

**NOTICE OF MEETING**  
**Washington County Fair Complex Board of Directors**  
**Wednesday, January 6, 2010 at 4:30 p.m.**

**MAIN EXHIBIT HALL-SOUTH**

Washington County Fair Complex  
873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124

Matt Pihl, President

Don McCoun, Vice-President	Herbert Hirst, Board Member
Dan Logan, Treasurer, Booster Liaison	Renee Cannon, Board Member
Andy Duyck, Washington County Commissioner and Fair Board Ex-Officio	Betty Atteberry, Board Member

Standing Committees

**Mission Statement Committee**

Lyle Spiesschaert, Fair Boosters President  
Renee Cannon, Board Member  
Pat Willis, OSU 4-H Extension Agent

**Facility Evaluation Committee**

Dan Logan, Board Member  
Tom Black, Fair Booster  
Merle Peters, Citizen Appointee

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**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 & 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 a special emphasis on youth.**
- **Promote year-round facilities for consumer trade shows, public exhibitions, & special gatherings.**
- **Promote a sense of community among residents of Washington County.**

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

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

The Fair Complex, a division of the County, produces the annual County Fair and manages year-round facilities rented for consumer shows, public expositions and special gathering. The Fair Complex Board meets monthly or as necessary, develops the Fair Complex's annual operating budget, and provides overall policy direction for the

management of Fair Complex activities and facilities. The Fair Complex's day-to-day activities are the responsibility of the Complex Executive Director, who serves at the pleasure of the Fair Board.

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

All public meetings are recorded.

### **Current Meeting Schedule**

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

### **Regular Business Meetings**

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

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

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### **Quorum**

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

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

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### **Executive Sessions**

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

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

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

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

2. **Oral Communications for Agenda and Non-Agenda Items (Fifteen Minute Limit):** This is the time when members of the audience may step forward to address the Board on agenda and non-agenda items. This opportunity is time-limited to two (2) minutes per individual at the first Oral Communications period which has a total maximum time of 15 minutes. The second Oral Communications period at the end of the meeting is time-limited to 5 minutes per individual with a total maximum time of 30 minutes for the session. Individuals providing written testimony are requested to provide 15 copies.

3. **General Consent**, also known as **Unanimous Consent**, is a situation when the presiding officer asks if there are objections to a pending motion, rather than taking a formal vote. General Consent eliminates the need for formal votes on matters such as routine procedural questions in which the existence of a consensus is likely. The chair may state, for instance: "If there is no objection, the motion will be adopted. [pause] Since there is no objection, the motion is adopted" On the most routine matters the chair may shorten this statement to four words: "Without objection, so ordered" or even to two words: "Without objection." If no member objects then the motion is adopted, but if any member does declare his opposition then the motion is not adopted and cannot be agreed to without a vote. If any member objects, the chair must state the question on the motion, allow any desired debate and put the question in the regular manner. General Consent does not necessarily imply that every member is in favor of the proposed action; it may only mean that the opposition, feeling that it is useless to oppose or discuss the matter, simply acquiesces. Similarly, when a member objects they may not necessarily oppose the motion itself, but may believe that it is wise to take a formal vote under the circumstances.

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

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

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

### **Meeting Protocol**

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

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

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Betty Atteberry, Board Member

& Fair Board Ex-Officio

## Standing Committees

### **Mission Statement Committee**

Lyle Spiesschaert, Fair Boosters President

Renee Cannon, Board Member

Pat Willis, OSU 4-H Extension Agent

### **Facility Evaluation Committee**

Dan Logan, Board Member

Tom Black, Fair Booster

Merle Peters, Citizen Appointee

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## AGENDA

### *A. Call to Order*

### *B. Approval of Agenda—**APPROVE BY GENERAL CONSENT***

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

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

### *D. Approval of Minutes (November 2009)—**APPROVE BY GENERAL CONSENT***

### *E. Special Reports*

1. Airshow Report—Don McCoun, Board Member
2. Booster/Coalition Liaison – Dan Logan, Board Member
3. Treasurer's Report – Dan Logan, Board Member
  - A. Financial Statements (PDF)
    - Monthly Financial Reports & Balance Sheets – October 2009 & November 2009 (PDF)-**ACTION ITEM: MOTION AND APPROVAL REQUIRED**
    - Other, if any
4. 4-H Report-Pat Willis, OSU/4-H Youth Development Faculty
5. Operations Report -Staff (PDF)
6. Mission Statement Committee Report—Lyle Spiesschaert, Fair Boosters President, Committee Chair
7. Facility Evaluation Committee Report—Dan Logan, Board Member, Committee Chair
8. Other, if any

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***F. Old Business***

1. Redevelopment Update, if any
2. Other, if any

***G. New Business***

1. Fair and Fairgrounds Agreement-Rod Rice, Deputy County Administrator (PDF)
2. 2010-2011 Budget Update
3. Election of officers ***ACTION ITEM***
4. Other, if any

***H. Announcements***

1. Calendar of Events (PDF)
2. Facility Schedule for January, 2010 and December, 2009 (PDF)
3. Other, if any

***I. Correspondence***

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

***J. Board Oral Communications***

***K. Other Matters of Information***

1. Boosters Meeting Minutes –November, 2009-(PDF) (December minutes were not submitted at the time of the packet production.)
2. Newspaper Articles (PDF)
3. Other, if any

***L. Oral Communications for Agenda and Non-Agenda Items (Thirty Minute Time Limit)***

This is the time when members of the audience may step forward to address the Board on agenda and non-agenda items. This opportunity is time-limited to five (5) minutes per individual. The maximum time for Oral Communications is 30 minutes. Individuals providing written testimony are requested to provide 15 copies.

***M. Adjourn***

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

**Minutes**  
**Washington County Fair Complex Board**  
**Wednesday, November 4, 2009**

**Convened:** 4:30 pm

**FAIR COMPLEX BOARD:**

President Matt Pihl  
Vice President Don McCoun  
Treasurer Dan Logan  
Board Member Renee Cannon - Absent  
Board Member Herb Hirst  
Board Member Betty Atteberry  
Ex-Officio – Andy Duyck - Absent

**STAFF:**

Leah Perkins-Hagele, Fair Manager  
Lisa DuPre', Marketing/Events Manager

- A. Call to Order** - President Pihl called the meeting to order at 4:30 p.m. Pihl asked for everyone to please silence their cell phones and noted for the record that all board members are present, except Board Member Cannon and Ex-Officio Duyck.
- B. Approval of Agenda** – President Pihl called for any additions or changes to the agenda. Pihl asked Vice President McCoun if he would like the Airshow report removed from the agenda and report when needed. McCoun requested that it stay as an agenda item. Hearing no requests Pihl approved to agenda by general consent.
- C. Oral Communications** - President Pihl opened Oral Communications and asked if anyone had signed up.

Lyle Spiesschaert – Fair Booster President Lyle Spiesschaert reported that their executive committee has met and then read a statement that they had prepared (copy not provided) that said that responses from certain members of the Fair Board show anger by actions and words. The Boosters are working for the greater good. Statements made by the Fair Board are un-true and are not building bridges by destroying buildings, locking people out, denying access, renting private office facilities, not renting out the facility, the refusal to hire and executive director and allowing modification of the budget without the board's knowledge. The Boosters request a citizen review and audit. Once that is done trust and understanding can be re-established. President Pihl stated that he appreciates the Boosters and have not seen them do anything out of line. Spiesschaert continued by stating that the Boosters will continue to work for the public benefit and noted that the division and disconnect gets greater and greater. Un-true statements that are made by the Fair Board are not helpful. Vice President McCoun asked for a list of the untrue things that have been

said by Fair Board members be sent to each Board Member via e-mail along with a list of the Boosters grievances and concerns.

Pihl closed oral communications.

- D. Approval of Minutes** – Board Member Logan noted that on the ops report there is a typo on the 3<sup>rd</sup> line from the end, can should be came. Minutes approved as corrected by general consent.

**E. Special Reports**

1. **Airshow Report** – Vice President McCoun stated that he has nothing to report at this time.
2. **Treasurers Report** – Board Member Logan reported that the financials are in the packet. Logan asked about the reimbursement of expenses revenue line item, noting that nothing was budgeted for this. Fair Manager Perkins-Hagele explained that show promoters pay security and it normally goes into rental revenue but due to the three unexpected large concerts that we had this summer, we had high security costs that were not budgeted for in Professional Services so the amount that we charged the concert promoter for security was put into the reimbursed expenses revenue line item to show the off set in expenses. Logan also asked about lottery funds and the overage in Professional Services. Perkins-Hagele explained that the lottery funds have not arrived yet, but normally show up in November. Logan asked what the amount would be. Perkins-Hagele was un-sure on the exact amount but thought it would be around \$38,000. Perkins-Hagele also explained that the overage in Professional Services was due to the concert security costs that were explained before, which were paid by the concert promoter and appear in revenue. President Pihl requested that in the future the board be notified about budget adjustments.

**Motion by Board Member Logan to approve the September 2009 Financial Statement. 2<sup>nd</sup> by Board Member McCoun. Motion Carried 5-0.**

3. **Booster Report** – Board Member Logan reported the Booster Minutes are in the packet and had nothing further to add.
4. **4-H Report** – Pat Willis explained that October is the beginning of the 4-H year and when recruitment begins. Willis reported that clubs are growing and 250 people came to their Harvest Fest. Willis also suggested that the Cloverleaf Remodel should be celebrated over the holiday's like a grand re-opening with 4-H, FFA & the Fair Board. Willis noted that he would be willing to work on it. President Pihl thanked Willis for the great idea, it would be good for the community.
5. **Operations Report** – Fair Manager Perkins-Hagele noted that the report is in the packet and verbally gave a brief update on the Cloverleaf remodel. President Pihl asked how staff determined if the contractors are doing the right thing when it comes to change orders. Perkins-Hagele reported that staff has



contacts that they work with when assistance is needed. Pihl asked how about a man lift for cleaning gutters. Perkins-Hagele explained that we have a bucket truck and a basket for the forklift.

6. **Mission Statement Committee Report** – Booster President Spiesschaert stated that their committee has not had a change to get together and will try to have a report by next month. President Pihl reminded that we are still bound by the existing mission statement, the board is bound to honor it, and it's how we are to conduct ourselves at the moment.
7. **Facility Evaluation Committee Report** – Board Member Logan reported that their committee has not met again. Working on getting a meeting scheduled.
8. **Other, if any** - None

**F. Old Business**

1. **Redevelopment Update, if any** – None
2. **Other, if any** – None

**G. New Business**

1. **Other, if any** - None

**H. Announcements** – None.

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

**J. Board Oral Communications** – None

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

**L. Oral Communications** - None

**M. Executive Session** – if any - None

**N. Adjourn** - With no further business before the Board, President Pihl adjourned the meeting at 5:05 p.m.

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**Leah Perkins-Hagele**  
**Recording Secretary**

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**Matt Pihl**  
**Board President**

**County of Washington**

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

## **FAX MEMORANDUM**

**Date:** January 4, 2010

**To:** Washington County Fair Complex Board

**From:** Leah E. Perkins-Hagele, Fair Manager

**Re:** November 2009 Financial Statements

The November 2009 Financial Statement, which also includes the balance sheet, is included in the Board Packet. These reports are generated from the County Wisard Finance System.

Please note that in Revenue for Interim Program 981005, the Reimbursement of Expenses line item is security payments from the concert promoter for the three big concerts that were held in August. This revenue off-sets the amount that we will be over for the remainder of the year in the Professional Services line item for the Interim Program 981005, which was the cost of the security for the concerts.



Fund=200 (Fairplex), Program=981000 (Fair Complex)				Remaining	%
Account	NOV-09	YTD-Actual	Budget	Budget	Use
<b>Materials and Supplies</b>					
51205 Supplies-office, general	256.04	982.68	4,400.00	3,417.32	22.30
51210 Supplies- general	179.74	25,450.41	42,000.00	16,549.59	60.60
51250 Supplies-clothing, uniforms	0.00	(59.64)	0.00	59.64	n/m
51285 Services -professional services	225.00	118,525.69	103,000.00	(15,525.69)	115.10
51295 Advertising and public notice	648.62	115,706.49	107,000.00	(8,706.49)	108.10
51305 Communications-services	293.66	1,576.03	3,180.00	1,603.97	49.60
51310 Utilities	9,742.76	34,548.66	97,500.00	62,951.34	35.40
51320 Repair & maint services-general	486.86	12,255.63	92,200.00	79,944.37	13.30
51340 Lease and rentals - space	3,201.75	16,008.75	38,500.00	22,491.25	41.60
51345 Lease and rentals - equipment	243.45	27,282.80	29,000.00	1,717.20	94.10
51350 Dues and membership	737.50	875.00	1,000.00	125.00	87.50
51355 Training and education	0.00	0.00	2,000.00	2,000.00	0.00
51360 Travel expense	289.00	289.00	8,000.00	7,711.00	3.60
51365 Private mileage	30.35	322.94	1,400.00	1,077.06	23.10
51420 Insurance	0.00	31,743.50	36,000.00	4,256.50	88.20
51465 Postage and freight- Internal	0.00	195.57	300.00	104.43	65.20
51475 Printing- Internal	0.00	855.40	1,250.00	394.60	68.40
51495 Telephone monthly- internal	553.25	3,241.99	6,800.00	3,558.01	47.70
51550 Other materials and services	175.00	1,685.43	3,500.00	1,814.57	48.20
<b>TOTAL</b>	17,062.98	391,486.33	577,030.00	185,543.67	67.80
<b>Other Expenditures</b>					
52005 Bank Service Charge	385.46	2,553.32	3,750.00	1,196.68	68.10
52045 Taxes, assessments, and liens	(390.24)	0.00	1,200.00	1,200.00	0.00
52130 Other Special Expenditures	830.24	9,557.89	4,000.00	(5,557.89)	238.90
52146 Entertainment Expenses	1,627.04	103,041.54	105,000.00	1,958.46	98.10
52147 Open Class Expenses	0.00	31,762.03	42,000.00	10,237.97	75.60
52148 4-H Expenses	0.00	19,604.66	23,000.00	3,395.34	85.20
52149 FFA Expenses	0.00	7,452.67	10,000.00	2,547.33	74.50
52150 Truck Pull Expenses	0.00	12,692.56	10,000.00	(2,692.56)	126.90
52151 Demo Derby Expenses	0.00	20,586.88	17,500.00	(3,086.88)	117.60
52152 Monster Truck Expenses	0.00	17,364.12	17,500.00	135.88	99.20
52153 Rodeo Expenses	0.00	13,983.96	10,000.00	(3,983.96)	139.80
55110 Other debt principal	479.47	2,374.38	30,000.00	27,625.62	7.90
56110 Other debt interest payments	23.68	141.37	1,688.00	1,546.63	8.40
<b>Total</b>	2,955.65	241,115.38	275,638.00	34,522.62	87.50
<b>Interdepartmental Charges</b>					
53010 Interdpt chg-indirect charges	4,162.84	20,814.20	49,954.00	29,139.80	41.70
53015 Interdpt chg-legal services	0.00	3,467.75	15,000.00	11,532.25	23.10
53055 Interdpt chg-general	0.00	275.50	0.00	(275.50)	n/m
<b>Total</b>	4,162.84	24,557.45	64,954.00	40,396.55	37.80
<b>Transfers to Other Funds</b>					
54195 Transfer to Miscellaneous Debt Serv	13,715.75	27,432.00	54,862.00	27,430.00	50.00
<b>TOTAL</b>	13,715.75	27,432.00	54,862.00	27,430.00	50.00

<b>Fund=200 (Fairplex), Program=981000 (Fair Complex)</b>				<i>Remaining</i>	<i>%</i>
<i>Account</i>	<i>NOV-09</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>Use</i>
<b>Capital Outlay</b>					
<b>57115 Machinery and equipment over \$5,000</b>	0.00	20,108.50	40,000.00	19,891.50	50.30
<b>57135 Other capital outlay</b>	24,484.05	37,286.55	300,000.00	262,713.45	12.40
<b>TOTAL</b>	24,484.05	57,395.05	340,000.00	282,604.95	16.90
<b>Contingency</b>					
<b>59010 Contingency</b>	0.00	0.00	527,878.00	527,878.00	0.00
<b>TOTAL</b>	0.00	0.00	527,878.00	527,878.00	0.00
<b>Total Expenditures</b>	<u>101,257.39</u>	<u>950,349.73</u>	<u>2,494,274.00</u>	<u>1,543,924.27</u>	<u>38.10</u>

<i>Beginning Fund Balance</i>	(895,656.42)	(932,574.00)
<i>Total Revenues</i>	(909,985.20)	(1,561,700.00)
<i>Total Resources</i>	(1,805,641.62)	(2,494,274.00)
<i>Total Expenditures</i>	950,349.73	2,494,274.00
<i>Ending Fund Balance</i>	(855,291.89)	0.00



# Monthly Financial Report

Washington County

Washington County

Period: NOV-09 Currency: USD

Fund=200 (Fairplex), Program=981005 (Fair Complex Operations/Interim Income)				Remaining	%
Account	NOV-09	YTD-Actual	Budget	Budget	Use
<b>Taxes</b>					
41025 Transient lodgings tax	(45,257.90)	(193,130.01)	(710,000.00)	(516,869.99)	27.20
<b>TOTAL</b>	<b>(45,257.90)</b>	<b>(193,130.01)</b>	<b>(710,000.00)</b>	<b>(516,869.99)</b>	<b>27.20</b>
<b>Charges for sevicees</b>					
44511 Camping Fees	0.00	(360.00)	0.00	360.00	n/m
44515 Parking Fees	(2,120.00)	(38,025.28)	(46,000.00)	(7,974.72)	82.70
<b>TOTAL</b>	<b>(2,120.00)</b>	<b>(38,385.28)</b>	<b>(46,000.00)</b>	<b>(7,614.72)</b>	<b>83.40</b>
<b>Miscellaneous revenues</b>					
48105 Invest interest income-general	(881.18)	(4,209.55)	(25,000.00)	(20,790.45)	16.80
48195 Reimbursement of expenses (operatin	0.00	(28,120.67)	0.00	28,120.67	n/m
48200 Rental income	(8,506.70)	(93,954.06)	(200,000.00)	(106,045.94)	47.00
48205 Concessions	(18.62)	(1,194.91)	(3,000.00)	(1,805.09)	39.80
48225 Other miscellaneous revenue-operati	(33.15)	(1,667.82)	(6,000.00)	(4,332.18)	27.80
<b>Total</b>	<b>(9,439.65)</b>	<b>(129,147.01)</b>	<b>(234,000.00)</b>	<b>(104,852.99)</b>	<b>55.20</b>
<b>Total Revenues</b>	<b>(56,817.55)</b>	<b>(360,662.30)</b>	<b>(990,000.00)</b>	<b>(629,337.70)</b>	<b>36.40</b>
<b>Personal Services</b>					
51105 Wages and salaries	17,563.14	86,026.07	215,259.00	129,232.93	40.00
51110 Temporary salaries	2,390.00	11,709.97	8,840.00	(2,869.97)	132.50
51115 Overtime and other pay	0.00	6,309.87	0.00	(6,309.87)	n/m
51125 FICA	1,516.24	7,909.11	17,145.00	9,235.89	46.10
51135 Employer paid work day tax	8.80	56.46	112.00	55.54	50.40
51140 Pers contribution	2,268.55	11,801.50	34,441.00	22,639.50	34.30
51150 Health insurance	3,452.35	16,883.02	38,220.00	21,336.98	44.20
51155 Life and long term disability insur	47.96	242.72	690.00	447.28	35.20
51160 Unemployment insurance	84.29	412.85	825.00	412.15	50.00
51165 Tri-Met tax	125.02	652.31	1,505.00	852.69	43.30
<b>TOTAL</b>	<b>27,456.35</b>	<b>142,003.88</b>	<b>317,037.00</b>	<b>175,033.12</b>	<b>44.80</b>
<b>Materials and Supplies</b>					
51205 Supplies-office, general	256.04	460.12	4,000.00	3,539.88	11.50
51210 Supplies- general	179.74	5,714.54	25,000.00	19,285.46	22.90
51285 Services -professional services	225.00	40,789.35	25,000.00	(15,789.35)	163.20
51295 Advertising and public notice	648.62	2,343.62	2,000.00	(343.62)	117.20
51305 Communications-services	293.66	1,376.03	2,880.00	1,503.97	47.80
51310 Utilities	9,742.76	25,552.63	85,000.00	59,447.37	30.10
51320 Repair & maint services-general	486.86	10,688.85	90,000.00	79,311.15	11.90
51340 Lease and rentals - space	3,201.75	16,008.75	38,500.00	22,491.25	41.60
51345 Lease and rentals - equipment	243.45	863.80	4,000.00	3,136.20	21.60
51350 Dues and membership	368.75	437.50	500.00	62.50	87.50
51355 Training and education	0.00	0.00	1,000.00	1,000.00	0.00
51360 Travel expense	144.50	144.50	4,000.00	3,855.50	3.60

<b>Fund=200 (Fairplex), Program=981005 (Fair Complex Operations/Interim Income)</b>				<i>Remaining</i>	<i>%</i>
<i>Account</i>	<i>NOV-09</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>Use</i>
51365 Private mileage	30.35	234.12	1,200.00	965.88	19.50
51420 Insurance	0.00	16,683.34	18,000.00	1,316.66	92.70
51465 Postage and freight- Internal	0.00	195.57	300.00	104.43	65.20
51475 Printing- Internal	0.00	23.00	500.00	477.00	4.60
51495 Telephone monthly- internal	553.25	2,574.35	6,000.00	3,425.65	42.90
51550 Other materials and services	175.00	911.44	2,500.00	1,588.56	36.50
<b>TOTAL</b>	16,549.73	125,001.51	310,380.00	185,378.49	40.30
<b>Other Expenditures</b>					
52005 Bank Service Charge	385.46	2,549.83	3,500.00	950.17	72.90
52045 Taxes, assessments, and liens	(390.24)	0.00	1,200.00	1,200.00	0.00
52130 Other Special Expenditures	830.24	915.79	1,000.00	84.21	91.60
55110 Other debt principal	479.47	2,374.38	30,000.00	27,625.62	7.90
56110 Other debt interest payments	23.68	141.37	1,688.00	1,546.63	8.40
<b>Total</b>	1,328.61	5,981.37	37,388.00	31,406.63	16.00
<b>Interdepartmental Charges</b>					
53010 Interdpt chg-indirect charges	2,081.42	10,407.10	24,977.00	14,569.90	41.70
53015 Interdpt chg-legal services	0.00	3,467.75	15,000.00	11,532.25	23.10
<b>Total</b>	2,081.42	13,874.85	39,977.00	26,102.15	34.70
<b>Transfers to Other Funds</b>					
54195 Transfer to Miscellaneous Debt Serv	13,715.75	27,432.00	54,862.00	27,430.00	50.00
<b>TOTAL</b>	13,715.75	27,432.00	54,862.00	27,430.00	50.00
<b>Capital Outlay</b>					
57115 Machinery and equipment over \$5,000	0.00	20,108.50	40,000.00	19,891.50	50.30
57135 Other capital outlay	24,484.05	37,286.55	300,000.00	262,713.45	12.40
<b>TOTAL</b>	24,484.05	57,395.05	340,000.00	282,604.95	16.90
<b>Contingency</b>					
59010 Contingency	0.00	0.00	527,878.00	527,878.00	0.00
<b>TOTAL</b>	0.00	0.00	527,878.00	527,878.00	0.00
<b>Total Expenditures</b>	<b>85,615.91</b>	<b>371,688.66</b>	<b>1,627,522.00</b>	<b>1,255,833.34</b>	<b>22.80</b>

<i>Total Revenues</i>	(56,817.55)	(360,662.30)	(990,000.00)	(629,337.70)
<i>Total Expenditures</i>	85,615.91	371,688.66	1,627,522.00	1,255,833.34
<i>Ending Balance</i>	28,798.36	11,026.36	637,522.00	626,495.64



# Monthly Financial Report

Washington County

Washington County

Period: NOV-09 Currency: USD

Fund=200 (Fairplex), Program=981010 (Annual County Fair)					
Account	NOV-09	YTD-Actual	Budget	Remaining Budget	% Use
<b>Intergovernmental revenue</b>					
43156 Dept Agriculture Lottery Funds	(41,962.56)	(41,962.56)	(50,000.00)	(8,037.44)	83.90
<b>TOTAL</b>	<b>(41,962.56)</b>	<b>(41,962.56)</b>	<b>(50,000.00)</b>	<b>(8,037.44)</b>	<b>83.90</b>
<b>Charges for sevicees</b>					
44511 Camping Fees	0.00	(4,000.00)	(4,000.00)	0.00	100.00
44512 Truck Pull Revenue	0.00	(7,400.00)	(22,000.00)	(14,600.00)	33.60
44513 Demo Derby Revenue	0.00	(28,929.83)	(26,000.00)	2,929.83	111.30
44514 Commercial Booth Rentals	0.00	(76,700.00)	(86,500.00)	(9,800.00)	88.70
44515 Parking Fees	0.00	(80,449.53)	(80,000.00)	449.53	100.60
44517 Sponsorship Fees	0.00	(46,750.00)	(60,000.00)	(13,250.00)	77.90
44518 Carnival Fees	0.00	(83,059.18)	(100,000.00)	(16,940.82)	83.10
44522 Entry Fees	0.00	(3,620.00)	(3,700.00)	(80.00)	97.80
44526 Monster Truck Revenue	0.00	(28,860.00)	(26,000.00)	2,860.00	111.00
44527 Rodeo Revenue	0.00	(10,094.37)	(22,000.00)	(11,905.63)	45.90
<b>TOTAL</b>	<b>0.00</b>	<b>(369,862.91)</b>	<b>(430,200.00)</b>	<b>(60,337.09)</b>	<b>86.00</b>
<b>Miscellaneous revenues</b>					
48195 Reimbursement of expenses (operatin	0.00	(2,025.00)	0.00	2,025.00	n/m
48205 Concessions	0.00	(119,176.13)	(87,500.00)	31,676.13	136.20
48225 Other miscellaneous revenue-operati	0.00	(196.30)	(4,000.00)	(3,803.70)	4.90
<b>Total</b>	<b>0.00</b>	<b>(121,397.43)</b>	<b>(91,500.00)</b>	<b>29,897.43</b>	<b>132.70</b>
<b>Total Revenues</b>	<b>(41,962.56)</b>	<b>(533,222.90)</b>	<b>(571,700.00)</b>	<b>(38,477.10)</b>	<b>93.30</b>
<b>Personal Services</b>					
51105 Wages and salaries	7,825.66	38,312.55	215,259.00	176,946.45	17.80
51110 Temporary salaries	357.20	7,274.51	22,398.00	15,123.49	32.50
51115 Overtime and other pay	0.00	3,885.88	5,000.00	1,114.12	77.70
51125 FICA	615.52	3,733.88	18,181.00	14,447.12	20.50
51135 Employer paid work day tax	3.02	26.20	127.00	100.80	20.60
51140 Pers contribution	923.89	4,733.44	34,441.00	29,707.56	13.70
51150 Health insurance	1,587.65	7,764.26	38,220.00	30,455.74	20.30
51155 Life and long term disability insur	21.82	109.45	719.00	609.55	15.20
51160 Unemployment insurance	34.15	208.11	935.00	726.89	22.30
51165 Tri-Met tax	50.86	311.36	1,595.00	1,283.64	19.50
<b>TOTAL</b>	<b>11,419.77</b>	<b>66,359.64</b>	<b>336,875.00</b>	<b>270,515.36</b>	<b>19.70</b>
<b>Materials and Supplies</b>					
51205 Supplies-office, general	0.00	522.56	400.00	(122.56)	130.60
51210 Supplies- general	0.00	19,735.87	17,000.00	(2,735.87)	116.10
51250 Supplies-clothing, uniforms	0.00	(59.64)	0.00	59.64	n/m
51285 Services -professional services	0.00	77,736.34	78,000.00	263.66	99.70
51295 Advertising and public notice	0.00	113,362.87	105,000.00	(8,362.87)	108.00
51305 Communications-services	0.00	200.00	300.00	100.00	66.70
51310 Utilities	0.00	8,996.03	12,500.00	3,503.97	72.00
51320 Repair & maint services-general	0.00	1,566.78	2,200.00	633.22	71.20
51345 Lease and rentals - equipment	0.00	26,419.00	25,000.00	(1,419.00)	105.70



<b>Fund=200 (Fairplex), Program=981010 (Annual County Fair)</b>				<i>Remaining</i>	<i>%</i>
<i>Account</i>	<i>NOV-09</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>Use</i>
<b>51350 Dues and membership</b>	368.75	437.50	500.00	62.50	87.50
<b>51355 Training and education</b>	0.00	0.00	1,000.00	1,000.00	0.00
<b>51360 Travel expense</b>	144.50	144.50	4,000.00	3,855.50	3.60
<b>51365 Private mileage</b>	0.00	88.82	200.00	111.18	44.40
<b>51420 Insurance</b>	0.00	15,060.16	18,000.00	2,939.84	83.70
<b>51475 Printing- Internal</b>	0.00	832.40	750.00	(82.40)	111.00
<b>51495 Telephone monthly- internal</b>	0.00	667.64	800.00	132.36	83.50
<b>51550 Other materials and services</b>	0.00	773.99	1,000.00	226.01	77.40
<b>TOTAL</b>	513.25	266,484.82	266,650.00	165.18	99.90
<b>Other Expenditures</b>					
<b>52005 Bank Service Charge</b>	0.00	3.49	250.00	246.51	1.40
<b>52130 Other Special Expenditures</b>	0.00	8,642.10	3,000.00	(5,642.10)	288.10
<b>52146 Entertainment Expenses</b>	1,627.04	103,041.54	105,000.00	1,958.46	98.10
<b>52147 Open Class Expenses</b>	0.00	31,762.03	42,000.00	10,237.97	75.60
<b>52148 4-H Expenses</b>	0.00	19,604.66	23,000.00	3,395.34	85.20
<b>52149 FFA Expenses</b>	0.00	7,452.67	10,000.00	2,547.33	74.50
<b>52150 Truck Pull Expenses</b>	0.00	12,692.56	10,000.00	(2,692.56)	126.90
<b>52151 Demo Derby Expenses</b>	0.00	20,586.88	17,500.00	(3,086.88)	117.60
<b>52152 Monster Truck Expenses</b>	0.00	17,364.12	17,500.00	135.88	99.20
<b>52153 Rodeo Expenses</b>	0.00	13,983.96	10,000.00	(3,983.96)	139.80
<b>Total</b>	1,627.04	235,134.01	238,250.00	3,115.99	98.70
<b>Interdepartmental Charges</b>					
<b>53010 Interdpt chg-indirect charges</b>	2,081.42	10,407.10	24,977.00	14,569.90	41.70
<b>Total</b>	2,081.42	10,682.60	24,977.00	14,294.40	42.80
<b>Total Expenditures</b>	15,641.48	578,661.07	866,752.00	288,090.93	66.80

<i>Total Revenues</i>	(41,962.56)	(533,222.90)	(571,700.00)	(38,477.10)
<i>Total Expenditures</i>	15,641.48	578,661.07	866,752.00	288,090.93
<i>Ending Balance</i>	(26,321.08)	45,438.17	295,052.00	249,613.83



**Balance Sheet**  
 Washington County  
 Current Period: NOV-09

Date:2009-

Currency: USD  
 Fund=200 (Fairplex)

	NOV-09 YTD - Actual	NOV-08 YTD - Actual	Variance	Variance %
<b>Assets:</b>				
Cash and investments	855,481.65	925,729.03	(70,247.38)	(7.59)
Cash restricted	0.00	0.00	0.00	n/m
Property taxes receivable	0.00	0.00	0.00	n/m
Assessments receivable	0.00	0.00	0.00	n/m
Accounts receivable	15,185.77	41,140.62	(25,954.85)	(63.09)
Investment interest receivable	0.00	0.00	0.00	n/m
Contracts receivable	0.00	0.00	0.00	n/m
Due from other funds	(10.00)	(10.00)	0.00	0.00
Other assets	22,629.94	27,220.32	(4,590.38)	(16.86)
<b>Total Assets</b>	<b>893,287.36</b>	<b>994,079.97</b>	<b>(100,792.61)</b>	<b>(10.14)</b>
<b>Liabilities, Fund Equity and Other Credits</b>				
<b>Liabilities:</b>				
Accounts payable	24,642.67	632.01	24,010.66	3,799.09
Accrued payroll liabilities	0.00	0.00	0.00	n/m
Deposits Payable	300.00	600.00	(300.00)	(50.00)
Amounts held in trust	801.50	801.50	0.00	0.00
Accrued self-insurance	0.00	0.00	0.00	n/m
Accrued OHP IBNR Reserve	0.00	0.00	0.00	n/m
Due to other funds	0.00	0.00	0.00	n/m
Deferred revenue	10,749.80	19,779.80	(9,030.00)	(45.65)
Other long-term obligations	0.00	0.00	0.00	n/m
<b>Total Liabilities</b>	<b>36,493.97</b>	<b>21,813.31</b>	<b>14,680.66</b>	<b>67.30</b>
<b>Fund equity:</b>				
<b>Fund balances:</b>				
<b>Unreserved fund balances:</b>				
Undesignated	856,793.39	972,266.66	(115,473.27)	(11.88)
<b>Total fund equity</b>	<b>856,793.39</b>	<b>972,266.66</b>	<b>(115,473.27)</b>	<b>(11.88)</b>
<b>Total liabilities, fund equity an</b>	<b>893,287.36</b>	<b>994,079.97</b>	<b>(100,792.61)</b>	<b>(10.14)</b>



**Balance Sheet**  
Washington County  
Current Period: NOV-09

Date:2009-

Currency: USD  
Fund=200 (Fairplex)

	NOV-09 YTD - Actual	NOV-08 YTD - Actual	Variance	Variance %
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**County of Washington**

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

## **FAX MEMORANDUM**

**Date:** December 3, 2009

**To:** Washington County Fair Complex Board

**From:** Leah E. Perkins-Hagele, Fair Manager

**Re:** October 2009 Financial Statements

The October 2009 Financial Statement, which also includes the balance sheet, is included in the Board Packet. These reports are generated from the County Wisard Finance System.

Please note that in Revenue for Interim Program 981005, the Reimbursement of Expenses line item is security payments from the concert promoter for the three big concerts that were held in August. This revenue off-sets the amount that we will be over for the remainder of the year in the Professional Services line item for the Interim Program 981005, which was the cost of the security for the concerts.



# Monthly Financial Report

Washington County

Washington County

Period: OCT-09 Currency: USD

Fund=200 (Fairplex), Program=981000 (Fair Complex)					Remaining	%
Account	OCT-09	YTD-Actual	Budget	Budget	Use	
<b>Beginning Fund Balance</b>		<b>(895,656.42)</b>	<b>(932,574.00)</b>			
<b>Taxes</b>						
41025 Transient lodgings tax	(123,222.99)	(147,872.11)	(710,000.00)	(562,127.89)	20.80	
<b>TOTAL</b>	<b>(123,222.99)</b>	<b>(147,872.11)</b>	<b>(710,000.00)</b>	<b>(562,127.89)</b>	<b>20.80</b>	
<b>Intergovernmental revenue</b>						
43156 Dept Agriculture Lottery Funds	0.00	0.00	(50,000.00)	(50,000.00)	0.00	
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>(50,000.00)</b>	<b>(50,000.00)</b>	<b>0.00</b>	
<b>Charges for seivces</b>						
44511 Camping Fees	0.00	(4,360.00)	(4,000.00)	360.00	109.00	
44512 Truck Pull Revenue	0.00	(7,400.00)	(22,000.00)	(14,600.00)	33.60	
44513 Demo Derby Revenue	0.00	(28,929.83)	(26,000.00)	2,929.83	111.30	
44514 Commercial Booth Rentals	0.00	(76,700.00)	(86,500.00)	(9,800.00)	88.70	
44515 Parking Fees	(3,535.00)	(116,354.81)	(126,000.00)	(9,645.19)	92.30	
44517 Sponsorship Fees	0.00	(46,750.00)	(60,000.00)	(13,250.00)	77.90	
44518 Carnival Fees	0.00	(83,059.18)	(100,000.00)	(16,940.82)	83.10	
44522 Entry Fees	0.00	(3,620.00)	(3,700.00)	(80.00)	97.80	
44526 Monster Truck Revenue	0.00	(28,860.00)	(26,000.00)	2,860.00	111.00	
44527 Rodeo Revenue	0.00	(10,094.37)	(22,000.00)	(11,905.63)	45.90	
<b>TOTAL</b>	<b>(3,535.00)</b>	<b>(406,128.19)</b>	<b>(476,200.00)</b>	<b>(70,071.81)</b>	<b>85.30</b>	
<b>Miscellaneous revenues</b>						
48105 Invest interest income-general	(863.06)	(3,328.37)	(25,000.00)	(21,671.63)	13.30	
48195 Reimbursement of expenses (operatin	(225.00)	(46,245.67)	0.00	46,245.67	n/m	
48200 Rental income	(21,819.46)	(85,447.36)	(200,000.00)	(114,552.64)	42.70	
48205 Concessions	(233.24)	(120,352.42)	(90,500.00)	29,852.42	133.00	
48225 Other miscellaneous revenue-operati	(287.60)	(1,830.97)	(10,000.00)	(8,169.03)	18.30	
<b>Total</b>	<b>(23,428.36)</b>	<b>(257,204.79)</b>	<b>(325,500.00)</b>	<b>(68,295.21)</b>	<b>79.00</b>	
<b>Total Revenues</b>	<b>(150,186.35)</b>	<b>(811,205.09)</b>	<b>(1,561,700.00)</b>	<b>(750,494.91)</b>	<b>51.90</b>	
<b>Total Resources</b>	<b>(150,186.35)</b>	<b>(1,706,861.51)</b>	<b>(2,494,274.00)</b>	<b>(750,494.91)</b>		
<b>Personal Services</b>						
51105 Wages and salaries	25,804.82	98,949.82	430,518.00	331,568.18	23.00	
51110 Temporary salaries	2,747.20	16,237.28	31,238.00	15,000.72	52.00	
51115 Overtime and other pay	0.00	10,195.75	5,000.00	(5,195.75)	203.90	
51125 FICA	2,163.57	9,511.23	35,326.00	25,814.77	26.90	
51135 Employer paid work day tax	14.98	70.84	239.00	168.16	29.60	
51140 Pers contribution	3,234.14	13,342.50	68,882.00	55,539.50	19.40	
51150 Health insurance	5,040.00	19,607.28	76,440.00	56,832.72	25.70	
51155 Life and long term disability insur	70.70	282.39	1,409.00	1,126.61	20.00	
51160 Unemployment insurance	118.44	502.52	1,760.00	1,257.48	28.60	
51165 Tri-Met tax	178.50	787.79	3,100.00	2,312.21	25.40	
<b>TOTAL</b>	<b>39,372.35</b>	<b>169,487.40</b>	<b>653,912.00</b>	<b>484,424.60</b>	<b>25.90</b>	

Fund=200 (Fairplex), Program=981000 (Fair Complex)				Remaining	%
Account	OCT-09	YTD-Actual	Budget	Budget	Use
<b>Materials and Supplies</b>					
51205 Supplies-office, general	67.99	726.64	4,400.00	3,673.36	16.50
51210 Supplies- general	4,517.49	25,270.67	42,000.00	16,729.33	60.20
51250 Supplies-clothing, uniforms	(59.64)	(59.64)	0.00	59.64	n/m
51285 Services -professional services	666.10	118,300.69	103,000.00	(15,300.69)	114.90
51295 Advertising and public notice	9,787.50	115,057.87	107,000.00	(8,057.87)	107.50
51305 Communications-services	490.55	1,282.37	3,180.00	1,897.63	40.30
51310 Utilities	3,340.93	24,805.90	97,500.00	72,694.10	25.40
51320 Repair & maint services-general	3,124.41	11,768.77	92,200.00	80,431.23	12.80
51340 Lease and rentals - space	3,201.75	12,807.00	38,500.00	25,693.00	33.30
51345 Lease and rentals - equipment	188.45	27,039.35	29,000.00	1,960.65	93.20
51350 Dues and membership	0.00	137.50	1,000.00	862.50	13.80
51355 Training and education	0.00	0.00	2,000.00	2,000.00	0.00
51360 Travel expense	0.00	0.00	8,000.00	8,000.00	0.00
51365 Private mileage	214.87	292.59	1,400.00	1,107.41	20.90
51420 Insurance	248.08	31,743.50	36,000.00	4,256.50	88.20
51465 Postage and freight- Internal	0.00	195.57	300.00	104.43	65.20
51475 Printing- Internal	0.00	855.40	1,250.00	394.60	68.40
51495 Telephone monthly- internal	563.17	2,688.74	6,800.00	4,111.26	39.50
51550 Other materials and services	0.00	1,510.43	3,500.00	1,989.57	43.20
<b>TOTAL</b>	26,351.65	374,423.35	577,030.00	202,606.65	64.90
<b>Other Expenditures</b>					
52005 Bank Service Charge	453.88	2,167.86	3,750.00	1,582.14	57.80
52045 Taxes, assessments, and liens	390.24	390.24	1,200.00	809.76	32.50
52130 Other Special Expenditures	46.80	8,727.65	4,000.00	(4,727.65)	218.20
52146 Entertainment Expenses	5,232.60	101,414.50	105,000.00	3,585.50	96.60
52147 Open Class Expenses	100.00	31,762.03	42,000.00	10,237.97	75.60
52148 4-H Expenses	0.00	19,604.66	23,000.00	3,395.34	85.20
52149 FFA Expenses	0.00	7,452.67	10,000.00	2,547.33	74.50
52150 Truck Pull Expenses	0.00	12,692.56	10,000.00	(2,692.56)	126.90
52151 Demo Derby Expenses	(59.64)	20,586.88	17,500.00	(3,086.88)	117.60
52152 Monster Truck Expenses	(59.65)	17,364.12	17,500.00	135.88	99.20
52153 Rodeo Expenses	(59.64)	13,983.96	10,000.00	(3,983.96)	139.80
55110 Other debt principal	477.16	1,894.91	30,000.00	28,105.09	6.30
56110 Other debt interest payments	25.99	117.69	1,688.00	1,570.31	7.00
<b>Total</b>	6,547.74	238,159.73	275,638.00	37,478.27	86.40
<b>Interdepartmental Charges</b>					
53010 Interdpt chg-indirect charges	4,162.84	16,651.36	49,954.00	33,302.64	33.30
53015 Interdpt chg-legal services	0.00	1,966.25	15,000.00	13,033.75	13.10
53055 Interdpt chg-general	0.00	275.50	0.00	(275.50)	n/m
<b>Total</b>	4,162.84	18,893.11	64,954.00	46,060.89	29.10
<b>Transfers to Other Funds</b>					
54195 Transfer to Miscellaneous Debt Serv	0.00	13,716.25	54,862.00	41,145.75	25.00
<b>TOTAL</b>	0.00	13,716.25	54,862.00	41,145.75	25.00
<b>Capital Outlay</b>					
57115 Machinery and equipment over \$5,000	0.00	20,108.50	40,000.00	19,891.50	50.30
57135 Other capital outlay	12,802.50	12,802.50	300,000.00	287,197.50	4.30
<b>TOTAL</b>	12,802.50	32,911.00	340,000.00	307,089.00	9.70

<b>Fund=200 (Fairplex), Program=981000 (Fair Complex)</b>				<i>Remaining</i>	<i>%</i>
<i>Account</i>	<i>OCT-09</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>Use</i>
<b>Contingency</b>					
<b>59010 Contingency</b>	0.00	0.00	527,878.00	527,878.00	0.00
<b>TOTAL</b>	0.00	0.00	527,878.00	527,878.00	0.00
<b>Total Expenditures</b>	89,237.08	847,590.84	2,494,274.00	1,646,683.16	34.00

<i>Beginning Fund Balance</i>	(895,656.42)	(932,574.00)
<i>Total Revenues</i>	(811,205.09)	(1,561,700.00)
<i>Total Resources</i>	(1,706,861.51)	(2,494,274.00)
<i>Total Expenditures</i>	847,590.84	2,494,274.00
<i>Ending Fund Balance</i>	(859,270.67)	0.00



# Monthly Financial Report

Washington County

Washington County

Period: OCT-09 Currency: USD

Fund=200 (Fairplex), Program=981005 (Fair Complex Operations/Interim Income)					Remaining	%
Account	OCT-09	YTD-Actual	Budget	Budget	Use	
<b>Taxes</b>						
41025 Transient lodgings tax	(123,222.99)	(147,872.11)	(710,000.00)	(562,127.89)	20.80	
<b>TOTAL</b>	<b>(123,222.99)</b>	<b>(147,872.11)</b>	<b>(710,000.00)</b>	<b>(562,127.89)</b>	<b>20.80</b>	
<b>Charges for sevicees</b>						
44511 Camping Fees	0.00	(360.00)	0.00	360.00	n/m	
44515 Parking Fees	(3,535.00)	(35,905.28)	(46,000.00)	(10,094.72)	78.10	
<b>TOTAL</b>	<b>(3,535.00)</b>	<b>(36,265.28)</b>	<b>(46,000.00)</b>	<b>(9,734.72)</b>	<b>78.80</b>	
<b>Miscellaneous revenues</b>						
48105 Invest interest income-general	(863.06)	(3,328.37)	(25,000.00)	(21,671.63)	13.30	
48195 Reimbursement of expenses (oper	0.00	(28,120.67)	0.00	28,120.67	n/m	
48200 Rental income	(21,819.46)	(85,447.36)	(200,000.00)	(114,552.64)	42.70	
48205 Concessions	(233.24)	(1,176.29)	(3,000.00)	(1,823.71)	39.20	
48225 Other miscellaneous revenue-oper	(287.60)	(1,634.67)	(6,000.00)	(4,365.33)	27.20	
<b>Total</b>	<b>(23,203.36)</b>	<b>(119,707.36)</b>	<b>(234,000.00)</b>	<b>(114,292.64)</b>	<b>51.20</b>	
<b>Total Revenues</b>	<b>(149,961.35)</b>	<b>(303,844.75)</b>	<b>(990,000.00)</b>	<b>(686,155.25)</b>	<b>30.70</b>	
<b>Personal Services</b>						
51105 Wages and salaries	17,771.18	68,462.93	215,259.00	146,796.07	31.80	
51110 Temporary salaries	2,390.00	9,319.97	8,840.00	(479.97)	105.40	
51115 Overtime and other pay	0.00	6,309.87	0.00	(6,309.87)	n/m	
51125 FICA	1,532.02	6,392.87	17,145.00	10,752.13	37.30	
51135 Employer paid work day tax	11.07	47.66	112.00	64.34	42.60	
51140 Pers contribution	2,289.72	9,532.95	34,441.00	24,908.05	27.70	
51150 Health insurance	3,452.05	13,430.67	38,220.00	24,789.33	35.10	
51155 Life and long term disability insur	48.56	194.76	690.00	495.24	28.20	
51160 Unemployment insurance	84.12	328.56	825.00	496.44	39.80	
51165 Tri-Met tax	126.18	527.29	1,505.00	977.71	35.00	
<b>TOTAL</b>	<b>27,704.90</b>	<b>114,547.53</b>	<b>317,037.00</b>	<b>202,489.47</b>	<b>36.10</b>	
<b>Materials and Supplies</b>						
51205 Supplies-office, general	67.99	204.08	4,000.00	3,795.92	5.10	
51210 Supplies- general	902.49	5,534.80	25,000.00	19,465.20	22.10	
51285 Services -professional services	666.10	40,564.35	25,000.00	(15,564.35)	162.30	
51295 Advertising and public notice	195.00	1,695.00	2,000.00	305.00	84.80	
51305 Communications-services	290.55	1,082.37	2,880.00	1,797.63	37.60	
51310 Utilities	3,340.93	15,809.87	85,000.00	69,190.13	18.60	
51320 Repair & maint services-general	3,124.41	10,201.99	90,000.00	79,798.01	11.30	
51340 Lease and rentals - space	3,201.75	12,807.00	38,500.00	25,693.00	33.30	
51345 Lease and rentals - equipment	188.45	620.35	4,000.00	3,379.65	15.50	
51350 Dues and membership	0.00	68.75	500.00	431.25	13.80	
51355 Training and education	0.00	0.00	1,000.00	1,000.00	0.00	
51360 Travel expense	0.00	0.00	4,000.00	4,000.00	0.00	
51365 Private mileage	126.05	203.77	1,200.00	996.23	17.00	
51420 Insurance	248.08	16,683.34	18,000.00	1,316.66	92.70	



<b>Fund=200 (Fairplex), Program=981005 (Fair Complex Operations/Interim Income)</b>				<i>Remaining</i>	<i>%</i>
<i>Account</i>	<i>OCT-09</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>Use</i>
51465 Postage and freight- Internal	0.00	195.57	300.00	104.43	65.20
51475 Printing- Internal	0.00	23.00	500.00	477.00	4.60
51495 Telephone monthly- internal	563.17	2,021.10	6,000.00	3,978.90	33.70
51550 Other materials and services	0.00	736.44	2,500.00	1,763.56	29.50
<b>TOTAL</b>	12,914.97	108,451.78	310,380.00	201,928.22	34.90
<b>Other Expenditures</b>					
52005 Bank Service Charge	453.88	2,164.37	3,500.00	1,335.63	61.80
52045 Taxes, assessments, and liens	390.24	390.24	1,200.00	809.76	32.50
52130 Other Special Expenditures	46.80	85.55	1,000.00	914.45	8.60
55110 Other debt principal	477.16	1,894.91	30,000.00	28,105.09	6.30
56110 Other debt interest payments	25.99	117.69	1,688.00	1,570.31	7.00
<b>Total</b>	1,394.07	4,652.76	37,388.00	32,735.24	12.40
<b>Interdepartmental Charges</b>					
53010 Interdpt chg-indirect charges	2,081.42	8,325.68	24,977.00	16,651.32	33.30
53015 Interdpt chg-legal services	0.00	1,966.25	15,000.00	13,033.75	13.10
<b>Total</b>	2,081.42	10,291.93	39,977.00	29,685.07	25.70
<b>Transfers to Other Funds</b>					
54195 Transfer to Miscellaneous Debt S	0.00	13,716.25	54,862.00	41,145.75	25.00
<b>TOTAL</b>	0.00	13,716.25	54,862.00	41,145.75	25.00
<b>Capital Outlay</b>					
57115 Machinery and equipment over \$	0.00	20,108.50	40,000.00	19,891.50	50.30
57135 Other capital outlay	12,802.50	12,802.50	300,000.00	287,197.50	4.30
<b>TOTAL</b>	12,802.50	32,911.00	340,000.00	307,089.00	9.70
<b>Contingency</b>					
59010 Contingency	0.00	0.00	527,878.00	527,878.00	0.00
<b>TOTAL</b>	0.00	0.00	527,878.00	527,878.00	0.00
<b>Total Expenditures</b>	<u>56,897.86</u>	<u>284,571.25</u>	<u>1,627,522.00</u>	<u>1,342,950.75</u>	<u>17.50</u>

<i>Total Revenues</i>	<b>(149,961.35)</b>	<b>(303,844.75)</b>	<b>(990,000.00)</b>	<b>(686,155.25)</b>
<i>Total Expenditures</i>	56,897.86	284,571.25	1,627,522.00	1,342,950.75
<i>Ending Balance</i>	<b>(93,063.49)</b>	<b>(19,273.50)</b>	637,522.00	656,795.50



# Monthly Financial Report

Washington County

Washington County

Period: OCT-09 Currency: USD

Fund=200 (Fairplex), Program=981010 (Annual County Fair)					Remaining	%
Account	OCT-09	YTD-Actual	Budget	Budget	Use	
<b>Intergovernmental revenue</b>						
43156 Dept Agriculture Lottery Funds	0.00	0.00	(50,000.00)	(50,000.00)	0.00	
<b>TOTAL</b>	0.00	0.00	(50,000.00)	(50,000.00)	0.00	
<b>Charges for sevicees</b>						
44511 Camping Fees	0.00	(4,000.00)	(4,000.00)	0.00	100.00	
44512 Truck Pull Revenue	0.00	(7,400.00)	(22,000.00)	(14,600.00)	33.60	
44513 Demo Derby Revenue	0.00	(28,929.83)	(26,000.00)	2,929.83	111.30	
44514 Commercial Booth Rentals	0.00	(76,700.00)	(86,500.00)	(9,800.00)	88.70	
44515 Parking Fees	0.00	(80,449.53)	(80,000.00)	449.53	100.60	
44517 Sponsorship Fees	0.00	(46,750.00)	(60,000.00)	(13,250.00)	77.90	
44518 Carnival Fees	0.00	(83,059.18)	(100,000.00)	(16,940.82)	83.10	
44522 Entry Fees	0.00	(3,620.00)	(3,700.00)	(80.00)	97.80	
44526 Monster Truck Revenue	0.00	(28,860.00)	(26,000.00)	2,860.00	111.00	
44527 Rodeo Revenue	0.00	(10,094.37)	(22,000.00)	(11,905.63)	45.90	
<b>TOTAL</b>	0.00	(369,862.91)	(430,200.00)	(60,337.09)	86.00	
<b>Miscellaneous revenues</b>						
48195 Reimbursement of expenses (oper	(225.00)	(2,025.00)	0.00	2,025.00	n/m	
48205 Concessions	0.00	(119,176.13)	(87,500.00)	31,676.13	136.20	
48225 Other miscellaneous revenue-oper	0.00	(196.30)	(4,000.00)	(3,803.70)	4.90	
<b>Total</b>	(225.00)	(121,397.43)	(91,500.00)	29,897.43	132.70	
<b>Total Revenues</b>	(225.00)	(491,260.34)	(571,700.00)	(80,439.66)	85.90	
<b>Personal Services</b>						
51105 Wages and salaries	8,033.64	30,486.89	215,259.00	184,772.11	14.20	
51110 Temporary salaries	357.20	6,917.31	22,398.00	15,480.69	30.90	
51115 Overtime and other pay	0.00	3,885.88	5,000.00	1,114.12	77.70	
51125 FICA	631.55	3,118.36	18,181.00	15,062.64	17.20	
51135 Employer paid work day tax	3.91	23.18	127.00	103.82	18.30	
51140 Pers contribution	944.42	3,809.55	34,441.00	30,631.45	11.10	
51150 Health insurance	1,587.95	6,176.61	38,220.00	32,043.39	16.20	
51155 Life and long term disability insur	22.14	87.63	719.00	631.37	12.20	
51160 Unemployment insurance	34.32	173.96	935.00	761.04	18.60	
51165 Tri-Met tax	52.32	260.50	1,595.00	1,334.50	16.30	
<b>TOTAL</b>	11,667.45	54,939.87	336,875.00	281,935.13	16.30	
<b>Materials and Supplies</b>						
51205 Supplies-office, general	0.00	522.56	400.00	(122.56)	130.60	
51210 Supplies- general	3,615.00	19,735.87	17,000.00	(2,735.87)	116.10	
51250 Supplies-clothing, uniforms	(59.64)	(59.64)	0.00	59.64	n/m	
51285 Services -professional services	0.00	77,736.34	78,000.00	263.66	99.70	
51295 Advertising and public notice	9,592.50	113,362.87	105,000.00	(8,362.87)	108.00	
51305 Communications-services	200.00	200.00	300.00	100.00	66.70	
51310 Utilities	0.00	8,996.03	12,500.00	3,503.97	72.00	
51320 Repair & maint services-general	0.00	1,566.78	2,200.00	633.22	71.20	

<b>Fund=200 (Fairplex), Program=981010 (Annual County Fair)</b>				<i>Remaining</i>	<i>%</i>
<i>Account</i>	<i>OCT-09</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>Use</i>
<b>51345 Lease and rentals - equipment</b>	0.00	26,419.00	25,000.00	(1,419.00)	105.70
<b>51350 Dues and membership</b>	0.00	68.75	500.00	431.25	13.80
<b>51355 Training and education</b>	0.00	0.00	1,000.00	1,000.00	0.00
<b>51360 Travel expense</b>	0.00	0.00	4,000.00	4,000.00	0.00
<b>51365 Private mileage</b>	88.82	88.82	200.00	111.18	44.40
<b>51420 Insurance</b>	0.00	15,060.16	18,000.00	2,939.84	83.70
<b>51475 Printing- Internal</b>	0.00	832.40	750.00	(82.40)	111.00
<b>51495 Telephone monthly- internal</b>	0.00	667.64	800.00	132.36	83.50
<b>51550 Other materials and services</b>	0.00	773.99	1,000.00	226.01	77.40
<b>TOTAL</b>	13,436.68	265,971.57	266,650.00	678.43	99.70
<b>Other Expenditures</b>					
<b>52005 Bank Service Charge</b>	0.00	3.49	250.00	246.51	1.40
<b>52130 Other Special Expenditures</b>	0.00	8,642.10	3,000.00	(5,642.10)	288.10
<b>52146 Entertainment Expenses</b>	5,232.60	101,414.50	105,000.00	3,585.50	96.60
<b>52147 Open Class Expenses</b>	100.00	31,762.03	42,000.00	10,237.97	75.60
<b>52148 4-H Expenses</b>	0.00	19,604.66	23,000.00	3,395.34	85.20
<b>52149 FFA Expenses</b>	0.00	7,452.67	10,000.00	2,547.33	74.50
<b>52150 Truck Pull Expenses</b>	0.00	12,692.56	10,000.00	(2,692.56)	126.90
<b>52151 Demo Derby Expenses</b>	(59.64)	20,586.88	17,500.00	(3,086.88)	117.60
<b>52152 Monster Truck Expenses</b>	(59.65)	17,364.12	17,500.00	135.88	99.20
<b>52153 Rodeo Expenses</b>	(59.64)	13,983.96	10,000.00	(3,983.96)	139.80
<b>Total</b>	5,153.67	233,506.97	238,250.00	4,743.03	98.00
<b>Interdepartmental Charges</b>					
<b>53010 Interdpt chg-indirect charges</b>	2,081.42	8,325.68	24,977.00	16,651.32	33.30
<b>53055 Interdpt chg-general</b>	0.00	275.50	0.00	(275.50)	n/m
<b>Total</b>	2,081.42	8,601.18	24,977.00	16,375.82	34.40
<b>Total Expenditures</b>	32,339.22	563,019.59	866,752.00	303,732.41	65.00

<b>Total Revenues</b>	(225.00)	(491,260.34)	(571,700.00)	(80,439.66)	
<b>Total Expenditures</b>	32,339.22	563,019.59	866,752.00	303,732.41	
<b>Ending Balance</b>	32,114.22	71,759.25	295,052.00	223,292.75	



**Balance Sheet**  
 Washington County  
 Current Period: OCT-09

Date:2009-

Currency: USD  
 Fund=200 (Fairplex)

	OCT-09 YTD - Actual	OCT-08 YTD - Actual	Variance	Variance %
<b>Assets:</b>				
Cash and investments	836,084.99	1,029,847.14	(193,762.15)	(18.81)
Cash restricted	0.00	0.00	0.00	n/m
Property taxes receivable	0.00	0.00	0.00	n/m
Assessments receivable	0.00	0.00	0.00	n/m
Accounts receivable	25,147.83	9,796.14	15,351.69	156.71
Investment interest receivable	0.00	0.00	0.00	n/m
Contracts receivable	0.00	0.00	0.00	n/m
Due from other funds	(10.00)	(10.00)	0.00	0.00
Other assets	22,144.69	27,731.26	(5,586.57)	(20.15)
<b>Total Assets</b>	<b>883,367.51</b>	<b>1,067,364.54</b>	<b>(183,997.03)</b>	<b>(17.24)</b>
<b>Liabilities, Fund Equity and Other Credits</b>				
<b>Liabilities:</b>				
Accounts payable	12,802.50	13,440.28	(637.78)	(4.75)
Accrued payroll liabilities	0.00	0.00	0.00	n/m
Deposits Payable	300.00	600.00	(300.00)	(50.00)
Amounts held in trust	801.50	801.50	0.00	0.00
Accrued self-insurance	0.00	0.00	0.00	n/m
Accrued OHP IBNR Reserve	0.00	0.00	0.00	n/m
Due to other funds	0.00	0.00	0.00	n/m
Deferred revenue	12,619.80	20,974.80	(8,355.00)	(39.83)
Other long-term obligations	0.00	0.00	0.00	n/m
<b>Total Liabilities</b>	<b>26,523.80</b>	<b>35,816.58</b>	<b>(9,292.78)</b>	<b>(25.95)</b>
<b>Fund equity:</b>				
<b>Fund balances:</b>				
<b>Unreserved fund balances:</b>				
Undesignated	856,843.71	1,031,547.96	(174,704.25)	(16.94)
<b>Total fund equity</b>	<b>856,843.71</b>	<b>1,031,547.96</b>	<b>(174,704.25)</b>	<b>(16.94)</b>
<b>Total liabilities, fund equity an</b>	<b>883,367.51</b>	<b>1,067,364.54</b>	<b>(183,997.03)</b>	<b>(17.24)</b>



**Balance Sheet**  
Washington County  
Current Period: OCT-09

Date:2009-

Currency: USD  
Fund=200 (Fairplex)

	OCT-09 YTD - Actual	OCT-08 YTD - Actual	Variance	Variance %
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County of Washington  
Complex

Washington County Fair

873 NE 34<sup>th</sup> Avenue  
Hillsboro, Oregon 97124  
Phone: (503) 648-1416  
Fax: (503) 648-7208  
[www.faircomplex.com](http://www.faircomplex.com)

## MEMORANDUM

**Date:** January 4, 2010

**To:** Washington County Fair Complex Board

**From:** Leah E. Perkins-Hagele, Fair Manager

**Re:** January 2010 Operations Report

**Cloverleaf Building** – The siding, roof and gutter replacement is complete and the interior repairs and upgrades are just about finished. This project should be completed by mid January.

**Discussion Draft: 12/29/09**

**Washington County  
And  
Washington County Fair Board  
Memorandum of Understanding (MOU)**

Parties: Washington County, acting by and through its Board of Commissioners (“County”).

Washington County Fair Board, appointed by the Board of Commissioners (“Fair Board”).

Definitions: “Board of Commissioners” means the duly elected governing body of Washington County.

“County Fair” means the annual Washington County Fair (including Horse Fair) event, inclusive of the time set for the public use and reasonable time for set up and tear down, unless stated otherwise.

“Fairgrounds” or “Fair Complex” means the ground and all other property owned, leased, used or controlled by Washington County located at 873 NE 34<sup>th</sup> Avenue, Hillsboro, Oregon.

Purpose: To clarify the understanding between the parties regarding: 1) the annual County Fair event, 2) the management of certain Fairgrounds property both when it is and is not devoted to the use and production of the County Fair, 3) the protocols between the parties, and 4) provide some protection from liability for the County for personnel and contractual matters related to Fair Board and its members’ activities.

Recitals:

- A. The County’s powers are exercised by and through the Board of Commissioners, per the County’s Charter, statute, County ordinances, adopted County policies and state statutes.
- B. The Board of Commissioners exercises some of its powers through delegations of authority and responsibility to various appointed boards, officers, and employees of the County.
- C. Regarding the County Fair, the Fair Board is also empowered by state statute. It is desirable and in the best interests of all to clarify, by this MOU, the protocols that are to govern the management of the Fairgrounds and the production of the County Fair.
- D. The primary function of the Fair Board is to oversee the planning, preparation and production of the County Fair. The Board of

Commissioners should provide adequate staff assistance to the Fair Board to discharge this responsibility.

- E. During the period of the County Fair, the Fair Board will have the use and control of the Fairgrounds or such part of it as is needed for the County Fair purposes.
- F. During the rest of the year, the management of the Fairgrounds will be the responsibility of the Department of Support Services via a Fairgrounds Coordinator, who will provide for day-to-day oversight pursuant to the direction of the Assistant County Administrator, in accordance with County policies and procedures and subject to the ultimate decision making authority of the Board of Commissioners.

Understanding: Now Therefore, the parties agree to the following provisions, relationships, protocols and matters set forth below:

1. Fair Board: The Board of Commissioners will appoint up to a seven person Fair Board. One County Commissioner may serve as a member of the Fair Board in lieu of appointing a lay citizen, with the concurrence of a majority of the Board of Commissioners.
  - a. Each member must be a resident of the County.
  - b. Fair Board members generally serve terms of three years. Terms begin upon appointment, and will end on December 31 of the designated year. Fair Board members may serve no more than two consecutive complete terms, unless otherwise approved by the Board of Commissioners.
  - c. At the conclusion of a term, a Fair Board member will “hold over” and continue in that position until one of the following: 1) the Board of Commissioners reappoints that member to another term, 2) the Board of Commissioners appoints another person to that position; 3) the member chooses to not continue and so notifies the Board of Commissioners, or 4) the Board of Commissioners declares that position vacant.
  - d. In the event of a vacancy before expiration of the appointed term, the Board of Commissioners may appoint to fill the balance of the term, or choose to leave the position vacant. If the appointment is made, the service to fill out that partial term shall not prevent reappointment for two complete terms at the Board of Commissioner’s discretion. In deciding whether or not to fill a vacancy, the Board of Commissioners shall consider: the amount of time left in the term, the current composition of the Fair Board, the business pending before the Fair Board and such other factors as the Board of Commissioners deems relevant.



- e. Pursuant to ORS 565.210(3), each member of the Fair Board is required to furnish a good and sufficient bond or irrevocable letter of credit in favor of the County, conditional upon faithful performance of the duties of the office. The County will secure the bonds with charges to be assessed as appropriate to the Fair Fund.
  - f. Fair Board members may be removed by the Board of Commissioners for inefficiency, neglect of duty, misconduct in office, incompetence, incompatibility, dereliction of duty, breach of any of the agreements in this MOA, or for other good cause. Procedures to remove a member from office shall be conducted in accordance with state statute. The County is not liable for decisions or activities of the Fair Board, or any of its members, that are outside the scope of their duties, or constitute malfeasance in office or willful or wanton neglect of duty.
2. Officers: Annually, the Fair Board shall elect a President and Vice-President. Each will perform the duties normally associated with those offices. One officer will be designated as liaison to the Board of Commissioners.
3. Secretary: The Fair Board will annually select a secretary, who may be a member of the Fair Board or the Fair Board may utilize the Fairgrounds Coordinator or designee, as the secretary. The County will secure the secretary's bond with charges to be assessed as appropriate to the Fair Fund. The secretary will be the official custodian of the Fair Board records and will perform the duties normally associated with that office, plus such other duties as assigned by the Fair Board.
4. Procedures:
- a. The Fair Board may establish the procedures it deems best in order to discharge its responsibilities subject to the terms of this MOU and to applicable laws, such as Oregon's public records and meeting laws, and government standards and practices law. Copies of the Fair Board's meeting notices and minutes will be provided to the County Administrative Office.
  - b. The Fair Board shall comply with all applicable state laws and County policies, procedures in terms of contracts, personnel, budget and fiscal management.
  - c. The Fair Board shall award all public purchasing contracts, permits and licenses related solely to the County Fair, and; has authority to cancel or terminate such contracts as provided in the contract or by law. The Fair Board agrees to follow the

County's purchasing rules and procedures. In accordance with these rules, the County Board of Commissioners will serve as the contract agency and local contract review board for the Fair Board, and the County's contract review process and competitive exemption rules also apply to the Fair Board. The Fair Coordinator (or designee) will manage contracts, permits and licenses.

- d. The Fair Board is prohibited from soliciting, negotiating, awarding or executing any contracts, permits, licenses or other documents that, in any manner, may impact the County's authority over the Fairgrounds outside the County Fair, without approval of the County Administrative Office. The Fairground Coordinator (or designee) shall review contracts, permits, licenses, and other documents prior to award and execution to ensure compliance with this provision. In the event of impact on the County's authority outside the County Fair, the County Administrative Office has authority to require document modifications or conditions to the approval, including that the County execute the contract and that it manage matters outside the County Fair.
  - e. To the extent possible and practicable, the Fair Board shall require third party contractors to defend, and indemnify the Fair Board, its members, Washington County, its Commissioners, officers, agents and employees and provide additional insured coverage for the same on the contractor's liability insurance, in addition to any other standard County contract provisions.
  - f. In the event it was necessary for the County to execute contracts, permits, or licenses prior to the first meeting of the current Fair Board, if there are any in the name of the "Fair Board" which cover matters solely outside the County Fair, the parties agree that the Department of Support Services assumes full responsibility and management of those contracts, permits and licenses.
  - g. In the event it was necessary for the County to execute contracts, permits or licenses prior to the first meeting of the current Fair Board, if there are any in the name of the "Fair Board" which covers matters both related and unrelated to the County Fair, the parties agree that the name of the contracting party will be the County, but by this MOU, the Fair Board is solely responsible for management and liability to the extent it concerns County Fair matters. The parties will cooperate in resolving an equitable accounting in such contracts.
5. Use of Certain Fairgrounds Property for County Fair: The County agrees to devote the Fairgrounds to the exclusive management of the

Fair Board during the time for the County Fair. Any actual use of property not expressly devoted for the use of the County Fair in accordance with this provision does not constitute devotion by implication.

6. County Fair: The Fair Board is responsible to ensure that a suitable County Fair is planned, prepared and produced each year. To discharge this responsibility, the Fair Board has and may exercise all related powers including:
  - a. Making rules and regulations for the conduct and management of the County Fair (ORS 565.240).
  - b. Providing security during the County Fair, including, if necessary, the appointment or approval of marshals or police (ORS 565.240).
  - c. Setting the dates for the County Fair.
  - d. In exercising the above powers, the Fair Board shall give priority to: 1) the personal safety and security of members of the public who attend, as well as those who work and participate in the Fair, and 2) to the security and preservation of the property being used at the Fairgrounds. The Fair Board shall maintain and keep the Fairgrounds in good condition during the County Fair; normal wear and tear excluded, and shall not contract for public works or capital improvements without prior written approval of the County.
  - e. The Fair Board shall ensure that the County Fair business is conducted in compliance with all applicable statutes and policies and protocols. The County Board of Commissioners, Fair Board, County Administrative Office, Chief Finance Officer, and Fairgrounds Coordinator agree to consult and collaborate to assure the Fair Board is able to achieve compliance.
  - f. Annually, the Fair Board will develop or update short and long-term plans for the planning, preparation, development, promotion and production of the County Fair. Copies of the business plan and updates will be furnished to the County Board liaison and the County Administrative Office liaison, and will be reviewed during the joint meeting between the Board of Commissioners and the Fair Board.
  
7. Authority and Management of Fairgrounds Outside of County Fair: The County designates the Department of Support Services to manage the use of the Fairgrounds at times other than during the County Fair. The Department of Support Services responsibility is to maximize the use of the Fairgrounds to the fullest extent possible for the pleasure, recreation, education and benefit of the public outside the County Fair and to maintain and preserve the Fairgrounds. As deemed appropriate

by the Fair Board, it may make reasonable proposals to the County on ways to more fully utilize the Fairgrounds and to meet both the County's and Fair Board's interests. The Fair Board will not exercise authority over the Fairgrounds at times other than the County Fair without the express approval of the County.

8. Fairgrounds Coordinator/Personnel/Volunteers: The County agrees to provide adequate administrative assistance to the Fair Board to discharge its responsibility to provide the County Fair, including providing meeting space and access to the Fairgrounds as appropriate for Fair Board business, both during the County Fair and otherwise.
  - a. The County will employ a Fairgrounds Coordinator whose duties include 1) providing support to the Fair Board in planning, preparing and producing the County Fair; and 2) providing oversight and coordination of the Fairgrounds outside the period set aside for the County Fair. The Fairgrounds Coordinator reports and is supervised by the Assistant County Administrator (or designee). In relation to the planning, preparation and production of the County Fair, the Fairgrounds Coordinator will receive direction from the Fair Board. The Fairgrounds Coordinator will supervise assigned County staff and volunteers. The Fairgrounds Coordinator will be evaluated annually by the Assistant County Administrator or designee following consultation with the Fair Board.
  - b. In the event of a vacancy of the Fairgrounds Coordinator position, the Assistant County Administrator will consult with the Fair Board on the position description for the Fairgrounds Coordinator, and will solicit advice and recommendation of the Fair Board with respect to the selection of the Fairgrounds Coordinator.
  
9. Structure/Organization/Liaison:
  - a. Initially, the Fairgrounds Coordinator will report to the Assistant County Administrator; however, during the first year, the County Administrative Office will evaluate the appropriate placement of the function within the County organization. In doing so, the County Administrative Office will seek input from the Fair Board.
  - b. The Assistant County Administrator and the Fairgrounds Coordinator will ensure communication, exchange of information, access to County support services and other such coordination with the Board of Commissioners, Fair Board and County departments as is useful or necessary.

- c. The Fair Board shall designate one of its members to be a liaison with the Board of Commissioners. The Assistant County Administrator or designee will serve as the County's liaison with the Fair Board. Liaisons shall keep their respective board members and each other apprised of all significant activities, events, or issues that may arise, in particular any which would likely impact the other Board. When major actions or projects are contemplated which affect the County or the County Fair, the liaisons shall bring it to the attention of the County Chairperson and the Fair Board President for the purpose of scheduling a joint meeting to discuss and consult regarding the proposed action or project.

10. Business Plan(s): The Fairgrounds Coordinator will assist the Fair Board to develop a suitable business plan for the production of the County Fair. Additionally, the Fairgrounds Coordinator will assist the County to develop a suitable business plan for the year round management of the Fairgrounds. The Fair Board and the Board of Commissioners will review the business plans annually at their joint meeting.

11. Facilities Maintenance Plan: The Fairgrounds Coordinator and County Facilities Manager, with input from the Fair Board, will develop an annual Facilities Maintenance Plan for Fairground buildings and structures. The plan will identify and prioritize maintenance related projects.

12. Fairgrounds Master Plan and Capital Projects Plan: The Board of Commissioners may create a Fairgrounds Development Advisory Committee to provide advice and counsel on the Fairgrounds Master Plan, Fairgrounds Capital Projects Plan and other major site related initiatives. The Fair Board President (or designee) will represent the Fair Board on the Committee.

13. Budget and Fiscal

- a. The Fairgrounds Coordinator and other assigned staff will provide the fiscal oversight, accountability and reporting for the County regarding the Fairgrounds and will provide the same oversight, accountability and reporting for the Fair Board and County regarding the County Fair. The Fair Board and the County shall ensure that the Fairgrounds and the County Fair are operated in compliance with all applicable state and county laws, ordinances, rules, policies and procedures relating to budget and fiscal management.

- b. The parties, including Fairgrounds Coordinator, Assistant County Administrator, Chief Finance Officer and County Counsel will collaborate to maintain the Fair Fund within the budget that satisfies ORS 565.325 and applicable county budget and fiscal policies.

14. County and Fair Board Liability: It is a mutual objective of the Board of Commissioners and the Fair Board to implement such fiscal, budget, legal and management policies, procedures and practices to limit the exposure and liability of the County, the Board of Commissioners and the Fair Board.

- a. Subject to section 1.e. above, the County will arrange for insurance or self insurance to cover decisions or activities of the Fair Board and its members that are within the scope of their duties, and that do not constitute malfeasance in office or willful or wanton neglect of duty. The County will determine the coverage and limits that are reasonable based on the risks. Coverage amounts will be no less than the limits of the Oregon Tort Claims Act. Insurance, if purchased, for the Fair Board and its members constitutes an expense of the County Fair and will be expensed from the Fair Fund.
- b. The County will secure the bond coverage described above in Sections 1 and 3.
- c. The Fair Board may consult with the County Risk Manager as it deems advisable to ensure that these objectives are met with respect to the County Fair.
- d. The County will secure or provide insurance as it deems reasonable for its risks related to the Fairgrounds, including for services provided to the Fair Board relating to the County Fair covered by this MOU.
- e. The Office of County Counsel will provide legal representation to the Fair Board.

15. Annual and Other Joint Meetings:

- a. At least annually at a reasonable time after completion of the County Fair, the Board of Commissioners and Fair Board will hold a joint meeting, the purpose of which will be to review the reports described below and to discuss topics of mutual concern. At or prior to the meeting, the Board of Commissioners will be presented with the following:
  - i. The annual report furnished to the County Fair Commission (ORS 565.442).
  - ii. The most recent annual County Fair audit pursuant to ORS 565.443.

- iii. A summary of any significant operational issues or unresolved matters that have arisen since the last joint meeting.
  - iv. An evaluation of the County's administrative support and recommendations for improvement.
  - v. The current business plan.
  - vi. Information describing current and anticipated events, past, current and projected financial condition and such additional information as determined by the Fair Board or requested by the Board of Commissioners.
  - vii. An overview of the work and deliberations of the Fairgrounds Development Advisory Committee.
  - viii. The current Facilities Maintenance Plan.
- b. The Board of Commissioners and the Fair Board may schedule and hold additional joint meetings as mutually determined to be needed or desired. Scheduling of additional joint meetings is subject to the reasonable availability of the members of both boards.

16. Amendments: This MOU may be amended from time to time as needed, by mutual written consent of both parties.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Washington County

Washington County  
Fair Board

**Calendar of Events**  
**January 2010-June 2010**

<b>Date</b>	<b>Event</b>	<b>Location</b>
<b>January</b>		
1	New Years Day Holiday	Office Closed
6	Board Meeting	Main Exhibit Hall-South (4:30 PM)
6	Boosters Meeting	Main Exhibit Hall-South (7 PM)
8-10	OFA Convention	Salem, OR
18	Martin Luther King Jr. Holiday	Office Closed
24-27	WFA Convention	Reno, NV
<b>February</b>		
3	Board Meeting	Cloverleaf Building (4:30 PM)
3	Boosters Meeting	Cloverleaf Building (7:00 PM)
15	Presidents Day Holiday	Office Closed
<b>March</b>		
3	Board Meeting	Cloverleaf Building (4:30 PM)
3	Booster Meeting	Cloverleaf Building (7:00 PM)
<b>April</b>		
7	Board Meeting	Cloverleaf Building (4:30 PM)
7	Boosters Meeting	Cloverleaf Building (7:00 PM)
<b>May</b>		
5	Board Meeting	Cloverleaf Building (4:30 PM)
5	Boosters Meeting	Cloverleaf Building (7:00 PM)
31	Memorial Day	Office Closed
<b>June</b>		
2	Board Meeting	Cloverleaf Building (4:30 PM)
2	Boosters Meeting	Cloverleaf Building (7:00 PM)



# Washington County Fair Complex Facility Schedule January-2010

(\*\*Highlighted events are no-charge)

## Wednesday, January 6, 2010

**\*\*Main Exhibit-South Fair Board Meeting/Booster's Meeting**  
**\*\*Entire Facility 4-H Night**

## Sunday, January 10, 2010

Cloverleaf Bldg. Luncheon/Dinner Meeting  
**\*\*Floral Building 4-H Club Meetings**

## Wednesday, January 13, 2010

**\*\*Entire Facility 4-H Night**

## Thursday, January 14, 2010

Main Parking Lot Heavy Equipment Auction Preview

## Friday, January 15, 2010

Main Parking Lot Heavy Equipment Auction Preview

## Saturday, January 16, 2010

Parking Lot Heavy Equipment Auction  
**\*\*Floral Bldg. 4-H Winter Round-up**

## Friday, January 22, 2010

Main Exhibit Hall Gem Faire

## Saturday, January 23, 2010

Main Exhibit Hall Gem Faire

## Sunday, January 24, 2010

Main Exhibit Hall Gem Faire  
**\*\*Floral Building 4-H Club Meetings**

## Wednesday, January 27, 2010

Main Exhibit-North Dog Obedience Class

## Saturday, January 30, 2010

Main Exhibit Hall-South Collectors West Gun & Knife Show  
Main Exhibit Hall-North Rain of Glass Show

## Sunday, January 31, 2010

Main Exhibit Hall-South Collectors West Gun & Knife Show  
Main Exhibit Hall-North Rain of Glass Show

**WASHINGTON COUNTY FAIR COMPLEX SCHEDULE**  
**December-2009**  
*(\*\*Highlighted events are no-charge)*

**Wednesday, December 02, 2009**

**\*\*Cloverleaf Building Boosters Meeting**

**\*\*Entire Complex 4-H Night**

**Saturday, December 05, 2009**

Main Exhibit Hall Breakfast With Santa

**Sunday, December 06, 2009**

Main Exhibit Hall Breakfast With Santa

Floral Building YuGiOh Gaming Tournament

**Wednesday, December 09, 2009**

**\*\*Floral Building Fair Board Meeting**

**\*\*Entire Complex 4-H Night**

**Friday, December 11, 2009**

Main Exhibit Hall Holiday Bazaar

**Saturday, December 12, 2009**

Main Exhibit Hall Holiday Bazaar

Quadrant Property Heavy Equipment Auction

**Sunday, December 13, 2009**

Main Exhibit Hall Holiday Bazaar

**Wednesday, December 16, 2009**

**\*\*Entire Complex 4-H Night**

## **BOOSTER MINUTES – November 4, 2009**

**The meeting was called to order by President Lyle Spiesschaert at 7:01 PM.**

**Charlie Vandehey moved and Bill Ganger second the minutes be approved and sent out to members. It was passed unanimously.**

**The treasurer, Dave Rohrer, sent a report stating there was no activity last month. He stated he had just received several membership payments that will show in this month's report. There were no bills submitted for approval.**

### **Committee Reports:**

**The Audit committee will be doing an audit of the books and present a budget for next year. The committee is comprised of Dave Rohrer, Dave Russell, Eileen Marxer, and Jim Clute.**

**The Executive Committee met on Saturday, October 28, 2009 to discuss the future activities of the Boosters.**

**There was no report from the Fair Board.**

**It was decided that we should winterize the Water Feature to keep it from freezing and to conserve energy. This will be done at our work party on November 7, 2009. The question was asked about the Grant for the fence. We are waiting for it to come through. Leah Perkins is in charge of getting the information sent in to get the Grant money.**

**Tom Black reminded people to check the web site regularly as information is updated and listed on it.**

**Food Booth: Eileen Marxer and Lyle Spiesschaert spent a morning taking an inventory of all items that belong to the Boosters and organizing them. We will need to look over the inventory and decide what we need to keep and what we should donate to some organization. We will need to get a file cabinet to keep Booster History in.**

**Eileen Marxer shared some information on the price to purchase a Cargo Trailer for storage of Booster belongings. Charlie Vandehey moved and Tom Black seconded that we purchase a 16' trailer with swinging rear doors, service concession window on the side not to exceed a cost of \$8500.00. This will be put on the agenda of our December meeting as an action item for approval as per our policy. If others find information on other trailers please bring the information to share at the next meeting. Lyle's Chuck Wagon worked for our food booth and we will continue to use it in the future. The trailer web site is [www.wellscargo.com](http://www.wellscargo.com) for your information.**

**The nominating committee has been working on new officers for 2010. The list recommended by the nominating committee is as follows:**

**President: Bill Ganger  
Vice Pres: Tom Black  
Secretary:  
Treasurer: Jim Clute**

**We will elect our 2010 officers at our December meeting.**

**A couple of reminder:**

**CPO 9 will meet December 14, 2009 – Discussion of Airport Expansion and Fair Grounds.**

**Please give us you email address. It will save the organization money if we can send your minutes by email and it will conserve paper.**

**Suggest we attend the November 24, 2009 County Commissioner meeting to be held at 6:30 PM. The four positions for the fair board are now open for applications so if you have an interest in applying, now is the time. You can get an application on the County Commissioners web site or the Booster web site; due December 1, 2009.**

**Our next meeting will be December 2, 2009. It is our Holiday Party and will again be a potluck. Bring your favorite dish and share some fun with all your Booster Friends. Santa will be coming bearing gifts.**

**Announcements:**

**Steve Griffels is home healing after getting a new knee. He will be a bionic man now!**

**Ruth Scheller fell and broke her hip. She is in Kaiser Sunnyside. Inez Griffels will send her a card from the Boosters and remember to keep Fred in your thoughts. If you want to send a card the address is:**

**Ruth and Fred Scheller  
Room 115 – Jennings McCall  
2300 Masonic Way  
Forest Grove, OR 97116**

**The meeting was adjourned by the president at 8:55 PM.**

**Inez Griffels  
Acting Secretary**



## Fair management talks put board choices on hold - Page 2

The Argus

Washington County Commissioners say they will postpone new appointments to the county Fair Complex Board of Directors scheduled for December pending more discussion of reorganization of fairgrounds' management structure with major stakeholders.

The holidays and other important decisions made the postponement unavoidable, said Commission Chair Tom Brian.

Brian says the fairgrounds are a top county priority, but it will be at least two weeks to a month until he can wrap up current major responsibilities as one of the Core 4 representatives deciding the future of Portland-area urban reserves.

Working with the city of Hillsboro and the National Guard, Brian and Commissioner Andy Duyck have discussed at length whether there is a better management structure for the 103-acre fairgrounds' complex south of Cornell Road.

"We think there may be," Brian said. "We're very close to having that structure.

"We are just as anxious as everyone else to make that decision and (get) it in place if that's the way we want to go," he said.

Duyck said there are still a lot of details to be worked out, and any changes have to be done in concert with the existing fair board, as required by state law.

"We've got to sort of run it up the flagpole," before any changes are made, he said.

What effect management restructuring might have on the current responsibilities of the fair board, if any, remains to be seen. Commissioners did say they have rejected hiring a fair manager to run the county fair while the fair board continues to be in charge of day-to-day facilities management.

The commissioners' comments came in response to public comment at their Nov. 24 meeting.

After Fair Booster President Lyle Spiesschaert thanked the commissioners for the formation of the 2008 Fairgrounds Task Force, he urged commissioners to look at opportunities to "build out the master plan and develop relationships."

The Boosters, a decades-old organization dedicated to preserving the county fair, is solidly behind the phased Master Plan created by the Task Force, because it allows all the property to be protected, Spiesschaert said.

But when voters soundly rejected a \$44 million construction bond to pay for the first phase in November, 2008, it showed there needs to be new approaches to advancing the Master Plan using available funds - including approximately \$700,000 a year collected from the county's hotel-motel tax, he said.

"It may get us to the point where we can build out the Master Plan a little quicker and more effectively than we have in the past," Spiesschaert said.

Fairgrounds activist Tom Black said with four of seven fair board positions up for re-appointment, he hoped

the county would focus on applicants with experience in development oversight and facilities management.

"People with that kind of experience can bring a wealth to the county at no cost to the county," Black said.

The Fair Board meets in regular session at 4:30 p.m., Wednesday, Dec. 9 in the Floral Building, 873 NE 34th Avenue, Hillsboro.

The Board may meet in executive session to consult with counsel concerning the legal rights and duties with regard to litigation or litigation likely to be filed; or to deliberate with persons designated by the Board to negotiate real property transactions; or to discuss, review and evaluate employee-related matters.

Agendas are available on-line, at the Fair Complex Office, or by calling 503-648-1416, Ext. 201.

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