing else will be donated or discounted. The major components are moveable, when or if need be. Many people at the events have commented positively even though the project was far from complete. Two pine trees were removed, not because of the project but because of insect damage. I did get another opinion and the trees would have shed most of their needles by fair time so it was prudent to remove them at this time. I understand another pine was taken out a few years ago with the same affliction. Flower barrels and beds will be planted about the second week of May.

I am disappointed in the progress of the pasture grass. Mike tells me it was good seed and that his method of planting was right. I'm hopeful the grass will take off with this warm weather. It should have been planted last fall. We probably would not have tried to work on it until this fall if the pasture had not been used as a dumpsite.

VENDORS: The food booths have been confirmed with some changes. The food will all be in the "food Court" area. The exception will be the coffee; it will remain in the same

spot and "Dipping Dots" a new product will be in the Exhibit Hall. If we receive any interesting food applications we would consider maybe three more quality booths with different menus.

The Main Exhibit Hall is full, some of the vendors have not yet paid but the checks and contracts are dribbling in slowly.

OUTSIDE VENDORS: Leah and I are working on the outside vendor spaces and placement of entertainment areas. It requires a lot of measuring and time outdoors; thank goodness the weather has been cooperating. As soon as that is done contacts should be remade with the implement dealers and the nurseries, etc. for a space commitment. At some date we should get an accurate map of the grounds that shows the trees, power, structures, etc.

We are still a little light on vendors but as soon as the sun comes out people that use fairs as a show place remember it's coming up, hopefully that will be the case. There are more than what I consider the normal amount of last year's vendors that will not be returning.

There will be changes in the ground layout, non-too dramatic and certainly for the betterment of the fair but enough for people to recognize a positive difference. Much will depend on the space required for the entertainment, Racing Pigs, and Extreme Team motorcycle. Everything revolves around the electrical needs and location of our power sources.

MEETINGS: * I met with the County Risk Manager and two representatives of the Marsh Company to discuss the liability policy carried by CCIS.

*Molly Clausen, Draft Horse Superintendent, came in to discuss their role at fair as exhibitors and entertainers and her role as superintendent. They will continue to do a good job for us.

*Lt. Henderson, Washington County Sheriffs Dept., Art Berry, Grounds Security and I met to go over security. We will meet again next week with Lt., Schmerber, Hillsboro Police and Premier Security to finalize plans for the fair.

*The Key Account Manager and Director of Sales from Pepsi confirmed our verbal arrangement of extending the contract for one year, with the understanding the soft drink contract would go out to bid next year. The good news is they will, of course hold all products and services to last year's price level and will raise the sponsorship to \$4,000.00 from the \$2,550 of last year. We also negotiated some additional sponsorship co-ops and tags.

*Clerks. I met with them with a great deal of trepidation. They had been described as the "untouchables", the "we've always done it this way" group. I was also told, not to expect them to change because they had been here from the beginning and like the song "they did it their way". Everytime I had asked a question pertaining to entries or exhibitor's premiums or judging, the staff told me, "Oh, the clerks do that". Not for one minute did I believe the clerks do everything that I was being told and the fact they did it by hand and not computers, was even more unbelievable. What I found was a delightful group of dedicated ladies that are active, progressive and willing to do whatever it takes, and in fact, have been doing just that longer than any of us have or will do. This group is truly the backbone of the fair. Our meeting was informative and very positive. We will

institute some changes but because of the short time frame will not convert to a computer program this year, however in the fall/winter they were interested in working with it, looking for an implementation for the 2002 fair.

*Connie King the Fire Prevention/Education Officer for Hillsboro Fire Department met with Leah and me on the display and vendor space they needed. That should be an excellent area with information and activities for both youth and adults.

*There are always other unscheduled meetings with Superintendents, entertainers and vendors. Later this week I will meet with the Wagon Master for the wagon train display and reunion.

PROJECTS: There is one electrical project and I will send that to you under separate cover.

See you at the Board meeting.

Barbara