

# **NOTICE OF MEETING**

**Washington County Fair Board  
Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, OR 97124  
Wednesday, April 4, 2012  
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, April 4, 2012 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building, located at 873 NE 34<sup>th</sup> Ave, Hillsboro OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

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

# FAIR BOARD MEETING PROCEDURES

## Washington County Fair Board of Directors 873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124

### Fair Board

Don McCoun, President  
Betty Atteberry, Vice President  
Scott Nelson, Board Member

Bill Ganger, Board Member  
Dan Logan, Board Member  
Gary Seidel, Board Member

Andy Duyck, County Commissioner

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The Washington County Fair 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 primary function of the Fair Board is to oversee the planning, preparation and production of the annual County Fair.

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 meetings are recorded.

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### Current Meeting Schedule

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

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### Regular Business Meetings

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

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

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### Quorum

To take formal action on any agenda item, at least four (4) Board members must be present. Once a quorum is established, at least a majority of these members present must vote in the affirmative to move an action or motion. The Board can still conduct business and discuss agenda items without a quorum present. However, no formal action can take place until a quorum of the Board is in attendance.

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

The Fair 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 1:** This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.
3. **Consent Agenda:** The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda.
4. **Regular Agenda Items:** Unless otherwise noted, regular agenda items will follow in the order listed on the agenda.
5. **Oral Communications 2:** As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.
6. **Adjournment:** At the conclusion of the items on the Board's agenda, the Board Chair will formally conclude the Board's regular business

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## **Meeting Protocol**

The Fair 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, 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.

# **Washington County Fair Board Meeting Agenda**

Washington County Fair Complex, Cloverleaf Building

Wednesday, April 4, 2012

4:30 p.m. to 6:00 p.m.

873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124

## **Fair Board**

Don McCoun, President  
Betty Atteberry, Vice-President  
Scott Nelson, Board Member

Bill Ganger, Board Member  
Dan Logan, Board Member

Gary Seidel, Board Member  
Andy Duyck, Board Member

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

### **B. Oral Communications I**

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

### **C. Approval of Minutes**

1. March 2012 Fair Board Meeting Minutes

### **D. Reports**

1. Financial Report
2. 4-H Update

### **E. Old Business**

1. Fair Update
2. Fundraising & Auction

### **F. New Business**

1. None

### **G. Other Matters of Information**

1. County Administrative Office Update, if any
2. Other, if any

### **H. Oral Communications II**

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

### **I. Adjourn**

**Minutes**  
**Washington County Fair Complex Board**  
**Wednesday, March 7, 2012**

**Convened:** 4:30 pm

**FAIR COMPLEX BOARD:**

President Don McCoun  
Vice President Betty Atteberry  
Board Member Dan Logan  
Board Member Andy Duyck

Board Member Bill Ganger  
Board Member Gary Seidel  
Board Member Scott Nelson

**STAFF:**

Leah Perkins-Hagele, Fair Complex Manager  
Nancy Karnas, Fair Assistant

Rod Rice, Deputy County Administrator

**A) Call to Order**

- 1) President McCoun called the meeting to order at 4:30 p.m. and noted that all were present except for Board Member Andy Duyck.

**B) Oral Communications 1 –**

- 1) **Tom Black, Booster Vice President** - Black stated that he has come before the board to discuss the meeting that was held to discuss a possible arena concert. He was not made aware of a meeting until he informed by Board Member Ganger the previous week. Black stated ORS 192.64 required public notice and he could not find any publication of the meeting. He checked with the Argus for an announcement in the February 3<sup>rd</sup> edition and did not find. He felt in his opinion this meeting was not properly notified. Fair Manager Leah Perkins-Hagele replied that the media was notified and a notice was placed on the Fair Complex website in the manner that all board meetings are regularly announced.
- 2) **Jerry Anderson, Master Gardener** – Anderson is concerned with the current modifications to the fairgrounds he doesn't see where the Master Gardeners will be holding their annual educational exhibits. Fair Manager Perkins-Hagele asked to have the gardeners contact staff and meet with her regarding the concerns as she was not notified of any issue.

**C) Approval of Minutes –**

- 1) President McCoun called for a motion to accept the February minutes as presented. Board Member Gary Seidel moved to approve the minutes as prepared, 2<sup>nd</sup> by Board Member Betty Atteberry.

**Motion by Board Member Seidel to approve the February Minutes as prepared. 2<sup>nd</sup> by Board Member Atteberry. Motion carried 6-0.**

- 2) President McCoun called for a motion to accept the special session minutes as presented. Board Member Atteberry moved that the minutes be accepted, second by Board Member Nelson. Board Member Logan requested it be noted that he is abstaining from this vote as he was not present at the meeting.

**Motion by Board Member Atteberry to approve the February Special Work Session Minutes as prepared. 2<sup>nd</sup> by Board Member Nelson. In favor of motion members Seidel, Nelson, Ganger, Atteberry and McCoun , Board Member Logan abstaining.**

**D) Reports**

- 1) **Financials** – Fair Manager Perkins-Hagele reported that the state funds have been received and exceeded the prior budgeted amount. Perkins-Hagele stated not much activity is occurring but there will be hotel-motel tax trickling in over the next few months. President McCoun requested a motion to accept the financials.

**Motion by Board Member Atteberry to approve the February Financials as prepared. 2<sup>nd</sup> by Board Member Nelson. Motion carried 6-0.**

- 2) **4-H Update** – Pat Willis was not available for the meeting. Fair Manager Perkins-Hagele stated that she contacted Mr. Willis, they are working on the 4-H agreement and will have more information in the future. Board Member Ganger added that there would be a 4H Project Learning Day on April 7<sup>th</sup> and all age learning event. Board Member Nelson asked what exactly this event was. Board Member Ganger said it is a how to care for animals show. It would occur Easter weekend.

**E) Old Business**

- 1) **Fair Planning 2012** – Fair Manager Leah Perkins-Hagele referred the board to the summary sheet that was passed out detailing the entertainment that has been contracted for the fair. President McCoun asked Ms. Perkins-Hagele to inform the board of a phone call from the Department of Agriculture while they reviewed the summary sheet. Perkins-Hagele stated that she met with the development manager from the Oregon Dept of Agriculture; she was very impressed by the Growing Grove exhibit from the 2011 Fair and the participation by the Oregon Wheat Commission and noted that there are no other fairs doing anything like it. President McCoun asked if we were continuing with the Growing Grove, Perkins-Hagele stated yes and is planning on expanding it. Board Member Nelson asked what the sponsorship potential was for this exhibit. Perkins-Hagele stated that there are many interested parties willing to partner with the fair; she is working on grants and other agencies involvement.
- 2) **Fundraising-** Fair Manger Leah Perkins-Hagele asked to board to look at the proposed Save the Date printed in the packets. Perkins-Hagele stated that the invitation list is being created and is asking for suggestions for attendees. Deputy County Administrator Rod Rice stated that Alcohol Servers would be needed for the event. Rice stated that he can provide catering services for this private event at a significant savings although servers with food handling licenses will be needed. President McCoun stated that the goal of this event is to raise funds as this group will be a separate entity not related to the county. Board Member Atteberry asked what the goal for this event is; Fair Manager Perkins-Hagele stated the goal is to raise a minimum of \$10,000 to form the group with legal representation. A brief discussion ensued regarding event details.
- 3) **Draft Budget for Fiscal Year 2012-2013** – Fair Manager Leah Perkins-Hagele stated that this is the final budget for the board to consider for fiscal year 2012-13. Perkins-Hagele stated that the budget has the addition of the concert expenditures for review this evening. Board Member Nelson asked the status of the contract for the teen act. Perkins-Hagele stated that the act had a change in management which has caused a slight delay but should hear shortly. President McCoun requested a motion to approve the final budget.

**Motion by Board Member Seidel to approve the Budget for Fiscal Year 2012-2013 as prepared. 2<sup>nd</sup> by Board Member Atteberry. Motion carried 6-0.**

## F) New Business

- 1) **Tom Black's Request for a Barn Dance-** Mr. Black introduced his co-presenter Bryce Herinckx and began his proposal with a recap of the 2011 event and concept as detailed in the board packet. Mr. Black stated that approximately 30 people were dancing at a time in rotation for the first part of the dance event. Mr. Black described the overall décor for the event with the goal to be a Grange like feel. Mr. Black stated the Pig Scramble portion of the event was well attended with approximately 300 patrons attending. Mr. Herinckx, 4H club leader and swine superintendent, stated that he would like to see an integration of the event and involve more of the youth during the entire dance. Mr. Black continued with the proposal of the 2012 option and the needs of producing the event such as advertising and set up. Mr. Black requested the dance occur on either Thursday or Friday night as to not compete with other fair activities. Board Member Scott Nelson asked if the square dance group was involved in the 2011 event. Mr. Black stated that yes they were, numerous local groups were involved. Mr. Black stated that he would like to see a tradition started with this event and popularity would grow over the years. President McCoun asked for a motion either to accept or deny the proposal. Board Member Dan Logan made a motion to accept the proposal, no second of the motion occurred. Discussion ensued regarding the specifics on attendance and dollars used to fund the 2011 Barn Dance. Board Member Gary Seidel inquired into the youth dance that has already been scheduled for Friday night. President McCoun confirmed that yes a youth dance is already planned for the evening of the 27<sup>th</sup> of July. Mr. Black asked when this youth dance was approved or presented to the board for action. Board Member Seidel stated that he recalls the discussion for the youth dance over several occasions in the past, numerous members nodded in agreement. Fair Manager Leah Perkins-Hagele stated that the discussion has been ongoing with several members of the board and staff since attending the Oregon Fairs Convention. Board Member Ganger expressed concern that this youth dance may be in conflict with the Miranda Cosgrove Concert occurring that same night. President McCoun asked for the status of the motion, with no second occurring no action could be taken on the proposal.
  
- 2) **Food Vendor for Arena-** Fair Manager Perkins-Hagele presented an offer from a concessionaire that has been involved with the fair for many years. The concessionaire suggested bringing in a back up trailer in addition to his usual set up to serve the Arena events. Board Member Nelson asked how this would work with the proposed concert. Perkins-Hagele stated that more information would be needed from the concert promoter to finalize logistics of set up. Board Member Seidel asked if this proposal had been cleared by the Fire Marshal, Perkins-Hagele stated that is forthcoming, but this concession trailer has been used at the Fair for many years. Board Members Logan and Ganger asked about the status of the Boosters food booth. Fair Assistant Nancy Karnas responded that an application has not been received from the group as of the deadline of March 2<sup>nd</sup>, 2012. Board Member Logan stated that in the past the Booster group has not had to apply for the space it was always a presence for the group. Discussion ensued regarding the policy of applying for space during fair. Board Member Ganger asked about the breakfast the boosters have been supplying in the past. Fair Manager Perkins-Hagele stated that this may still continue and the sponsor representative is working on getting donations of the food from local stores. President McCoun added that it would be a great opportunity for the board to contribute to the youth participants by serving breakfast to the 4-H & FFA kids during the fair.

**Motion by Board Member Nelson to approve the proposal of a professional concessionaire for the Arena. 2<sup>nd</sup> by Board Member Atteberry. In favor of motion Members Nelson, Atteberry, McCoun and Seidel, against Members Logan and Ganger 4-2.**

- 3) **Youth Dance-** Fair Manager Perkins- Hagele stated that the majority of the dance had been discussed during the barn dance proposal. Perkins-Hagele stated the performer would be Carrie Cunningham and



the Six Shooters. President McCoun stated that he felt this would be much more focused on the youth and entertaining all the young groups participating at the fair.

**G) Other Matter of Information**

- 1) **County Administrative Update** – Deputy County Administrator Rod Rice began with the improvements of the barns in process. The project of removing the overhang between barns is in process and the engineers recommended gutters to be installed. Rice stated that the engineers also have looked at the remaining buildings with recommendations being brought to the FAC and Board of Commissioners for review. Board Member Ganger expressed concern that without the overhang space will be an issue for the animals during fair. Fair Manager Perkins-Hagele stated that several potential solutions are being considered such as shade cloth or a temporary canopy but will depend on entries and can be determined later. Rice continued with the update regarding the road construction and the subsequent issue that the fairgrounds need a fence to run along that length. Perkins-Hagele stated that it is a requirement that the fairgrounds be fenced on all sides. Rice continued with the type of proposed fencing and the project will be sent out for bid shortly. Rice concluded with the announcement of employee recognition week with the county and Fair Manager Perkins-Hagele was presented with a certificate for 10 years of service.
  
- 2) **Other-**. Board Member Ganger stated that as requested by President McCoun, he will be the FFA liaison. Board Member Logan will continue as 4H Liaison. Ganger continued that he is still interested in having a presence on the auction committee but is not having success in contacting the group. Perkins-Hagele stated she would work on contacting them directly. Board Member Ganger also asked about the status of the 5<sup>th</sup> day for the animal exhibit. Perkins-Hagele stated it would be a good idea to come to the livestock committee meeting later this month as they will be determining the schedule.

**H) Oral Communications 2- None**

**I) Adjourn**

- 1) With no further business before the Board, President McCoun adjourned the meeting at 6:02 p.m.

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

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**Don McCoun**  
**Board President**

**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**

## **MEMORANDUM**

**Date:** March 27, 2012

**To:** Washington County Fair Board

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

**Re:** Financial Reports

The YTD financial statement through March 2012 for Fiscal Year 11/12 will be available at the board meeting.