

A G E N D A

Washington County Fair Board

Regular Meeting

May 5, 1999

4:30 PM

WASHINGTON COUNTY FAIR BOARD

Regular Meeting

Wednesday, May 5, 1999

4:30 PM

1. Call to order.
 2. Public Welcome. This time is provided for members of the audience to comment on any item(s) not on the regular agenda. Audience members are also welcome to comment at the time the agenda topic is being discussed by the Board. It is respectfully requested that those addressing the Board state their full name for the record.
 3. a. Bills for approval and detail of income received.
b. Line Item Report for April, 1999 (pgs. 5-12)
 4. a. Financial Position, March, 1999 - Reconciled (pg. 13)
Financial Position, April, 1999 – Unreconciled (pgs. 14)
b. Financial Recap, April, 1999 (pgs. 15-20)
 5. Fair Board Minutes – April 7, 1999 (pgs. 21-28)
Rodeo Board Minutes (pgs. 31-32)
 6. Facility Use Schedule – May, 1999 (pgs. 33-34)
- *Consent agenda: any item may be removed for separate consideration upon request of any Board member or any member of the audience.
7. Special Presentation: J.C. Dragoo & Associates, Inc. – Master Plan Update (pgs. 35-37)
 8. Fair Organization's Report
 - a. Rodeo Board, Cody Feinauer
 - b. 4-H Horse Fair, Sandy Baker
 - c. Fair Boosters, Fred Scheller
 9. 1999 Fair Report
 - a. Bill McKinley
 10. Fair Complex Marketing Report
 - a. Lisa DuPre'

11. Maintenance Team Report
 - a. Albert Flanagan, Jr.
12. Old Business
 - a. Memorial bench for John Thomas
 - b. 4-H Horse Stalls
 - c. Legislative Updates
13. New Business
 - a. Back entrance from Lightrail to Fair & Fair Complex
14. Announcements
 - b. Next Fair Board Meeting – June 2, 1999

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

04/29/99

Washington County Fair Complex
Income & Expense
 April 1999

	Apr '99
Income	
B · SPECIAL FUNDS	
007 · RE Sold/Leased	7,700.00
Total B · SPECIAL FUNDS	7,700.00
C · DEDICATED FUNDS	
009 · Hotel/Motel Tax	85,350.86
Total C · DEDICATED FUNDS	85,350.86
D · INTERIM INCOME	
010 · Rent & Storage	
010A · National Guard Armory	1,723.10
010B · Main Exhibit Hall	6,665.86
010C · Cloverleaf Building	1,016.53
010D · Arts & Crafts Building	12.06
010F · Floral Building	640.08
010G · Grounds/General	104.52
010J · RV/Boat Storage/Barns	1,376.32
010K · Interim Use Concessions	145.46
Total 010 · Rent & Storage	11,683.93
011 · Damage Deposits	1,000.00
014 · Interest income	2,379.63
017 · Miscellaneous Income	2,789.83
018 · RV Parking	
018A · RV Parking/Short Term	1,635.00
018B · RV Parking/Long Term	165.00
Total 018 · RV Parking	1,800.00
Total D · INTERIM INCOME	19,653.39
E · FAIR INCOME	
032 · Concessions/Booths	5,890.00
034 · Advertising Sold	1,525.00
039 · Rodeo Sponsorships	14,500.00
Total E · FAIR INCOME	21,915.00
G · BINGO	
070 · Sessions	2,700.00
Total G · BINGO	2,700.00
Total Income	137,319.25
Expense	
AE · PERSONNEL	
101 · Salaries	31,700.46
102 · O.P.E.	8,693.95
Total AE · PERSONNEL	40,394.41
BE · INTERIM OPERATIONS	
107 · Office Expense	55.00
108 · Telephone	890.02
111 · Equip/Bldg Rental	
111A · Equipment Rental	212.23
111B · Armory Rental	250.00
Total 111 · Equip/Bldg Rental	462.23
112 · Utilities	4,369.74

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Washington County Fair Complex
Income & Expense
 April 1999

	Apr '99
113 · Repair & Maintenance	
113B · Main Exhibit Hall R & M	231.87
113C · Cloverleaf R & M	76.83
113F · Floral Building R & M	1,083.70
113G · Grounds/General R & M	4,081.60
113J · Barns R & M	56.15
113L · Equipment R & M	3,676.31
Total 113 · Repair & Maintenance	9,206.46
114 · General Supplies	1,892.66
131 · Advertising & P.R.	416.90
132 · Board Expense	217.60
133 · Dues, Licenses, Fees	275.70
149 · Misc. Materials & Svcs.	184.01
150 · Refunds	914.75
154 · RV Park	
154B · RV Park Hotel/Motel Tax	107.06
Total 154 · RV Park	107.06
Total BE · INTERIM OPERATIONS	18,992.13
CE · FAIR OPERATIONS	
175 · Printing	200.00
Total CE · FAIR OPERATIONS	200.00
DE · EXHIBITS/COMPETITIONS	
233 · Other Open Class	40.00
Total DE · EXHIBITS/COMPETITIONS	40.00
EE · RODEO	
318 · Board Expense	135.00
Total EE · RODEO	135.00
JE · CAPITAL OUTLAY	
512 · Bldg. & Structure	171.00
Total JE · CAPITAL OUTLAY	171.00
Total Expense	59,932.54
Net Income	77,386.71

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Washington County Fair Complex Line Item Report April 1999

Date	Num	Name	Memo	Paid Amount
Income				
B · SPECIAL FUNDS				
007 · RE Sold/Leased				
4/27/1999			Tri-Met Easement	7,700.00
Total 007 · RE Sold/Leased				7,700.00
Total B · SPECIAL FUNDS				7,700.00
C · DEDICATED FUNDS				
009 · Hotel/Motel Tax				
4/27/1999			Hotel/Motel Tax Payment	1,555.65
4/27/1999			Hotel/Motel Tax Payment	83,795.21
Total 009 · Hotel/Motel Tax				85,350.86
Total C · DEDICATED FUNDS				85,350.86
D · INTERIM INCOME				
010 · Rent & Storage				
010A · National Guard Armory				
4/6/1999	190		Armory Rental (Maria Contreras)	518.50
4/22/1999	256		Armory rental on 5/1/99 (Avarca)	607.50
4/26/1999	264		Armory rental on 5/8/99 (Mirande)	597.10
Total 010A · National Guard Armory				1,723.10
010B · Main Exhibit Hall				
4/6/1999	99-37	Dolphin Communications, Inc.	Base Lease of Main Exhibit Hall on 2/5-7/...	1,350.00
4/6/1999	99-37	Dolphin Communications, Inc.	2.5 X 8' Tables	165.00
4/6/1999	99-37	Dolphin Communications, Inc.	Picnic Tables	20.00
4/6/1999	99-37	Dolphin Communications, Inc.	Stage Section	40.00
4/6/1999	99-37	Dolphin Communications, Inc.	Public Address System	25.00
4/6/1999	99-37	Dolphin Communications, Inc.	Telephone Connection	85.00
4/6/1999	99-37	Dolphin Communications, Inc.	Power Drops	225.00
4/6/1999	99-37	Dolphin Communications, Inc.	Special electrical drops	150.00
4/6/1999	99-37	Dolphin Communications, Inc.	Fair Complex dumpster at direct cost	129.60
4/6/1999	99-37	Dolphin Communications, Inc.	Labor Hours to clean building	135.00
4/6/1999	99-37	Dolphin Communications, Inc.	Labor Hours of forklift time	35.00
4/6/1999	99-37	Dolphin Communications, Inc.	Portable Public Address System	15.00
4/6/1999	99-44	Columbia-Willamette Beagle Club	2.5 X 8' Tables	204.00
4/6/1999	99-44	Columbia-Willamette Beagle Club	Padded Chairs	123.00
4/6/1999	99-44	Columbia-Willamette Beagle Club	Repair of broken table (legs on one side)	40.00
4/6/1999	99-44	Columbia-Willamette Beagle Club	Fair Complex dumpster at direct cost	64.80
4/6/1999	99-44	Columbia-Willamette Beagle Club	Labor Hours to clean building	105.00
4/6/1999	99-46	DJ's Promotions	2.5 X 8' Tables (Main Exhibit Hall)	0.21
4/6/1999	99-46	DJ's Promotions	Labor Hours to clean Main Exhibit Hall	0.10
4/6/1999	183		MEH Dog Classes/Cindy Leung	240.00
4/6/1999	186		MEH Dog Classes/Cindy Leung	110.00
4/6/1999	187		MEH Dog Classes/Cindy Leung	270.00
4/6/1999	194		MEH Dog Classes/Jan Herinckx	210.00
4/26/1999	99-48	Collector's West	MEH Rental on 3/20-21/99	700.00
4/26/1999	99-48	Collector's West	2.5 X 8' Tables	333.00
4/26/1999	99-48	Collector's West	Plastic chairs	8.75
4/26/1999	99-48	Collector's West	Public Address System	25.00
4/26/1999	99-48	Collector's West	Room Dividers	36.00
4/26/1999	99-48	Collector's West	Fair Complex dumpster at direct cost	43.20
4/26/1999	99-48	Collector's West	Labor Hours to clean building	105.00
4/26/1999	99-48	Collector's West	Labor Hour to break down cardboard	15.00
4/26/1999	265	Portland's Rain of Glass	Deposit for MEH & A/C for 1/2000	635.00
4/26/1999	266		Balance of Base Lease for MEH/N on 4/24...	400.00
4/29/1999	99-50	Tualatin Valley Gem & Mineral Club	Base Lease of MEH/South on 3/20-21/99 (...)	325.00
4/29/1999	99-50	Tualatin Valley Gem & Mineral Club	Fair Complex dumpster at direct cost	43.20
4/29/1999	99-50	Tualatin Valley Gem & Mineral Club	Labor Hours to clean building	45.00

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Washington County Fair Complex

Line Item Report

April 1999

Date	Num	Name	Memo	Paid Amount
4/29/1999	99-50	Tualatin Valley Gem & Mineral Club	2.5 X 8' Tables	135.00
4/29/1999	99-56	4-H Horse Advisory	Deposit on MEH for 2000	75.00
Total 010B · Main Exhibit Hall				6,665.86
010C · Cloverleaf Building				
4/6/1999	99-46	DJ's Promotions	Labor Hours to clean Cloverleaf Bldg	0.03
4/6/1999	192		CCB Rental on 4/1/99 (Jehovah Witness)	355.00
4/9/1999	207	N.W. Highlands Cattle Assoc.	Base Lease & Inventory for CCB Rental o...	237.50
4/22/1999	246		CCB Rental on 5/8/99 (Preslar)	424.00
Total 010C · Cloverleaf Building				1,016.53
010D · Arts & Crafts Building				
4/6/1999	99-46	DJ's Promotions	2.5 X 8' Tables (Arts & Crafts Bldg.)	0.02
4/6/1999	99-46	DJ's Promotions	Labor Hours to clean Arts & Crafts Bldg	0.04
4/6/1999	181		4 extra tables for Craft Fair	12.00
Total 010D · Arts & Crafts Building				12.06
010F · Floral Building				
4/6/1999	99-46	DJ's Promotions	2.5 X 8' Tables (Floral Building)	0.04
4/6/1999	99-46	DJ's Promotions	Labor Hours to clean Floral Bldg	0.04
4/22/1999	216	Pioneer Heritage Academy	April Rent	640.00
Total 010F · Floral Building				640.08
010G · Grounds/General				
4/6/1999	99-46	DJ's Promotions	Base Lease of entire facility on 3/14/99 (L...	3.25
4/6/1999	99-46	DJ's Promotions	Base Lease of Large Covered Show Ring ...	0.14
4/6/1999	99-46	DJ's Promotions	Picnic Tables	0.17
4/6/1999	99-46	DJ's Promotions	Room Dividers	0.02
4/6/1999	99-46	DJ's Promotions	Labor Hour to move Ticket Booth	0.01
4/6/1999	99-46	DJ's Promotions	Forklift hour to move Toilets by request	0.03
4/6/1999	99-46	DJ's Promotions	Labor Hours (Mike Wold) to smooth out ru...	0.06
4/6/1999	99-46	DJ's Promotions	Tractor hours	0.10
4/6/1999	99-46	DJ's Promotions	Labor Hours to clean Meeting Room	0.02
4/6/1999	99-46	DJ's Promotions	Labor Hours to clean Booster Booth	0.01
4/6/1999	99-46	DJ's Promotions	Case of garbage liners @ direct cost	0.02
4/6/1999	99-46	DJ's Promotions	Case of toilet paper @ direct cost	0.03
4/6/1999	99-46	DJ's Promotions	Cases of paper towels @ direct cost	0.08
4/6/1999	99-46	DJ's Promotions	50% of 14 units of shavings	0.33
4/6/1999	99-46	DJ's Promotions	50% of \$518.40 garbage cost from 9/27/9...	0.25
4/6/1999	99-46	DJ's Promotions	NSF check fee charged by Wells Fargo for...	0.00
4/22/1999	242		Balance of lease for Mud Volleyball on 5/4...	100.00
Total 010G · Grounds/General				104.52
010J · RV/Boat Storage/Barns				
4/6/1999	184		Boat/RV Storage Fee (Gerald Ilg)	98.56
4/6/1999	185		Boat/RV Storage Fee (Joseph Sticka)	121.68
4/6/1999	199		Boat/RV Storage Fee (Hal Bleyhl)	180.36
4/6/1999	202		Boat/RV Storage Fee (Russell Farley)	72.90
4/6/1999	203		Boat/RV Storage Fee (John Johnson)	120.60
4/22/1999	220		Boat/RV Storage Fee (Randy Steck)	155.46
4/22/1999	224		Boat/RV Storage Fee (Roy Schlessler)	59.94
4/26/1999	260		Boat/RV Storage Fee (James Foteff)	169.26
4/26/1999	262		Boat/RV Storage Fee (June Sweet)	231.00
4/26/1999	263		Boat/RV Storage Fee (R. Petermeyer)	166.56
Total 010J · RV/Boat Storage/Barns				1,376.32
010K · Interim Use Concessions				
4/22/1999	244		Interim Use Concessions from Hardy Plan...	145.46
Total 010K · Interim Use Concessions				145.46
Total 010 · Rent & Storage				11,683.93

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Washington County Fair Complex Line Item Report April 1999

Date	Num	Name	Memo	Paid Amount
011 - Damage Deposits				
4/6/1999	99-47	Oregon Rally Group	Rental Deposit Fee for Quadrant on 4/18/99	200.00
4/9/1999	208	Cascade Australian Cattle Dog Club	Rental Deposit Fee for Grandstand on 8/7...	200.00
4/22/1999	241		Rental Deposit (Adam Gomez)	200.00
4/26/1999	267		Rental Deposit Fee (Puncochar)	200.00
4/26/1999	268		Rental Deposit Fee (Leo Aguilar)	200.00
Total 011 - Damage Deposits				1,000.00
014 - Interest Income				
4/6/1999			Interest (3/99) US Bank	24.23
4/6/1999			Interest (#4486)	1,015.18
4/6/1999			Interest (#4591)	17.98
4/27/1999			Hotel/Motel Interest (March 99)	1,322.24
Total 014 - Interest income				2,379.63
017 - Miscellaneous Income				
4/6/1999	193		15% cut from Promociones Tropical dance...	197.70
4/6/1999	197		Misc Income	23.00
4/22/1999	217	Pioneer Heritage Academy	Photocopy charges	18.50
4/22/1999	229		Auction Proceeds (Surplus items)	334.13
4/22/1999	233		Shower use	3.00
4/22/1999	245		Payment received for Gales Creek Insura...	8.00
4/22/1999	252		Shower use	10.00
4/28/1999			Reverse Unclaimed Premium Checks	2,195.50
Total 017 - Miscellaneous Income				2,789.83
018 - RV Parking				
018A - RV Parking/Short Term				
4/6/1999	180		RV #5 3/19/99	15.00
4/6/1999	189		RV #3 3/19-21/99	45.00
4/9/1999	204		RV #6 3/15-19/99	60.00
4/9/1999	205		Drylot 3/20/99	10.00
4/9/1999	206		RV #9 3/20, 3/26-28/99	60.00
4/9/1999	209		RV #11 3/27-28/99	15.00
4/9/1999	210		RV #7 6 nights	90.00
4/9/1999	211		RV #3 3/25-29/99	60.00
4/9/1999	212		RV Parking 3/28-4/2/99	90.00
4/9/1999	213		RV #5 3/30/99	15.00
4/9/1999	214		RV Parking 3/25-4/3/99	300.00
4/9/1999	215		RV Parking 3/25-4/7/99	110.00
4/22/1999	223		RV #7 4/16-19/99	60.00
4/22/1999	225		RV Space 4/12-17/99	90.00
4/22/1999	226		RV Parking	30.00
4/22/1999	231		RV #9 for 5 nights	75.00
4/22/1999	247		RV Pkg 3/27/99	15.00
4/22/1999	248		RV #3 for 7 nights	105.00
4/22/1999	249		RV #14 2 nights	30.00
4/22/1999	250		RV Pkg for 3 nights	45.00
4/22/1999	251		RV #8 4/16-20/99	75.00
4/22/1999	253		RV #8 4/21/99	15.00
4/22/1999	254		RV #14 4/16-18/99	45.00
4/22/1999	255		Misc RV Parking	45.00
4/26/1999	257		RV #9 4/25/99	15.00
4/26/1999	258		RV #4 4/24/99	15.00
4/26/1999	259		RV #7 for 7 nights	105.00
Total 018A - RV Parking/Short Term				1,635.00

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Washington County Fair Complex

Line Item Report

April 1999

Date	Num	Name	Memo	Paid Amount
018B · RV Parking/Long Term				
4/22/1999	232		Long Term RV Parking for remainder of A...	165.00
Total 018B · RV Parking/Long Term				165.00
Total 018 · RV Parking				1,800.00
Total D · INTERIM INCOME				19,653.39
E · FAIR INCOME				
032 · Concessions/Booths				
4/6/1999	175		Vendor Booth Fee ME-35	162.50
4/6/1999	176		Vendor Booth Fee ME-05	240.00
4/6/1999	177		Vendor Booth Fee ME-03	175.00
4/6/1999	178		Vendor Booth Fee OS-40/41	325.00
4/6/1999	179		Vendor Booth Fee OS-46	162.50
4/6/1999	188		1999 Food Booth	300.00
4/6/1999	198		1999 Food Booth	600.00
4/6/1999	200		1999 Food Booth	450.00
4/6/1999	201		1999 Food Booth	600.00
4/22/1999	219		Vendor Booth Fee ME-63	175.00
4/22/1999	227	St. Matthew Altar Society	Food Booth Fee for 1999	600.00
4/22/1999	228	Ernest Dollman	Food Booth Fee for 1999	530.00
4/22/1999	230		Vendor Booth Fee ME-17	190.00
4/22/1999	234		Vendor Booth Fee ME-61	175.00
4/22/1999	235		Vendor Booth Fee OS-46	162.50
4/22/1999	236		Vendor Booth Fee ME-60	187.50
4/22/1999	237		Vendor Booth Fee OS-85	355.00
4/22/1999	238		Vendor Booth Fee ME-19	175.00
4/26/1999	261		Vendor Booth Fee ME-52	325.00
Total 032 · Concessions/Booths				5,890.00
034 · Advertising Sold				
4/6/1999	182		Advertising Sold in Ent. Guide	175.00
4/6/1999	191		Advertising Sold in Ent. Guide	175.00
4/6/1999	195		Advertising Sold in Ent. Guide	275.00
4/6/1999	196		Advertising Sold in Ent. Guide	275.00
4/22/1999	239		Advertising Sold for Ent. Guide	175.00
4/22/1999	240		Advertising Sold for Ent. Guide	175.00
4/22/1999	243		Advertising Sold for Ent. Guide	275.00
Total 034 · Advertising Sold				1,525.00
039 · Rodeo Sponsorships				
4/22/1999	218	NECA/IBEW	Rodeo Sponsorship for 1999	10,000.00
4/22/1999	221	Robinson Construction	Rodeo Sponsorship for 1999	1,500.00
4/22/1999	222	Ken Leahy Constuction	Rodeo Sponsorship for 1999	1,500.00
4/26/1999	269		Rodeo Sponsorship for 1999/Oregon Site...	1,500.00
Total 039 · Rodeo Sponsorships				14,500.00
Total E · FAIR INCOME				21,915.00
G · BINGO				
070 · Sessions				
4/6/1999	99-38	Glencoe Football Bingo	CCB Rental	1,200.00
4/29/1999	99-57	Glencoe Football Bingo	CCB Rental - March Bingo Sessions	1,500.00
Total 070 · Sessions				2,700.00
Total G · BINGO				2,700.00
Total Income				137,319.25

04/29/99

**Washington County Fair Complex
Line Item Report
April 1999**

Date	Num	Name	Memo	Paid Amount
Expense				
AE · PERSONNEL				
101 · Salaries				
4/9/1999	25006	Washington County Finance Department	Payroll 3/20-4/2/99	14,791.43
4/22/1999	25045	Washington County Finance Department	Payroll 4/3-4/16/99	16,909.03
Total 101 · Salaries				31,700.46
102 · O.P.E.				
4/9/1999	25006	Washington County Finance Department	Payroll 3/20-4/2/99	2,322.97
4/22/1999	25045	Washington County Finance Department	Payroll 4/3-4/16/99	6,370.98
Total 102 · O.P.E.				8,693.95
Total AE · PERSONNEL				40,394.41
BE · INTERIM OPERATIONS				
107 · Office Expense				
4/8/1999		Hill Florist & Gifts	Flowers/Huffman	55.00
Total 107 · Office Expense				55.00
108 · Telephone				
4/8/1999		A T & T	Long Distance Charges	10.72
4/27/1999		A T & T Wireless	Cell Phone Service	15.09
4/27/1999		A T & T	Long Distance Charges	52.66
4/27/1999		GTE Northwest	Telephone Service	811.55
Total 108 · Telephone				890.02
111 · Equip/Bldg Rental				
111A · Equipment Rental				
4/27/1999		Copelco Capital, Inc.	Copier Rental/Insurance	212.23
Total 111A · Equipment Rental				212.23
111B · Armory Rental				
4/8/1999		Oregon Military Department	March Armory Rental	250.00
Total 111B · Armory Rental				250.00
Total 111 · Equip/Bldg Rental				462.23
112 · Utilities				
4/8/1999		Windsor Security	Monitoring Charges	47.85
4/27/1999		NW Natural	March Statements	816.82
4/27/1999		Portland General Electric	March Statements	2,468.27
4/27/1999		Hillsboro Garbage Disposal	Garbage Disposal Service	1,036.80
Total 112 · Utilities				4,369.74
113 · Repair & Maintenance				
113B · Main Exhibit Hall R & M				
4/8/1999		Shute Park True Value	Electrical Cord Box/MEH	32.36
4/8/1999		McClenny Refrigeration	Fan Repair/MEH	186.31
4/8/1999		Copeland Lumber Yards Inc.	Repairs/MEH	13.20
Total 113B · Main Exhibit Hall R & M				231.87
113C · Cloverleaf R & M				
4/8/1999		Copeland Lumber Yards Inc.	Repairs/Cloverleaf Bldg.	76.83
Total 113C · Cloverleaf R & M				76.83
113F · Floral Building R & M				
4/8/1999		Shute Park True Value	Lighting Supplies	44.98
4/8/1999		McClenny Refrigeration	Floral Building Repairs	1,038.72
Total 113F · Floral Building R & M				1,083.70

04/29/99

Washington County Fair Complex
Line Item Report
April 1999

Date	Num	Name	Memo	Paid Amount
113G · Grounds/General R & M				
4/8/1999		Topnotch Feed Inc.	Landscape Supplies	25.90
4/8/1999		Shute Park True Value	Grounds Maintenance	4.20
4/8/1999		Shute Park True Value	Grounds Maintenance	31.49
4/8/1999		Shute Park True Value	Landscape Maintenance Supplies	48.80
4/8/1999		McClenny Refrigeration	Chuckwagon/Cooler Repairs	1,319.93
4/8/1999		McClenny Refrigeration	Chuckwagon/Initial Assessment	294.07
4/8/1999		Lee's Forest Grove Industrial Supply	Repair Supplies	132.50
4/8/1999		Ag West Supply	Landscaping Supplies	1,728.24
4/8/1999		Hillsboro Pump Service Pipe & Supply...	Drain Line Repair	115.62
4/8/1999		Hillsboro Pump Service Pipe & Supply...	Grounds Repairs	195.21
4/8/1999		Baker Rock Resources	Drain Line Repairs	185.64
Total 113G · Grounds/General R & M				4,081.60
113J · Barns R & M				
4/8/1999		Shute Park True Value	Beef & Dairy Barns	27.80
4/8/1999		Hillsboro Pump Service Pipe & Supply...	Barn Repair Supplies	28.35
Total 113J · Barns R & M				56.15
113L · Equipment R & M				
4/8/1999	225205	Western Power & Equipment	Case Trencher Repair Parts	147.15
4/8/1999		Western Equipment Distributors, Inc.	Toro Mower Repair Parts/Shipping	65.18
4/8/1999		Trans Action Transmission Inc.	Toro Mower/GMC Repairs	1,677.25
4/8/1999		Hillsboro Pump Service Pipe & Supply...	Pump Repairs	46.00
4/8/1999		Hillsboro Pump Service Pipe & Supply...	Water Truck Repairs	44.94
4/8/1999		Gratteri Tire & Wheel	Tire Repair & Maintenance	504.55
4/8/1999		Fisher Implement Company	Equipment Repair	433.88
4/8/1999		Day Wireless Systems, Inc.	Radio Repair	72.00
4/8/1999		Copeland Lumber Yards Inc.	Sharpen Saws	59.80
4/8/1999		Hillsboro Auto Parts	Equipment Repairs	66.26
4/8/1999		Hillsboro Auto Parts	Equipment Repairs	27.99
4/8/1999		Hillsboro Auto Parts	Dodge Van Repairs	19.96
4/8/1999		Hillsboro Auto Parts	Shop Supplies	20.16
4/8/1999		Hillsboro Auto Parts	Equipment Repairs	182.08
4/8/1999		Hillsboro Auto Parts	Equipment Repairs	309.11
Total 113L · Equipment R & M				3,676.31
Total 113 · Repair & Maintenance				9,206.46
114 · General Supplies				
4/8/1999		Shute Park True Value	Misc Shop Supplies	140.02
4/8/1999		Shute Park True Value	Misc Shop Supplies	88.17
4/8/1999		Shute Park True Value	Landscape Clean-up Supplies	104.49
4/8/1999		Shute Park True Value	Misc Maintenance Supplies	44.98
4/8/1999		The Pepsi Bottling Group	Pop Supplies/Shop	118.00
4/8/1999		Lee's Forest Grove Industrial Supply	Shop Supplies	28.20
4/8/1999		Ferrellgas	Propane Refill	130.25
4/8/1999		Easterday Janitorial Supply Company	Janitorial Supplies	35.01
4/8/1999		Bob Nagel Distributing Co.	Janitorial Supplies	932.48
4/8/1999		allMRO Products	Shop Supplies	83.55
4/8/1999		A-Boy Supply Company	Misc Plumbing Supplies	26.97
4/8/1999		Airgas Nor Pac, Inc.	Welding Supplies	30.35
4/8/1999		A & I Paint & Decorating Inc.	Painting Supplies	19.90
4/8/1999		Hillsboro Auto Parts	Shop Supplies	30.98
4/8/1999		Hillsboro Auto Parts	Shop Supplies	59.20
4/8/1999		Hillsboro Auto Parts	Shop Supplies	9.52
4/8/1999		Hillsboro Auto Parts	Shop Supplies	10.59
Total 114 · General Supplies				1,892.66

04/29/99

Washington County Fair Complex Line Item Report April 1999

Date	Num	Name	Memo	Paid Amount
131 · Advertising & P.R.				
4/8/1999		US West Communications	Directory Advertising	139.80
4/8/1999		Hillsboro Argus	Display Advertisement	212.80
4/27/1999		US Bancorp	Meals	64.30
Total 131 · Advertising & P.R.				416.90
132 · Board Expense				
4/6/1999	25000	Lyle Spiesschaert	Travel (3/99) & Portrait reimbursement	0.00
4/6/1999	25001	Ken Leahy	Travel (3/99)	40.00
4/6/1999	25002	Kathy Christy	Travel (3/99)	20.00
4/6/1999	25003	Sheila Day	Travel (3/99)	20.00
4/6/1999	25004	A. Richard Vial	Travel (3/99)	20.00
4/7/1999	25005	Lyle Spiesschaert	Travel (3/99)	40.00
4/8/1999	25010	Muir Studio	Spiesschaert/Portrait	61.00
4/8/1999		Award Specialties	Name Badges	16.60
Total 132 · Board Expense				217.60
133 · Dues, Licenses, Fees				
4/6/1999		Wells Fargo Bank	Balance Adjustment	2.70
4/6/1999		Wells Fargo Bank	Service Charge	3.00
4/8/1999	25008	Western Fairs Association	Membership Dues	270.00
Total 133 · Dues, Licenses, Fees				275.70
149 · Misc. Materials & Svcs.				
4/8/1999		Oregon Electric Group	Dance Band Hook-up 3/19/99	176.01
4/26/1999	25049	Gales Creek Insurance	Ins. Cert. for Leasee	8.00
Total 149 · Misc. Materials & Svcs.				184.01
150 · Refunds				
4/19/1999	25043	Geraldo Martinez	Refund Deposit/Event cancelled	200.00
4/22/1999	25047	Jehovah's Witness	Refund Rental Deposit	196.00
4/22/1999	25048	Maria Contreras	Refund Rental Deposit	200.00
4/27/1999	25050	N.W. Highlands Cattle Assoc.	Refund Rental Deposit and partial reimb. f...	318.75
Total 150 · Refunds				914.75
154 · RV Park				
154B · RV Park Hotel/Motel Tax				
4/8/1999	25007	Washington County Finance Department	Transient Tax (1/1-3/31/99)	107.06
Total 154B · RV Park Hotel/Motel Tax				107.06
Total 154 · RV Park				107.06
Total BE · INTERIM OPERATIONS				18,992.13
CE · FAIR OPERATIONS				
175 · Printing				
4/21/1999	25044	Hometown Media	Printing Logos	200.00
Total 175 · Printing				200.00
Total CE · FAIR OPERATIONS				200.00
DE · EXHIBITS/COMPETITIONS				
233 · Other Open Class				
4/22/1999	25046	American Rabbit Breeders Assoc.	Charter/Sanction Fee	40.00
Total 233 · Other Open Class				40.00
Total DE · EXHIBITS/COMPETITIONS				40.00

04/29/99

Washington County Fair Complex Line Item Report April 1999

Date	Num	Name	Memo	Paid Amount
EE · RODEO				
318 · Board Expense				
4/8/1999	25009	Horse Insurance Specialists, Inc.	Insurance for Poker Ride	135.00
Total 318 · Board Expense				<u>135.00</u>
Total EE · RODEO				135.00
JE · CAPITAL OUTLAY				
512 · Bldg. & Structure				
4/8/1999		Pacific Fence & Wire Co.	Gate Installation/Fire Marshall req.	171.00
Total 512 · Bldg. & Structure				<u>171.00</u>
Total JE · CAPITAL OUTLAY				171.00
Total Expense				<u>59,932.54</u>
Net Income				<u><u>77,386.71</u></u>

**Washington County Fair Complex
FINANCIAL POSITION**

March 31, 1999

CHECKING ACCOUNTS	U.S. Bank	Wells Fargo	Bingo	
Book				
Beginning Balance	6,578.79	4,987.22	0.00	
Income Deposits	147,423.33	3,943.13	0.00	
From Government Pool	15,000.00	0.00	0.00	
Less Checks & Adjustments	59,887.95	4,500.00	0.00	
To Government Pool	90,000.00	0.00	0.00	
Ending Book Balance	19,114.17	4,430.35	0.00	
Bank				
Bank Balance	21,886.64	6,625.15		
Deposits In Transit	0.00	(5.00)		
Service Charges not in Book	24.23	5.70		
Outstanding Checks	2,748.24	2,195.50		
Ending Bank Balance	19,114.17	4,430.35	0.00	
TOTAL COMBINED CHECKING-BOOK BALANCE				23,544.52
SAVINGS ACCOUNTS				
	Investment	EXPO	Co. Fair Fund	
Book				
Beginning Balance	187,449.68	4,286.93	127,957.42	
Interest for Month	808.05	16.24	777.86	
From Checking	90,000.00	0.00	1,649.46	
To Checking	15,000.00	0.00	120,000.00	
Ending Book Balance	263,257.73	4,303.17	10,384.74	
Bank				
Bank Balance	264,272.91	4,321.15		
Deposit In Transit	(1,015.18)	(17.98)		
Ending Bank Balance	263,257.73	4,303.17		
TOTAL COMBINED SAVINGS-BOOK BALANCE				277,945.64
TOTAL RESOURCES				301,490.16

Washington County Fair Complex

FINANCIAL POSITION

Unreconciled as of 4/30/99

April 30, 1999

CHECKING ACCOUNTS	U.S. Bank	Wells Fargo	Bingo	West Coast	West Coast Premium Account
Book					
Beginning Balance	19,114.17	4,430.35	0.00	0.00	0.00
Income Deposits	24.23	2,200.50	0.00	76,688.26	6,625.15
From Government Pool	20,000.00	0.00	0.00	0.00	0.00
Less Checks & Adjustments	37,000.00	6,630.85	0.00	59,926.84	0.00
To Government Pool	0.00	0.00	0.00	0.00	0.00
Ending Book Balance	2,138.40	0.00	0.00	16,761.42	6,625.15

TOTAL COMBINED CHECKING-BOOK BALANCE

25,524.97

SAVINGS ACCOUNTS	Investment	EXPO	Co. Fair Fund
Book			
Beginning Balance	263,257.73	4,303.17	10,384.74
Interest for Month	1,015.18	17.98	1,322.24
From Checking	0.00	0.00	93,050.86
To Checking	20,000.00	0.00	0.00
Ending Book Balance	244,272.91	4,321.15	104,757.84

TOTAL COMBINED SAVINGS-BOOK BALANCE

353,351.90

TOTAL RESOURCES

378,876.87

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WASHINGTON COUNTY FAIR COMPLETION
FISCAL YEAR JULY 1, 1998-JUNE 30, 1999

APRIL 1998	ACTUAL 1997-98	LINE DESCRIPTION ITEM#	BUDGET 1998-99	REVISED 1998-99	APRIL 1999	TO DATE 1998-99	BALANCE 1998-99	% OF BUDGET
STATE FUNDS								
0.00	0.00	1 Racing Commission	0.00	0.00	0.00	0.00	\$0.00	#DIV/0!
0.00	0.00	2 Apportionment	0.00	0.00	0.00	0.00	\$0.00	#DIV/0!
0.00	0.00	3 Merit Rate	0.00	0.00	0.00	0.00	\$0.00	#DIV/0!
0.00	41,976.34	3A Dept. of Econ. Dev.	41,000.00	41,000.00	0.00	41,976.35	\$976.35	102.38%
<u>0.00</u>	<u>41,976.34</u>		<u>41,000.00</u>	<u>41,000.00</u>	<u>0.00</u>	<u>41,976.35</u>	<u>\$976.35</u>	<u>102.38%</u>
SPECIAL FUNDS								
0.00	0.00	4 Grants	0.00	0.00	0.00	0.00	\$0.00	#DIV/0!
0.00	0.00	5 Funds Borrowed	275,000.00	275,000.00	0.00	0.00	(\$275,000.00)	0.00%
	0.00	7 RE Sold/Leased	520,000.00	520,000.00	7,700.00	237,661.15	(\$282,338.85)	45.70%
<u>0.00</u>	<u>0.00</u>		<u>795,000.00</u>	<u>795,000.00</u>	<u>7,700.00</u>	<u>237,661.15</u>	<u>(\$557,338.85)</u>	<u>29.89%</u>
DEDICATED FUNDS								
0.00	0.00	8 Horse Stall Construction	0.00	0.00	0.00	0.00	\$0.00	
125,210.00	567,388.69	9 Hotel/Motel Tax	600,000.00	600,000.00	85,350.86	503,993.20	(\$96,006.80)	84.00%
<u>125,210.00</u>	<u>567,388.69</u>		<u>600,000.00</u>	<u>600,000.00</u>	<u>85,350.86</u>	<u>503,993.20</u>	<u>(\$96,006.80)</u>	<u>84.00%</u>
INTERIM INCOME								
11,190.94	180,793.86	10 Rent & Storage	172,000.00	172,000.00	11,683.93	162,565.39	(\$9,434.61)	94.51%
4,800.00	16,855.00	11 Damage Deposits	15,000.00	15,000.00	1,000.00	12,825.00	(\$2,175.00)	85.50%
0.00	0.00	12 Advertising Sold	0.00	0.00	0.00	0.00	\$0.00	#DIV/0!
0.00	5,500.00	13 Gate Change	5,500.00	5,500.00	0.00	0.00	(\$5,500.00)	0.00%
1,096.67	16,537.35	14 Interest	15,000.00	15,000.00	2,379.63	16,320.39	\$1,320.39	108.80%
0.00	0.00	15 Shows/Entertainment	100,000.00	100,000.00	0.00	0.00	(\$100,000.00)	0.00%
0.00	22,561.62	16 Parking Fees	20,000.00	20,000.00	0.00	0.00	(\$20,000.00)	0.00%
430.51	62,958.62	17 Miscellaneous Income	10,000.00	10,000.00	2,789.83	8,626.66	(\$1,373.34)	86.27%
2,540.00	33,722.00	18 RV Park	25,000.00	25,000.00	1,800.00	21,050.00	(\$3,950.00)	84.20%
<u>20,058.12</u>	<u>338,928.45</u>		<u>362,500.00</u>	<u>362,500.00</u>	<u>19,653.39</u>	<u>221,387.44</u>	<u>(\$141,112.56)</u>	<u>61.07%</u>

WASHINGTON COUNTY FAIR COMPLETE
FISCAL YEAR JULY 1, 1998-JUNE 30, 1999

APRIL 1998	TO DATE 1997-98	LINE ITEM#	DESCRIPTION	BUDGET 1998-99	REVISED 1998-99	APRIL 1999	TO DATE 1998-99	BALANCE 1998-99	% OF BUDGET
FAIR INCOME									
0.00	28,836.00	30	Youth Admission	30,000.00	30,000.00	0.00	30,931.50	931.50	103.11%
0.00	197,981.05	31	Other Admission	200,000.00	200,000.00	0.00	219,932.16	19,932.16	109.97%
4,965.00	121,490.37	32	Concessions/Booths	115,000.00	115,000.00	5,890.00	95,620.86	(19,379.14)	83.15%
0.00	45,512.95	33	Sponsorships	45,000.00	45,000.00	0.00	41,575.00	(3,425.00)	92.39%
0.00	3,885.00	34	Advertising Sold	7,000.00	7,000.00	1,525.00	8,225.00	1,225.00	117.50%
0.00	15,000.00	35	Gate Change	15,000.00	15,000.00	0.00	0.00	(15,000.00)	0.00%
0.00	51,997.02	36	Carnival Income	52,000.00	52,000.00	0.00	55,561.98	3,561.98	106.85%
0.00	4,001.50	37	Entry Fees	4,000.00	4,000.00	0.00	3,456.75	(543.25)	86.42%
0.00	49,268.54	38	Parking Fees	50,000.00	50,000.00	0.00	48,428.00	(1,572.00)	96.86%
0.00	79,250.00	39	Rodeo Sponsorships	77,800.00	77,800.00	14,500.00	77,800.00	0.00	100.00%
0.00	0.00	40	Horse Show	0.00	0.00	0.00	0.00	0.00	#DIV/0!
40.00	5,847.31	41	Miscellaneous	5,000.00	5,000.00	0.00	2,237.14	(2,762.86)	44.74%
0.00	6,892.00	42	Rodeo Admissions	7,000.00	7,000.00	0.00	7,378.00	378.00	105.40%
0.00	0.00	43	Main Stage	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00	44	Arena Admissions	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00	45	Amphitheater Concession	800.00	800.00	0.00	1,200.00	400.00	150.00%
0.00	4,451.38	46	Rodeo Miscellaneous	4,000.00	4,000.00	0.00	0.00	(4,000.00)	0.00%
0.00	195.00	47	Horse Stall Rentals	4,550.00	4,550.00	0.00	2,990.00	(1,560.00)	65.71%
5,005.00	614,608.12			617,150.00	617,150.00	21,915.00	595,336.39	(21,813.61)	96.47%
BINGO									
300.00	12,000.00	70	Sessions	14,000.00	14,000.00	2,700.00	12,000.00	(2,000.00)	85.71%
0.00	0.00	71	Food	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00	72	Operating Change	0.00	0.00	0.00	0.00	0.00	#DIV/0!
300.00	12,000.00			14,000.00	14,000.00	2,700.00	12,000.00	(2,000.00)	85.71%
150,573.12	1,574,901.60	TOTAL INCOME CATEGORIES		2,429,650.00	2,429,650.00	137,319.25	1,612,354.53	(817,295.47)	66.36%
BEGINNING BALANCE									
236,217.49	417,330.00	99	Cash on Hand	425,274.00	425,274.00	301,490.16	496,394.87		
386,790.61	1,992,231.60	TOTAL INCOME/BEG CASH ON		\$2,854,924.00	\$2,854,924.00	438,809.41	2,108,749.40	(746,174.60)	73.86%
316,766.40	496,394.87	CURRENT CASH ON HAND				378,876.87	378,876.87		

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WASHINGTON COUNTY FAIR COMPLETION
FISCAL YEAR JULY 1, 1998 - JUNE 30, 1999

APRIL 1998	TO DATE 1997-98	LINE ITEM #	DESCRIPTION	BUDGET 1998-99	REVISED 1998-99	APRIL 1999	TO DATE 1998-99	BALANCE 1998-99	% OF BUDGET
PERSONNEL									
28,943.06	405,840.18	101	Salaries	460,930.00	460,930.00	31,700.46	397,332.04	(63,597.96)	86.20%
7,836.66	104,719.39	102	O.P.E.	100,070.00	100,070.00	8,693.95	109,768.85	9,698.85	109.69%
36,779.72	510,559.57			561,000.00	561,000.00	40,394.41	507,100.89	(53,899.11)	90.39%
INTERIM OPERATIONS									
210.71	4,688.13	107	Office Expense	4,200.00	4,200.00	55.00	2,133.89	(2,066.11)	50.81%
1,712.95	11,624.97	108	Telephone	12,000.00	12,000.00	890.02	9,548.92	(2,451.08)	79.57%
0.00	554.28	109	Printing	2,000.00	2,000.00	0.00	1,093.68	(906.32)	54.68%
606.20	3,235.61	110	Postage	5,000.00	5,000.00	0.00	1,561.00	(3,439.00)	31.22%
2,559.73	7,466.91	111	Equip/Bldg Rental	9,500.00	9,500.00	462.23	6,199.53	(3,300.47)	65.26%
5,298.84	66,394.37	112	Utilities	75,000.00	75,000.00	4,369.74	59,002.75	(15,997.25)	78.67%
4,607.88	43,748.30	113	Repair & Maintenance	55,000.00	55,000.00	9,206.46	42,193.05	(12,806.95)	76.71%
1,227.53	23,162.12	114	General Supplies	23,000.00	23,000.00	1,892.66	18,715.22	(4,284.78)	81.37%
0.00	0.00	115	Legal Notices	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	5,600.00	116	Gate Change	5,500.00	5,500.00	0.00	0.00	(5,500.00)	0.00%
599.00	3,433.61	117	Parking	7,000.00	7,000.00	0.00	300.00	(6,700.00)	4.29%
0.00	5,247.41	118	Travel & Training	4,500.00	4,500.00	0.00	6,132.21	1,632.21	136.27%
513.00	9,029.90	119	Legal fees	4,500.00	4,500.00	0.00	2,517.00	(1,983.00)	55.93%
0.00	5,619.41	121	Professional Svcs.	0.00	0.00	0.00	1,679.26	1,679.26	#DIV/0!
37.60	8,818.91	122	Insurance & Bond	9,000.00	9,000.00	0.00	9,441.98	441.98	104.91%
74.71	205.53	123	Private Mileage	1,000.00	1,000.00	0.00	823.67	(176.33)	82.37%
650.00	4,075.00	124	Car Allowance	5,000.00	5,000.00	0.00	4,225.00	(775.00)	84.50%
662.25	6,700.86	131	Advertising & P.R.	7,500.00	7,500.00	416.90	9,425.47	1,925.47	125.67%
223.03	3,688.33	132	Board Expense	4,500.00	4,500.00	217.60	3,254.20	(1,245.80)	72.32%
709.21	3,442.71	133	Dues,Licenses,Fees	3,000.00	3,000.00	275.70	2,934.60	(65.40)	97.82%
737.25	10,171.64	149	Misc. materials & Svcs.	6,000.00	6,000.00	184.01	6,801.84	801.84	113.36%
1,807.50	14,350.28	150	Refunds	15,000.00	15,000.00	914.75	11,626.43	(3,373.57)	77.51%
0.00	14,799.00	151	County-Indirect cost	34,486.00	34,486.00	0.00	26,394.75	(8,091.25)	76.54%
0.00	0.00	153	Petty Cash	200.00	200.00	0.00	0.00	(200.00)	0.00%
0.00	567.63	154A	RV Park Repair & Maint	3,000.00	3,000.00	0.00	1,246.43	(1,753.57)	41.55%
0.00	6,798.53	154B	RV Park Hotel/Motel Tax	0.00	0.00	107.06	324.18	324.18	#DIV/0!
22,237.39	263,423.44			295,886.00	295,886.00	18,992.13	227,575.06	(68,310.94)	76.91%

WASHINGTON COUNTY FAIR COMPLE.
FISCAL YEAR JULY 1, 1998 - JUNE 30, 1999

APRIL 1,998.00	TO DATE 1997-98	LINE ITEM #	DESCRIPTION	BUDGET 1998-99	REVISED 1998-99	APRIL 1999	TO DATE 1998-99	BALANCE 1998-99	% OF BUDGET
FAIR OPERATIONS									
2,383.00	8,749.47	175	Printing	12,000.00	12,000.00	200.00	8,528.36	(3,471.64)	71.07%
0.00	10,479.59	176	Utilities	11,000.00	11,000.00	0.00	7,726.17	(3,273.83)	70.24%
0.00	15,000.00	177	Gate Change	15,000.00	15,000.00	0.00	15,000.00	0.00	100.00%
0.00	9,234.97	178	Parking	10,000.00	10,000.00	0.00	12,166.38	2,166.38	121.66%
0.00	35,994.95	179	Professional Svcs.	38,000.00	38,000.00	0.00	46,854.37	8,854.37	123.30%
0.00	64,237.88	180	Advertising	70,000.00	70,000.00	0.00	70,111.11	111.11	100.16%
0.00	808.00	181	Refunds	1,000.00	1,000.00	0.00	680.00	(320.00)	68.00%
1,386.74	19,558.74	182	Miscellaneous	8,000.00	8,000.00	0.00	8,145.21	145.21	101.82%
0.00	2,849.35	183	Decorations	3,500.00	3,500.00	0.00	2,469.50	(1,030.50)	70.56%
0.00	11,000.27	184	Equipment Rental	6,000.00	6,000.00	0.00	12,742.39	6,742.39	212.37%
0.00	2,835.00	185	Horse Stall Rental	4,550.00	4,550.00	0.00	3,900.00	(650.00)	85.71%
0.00	15,541.25	186	Restroom Service	17,000.00	17,000.00	0.00	22,878.57	5,878.57	134.58%
74.90	8,101.24	187	Repair & Maintenance	8,000.00	8,000.00	0.00	3,504.99	(4,495.01)	43.81%
3,844.64	204,390.71			204,050.00	204,050.00	200.00	214,707.05	10,657.05	105.22%
EXHIBITS/COMPETITIONS									
0.00	3,328.25	211	Awards FFA	3,500.00	3,500.00	0.00	2,382.00	(1,118.00)	68.06%
0.00	798.33	212	Personnel FFA	1,000.00	1,000.00	0.00	1,753.37	753.37	175.34%
0.00	372.21	213	Other FFA	1,500.00	1,500.00	0.00	382.12	(1,117.88)	25.47%
8.00	10,014.12	221	Awards 4-H	10,500.00	10,500.00	0.00	8,069.00	(2,431.00)	76.85%
0.00	5,098.33	222	Personnel 4-H	5,500.00	5,500.00	0.00	6,039.82	539.82	109.81%
0.00	2,593.21	223	Other 4-H	3,600.00	3,600.00	0.00	5,182.45	1,582.45	143.96%
0.00	37,567.69	231	Awards Open Class	40,000.00	40,000.00	0.00	34,997.00	(5,003.00)	87.49%
0.00	4,635.34	232	Personnel Open	7,000.00	7,000.00	0.00	4,726.82	(2,273.18)	67.53%
0.00	2,713.50	233	Other Open Class	4,000.00	4,000.00	40.00	4,470.10	470.10	111.75%
8.00	67,120.98			76,600.00	76,600.00	40.00	68,002.68	(8,597.32)	88.78%

WASHINGTON COUNTY FAIR COMPLE.
FISCAL YEAR JULY 1, 1998-JUNE 30, 1999

APRIL 1998	TO DATE 1997-98	LINE ITEM #	DESCRIPTION	BUDGET 1998-99	REVISED 1998-99	APRIL 1999	TO DATE 1998-99	BALANCE 1998-99	% OF BUDGET
RODEO									
0.00	45,500.00	311	Prize Money	52,800.00	52,800.00	0.00	52,800.00	0.00	100.00%
0.00	14,034.25	312	Personnel	18,600.00	18,600.00	0.00	25,037.55	6,437.55	134.61%
0.00	16,500.00	313	Stock Contract	19,500.00	19,500.00	0.00	18,854.10	(645.90)	96.69%
0.00	1,346.69	314	Special Awards	1,000.00	1,000.00	0.00	1,353.76	353.76	135.38%
0.00	583.17	315	Special Kid's Rodeo	2,000.00	2,000.00	0.00	1,700.06	(299.94)	85.00%
0.00	7,848.19	316	Promotion	6,500.00	6,500.00	0.00	11,176.22	4,676.22	171.94%
12.00	4,060.60	317	Materials & Supplies	4,000.00	4,000.00	0.00	3,899.27	(100.73)	97.48%
0.00	5,447.68	318	Board Expense	6,000.00	6,000.00	135.00	4,010.48	(1,989.52)	66.84%
0.00	1,150.00	319	Other (Fees & Dues)	2,000.00	2,000.00	0.00	1,266.14	(733.86)	63.31%
340.29	5,488.22	320	Queen	3,000.00	3,000.00	0.00	1,514.18	(1,485.82)	50.47%
0.00	9,349.20	321	Rental Equipment	5,000.00	5,000.00	0.00	1,414.00	(3,586.00)	28.28%
0.00	0.00	321A	Money Raising Projects	3,000.00	3,000.00	0.00	0.00	(3,000.00)	0.00%
0.00	0.00	321B	Petty Cash	0.00	0.00	0.00	0.00	0.00	#DIV/0!
352.29	111,308.00			123,400.00	123,400.00	135.00	123,025.76	(374.24)	99.70%
HORSE SHOWS									
0.00	0.00	322	Personnel	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00	323	Other	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00			0.00	0.00	0.00	0.00	0.00	#DIV/0!
FAIR: ENTERTAINMENT									
0.00	70,510.00	324	Main Stage	80,000.00	80,000.00	0.00	92,000.00	12,000.00	115.00%
0.00	64,555.60	325	Grounds Entertainment	65,000.00	65,000.00	0.00	66,225.00	1,225.00	101.88%
0.00	30,801.44	326	Associated Costs-Main	31,500.00	31,500.00	0.00	29,299.13	(2,200.87)	93.01%
0.00	10,542.57	327	Associated Costs-Ground	11,000.00	11,000.00	0.00	7,473.26	(3,526.74)	67.94%
0.00	1,893.00	328	Touch & See	2,000.00	2,000.00	0.00	1,772.50	(227.50)	88.63%
0.00	178,302.61			189,500.00	189,500.00	0.00	196,769.89	7,269.89	103.84%
INTERIM ENTERTAINMENT									
0.00	0.00	375	Interim shows	100,000.00	100,000.00	0.00	0.00	(100,000.00)	0.00%
0.00	0.00			100,000.00	100,000.00	0.00	0.00	(100,000.00)	0.00%

WASHINGTON COUNTY FAIR COMPLE.
FISCAL YEAR JULY 1, 1998-JUNE 30, 1999

APRIL 1998	ACTUAL 1997-98	LINE ITEM #	DESCRIPTION	BUDGET 1998-99	REVISED 1998-99	APRIL 1999	ACTUAL 1998-99	BALANCE 1998-99	% OF BUDGET
BINGO									
0.00	0.00	401	Personnel	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00	402	Supplies	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00	403	Mileage	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00	404	Food	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00	405	Advertising	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00	406	Equipment Repairs	500.00	500.00	0.00	478.25	(21.75)	95.65%
0.00	0.00	407	Operating Change	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00	408	Dues,Licenses,Fees	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	0.00			500.00	500.00	0.00	478.25	(21.75)	95.65%
CAPITAL OUTLAY									
0.00	57,111.50	510	Purchase/Lease	696,000.00	696,000.00	0.00	382,735.90	(313,264.10)	54.99%
0.00	23,375.00	511	Land Improvements	50,000.00	50,000.00	0.00	0.00	(50,000.00)	0.00%
2,799.56	49,677.84	512	Bldg. & Structure	100,000.00	100,000.00	171.00	3,609.61	(96,390.39)	3.61%
4,002.61	29,874.83	513	Equipment	25,000.00	25,000.00	0.00	5,867.44	(19,132.56)	23.47%
0.00	0.00	514	Equipment-Bingo	0.00	0.00	0.00	0.00	0.00	#DIV/0!
0.00	692.25	515	Horse Stalls	1,000.00	1,000.00	0.00	0.00	(1,000.00)	0.00%
6,802.17	160,731.42			872,000.00	872,000.00	171.00	392,212.95	(479,787.05)	44.98%
CONTINGENCY									
0.00	0.00	600	Contingency	431,988.00	431,988.00				
70,024.21	1,495,836.73	TOTAL EXPENSE		\$2,854,924.00	\$2,854,924.00	59,932.54	1,729,872.53	(1,125,051.47)	60.59%

MINUTES

WASHINGTON COUNTY FAIR BOARD MEETING

APRIL 7, 1999

CONVENED: 4:30

FAIR BOARD:

Chair: Lyle Spiesschaert
Member: Sheila Day
Member: Ken Leahy
Member: Rich Vial
Member: Kathy Christy

FAIR COMPLEX STAFF:

Executive Director: Margaret Garza
Fair Manager: Bill McKinley
Marketing Director: Lisa DuPre'
Maintenance: Mike Wold

GUESTS:

Cal Wade
Cody Feinauer: Rodeo Board
Sandy Baker 4-H Horse Fair
David Lintz
Don Wood

Chairman Lyle Spiesschaert calls the meeting to order with the standard welcome to the audience.

1.Special Presentation: Chairman Spiesschaert presents on behalf of the Fair Board and Fair Staff a picture collage and life time pass to the Fair to former Fair Board member David Lintz for his service to the Washington County Fair Complex. Lintz thanks all those that he worked with, and especially Ken Leahy for introducing him to the Fair.

2.Consent Agenda: Margaret Garza gives report. Garza goes over the financial position of the Fair Complex for March 1999.

Lyle Spiesschaert calls for a motion to approve the consent agenda as presented, Sheila Day so moves, Rich Vial seconds, the motion passes.

WASHINGTON COUNTY FAIR BOARD MINUTES
APRIL 7, 1999
PAGE TWO

3. Office computer upgrades: Margaret Garza introduces Don Wood of User Friendly Computer Services, a consultant/developer to discuss computer and web page networking and development for the front office. General discussion and overview of product & services. No action necessary.

4. Rodeo Report: Cody Feinauer gives report. Feinauer mentions the poker ride that is coming up at Flying "M" Ranch, May 23 & 24, 1999. Feinauer will provide flyers. Laurie Benton is the organizer of the event that will be getting radio coverage. Rodeo is basically getting ready for next year. April 15th is the deadline for sponsorship commitment letters. Rodeo will be making personal calls after that date to see if they're on board. Rodeo has a whole list of people that want to be sponsors but have a policy to give preference to established people. So by the 16th or 17th (of April) Rodeo should know exactly who is or isn't from last year. Feinauer will be encouraging those late comers to get in their commitment letters. Robinson, Leahy, Ag West, US Filter, Helvetia and Morgan Machinery so far are the ones that have not responded. Feinauer talked to Morgan Machinery and they said they were "in" but just haven't gotten to it. There's no way Ag West (Wayne) won't do it, and fairly confident that Leahy and Robinson will be in. That will pretty much fill out our "chute" sponsors. We only have one "event" sponsor now, but Terry Amato is supposed to get back to us and let us know if American Family Insurance wants it, if not, Emmons General Contracting does want it. So "events" will all be sold. Friberg is in, United Rentals is in (\$15,000) NECA/IBEW is in for \$10,000. Dick's Country Dodge is in for \$5,459. Western World is committed but have not set a figure yet. Garza asked if Feinauer would like to comment on the Drill Team not being part of the United Rentals sponsorship. Feinauer responds that the Power Rents Drill Team is not part of the United Rentals sponsorship and will change the "grand entry" back to where anybody on horseback can come in, the cowboys in particular. They wanted to talk to the draft horse people to see if they wanted to participate. Spiesschaert asks, "how much does the drill team cost"? Feinauer says that Power Rents paid \$10,000 for uniforms and they didn't just do our rodeo. They do Canby and St. Paul also. Spiesschaert mentions that the drill team adds a lot to the show. Feinauer says that they don't do a lot of advertising for us but do impress during the "parade" even though they were promoting Power Rents. Spiesschaert says they are "flashy", and Feinauer agrees, but says they will find another way to "flash" it up. Garza mentions that at the Rodeo board meeting they had commented that prior to Power Rents there was a drill team that were

WASHINGTON COUNTY FAIR BOARD MINUTES
APRIL 7, 1999
PAGE THREE

"volunteers" that paid their own way and this might be something to explore. Feinauer says that to be blunt and honest, the Rodeo Board has enough headaches during the course of the year rather than dealing with that. Wade says, "enough said", Feinauer says that it's something not to be done this year, but may look at it (drill team) internally for next year. It's just one more thing we have to worry about. Feinauer says it's nice having somebody (from the Fair) show up at the meetings, helps remind him of things from last month. The Associate body and Rodeo Board feel like we have your support. Spiesschaert mentions that the Fair Board will be rotating in attendance. Sheila Day asks about the Rich Vial suggestion of paying for a portion of one of the two clowns in encouraging his efforts to find another date. Feinauer mentions that they had sent letters to both clowns stating that we would work out some compensation if they could rearrange their schedule to help us. No monetary figure was mentioned. So far there has been no response, and Feinauer says he doesn't expect there will be any, because contractors schedules are pretty much finalized by December, (that's what (the convention) Vegas is all about, booking acts). Spiesschaert asks about using the clowns outside the Rodeo. Feinauer says that he has yet to be turned down by anyone so far, that is to say, if they were asked to come over to the Fair side with balloons and something to hand to kids and just walk around, they could do it. They are contracted for four days. Kathy Christy asked if it would not be appropriate to honor people like John Thomas at the grand entry of the Rodeo or some other place on the grounds. Feinauer said, "as long as it's not long", the Fair Board has put a fifteen minute time limit on it (opening ceremonies for rodeo). Spiesschaert mentions that Wednesday during the Fair is John Thomas day and it would be fitting to honor him with a mention perhaps at the Rodeo that day. Sandy Baker suggested contacting a high school equestrian drill team to perform. There are 80 high schools in the state that have equestrian teams. Discussion.

5.Boosters Report: No report was given.

6.Fair Report: Bill McKinley gives report. Food contracts coming in. May 1st is the deadline for return of contracts. Professional service contracts are still coming in. Need to recalculate minimum wage for this year's professional service contracts. We are changing to a new entrance this year. Moving it to the east as to create a direct line to the Main Exhibit Building. The Tri-Met entrance is discussed in which Garza outlines prospective route on the map. Lengthy discussion on the configuration of the rear (Tri-Met) walkway entrance. Garza suggest that the Board members take a walk and survey the area in question once again. Payne

**WASHINGTON COUNTY FAIR BOARD MINUTES
APRIL 7, 1999
PAGE FOUR**

has been working on the Premium Book in order to get it out to the public soon. She has been close to her superintendents in making the necessary revisions in the book. McKinley had a security meeting with Art Berry and Premier Security to get out ahead on security needs for the Fair. Feinauer suggest that we get the same person on the Rodeo gate as we had last year. Feinauer states she was very good. One person for the run of the Fair is what is needed. She was identified as Katrina. Garza states that the Fair is attempting to get Fair ads in the utility monthly statements. We are trying to make the Armory work again using hi-tech exhibits and making the walkway attractive to get over to the Armory.

7. Marketing Report: Lisa Dupre' gives report. Dupre' mentions that we have over \$9,000 plus dollars sold for the Entertainment Guide, we need \$7,100 to cover the printing. Dupre' mentions she might have to add two pages. She is in the process of getting the artwork in. The process is to lay it out in the first two weeks of May and have it come back by June 1st. McKinley mentions that Dupre' really knows how to hard "sell". Interim rentals is almost full, with only some holiday dates being open.

8. Maintenance Report: Mike Wold gives report. Maintenance is trying to start mowing but it's been a battle since its been so wet. Equipment repairs, and "set up" occupies much or their time with not much to add. Wold mentions that he is taking a class in landscaping for two nights a week.

9. Old Business: (A) Mission Statement Discussion: Spiesschaert leads discussion on adopting the mission statement found in the packet. The Board expresses a desire for the statement to be specific to Washington County. (Mission Statement attached.)

Rich Vial makes a motion to adopt the Mission Statement as amended, Kathy Christy seconds, the motion carries

Further discussion on how and where to present the "statement" and the Fair Complex slogan. **(B) Western World horsetrainers:** Garza gives Western World Queen sponsorship update. Garza and McKinley did the research including going out to Western World where they were presented by Rooster a bill of sale signed by Ambrose Calcagno. Staff met with the Crops and reviewed their documents and sponsorship agreement. The documents indicate that the sale and understanding with Mr. Calcagno is and was proper. McKinley contacted Mr. Briese who is Mr. Calcagno's financial officer, and Briese said that the arrangement with the Crops was

WASHINGTON COUNTY FAIR BOARD MINUTES
APRIL 7, 1999
PAGE FIVE

proper and understood by the parties. Garza read letter addressed to the Crops and signed by Mr. Calcagno clarifying and substantiating the Crops claim of a legitimate transaction with sponsorship understanding. Western World still wants to participate by way of financial sponsorship of the Rodeo. Spiesschaert asks about Western World giving the Queen a saddle. Feinauer says, yes they did. Western World says that they think the Queen (Crop) is the best ever. Rich Vial says the last thing we want to do is "look a gift horse in the mouth". McKinley mentions that the four documents where Ambrose Calcagno's signature appears looks different on each document. Garza mentions that to contact him directly is very difficult and we haven't had any success. Spiesschaert mentions that addressing the issue as we have, has been the prudent thing to do. Garza to issue Western World a letter of thanks for their support over the years.

(C) Main Exhibit: Seismic Improvements. Garza gives report on seismic improvements for discussion concerning the Main Exhibit Building. Garza talked to several architects and engineers and they told her that if the ME Building is leveled by an earthquake, it's more than likely most other buildings in the community will suffer a similar fate. The architects mentioned that with an expanded use scheme, or a different configuration for the ME, then a major upgrade would be in order. The bottom line is that we are not out of code and are not required to upgrade. Discussion. Rich Vial who has had legal experience with major earthquake issues mentions that insurance companies are very sensitive to code regulations and requirements, and if they suspected that the ME Building projected a significant liability exposure, we would most probably hear from them, and that has not been the case. Vial does not think we are in a "crisis mode" at all. Vial argues that if our building alone was at risk in the community, then we have a problem in addressing that legitimate concern, but the architects and engineers do not indicate such. To press the issue invites a more rigorous and probably less favorable finding. No action is required at this time.

(D) LGIP account. Garza gives report of a meeting with Jim Crofts of finance at the County. One of the issues raised by the 1996 audit was the request that the Fair close its LGIP account. They feel that the County's cash management practices is flexible enough for us to withdraw and disburse funds as we would need them and in a timely matter given our "enterprising" mission. They have a three-day turn around from submission to disbursement. But if we had an emergency, we could probably walk in and get a check that afternoon. Allen Rappleyea in a last set of documents given us encouraged the Fair to meet with finance and try to sort this thing out. That statute states that the county can only have one LGIP account. If the county requires us to change, Garza would advise not to do it until after the Fair. Cal Wade mentions that it's true that the money has to be in one account but once the money is ours, we can

**WASHINGTON COUNTY FAIR BOARD MINUTES
APRIL 7, 1999
PAGE SIX**

break it into a separate account. That's the way Lane County has done it. Garza says Lane Co. has found a loophole but questions the legality of their policy. Wade says why not let a sleeping dog lay. **(E) Thomas Memorial Bench.** Garza gives information on the John Thomas memorial bench search and provides several options on benches and prices. Vial gives personal (negative) experiences with a couple of the benches discussed. Those benches will not be considered. Garza gives further recommendations and asks for suggestions. Discussion. Kathy Christy suggests a \$500 limit on the bench we select. Discussion on the wording of the plaque for the bench.

10.New Business: **(A) 4-H horse stalls.** Preface by Margaret Garza, Garza identified the people we contacted. In all cases, these other suppliers were considerably higher than the supplier Sandy Baker researched and suggested. Garza gives the figures for 102 gates and 110 pens, the cost would be \$16,896 excluding the plywood, which Baker thought would run another \$2,000. 4-H would assemble and paint, and there would be other donations in "sweat labor" anticipated. Sandy Baker then presents the information that she has gathered, Baker adds, just using the fiber, diary and FFA barns we could fit in about 129 stalls. A lengthy discussion ensues on the merits of the stalls proposed and related issues. Multi use, size, contractor/constructor and cost are the major issues. Rich Vial proposes a course of action by way of a motion.

Rich Vial makes a motion that the staff be authorized up to \$20,000 to purchase stalls that will accommodate horses and other livestock. Kathy Christy seconds the motion, there is further discussion, and the motion carries

(B) Legislative Report. Bill McKinley gives a report on legislative measures now before the Oregon Legislature that impact the Fair Complex. HB 3335 and 3337 are essentially attacks on our transient room tax sponsored by the Oregon Lodging Association with the ultimate intent to divert monies to the development of Rose Quarter convention facilities and accommodations. The Washington Board of County Commissioners also wish to kill these bills along with those of us affected county fairs. Wade gives some history as to this ongoing struggle for lodging taxation dollars. The board, without an official motion, asks the staff to draft a letter that speaks in opposition to HB 3335 and HB 3337. Wade addresses HB 2766, he gives a background on the history of this bill that addresses; special districting, donation of real property, abolition of a county fair board, removal of a fair board member, fair management prerogatives, and County liability issues. Wade speaks in opposition of the idea of fairs

**WASHINGTON COUNTY FAIR BOARD MINUTES
APRIL 7, 1999
PAGE SEVEN**

losing management authority but does support special districting that could be the avenue to privatizing. Both Dennis Mulvihill and John McCulley are aware of our concerns related to this bill. We have suggested a change in the language that would make the bill more favorable to our interests. We are in an awkward position in that we may be at odds with Oregon Fairs which is not in our long-term best interests.

(C) Rodeo Board presentation. Cody Feinauer makes presentation. Feinauer says that he and other members of the Rodeo Board have the impression that the Fair Board think they get paid for their participation, he stresses that they are not. Sheila Day mentions while the Rodeo Board members are not paid, they do however enjoy some "perks", do they not? Feinauer says that the only reimbursement they get is when they go out with the queen advisory committee to Red Robin and we have a coke, and I pay for that, and I get reimbursed. Feinauer says that the only perk they get is Vegas tickets and that they individually pick up food and ground transportation while down there. Feinauer apologizes for his attitude, he's had a bad two months. Feinauer relates the tragedy of an associates member couple that lost their baby a short time back and that they are establishing a fund at US Bank to help the family with the funeral expenses. Feinauer wants to fix some of the persistent communications misunderstandings between the Fair Board and the Rodeo Board. He suggests McKinley, Garza and anyone show up to meet for a work session some Saturday afternoon or morning at the Museum and just have a work session and answer what the Fair Board wants in the rodeo: these are the ideas we got, this is what we want to do, this is how much it costs, this is how it works. The Rodeo Board and the Fair Board have new members and there is a new Executive Director. He thinks that it would really be best for the whole group to all sit down and work things out. Spiesschaert says that work sessions are always a good thing, that he is aware of the tension, he thinks that a lot of it is normal and apart of our jobs. Feinauer understands that. Vial mentions that he was unaware of any problems. Spiesschaert mentions that we have budget things to think about, the peoples money, and some times they are at cross-purposes but it is not personal. Spiesschaert continues, because we are people, we feel it personally. Kathy Christy feels that a Board Member coming to their meetings will be helpful. She suggests an agenda. Sheila asks Feinauer, "compared to things the way they were, don't you think things are better?" Feinauer says "I know they're better." He's just afraid that it may be going back down hill, because of the lack of communication about what the Fair Board expects and what the Fair Board really wants out of your rodeo. You (Fair Board) truly make the decisions, it's up to us (Rodeo Board) to run. McKinley asks what are these things that are of great concern.

**WASHINGTON COUNTY FAIR BOARD MINUTES
APRIL 7, 1999
PAGE EIGHT**

Feinauer says that there are just too many things at this time to discuss. There is only one of me and five of you, and I'm in charge of only two committees, it's difficult to answer for the others. Spiesschaert supports a work session. Discussion as to when and where to meet. Spiesschaert says we really need a clear view of what we want to do in the meeting as was suggested earlier by way of an agenda. The date of Monday the 19th of April at 5:00 PM at the Museum was set for the meeting.

11. Declaration of surplus property: Garza proposes the disposition of surplus property which consists of items such as, a slide projector, and other minor items. (List attached)

Kathy Christy moves to declare items surplus, Sheila Day seconds, the motion passes

Chairman Lyle Spiesschaert adjourns the meeting by acclamation at 7:30 PM

MINUTES APPROVED THIS 5TH DAY OF MAY, 1999

**Bill McKinley
Recording Secretary**

**Lyle Spiesschaert
Chair**

FAIR COMPLEX MISSION STATEMENT APPROVED ON APRIL 7, 1999.

MISSION STATEMENT

THE MISSION OF THE WASHINGTON COUNTY FAIR COMPLEX IS TO PROVIDE EXCELLENT FACILITIES AND SERVICES IN A SELF-SUPPORTING MANNER FOR THE FOLLOWING PURPOSES:

- PRESERVE THE ANNUAL COUNTY FAIR AND RODEO AND ITS HERITAGE,
- PROMOTE THE "WORLD CLASS" AGRICULTURE OF THE COUNTY,
- PROVIDE A WELCOMING ENVIRONMENT FOR ALL VOLUNTEERS,
- COMMITMENT TO LIFE LONG LEARNING WITH SPECIAL EMPHASIS ON YOUTH,
- PROMOTE YEAR ROUND FACILITIES FOR CONSUMER TRADE SHOWS, PUBLIC EXHIBITIONS, AND SPECIAL GATHERINGS,
- PROMOTE A SENSE OF COMMUNITY AMONG THE RESIDENTS OF WASHINGTON COUNTY.

Items to be declared Surplus Approved on April 7, 1999

- 1 Wood Stove "Trash Burner"
- 2 Buckets
- 2 Obsolete fence parts
- 1 Solar sinks
- 2 Bingo/Raffle wheels
- 1 Expandable file sorter
- 1 Paint shaker
- 1 Gas powered garden chipper
- 1 Slide projector
- 1 G.E. microwave oven
- 2 2-light stop lights
- 2 walk/don't walk lights
- 1 Honda parts bike
- 4 Electric motors
- 1 5hp Briggs & Stratton motor (gas)
- 2 Small tool boxes
- 1 Misc box of grease guns, lug wrenches, jacks
- 1 Aljo camping trailer

4-H Trailer ?????

WASHINGTON COUNTY RODEO MINUTES
ASSOCIATES MEETING
APRIL 5, 1999

IN ATTENDANCE: BRIAN A., LARRY A., COREY A., MIKE B., PAT B., LARRY B., LAURIE B., PATTY C., STEPHANIE C., WINNIE D., AMBER D., CHRISTA D., BRIAN & LAUREL F., CODY F., TARA F., KELLY G., GREG H., LYNN H., SUE K., BRIAN L., PAULA M., ANGELA M., GARY M., MARGET M., MARTY M., LANIE M., KELLY N., SHAWN P., JEFF P., GARY P., JACK P., AMY W., DALE Z., FAITH W., AND MARGARET GARZA.

Cody called meeting to order at 7:30 p.m. Meeting was held at the Cloverleaf Building.

Amy started the meeting with two announcements. First, by announcing that this was her last meeting. She is moving to Colorado. Her last announcement was to inform the association of the passing of John and Naomi Munch's baby. If you would like to contribute any donations please go to any U.S. Bank. Donations are being accepted under "Linda" or "Jessalyn Munch".

JEAN FROM FarmGro of Newberg stopped by to show the association some samples of buckles that they have available. They will give a 25% discount off of the retail price if anyone would like to order from them. Receipt of the buckles is 3 - 4 weeks from order.

The idea of having a junior rodeo court was brought to the board. The board has decided that there will be no junior court for the 1998 - 1999 rodeo. This idea may be discussed for the next season. Amber stated that she would like to have children assistants to help her out throughout the year.

Committee Reports

Flyers (Kelly N.) Kelly had received an 8-page sample of the Lewiston rodeo day sheet. They would like to create a day sheet for this year. Advertising spaces are available for \$60 for a 2 5/8" x 2" space. There are 54 spaces available. If you know of anyone who would like to advertise in the day sheet please let Kelly know.

Merchandise (Brian A.) Brian and Jeff are still reviewing what they will be purchasing.

Security (Brian A.) There will be 4 doctors available for the performances and we will have the same vet as last year. He will not be available for slack. The board needs to arrange for the fair vet to be there.

Grounds (Gary M.) The sliders are half finished.

Parking (Mike B.) Nothing new.

VIP (Larry B.) Nothing new.

Sponsorship (Gary P.) United Rentals has signed up to be the major sponsor for the 1998 - 1999 rodeo. There are 6 past sponsors who have not returned their letters of intent. A second letter has been sent with a due date of April 15th. If letters have not been received by then a search for new sponsors will begin.

Awards (Amy W.) All information has been given to Cody to be approved.

Queen (Lynn H.) Amber had an article written about her in the Oregonian and has been featured on Good Day Oregon. She participated in the St. Patrick's Parade. From her sponsor, Western World, she has received a new saddle and several other items. Gary P. has donated the use of one of his horse trailers.

through out her reign. All board members decided that the money needed for a sign for the trailer will come out of the PR budget.

BBQ (Pat B.) The menu has been decided upon and will be approved at the next director's meeting. They are still looking for an ice machine.

Special Kids / PR (Laurie B.) Special Kids is going as normal. Flyers for the Poker Ride have been posted. At the time of the meeting approximately 60 sponsors have donated items. KUPL will be doing free promos for the event the week of the ride. Volunteers are desperately needed. Please let Laurie know if you would like to help.

Larry motioned that the meeting adjourn at 8:46 p.m. Gary M. seconded the motion.

Next directors meeting April 19th at Friberg Electric.

Next associates meeting May 3rd at 7:30 at the Hillsboro Armory.

Minutes submitted by Amy Wheeler.

Washington County Fair Complex

May 1999 Facility Schedule

Saturday, May 01, 1999

Main Exhibit	Arts & C.	Alpaca Caba
Armory		Birthday Party
Floral Gardens		Master Gardeners
Friendship Sq.,		Annual Plant Sale

Sunday, May 02, 1999

Main Exhibit	Arts & C.	Alpaca Caba
Friendship Sq.,		Annual Plant Sale
Grandstand Arena		4-H Traildusters
Grandstand Arena		Rodeo Sweethearts
Practice		

Monday, May 03, 1999

Main Exhibit-South		Cindy Leung
Arts & Crafts		Dog Training
Cloverleaf Building		Chamber Meeting
Meeting Room		Lori Morgan
Armory		Rodeo Board
Main Exhibit		4-H Kids N' Canines

Tuesday, May 04, 1999

Arts & Crafts		4-H Guide Dogs
Main Exhibit		4-H Paw Power Dog Class
Cloverleaf Building		Glencoe Football Bingo
Main Exhibit		Sunset Dog Obedience
Meeting Room		High School Equestrian
Rodeo Pasture		Hilhi Mud Volleyball
Floral Building		Pioneer Heritage Academy

Wednesday, May 05, 1999

Main Exhibit-Middle		Dog Training
Meeting Room		Horses Unlimited 4-H
Group		
Floral Building		Pioneer Heritage Academy

Thursday, May 06, 1999

Meeting Room		4-H Scuttle Buns Rabbit
Club		
Floral Building		Pioneer Heritage Academy

Saturday, May 08, 1999

Armory		Wedding Reception
Quadrant-Pit Area		ATV Instruction Classes
Friendship Plaza		Stunt Workshop
Cloverleaf		Wedding Reception
Main Exhibit-South		T.V. Model Railroad Club
Arts & Crafts		4-H Rabbit Show
Large Covered Show		4-H Dog Fun Match

Sunday, May 09, 1999

Grandstand Arena		4-H Traildusters
Grandstand Arena		Rodeo Sweethearts
Practice		

Monday, May 10, 1999

Main Exhibit		Dog Training
Main Exhibit-South		Cindy Leung
Meeting Room		Lori Morgan
Main Exhibit Hall		Lori Morgan

Tuesday, May 11, 1999

Main Exhibit		4-H Paw Power Dog Class
Cloverleaf Building		Glencoe Football Bingo
Floral Building		Pioneer Heritage Academy
Main Exhibit		Sunset Dog Obedience

Wednesday, May 12, 1999

Main Exhibit-Middle		Dog Training
Floral Building		Pioneer Heritage Academy

Thursday, May 13, 1999

Floral Building		Pioneer Heritage Academy
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Friday, May 14, 1999

Plaza Grass/Lg. Show Ring		International Dog Show
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Saturday, May 15, 1999

Plaza Grass/Lg. Show Ring		International Dog Show
Armory		Beanie Baby and Sports
Main Exhibit		Rose City Exotic Bird Club
Arts & Crafts		4-H Poultry Show

Sunday, May 16, 1999

Plaza Grass/Lg. Show Ring International Dog Show
 Grandstand Arena 4-H Traildusters
 Grandstand Arena Rodeo Sweethearts Practice
 Main Exhibit Rose City Exotic Bird Club

Monday, May 17, 1999

Arts & Crafts Dog Training
 Large Covered Show 4-H Goat Showmanship
 Main Exhibit-South Cindy Leung
 Meeting Room Lori Morgan
 Main Exhibit Hall Lori Morgan
 Main Exhibit 4-H Kids N' Canines

Tuesday, May 18, 1999

Main Exhibit 4-H Paw Power Dog Class
 Main Exhibit Pet Consultants Dog Training
 Floral Building Pioneer Heritage Academy
 Cloverleaf Building Glencoe Football Bingo
 Grandstand Arena Sheriff's Posse Riding

Wednesday, May 19, 1999

Arts & Crafts Dog Training
 Floral Building Pioneer Heritage Academy

Thursday, May 20, 1999

Floral Building Pioneer Heritage Academy
 Warm-Up Arena Bronco Busters Riding
 Meeting Room 4-H Scuffle Buns Rabbit Club

Friday, May 21, 1999

Main Exhibit Gem Faire

Saturday, May 22, 1999

Main Exhibit Gem Faire
 Quadrant-Pit Area ATV Instruction Classes
 Cloverleaf Building Quincenera
 Grandstand Arena Brock Busters Riding
 Covered Show Ring Rabbit Club Activity
 Arts & Crafts Lori Morgan

Sunday, May 23, 1999

Main Exhibit Gem Faire
 Floral Building Auditions for Fair Talent
 Grandstand Arena Rodeo Sweethearts Practice
 Grandstand Arena 4-H Traildusters

Monday, May 24, 1999

Arts & Crafts Dog Training
 Main Exhibit Hall Lori Morgan
 Meeting Room Lori Morgan

Tuesday, May 25, 1999

Floral Building Pioneer Heritage Academy
 Grandstand Arena Sheriff's Posse Riding
 Cloverleaf Building Glencoe Football Bingo
 Main Exhibit Pet Consultants Dog Training
 Main Exhibit 4-H Paw Power Dog Class

Wednesday, May 26, 1999

Cloverleaf 4-H/OSU Wagon Train
 Floral Building Pioneer Heritage Academy

Thursday, May 27, 1999

Floral Building Pioneer Heritage Academy

Saturday, May 29, 1999

Large Covered Show 4-H Dog Fun Match

Sunday, May 30, 1999

Grandstand Arena 4-H Traildusters

Monday, May 31, 1999

Meeting Room Lori Morgan
 Main Exhibit-South Cindy Leung

JC DRAGGOO
& ASSOCIATES, INC.

April 28, 1999

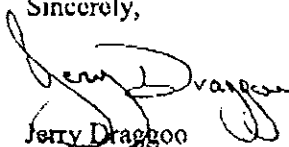
Ms. Margaret Garza, Executive Director
Washington County Fair Complex
873 N.E. 34th Avenue
Hillsboro, Oregon 97124

Dear Margaret,

I am pleased to submit this proposal to update the Fairgrounds Master Plan. As I understand it, the three basic questions you would like answered are: 1) Should the fairgrounds be located to another part of the site, 2) If it stays in the same general area, what improvements and changes are needed, and 3) how much will it cost to make the changes? Since some of the issues will be architecturally related, we have asked Peck/Smiley/Ettlin Architects to help on the overall layout plan and possible architectural treatments of the buildings.

The attached work program describes how we will go about the study. Our fee for this work will be \$15,715 and includes all expenses and subconsultant fees. I have also attached a time schedule for your review. If you agree with the approach, fee and time schedule, please sign one copy below and send it back to me.

Sincerely,


Jerry Draggoo

Approved

Washington County Fair Complex

Washington County Fair Complex Master Plan Update

Proposed Work Program

I Background Research

- A. Meet with the Fair Board to obtain their input and perception of issues.
- B. Meet with the existing Advisory Committee.
- C. Host a input meeting for the general public and Fair supporters.
- D. Review drawings and other material developed by Leonard O'Byrne.
- E. Analyze the *Business Development & Financing Strategy* report.
- F. Prepare a new base map illustrating the location of existing buildings and other facilities. Note: this will be prepared in AutoCad format.
- G. Update Fair characteristics and operations, such as number of exhibitors, visitors, etc.
- H. Analyze off season use
- I. Research mid-level hotel needs in terms of space requirements and relationship to an event center.
- J. Present a progress report to the Fair Board

II Development of Alternatives

- A. Estimate potential value of leasing/selling some of the Fair Complex property for commercial, industrial or residential use.
- B. Review feasibility of adding an Event Center, hotel, family amusement center, and RV camping to the Fair Complex.
- C. Host a one-day design charrette to brainstorm possible layout alternatives for the Fair Complex. From this planning effort, develop 1-3 alternative master plan layout plans for review and analysis. These alternatives will include moving the exhibit space to another part of the site and modifying the existing exhibit space.
- D. Develop general revenue/cost parameters for the above alternatives.
- E. Meet with the Fair Board to review the concepts and select one for further refinement.

III Development of Final Master Plan

- A. Refine Master Plan. Drawing will indicate the general location of all existing and proposed buildings, parking and other features.
- B. Final products will include:
 - Colored master plan drawing at full scale (probably @ 1"=50')
 - Other drawings and sketches used to illustrate the concepts
 - Reduced size drawing in black/white @ letter size.
 - Brief report summarizing the findings and recommendations along with an estimate of potential construction cost and revenue from the sale or lease of land. 15 copies.
 - An 18 x 24 inch sheet with the master plan on one side and text on the other (in black and white format). 300 copies
 - Originals of all reports and floppy disks of all drawing files.

Washington County Fair Complex Master Plan Update

Proposed Time Schedule

Phase I

May 5 – June 1	Background Research
May 17	Meeting with the existing Advisory Committee
May 24	Public input meeting
June 2	Present progress report to the Fair Board

Phase II

June 1 - 14	Evaluation of land values at the Fair Complex
June 1 - 14	Review need for Event center, hotel, family amusement center, RV park, etc.
June 14	Design charette
July 7	Meeting with Fair Board to review concepts

Phase III

July 8 - 26	Refine Master Plan
August 4	Review with Fair Board
August 4 - 16	Prepare final reports and drawings

**Rodeo Fair Board Joint Work Session
Session Minutes
April 19, 1999**

<u>Attending:</u>	Bill M.	Brian A.	Cody F.	Gary M.
	Gary P.	Kelly N.	Laurie B.	Larry B.
	Lyle S.	Margaret G.	Mike B.	Rich V.
	Sheila D.			
<u>Absent and Excused:</u>	Kathy C.	Ken L.		

GROUNDNS

Meeting began at 5:05pm with a walk through of the rodeo grounds.

The electric pole on the north side of the Rodeo Museum needs to be moved next to the building to provide more room for the tent and contractors area.

In addition to moving the pole, the barbed wire fence will be moved farther east, the garbage behind the building needs to be hauled off and the dirt mound needs to be dispersed. All labor will be volunteer/donated.

Cody showed the Fair Board members the view from the back of the Announcer Booth. He pointed out that the only items the Fair had paid for in the bull shutes was the gates. Two Fair Board members commented that the design and workmanship were done well.

Cody further pointed out that all updates to the exterior of the Museum have been donated. A Fair Board member expressed appreciation. *Lyle would like us to open the Museum to the Horse Fair exhibitors at designated times. He feels the kids would enjoy seeing the Museum and asking a Rodeo Board member questions.*

The Fair will be providing the material for new sliders this year. The labor will be volunteered by members of the Rodeo Committee.

Cody expressed thanks to the Fair Board for providing the material for the calf pens.

The purpose of this walk through was to help give a more accurate picture, to the Fair Board, of the workmanship, material and labor donated by the Rodeo Committee and the Rodeo Sponsors. All agreed that maintenance of the arena and grounds is ultimately the responsibility of

Rodeo Fair Board Joint Work Session
Session Minutes, April 19, 1999
Page 3

The Fair Board would like to see a person hired to solicit sponsorships. The Rodeo Board's concern is the lack of room to display banners. Companies are less likely to sponsor if they don't have a clear form of advertising.

The Fair Board is relying on the Rodeos commitment to replace the dollars from moving Sundays performance. Kate Gregory is pushing for \$10k.

LINE OF COMMUNICATION

No problems were noted in this area. This discussion was intended to keep the lines of communication open. A suggestion was for another board member to attend the Fair Board meetings with Cody. The Fair Board members have been rotating attending the Rodeo Committee meetings.

PERKS

Concern was shown by a Fair Board member that there appears to be a lot of perks Rodeo Committee members receive, when other Fair volunteers receive nothing. *An idea was to offer the Rodeo hospitality tent to Fair Superintendents and the Fair Board could help serve to make the Fair people feel more welcome. Likewise, the Rodeo Board members could sit in the Fair Hospitality Tent*

GENERAL

The Fair would like to see some interaction with the cowboys for the 4-h kids.

The Fair is looking into providing a gate at the MAX station with a fenced walk way running along the existing fence on the south side of the fair grounds.

The Rodeo Board wants to make sure the Fair Board understands that we **want** to work together and help in all areas. Whether it's getting donations, helping with medical coverage, or volunteerism.

Meeting adjourned at 6:55pm.

These minutes have been submitted by Kelly Neal.