

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, January 5, 2010
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, February 2nd, 2011 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building , located at 873 NE 34th Ave, Hillsboro OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

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 34th Avenue, Hillsboro, OR 97124

Fair Board

Don McCoun, President
Betty Atteberry, Vice President
Andy Duyck, Board Member

Dan Logan, Board Member
Matt Pihl, Board Member

Bill Ganger, Board Member
Scott Nelson, Board Member

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.

Current Meeting Schedule

Unless otherwise noted, Fair Board Meetings are held the first Wednesday of every month at 4:30 p.m. 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 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.

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.

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

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, February 2, 2011
4:30 p.m. to 6:00 p.m.
873 NE 34th 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

Matt Pihl, Board Member
Andy Duyck, Board Member

A. Call to Order

B. Consent Agenda – Action Required

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

1. January 2011 Fair Board Minutes
2. Other, if any – None

C. 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.

D. Reports

1. Financial Report
2. 4-H Report, if any
3. Other, if any

E. Old Business

1. Strategic Plan Draft
2. Policy Updates
3. Booster Proposal
4. 2011 Fair Planning
5. Other, if any

F. New Business

1. Set the 2012 Fair Dates, tentatively July 26th through the 29th – Motion required per Policy 201
2. 2011-2012 Draft Fair-Time Budget
3. Other, if any

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

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.

Minutes
Washington County Fair Complex Board
Wednesday, January 5, 2011

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 Matt Pihl
Board Member Scott Nelson

STAFF:

Leah Perkins-Hagele, Fair Complex Manager
Rod Rice, Deputy County Administrator

A) Call to Order

- 1) President McCoun called the meeting to order at 4:32 p.m. McCoun requested that staff do role call and then noted that all members were present.

B) Consent Agenda

- 1) **Board Member Atteberry moved to approve the Consent Agenda. 2nd by Board Member Logan. Motion carried 7-0.**

C) Oral Communications 1 - President McCoun opened Oral Communications. Hearing none, closed.

D) Reports

- 1) **4-H Report** – Pat Wills reported that on February 12th the Chemo Bags event as well as Beef Weigh-In and a wagon train meeting will be taking place. Still working on Horse Fair dates. 4-H liked using the Main Exhibit Hall last year and is looking to make it better this year. National 4-H got a multi-million dollar grant for science projects and some of it will be coming to Oregon. OSU is starting an endowment for Multnomah and Washington counties. FFA would like to partner with 4-H on a showmanship clinic.
- 2) **Financial Report** – Fair Manager Perkins-Hagele gave an update on the financial position of the Fair. **Motion by Board Member Pihl to accept the financial report. 2nd by Board Member Atteberry. Motion Carried 7-0.**
- 3) **Other, if any** - None

E) Old Business

- 1) **Strategic Plan** – Fair Manager Perkins-Hagele reminded that the Strategic Planning work session is scheduled for Monday January 24th at 10:30 a.m. in the Cloverleaf Building.
- 2) **2011 Fair Updates** – Fair Manager Perkins-Hagele gave an update on planning for the 2011 Fair.
- 3) **Policy Updates** – Deputy County Administrator Rice requested that the board consider 6 policies.
 - a) **Policy 201** – **Motion by Board Member Duyck to adopt policy 201. 2nd by Board Member Atteberry. 7-0.**
 - b) **Policy 202** – **Motion by Board Member Atteberry to adopt policy 201. 2nd by Board Member Pihl. 7-0.**
 - c) **Policy 203** – **Motion by Board Member Logan to adopt policy 201. 2nd by Board Member Duyck. 7-0.**

d) Policy 303 – Motion by Board Member Pihl to adopt policy 201. 2nd by Board Member Nelson. 7-0.

Rice told the board that there would be six (6) policies for the board to consider in February.

- 4) Other, if any** – Board Member Nelson stated that Tom Black has brought up Pony Rides, Dance, Fair History and Home-grown acts during Oral Communications. Nelson requested that Black submit a proposal on his ideas for the board to consider in February. President McCoun stated that he had no objection. Board Member Duyck said he was interested in the proposal, but the suggestions would need to be fleshed out.

F) New Business

- 1) Board Elections** – President McCoun explained how the election of officers would be conducted. According to the By-Laws there needs to be a President and Vice-President. McCoun opened nominations for President. Board Member Atteberry nominated Board Member McCoun. Board Member Pihl nominated Board Member Logan. Board Member Ganger moved that nominations be closed. Board Member Duyck 2nd. President McCoun called for the vote. Board Members Nelson, Atteberry, Duyck and McCoun voted for Board Member McCoun for President and Board Members Pihl, Ganger and Logan voted for Board Member Logan for President. 4-3 in favor of Board Member McCoun for President. President McCoun opened nominations for Vice-President. Board Member Nelson nominated Board Member Atteberry for Vice President, hearing no further nominations President McCoun asked for the vote. All in favor of Board Member Atteberry for Vice President 7-0.
- 2) Other, if any** – President McCoun reminded members about the up-coming Oregon Fairs Association convention and read the professional development offerings. Board Member Logan noted that if the Fair is going to be changed to 5-days in February it would need to be done in February.

G) Other Matter of Information

- 1) County Administrative Update** – Deputy County Administrator Rice explained that the land swap with the National Guard is done. The County owns the old armory building and allows the military department to use it until their new readiness center is built. They have design money, but no construction funds yet. Rice recapped the dedication to Veteran’s Drive that occurred on December. Rice further explained that the new IRT captain will be out to look at the facility and get an updated list. He also informed the board that the soil test on the amphitheater area is done and they will be looking at making changes to that area soon. Board Member Duyck told the board that in regards to the readiness center, former Chairman Brian put on a very positive face. Duyck reported that he is not as optimistic. He explained that in December he and Brian were in Washington D.C. specifically lobbying for a readiness center. The only way to move-up is to be a striker unit. Duyck explained that The Dalles has been working on it for 15 years and that Congressman Walden explained that it won’t be next year, more likely 5 to 6. Duyck said it’s not a done deal, but he will keep working on it. This will be a priority when in lobbying n D.C. Duyck further noted that if in 7 years certain benchmarks are not met the property will revert back to the County or it can be renewed. Duyck stated he wants everyone to be realistic.
- 2) Board Member Ganger asked about the Fair Board having their own savings account to build. Fair Manager Perkins-Hagele and Deputy County Administrator Rice explained why that is not possible.**

H) Oral Communications 2–

- 1) Tom Black, Booster Vice President** - Black informed the board that it’s their job to put together the budget, not the staff. Sponsorship is a glaring problem and they need to look at it. Black also told the board that the Fair has not had a theme and it needs to in order to have acts. Black also told them they need to have a face of the Fair for a personal touch.
- 2) Greg Malinowski, County Commissioner** – Stated that this is an excellent opportunity to see the past and the future. The exhibits are where we came from. Manufacturing exhibits of new things such as Solar and production of food need to be added to make the Fair relevant and successful. Don’t want to

see what happened to Multnomah County happen here. Reported that he wants to be more involved and that the Fair must be relevant to those who live here now.

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:43 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
Board President

County of Washington

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

FAX MEMORANDUM

Date: January 28, 2011

To: Washington County Fair Board

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

Re: Financial Report

Attached are the Year-To-Date Financials for Fiscal Year 10/11 for the Fair Program.



Washington County

Monthly Financial Report

Washington County

Fund=200 (Fairplex), Program=981010 (Annual County Fair)

| Account | JUL-10 | AUG-10 | SEP-10 | OCT-10 | NOV-10 | DEC-10 | JAN-11 | FEB-11 | MAR-11 | APR-11 |
|--|---------------------|---------------------|--------------------|------------------|-------------------|--------------------|-------------|-------------|-------------|-------------|
| Intergovernmental revenue | | | | | | | | | | |
| 43156 Dept Agriculture Lottery Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (36,030.72) | 0.00 | | | |
| TOTAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (36,030.72) | 0.00 | 0.00 | 0.00 | 0.00 |
| Charges for sevicees | | | | | | | | | | |
| 44511 Camping Fees | (3,660.00) | (30.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 44512 Truck Pull Revenue | (1,942.79) | (9,946.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 44513 Demo Derby Revenue | (10,000.00) | (24,633.63) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 44514 Commercial Booth Rentals | (78,775.00) | (3,500.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 44515 Parking Fees | (2,555.00) | (81,965.19) | (466.00) | 0.00 | 565.74 | 0.00 | 0.00 | | | |
| 44517 Sponsorship Fees | (11,833.34) | (3,916.66) | (2,450.00) | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 44518 Carnival Fees | 0.00 | (95,092.35) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 44522 Entry Fees | (2,562.00) | (45.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 44526 Monster Truck Revenue | (8,412.91) | (21,722.47) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 44527 Motorsports - Misc | (6,179.30) | (4,330.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| TOTAL | (125,920.34) | (245,181.30) | (2,916.00) | 0.00 | 565.74 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous revenues | | | | | | | | | | |
| 48195 Reimbursement of expenses | (1,990.00) | (646.62) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 48205 Concessions | (14,125.00) | (96,470.13) | (21,962.00) | 0.00 | (2,505.00) | 0.00 | 0.00 | | | |
| 48225 Other miscellaneous revenue | (281.50) | (2,402.66) | (913.65) | (151.76) | 0.00 | 0.00 | 0.00 | | | |
| Total | (16,396.50) | (99,519.41) | (22,875.65) | (151.76) | (2,505.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Revenues | (142,316.84) | (344,700.71) | (25,791.65) | (151.76) | (1,939.26) | (36,030.72) | 0.00 | 0.00 | 0.00 | 0.00 |
| Personal Services | | | | | | | | | | |
| 51110 Temporary salaries | 0.00 | 0.00 | 0.00 | 7,849.18 | 420.51 | 0.00 | 0.00 | | | |
| 51115 Overtime and other pay | 0.00 | 0.00 | 0.00 | 2,693.24 | 0.00 | 0.00 | 0.00 | | | |
| 51125 FICA | 0.00 | 0.00 | 0.00 | 806.51 | 32.17 | 0.00 | 0.00 | | | |
| 51130 Workers compensation | 0.00 | 0.00 | 0.00 | 105.00 | 5.24 | 0.00 | 0.00 | | | |
| 51135 Employer paid work day tax | 0.00 | 0.00 | 0.00 | 11.17 | 0.33 | 0.00 | 0.00 | | | |
| 51140 Pers Contribution | 0.00 | 0.00 | 0.00 | 412.41 | 42.29 | 0.00 | 0.00 | | | |
| 51155 Life and long term disability in | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 51160 Unemployment insurance | 0.00 | 0.00 | 0.00 | 84.60 | 4.25 | 0.00 | 0.00 | | | |
| 51165 Tri-Met tax | 0.00 | 0.00 | 0.00 | 70.22 | 2.71 | 0.00 | 0.00 | | | |
| 51199 Misc Personal Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| TOTAL | 0.00 | 0.00 | 0.00 | 12,032.33 | 507.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| <i>Account</i> | <i>JUL-10</i> | <i>AUG-10</i> | <i>SEP-10</i> | <i>OCT-10</i> | <i>NOV-10</i> | <i>DEC-10</i> | <i>JAN-11</i> | <i>FEB-11</i> | <i>MAR-11</i> | <i>APR-11</i> |
|---------------------------------------|---------------------|---------------------|--------------------|------------------|-------------------|--------------------|-----------------|---------------|---------------|---------------|
| Materials and Supplies | | | | | | | | | | |
| 51210 Supplies- general | 18,881.86 | 0.00 | 1,627.76 | 0.00 | 0.00 | 0.00 | 252.23 | | | |
| 51285 Services -professional services | 36,212.63 | 48,943.77 | 0.00 | 0.00 | 139.75 | 0.00 | 0.00 | | | |
| 51295 Advertising and public notice | 104,749.42 | 595.00 | 0.00 | 0.00 | 0.00 | 375.00 | 0.00 | | | |
| 51305 Communications-services | 0.00 | 1,890.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 51310 Utilities | 0.00 | 7,595.35 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 51320 Repair & maint services-genera | 24.70 | 2,147.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 51345 Lease and rentals - equipment | 7,332.00 | 25,863.95 | 779.75 | 65.39 | 0.00 | 0.00 | 0.00 | | | |
| 51350 Dues and membership | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 | 87.50 | 0.00 | | | |
| 51355 Training and education | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 512.50 | | | |
| 51360 Travel expense | 0.00 | 0.00 | 71.50 | 0.00 | 0.00 | 333.10 | 520.45 | | | |
| 51365 Private mileage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 70.98 | 97.82 | | | |
| 51475 Printing- Internal | 1,333.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 51550 Other materials and services | 300.00 | 544.05 | 792.00 | 218.40 | 3,580.02 | 0.00 | 0.00 | | | |
| TOTAL | 168,834.31 | 87,579.62 | 3,271.01 | 583.79 | 3,719.77 | 866.58 | 1,383.00 | 0.00 | 0.00 | 0.00 |
| Other Expenditures | | | | | | | | | | |
| 52005 Bank Service Charge | 0.00 | 1,098.46 | 679.66 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 52130 Other Special Expenditures | 20,065.50 | (8,211.92) | 620.40 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 52146 Entertainment Expenses | 98,595.60 | 22,020.75 | 3,117.25 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 52147 Open Class Expenses | 33,872.81 | (5,427.84) | 0.10 | 0.00 | (19.00) | 0.00 | 11.17 | | | |
| 52148 4-H Expenses | 15,156.92 | 4,968.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 52149 FFA Expenses | 4,825.26 | 3,436.68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 52150 Truck Pull Expenses | 15,020.50 | 380.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 52151 Demo Derby Expenses | 14,473.00 | 1,137.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 52152 Monster Truck Expenses | 14,482.00 | 1,202.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 52153 Motorsports - Misc | 14,199.25 | 1,164.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| Total | 230,690.84 | 21,769.04 | 4,417.41 | 0.00 | (19.00) | 0.00 | 11.17 | 0.00 | 0.00 | 0.00 |
| Total Expenditures | 399,525.15 | 109,348.66 | 7,688.42 | 12,616.12 | 4,208.27 | 866.58 | 1,394.17 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | (142,316.84) | (344,700.71) | (25,791.65) | (151.76) | (1,939.26) | (36,030.72) | 0.00 | | | |
| TOTAL EXPENDITURES | 399,525.15 | 109,348.66 | 7,688.42 | 12,616.12 | 4,208.27 | 866.58 | 1,394.17 | | | |

Washington County Fair Strategic Plan (DRAFT)

Mission Statement: The Mission of the Washington County Fair Board is to present a County Fair that embraces the heritage, values, diversity and future of Washington County with a focus on educating and entertaining the community.

Purpose:

The purpose of the Washington County Fair Board is:

1. To plan, prepare and oversee the production of the County Fair with the Fair Manager.
 2. To promote the annual County Fair to the citizens of Washington County and Oregon.
-

Strategic Goals:

Goal One: Hold an annual event that reflects the Mission of the Fair Board

Action: Develop a new Mission Statement for the Annual County Fair

1. Reflects current values and needs of the citizens of Washington County
2. Develop a plan to integrate the Mission into the event.

Deadline:

Evidenced by:

Goal Two: Create and review policies that support the mission statement.

Action: Identify, draft and recommend policy.

1. Staff Recommendation
2. Board Recommendation

Deadline:

Evidenced by:

Goal Three: Involve the Community

Action: Involve the community in a variety of areas

1. Seek input
2. Provide ways to volunteer
3. Provide ways to participate

Deadline:

Evidenced by:

Goal Four: Increase attendance to 100,000 +

Action: Program Changes, Promotions, Advertising & Marketing, Outreach

1. Promotion of new Carnival & Carnival Wristbands
2. Promotion of special events & other offerings such as Fair food
3. Advertising and outreach to East County and beyond
4. Retention of existing attendees
5. Involve the community
6. Education - agriculture, nutrition, high tech & other
7. Increase marketing – identify targets & media goals

Deadline:

Evidenced by:

Goal Five: Increase revenue

Action: Identify where higher revenue can be realized or new revenue streams can be implemented

1. Increase Sponsorship – Resource identification, program development
2. Seek grants & grant writer
3. Fee Schedules – review annually

Deadline:

Evidenced by:

Goal Six: Develop local corporate & community partnerships

Action: Identify strategies to involve businesses & community

1. Corporate (Large)
2. Small Business
3. Non-Profit Organizations

Deadline:

Evidenced by:

Goal Seven: Showcase the best of local agriculture, industry & business

Action: Identify & develop ways to involve and educate

1. Local Food System – Markets, Restaurants, Sustainability, Distribution
2. Nurseries, Small Farms, Urban, Fiber, Pests, etc.
3. Innovation/Technology
4. Livestock, including backyard

Deadline:

Evidenced by:

Goal Eight: Pursue sustainability through operations & community awareness

Action: Identify how to improve/implement sustainable practices into operation of the Fair

1. Work with County Sustainability Coordinator
2. Energy Efficiency
3. Food Waste/Other Waste
4. Recycling Efforts
5. Master Gardeners
6. Product Use
7. Showcase where possible

Deadline:

Evidenced by:

Goal Nine: Encourage local and regional jurisdictional relationships

Action: Gain greater community involvement and recognition through involvement with public agencies

1. Involvement/Participation at Fair
2. Seek input
3. Showcase to the Community
4. Service partnerships

Deadline:

Evidenced by:

Goal Ten: Showcase cultural diversity

Action: Recognize and celebrate the unique diversity of the community by:

1. Program enhancements
2. Education
3. Participation

Deadline:

Evidenced by:

County of Washington

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

FAX MEMORANDUM

Date: January 28, 2011

To: Washington County Fair Board

From: Rod Rice, Deputy County Administrator
Leah E. Perkins-Hagele, Fair Complex Manager

Re: Fair Board Policies

Attached are the draft policies you will be asked to consider. The existing policies are first and the new draft is second for each.

301- Non-paid Use
305- Advertising
306- Access to Facilities
307- Weapons and Alcohol

The existing Policy 304- Utilization of Fair Complex Facilities- is also included. The policy pertains to interim use and it is recommended that it be rescinded.

Policy 302-Volunteers- was scheduled for review at your February meeting. Staff continues to work on a draft revision with County Counsel and Risk Management. The document will be available for your March meeting.

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 301

Non-Paid Use of Fair Complex Facilities

RECITALS

- A. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- B. WHEREAS, the Washington County Fair Board believes that it is in the best interest of the Fair Complex and the management of Fair Complex facilities to determine when non-paid use of Fair Complex Facilities shall be authorized.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Rental income of Fair Complex facilities and equipment is a major source of revenue for the Washington County Fair Complex. Non-paid use of Fair Complex facilities and equipment should be provided only in cases when such non-paid usage is essential to support programs and activities that directly support the annual Washington County Fair & Rodeo. Accordingly, the following policies and procedures are adopted:

I. CONDITIONS: Non-paid usage of Fair Complex facilities may be provided under the following conditions.

- A. Organizations requesting non-paid usage of Fair Complex facilities are limited to those non-profit organizations whose activities directly support the annual Washington County Fair & Rodeo. These non-profit organizations include, but are not limited to, Rodeo Committee, Fair Boosters, 4H, FFA, Washington County Livestock Association, Washington County Sheriff's Posse, Washington County Master Gardeners.
- B. Fair Complex approval to an organization to use its facilities and/or equipment on a non-paid basis is limited to the rental of the facility and/or equipment only. The Fair Complex may charge for expenses associated with a non-paid event if said expenses are material. Such expenses include, but not limited to, garbage removal, janitorial services and supplies, additional or excess utilities usage, staff time to set-up, tear-down or load-out event, staff overtime to cover extended event hours, etc.
- C. Non-paid usage of Fair Complex facilities shall be evidenced by a Washington County Fair Complex Facility and Equipment Rental Contract (Exhibit I) signed by authorized representatives of both parties. The Fair Complex may exempt the Fair Boosters and the Rodeo Committee from this requirement.

- D. Use of Fair Complex facilities by such organizations shall support or be in connection with the organization's activities associated with the annual Washington County Fair & Rodeo.
- E. Organizations allowed to use Fair Complex facilities at no charge shall not use such facilities for the purpose of raising funds unless said funds directly support activities associated with the annual Washington County Fair & Rodeo.
- F. Approval by the Fair Complex for non-paid usage shall be based upon availability of facilities.
- G. Fair Complex may withdraw its permission to permit an organization to use its facilities under this policy should said facilities be subsequently requested for paid usage. Such withdrawal by the Fair Complex shall not occur within 60 days of the organization's scheduled event.
- H. Organizations authorized to use of Fair Complex facilities and/or equipment shall return the Fair Complex facilities and/or equipment in the same or better condition than received from the Fair Complex. Should the Fair Complex finds that its facilities and/or equipment was not returned in the same or better condition, the Fair Complex may make necessary repairs at the organization's expense.
- I. Fair Complex may limit the number of non-paid events approved for each organization.

II. NOTIFICATION: Staff shall report all contracts where non-paid use is approved at the next regularly scheduled Board Meeting. Such report shall include the fair market value of the Fair Complex facilities and/or equipment used.

III. REPORTS: Following each non-paid event, the organization shall file a report with the Fair Complex noting the total number of individuals attending the non-paid event and the total funds raised, if any.

Dated this 5th day of February 2003.

ATTEST:

Executive Director

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 301

Non-Paid Use of Fair Complex Facilities During the County Fair

RECITALS

1. Organizations requesting non-paid usage of Fair Complex facilities and/or equipment during the annual Washington County Fair are limited to those non-profit organizations whose activities directly support the annual Washington County Fair.
 - a. Fair Board approval to an organization to use its facilities and/or equipment during the annual Washington County on a non-paid basis is limited to the rental of the facility and/or equipment only. The Fair Board may charge for material expenses including, but not limited to, garbage removal, janitorial services and supplies, additional or excess utilities usage, staff time to set-up, tear-down or load-out event, staff overtime to cover extend event hours, etc.
 - b. Non-paid usage of Fair Complex facilities and/or equipment shall be evidenced by a Washington County Fair Complex Facility and Equipment Rental Contract (Exhibit I) signed by authorized representatives of both parties.
 - c. Use of Fair Complex facilities and/or equipment by such organizations shall support or be in connection with the organization's activities associated with the annual Washington County Fair.
 - d. Organizations allowed to use Fair Complex facilities and/or equipment at no charge shall not use such facilities and/or equipment for the purpose of raising funds unless said funds directly support the annual Washington County Fair.
 - e. Approval by the Fair Board for non-paid usage shall be based upon availability of facilities and/or equipment.
 - f. The Fair Board may withdraw its permission to permit an organization to use its facilities and/or equipment under this policy should said facilities and/or equipment be subsequently requested for paid usage. Such withdrawal by the Fair Complex shall not occur within 60 days of the annual Washington County Fair.
 - g. Organizations authorized to use of Fair Complex facilities and/or equipment shall return the Fair Complex facilities and/or equipment in the same or better condition than received from the Fair Complex. Should the Fair Complex

finds that its facilities and/or equipment was not returned in the same or better condition, the Fair Complex may make necessary repairs at the organization's expense.

2. Organizations requesting non-paid use of Fair Complex facilities and/or equipment during the annual Washington County Fair shall submit to the Fair Board, on or before the February Fair Board Meeting preceding each annual Washington County Fair, a written request that states:
 - a. the organization's non-profit status
 - b. the organization's planned activities at the annual Washington County Fair
 - c. the organization's support for and/or connection to the annual Washington County Fair
 - d. how funds, if raised by the organization during the annual Washington County Fair, would directly support the annual Washington County Fair.
3. The Fair Board shall, by Board action, approve or deny requests for non-paid use of facilities and/or equipment as part of the Board's planning for annual Washington County Fair events.
4. For the annual Washington County Fair immediately following the adoption of this policy, the Fair Board may, by Board action, review and approve or deny non-paid use of facilities and/or equipment for organizations granted said approval prior to the approval of this policy without requiring written requests.
5. Following each annual Washington County Fair, organizations shall file a report with the Fair Board noting the total number of individuals attending the non-paid event and the total funds raised, if any.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR COMPLEX BOARD

Policy Resolution 304

Utilization of Fair Complex Facilities

RECITALS

- A. WHEREAS, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the Washington County Fair Complex;
- B. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- C. WHEREAS, the Washington County Fair Complex manages, on behalf of the Washington County, public properties consisting of land, buildings, improvements and equipment purchased with public funds; donated in whole or part by private funds; and/or built and maintained in whole or part by volunteer labor or services; and
- D. WHEREAS, the Washington County Fair Board believes that it is in the best public and economic interest of the Fair Complex and Washington County to determine the use of such public properties.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

In the economic interest of the Washington County Fair Complex and to the maximum extent practical, it is the policy of the Washington County Fair Complex Board, to market and utilize on a fee-for-use basis, the use and enjoyment of properties and facilities managed by the Washington County Fair Complex. Such use shall be consistent with industry practices, principles of good business management, and within the rules, guidelines and policies established by the Fair Complex Board.

This policy shall not conflict with other policies as maybe adopted regarding use by non-profit groups and other public interest groups.

Any conflict between this policy and other policies established by the Fair Complex Board shall be resolved by the Complex's Executive Director and reported to the Fair Complex Board at its next regular Board meeting.

Dated this 1st day of September 2004.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 305

Advertising, Canvassing or Soliciting Policy

RECITALS

- (a) **WHEREAS**, the Washington County Fair Board has the exclusive authority to manage the grounds and all other property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- (b) **WHEREAS**, the Washington County Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair; and
- (c) **WHEREAS**, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- (1) During activities associated with the annual County Fair & Rodeo, no advertising, canvassing or soliciting, and no dissemination of written materials is permitted within the fenced-in portions of the Washington County Fair Complex property, and the air space above, except by persons exhibiting as lessees under exhibit space or sponsorship agreements signed by the Washington County Fair Complex.
- (2) During activities not associated with the annual County Fair & Rodeo, no advertising, canvassing or soliciting, and no dissemination of written material is permitted within the fenced-in portions of the Washington County Fair Complex, except in areas under the control, and rented by, a permittee(s). All such activity must be approved by the permittee(s) and confined to the areas within and/or adjacent to the facilities under the permittee's control. These areas include, but are not limited to, exhibit halls, barns, entrances, walkways and areas adjacent to such areas, such as parking lots.
- (3) During activities not associated with the annual County Fair & Rodeo, persons or groups are not prohibited from renting space in available facilities, outside the control of other permittee(s), for the purpose of advertising, canvassing or soliciting. Available facilities do not include public parking lots used or available for use during other activities or events.
- (4) No person or group shall use the properties of the Washington County Fair Complex to advertise products, goods, or services of a commercial nature, or solicit funds without the expressed written consent of the Washington County Fair Complex.
- (5) Canvassing, soliciting, and dissemination of written materials of a non-commercial nature is permitted on the Complex parking lot, if not under license, and on other property of the Washington County Fair Complex outside the fenced-in portions of the Washington County

Fair Complex. Such activities must be conducted in accordance with the following conditions:

- (a) Parking lot entrances, exits, and travel lanes must not be obstructed. Interference with traffic flow and with the duties of traffic attendants is prohibited.
 - (b) The use of land vehicles, including but not limited to cars, trucks, and other motorized vehicles, bicycles, scooters, skateboards, and skates is prohibited. Use of air vehicles is prohibited. Use of land vehicles as platforms or other temporary or permanent structures or platforms is prohibited.
 - (c) A person conducting such activity shall not place pamphlets, leaflets, or other material in or on any vehicles in the parking lots. Such activity must be conducted with pedestrians only, after their vehicles have been parked and they have exited.
 - (d) Loudspeakers and other sound devices are prohibited.
 - (e) Activity causing a crowd to gather is prohibited if pedestrian or vehicular traffic is obstructed or impeded.
 - (f) Activity conducted within twenty feet of an admission gate or ticket booth is prohibited.
 - (g) Activity conducted within five feet of an entrance or gate provided through fenced-in portions of the Washington County Fair Complex where access is provided to the general public is prohibited.
 - (h) Active obstruction of a Complex employee, contractor, subcontractor, agent or visitor's line of travel or active detention of a Fair employee, contractor, subcontractor, agent or visitor against his will is prohibited.
 - (i) Abusive language and actual or threatened physical harm directed against a Complex employee, contractor, subcontractor, agent or visitor is prohibited.
- (6) Any person or group canvassing, soliciting or disseminating materials covered by this policy must fill out a registration form and submit it along with a copy of each item to be distributed, petition to be signed, or any other materials to be used to the Washington County Fair Complex, 873 34th Avenue, Hillsboro, Oregon, 97124, at least 24 hours prior to such canvassing, soliciting or dissemination of material. Materials not submitted at least 24 hours in advance shall not be used.
- (7) Any person or group who places, or allows the placement of pamphlets, leaflets, or other material in or on vehicles or advertises or solicits funds without the expressed written consent of the Washington County Fair Complex, will be subject to a \$100 fine for each occurrence.

(8) Persons or groups are not prohibited from advertising, canvassing or soliciting on public sidewalks located on 34TH Avenue, Cornell Road or 28th Avenue, however, their activities may be restricted by city ordinance if such activities disturb the public peace, impede pedestrian or vehicular traffic, or create a public disturbance.

Dated this 7th day of April, 2004.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy 305

Advertising, Canvassing or Soliciting Policy

1. During activities associated with the annual Washington County Fair, no advertising, canvassing or soliciting, and no dissemination of written materials or products is permitted within the fenced-in portions of the Washington County Fair Complex property, parking lots or the air space above, except by persons exhibiting as lessees under exhibit space or sponsorship agreements signed by the Washington County Fair Manager.
2. No person or group shall use the properties of the Washington County Fair Complex during the annual Washington County Fair to distribute or advertise products, goods, or services of a commercial nature, or solicit funds without the expressed written consent of the Washington County Fair Manager.
3. Canvassing, soliciting, and dissemination of written materials of a non-commercial nature during the annual Washington County Fair is permitted on the Complex parking lot, if not under license, and on other property of the Washington County Fair Complex outside the fenced-in portions of the Washington County Fair Complex. Such activities must be conducted in accordance with the following conditions:
 - (a) Parking lot entrances, exits, and travel lanes must not be obstructed. Interference with traffic flow and with the duties of traffic attendants is prohibited.
 - (b) The use of land vehicles, including but not limited to cars, trucks, and other motorized vehicles, bicycles, scooters, skateboards, and skates is prohibited. Use of air vehicles is prohibited. Use of land vehicles as platforms or other temporary or permanent structures or platforms is prohibited.
 - (c) A person conducting such activity shall not place pamphlets, leaflets, or other material in or on any vehicles in the parking lots. Such activity must be conducted with pedestrians only, after their vehicles have been parked and they have exited.
 - (d) Loudspeakers and other sound devices are prohibited.
 - (e) Activity causing a crowd to gather is prohibited if pedestrian or vehicular traffic is obstructed or impeded.
 - (f) Activity conducted within twenty feet of an admission gate or ticket booth is prohibited.
 - (g) Activity conducted within five feet of an entrance or gate provided through fenced-in portions of the Washington County Fair Complex where access is provided to the general public is prohibited.
 - (h) Active obstruction of a Complex employee, contractor, subcontractor, agent or visitor's line of travel or active detention of a Fair employee, contractor, subcontractor, agent or visitor against his will is prohibited.
 - (i) Abusive language and actual or threatened physical harm directed against a Complex employee, contractor, subcontractor, agent or visitor is prohibited.

4. Any person or group canvassing, soliciting or disseminating materials of a non-commercial nature covered by this policy during the annual Washington County Fair must fill out a registration form and submit it along with a copy of each item to be distributed, petition to be signed, or any other materials to be used to the Washington County Fair Complex, 873 34th Avenue, Hillsboro, Oregon, 97124, at least 24 hours prior to such canvassing, soliciting or dissemination of material. Materials not submitted at least 24 hours in advance shall not be used.
5. Any person or group who places, or allows the placement of pamphlets, leaflets, or other material in or on vehicles or advertises or solicits funds or distributes products during the annual Washington County Fair without the expressed written consent of the Washington County Fair Manager, will be subject to a \$100 fine for each occurrence.
6. Persons or groups are not prohibited from advertising, canvassing or soliciting or distributing products during the annual Washington County Fair on public sidewalks located on 34th Avenue, Cornell Road or 28th Avenue; however, their activities may be restricted by city ordinance if such activities disturb the public peace, impede pedestrian or vehicular traffic, or create a public disturbance.

Approved this _____ day of _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR COMPLEX BOARD

Policy Resolution 306

Access to Fair Complex Facilities

RECITALS

- A. WHEREAS, the Washington County Fair Board has the exclusive authority to manage all property owned, leased, used or controlled by the County devoted to the use of the County Fair;
- B. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- C. WHEREAS, the Washington County Fair Complex manages, on behalf of the Washington County, public properties consisting of land, buildings, improvements and equipment purchased with public funds; donated in whole or part by private funds; and/or built and maintained in whole or part by volunteer labor or services; and
- D. WHEREAS, the Washington County Fair Board believes that it is in the best interest of the Fair Complex and Washington County to establish a policy regarding access and trespass at the Fair Complex,

NOW THEREFORE, BE IT RESOLVED:

- 1. The purpose of this policy is to govern conditions of use and access to the Washington County Fair Complex facilities both during and after normal business hours in order to maintain the integrity and security of the facilities, to protect the public who is using the facilities, and to protect employees who work within the facilities.
- 2. The Washington County Fair Complex Board considers the security of the facilities, the public using those facilities, and security of its employees to be a priority. The Washington County Fair Complex Board hereby implements these measures to protect critical infrastructure.
- 3. During the time period in which scheduled activities or events are underway at the Washington County Fair Complex, those gates within the facility that allow the most convenient access for those producing the event and those attending the event, will be opened allowing entry into the facility. Gates and access points that do not directly apply to said activities will remain locked.

4. During time periods when no activities or events are scheduled at the Washington County Fair Complex, all gates and access points within the facility will be locked. Those wishing to gain access to the facility are required to check with the Administrative Office during regular business hours, Monday through Friday, from 8 AM to 5 PM to explain the need to enter the grounds and what area of the facility access is required. Subsequent arrangements will be made with Staff to unlock the necessary gates once the need is stated and approved by Staff. Access to the facility outside of regular business hours and on weekends needs to be arranged at least 24 hours in advance. All individuals at the Washington County Fair Complex without permission to enter the Fair Complex shall be considered trespassers.
5. The Washington County Fair Complex Board grants the Washington County Fair Complex Staff the authority to question individuals as to their reason for being on the grounds if individuals are found to be accessing areas of the facility not directly related to scheduled activities underway, or are accessing areas of the facility not directly related to their stated business or project which gained them pre-arranged access to the facility.
6. If upon questioning the individual, or individuals, Staff deems there is no need for access to the part of the facility in question, the staff can ask the parties involved to vacate that part of the facility and either return to the area of their intended use on the property, or to leave the facility entirely.
7. If staff determines that in order to maintain the integrity and security of the facilities, to protect the public who is using the facilities, and/or to protect employees who work within the facilities, it must refuse entry or eject an individual or individuals, the Fair Complex Board grants Staff the authority to refuse entry or eject such individual or individuals.
8. Staff shall contact law enforcement if an individual or individuals enter the Fair Complex without permission and/or refuse to leave the Fair Complex upon being ejected by Staff.

Any conflict between this policy and other policies established by the Fair Complex Board shall be resolved by the Complex's Executive Director and reported to the Fair Complex Board at its next regular Board meeting.

Dated this ___ day of _____, 2008.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR COMPLEX BOARD

Policy 306

Access to Fair Complex Facilities

1. During the annual Washington County Fair, those gates within the facility that allow the most convenient access for those producing the event and those attending the event, will be opened allowing entry into the facility. Gates and access points that do not directly apply to said activities will remain locked.
2. The Washington County Fair Board grants the Washington County Fair Manager and/or his/her designee the authority to question individuals during the annual Washington County Fair if individuals are found to be accessing areas of the facility not directly related to their stated business at the annual Washington County Fair.
3. If upon questioning the individual, or individuals, the Washington County Fair Manager and/or his/her designee deems there is no need for access to the part of the facility in question, the staff can ask the parties involved to vacate that part of the facility or to leave the facility entirely.
4. If the Washington County Fair Manager and/or his/her designee determines that in order to maintain the integrity and security of the facilities, to protect the public who is using the facilities, and/or to protect employees who work within the facilities during the annual Washington County Fair, an individual or individuals must be refused entry or ejected, the Fair Complex Board grants the Washington County Fair Manager and/or his/her designee the authority to refuse entry or eject such individual or individuals.
5. The Washington County Fair Manager and/or his/her designee shall contact law enforcement if an individual or individuals enter the Fair Complex without permission and/or refuse to leave the Fair Complex upon being ejected.

Dated this ____ **day of** _____

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD
Policy Resolution 307
Weapons and Outside Alcohol Policy

RECITALS

- (a) Whereas, pursuant to ORS 565.240, the Washington County Fair Board is authorized to make and enforce all rules and regulations necessary for the proper conduct and management of the annual County Fair; and
- (b) Whereas, security of all guests that attend the annual County Fair is of the utmost importance to the Fair Board; and
- (c) Whereas, the Fair Board deems it necessary that a security check is necessary of all individuals that enter the annual County Fair to make sure that guests are not in possession of illegal weapons or outside alcohol inside the Fairgrounds.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- (1) Fair Complex staff shall contact local law enforcement and discuss security strategies each year before the annual County Fair. Law enforcement shall be encouraged to be present and to patrol the Fairgrounds during the annual County Fair.
- (2) Pursuant to ORS 565.240, during activities associated with the annual County Fair security shall be on site at all times when the County Fair is open to the general public.
- (3) Security shall check each individual for illegal weapons and outside alcohol before entry into the Fairgrounds for the annual County Fair. Security checks shall be consistent for each individual entering into the fairgrounds. Individuals who do not consent to a security check shall not be allowed entry into the Fairgrounds. Fair Complex staff is given authority to provide specific instructions for security staff in advance of each year's County Fair after meeting with local law enforcement authorities. For purposes of this policy, the Fairgrounds consist of all areas inside the fenced off area at the Fair Complex used to conduct the annual County Fair.
- (4) During activities associated with the annual County Fair, no person is allowed to possess a loaded firearm(s) at the Fairgrounds unless the person:
 - a) is a law enforcement officer performing his/her official duties; or
 - b) has a concealed weapon license, can verify the license, and handles the firearm in conformance with concealed weapon license requirements.
- (5) Except as otherwise described above, during activities associated with the annual County Fair, no person other than law enforcement shall be allowed to bring any other weapon, as defined in ORS 166.360(5) into the Fairgrounds.

(6) During activities associated with the annual County Fair, no person shall be allowed to bring any outside alcohol into the Fairgrounds.

(7) Except as otherwise provided above, guests found in possession of the above-mentioned weapons or outside alcohol will be asked to remove the item from the Fairgrounds or dispose of it. Security shall not confiscate any items, nor is security to store or check the above described weapons.

(8) Pursuant to ORS 166.370, it is prohibited for any person to intentionally possess a loaded or unloaded firearm or any other instrument used as a dangerous weapon (as defined in ORS 161.015) in any of the Fair Complex buildings at all times, year round unless the person is:

- a) a law enforcement officer acting within the scope of employment;
- b) a person summoned by law enforcement and engaged in assisting the officer;
- c) a member of the military when engaged in the performance of duty;
- d) possessing a handgun and is licensed to carry a concealed handgun; or
- e) authorized by the Fair Complex Executive Director to possess a firearm or dangerous weapon in the building.

(9) Violation of this policy shall result in denial of entry into the Fairgrounds or ejection from the Fairgrounds. Security shall contact law enforcement if the individual or individuals refuse to leave the Fairgrounds.

(10) Pursuant to the emergency exception found in Section 3 of Policy 101, in order to protect the public health, safety and welfare of guests of the 2009 Washington County Fair, an emergency is declared, and this policy shall be in effect immediately and upon adoption.

DATED this ____ day of _____, 2009.

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD
Policy 307
Weapons and Outside Alcohol Policy

1. The Washington County Fair Manager and/or his/her designee shall contact local law enforcement and discuss security strategies each year before the annual Washington County Fair. Law enforcement shall be encouraged to be present and to patrol the Fairgrounds during the annual Washington County Fair.
2. Pursuant to ORS 565.240, during activities associated with the annual Washington County Fair, security shall be on site at all times when the County Fair is open to the general public.
3. Security shall check each individual for illegal weapons and outside alcohol before entry into the Fairgrounds for the annual Washington County Fair. Security checks shall be consistent for each individual entering into the fairgrounds. Individuals who do not consent to a security check shall not be allowed entry into the Fairgrounds. The Washington County Fair and/or his/her designee is given authority to provide specific instructions for security staff in advance of each year's County Fair after meeting with local law enforcement authorities. For purposes of this policy, the Fairgrounds consist of all areas inside the fenced off area at the Fair Complex used to conduct the annual Washington County Fair.
4. During activities associated with the annual Washington County Fair, no person is allowed to possess a loaded firearm(s) at the Fairgrounds unless the person:
 - a) is a law enforcement officer performing his/her official duties; or
 - b) has a concealed weapon license, can verify the license, and handles the firearm in conformance with concealed weapon license requirements.
5. Except as otherwise described above, during activities associated with the annual Washington County Fair, no person other than law enforcement shall be allowed to bring any other weapon, as defined in ORS 166.360(5) into the Fairgrounds.
6. During activities associated with the annual Washington County Fair, no person shall be allowed to bring any outside alcohol into the Fairgrounds.
7. Except as otherwise provided above, guests found in possession of the above-mentioned weapons or outside alcohol will be asked to remove the item from the Fairgrounds or dispose of it. Security shall not confiscate any items, nor is security to store or check the above described weapons.

8. Pursuant to ORS 166.370, it is prohibited for any person to intentionally possess a loaded or unloaded firearm or any other instrument used as a dangerous weapon (as defined in ORS 161.015) in any of the Fair Complex buildings at all times, during the annual Washington County Fair, unless the person is:
 - a) a law enforcement officer acting within the scope of employment;
 - b) a person summoned by law enforcement and engaged in assisting the officer;
 - c) a member of the military when engaged in the performance of duty;
 - d) possessing a handgun and is licensed to carry a concealed handgun; or
 - e) authorized by the Washington County Fair Manager to possess a firearm or dangerous weapon in the building.

9. Violation of this policy shall result in denial of entry into or ejection from the annual Washington County Fair. Security shall contact law enforcement if the individual or individuals refuse to leave the Fairgrounds.

Approved this ____ day of _____

ATTEST:

Recording Secretary

Fair Board President

Proposal and Request to Operate Breakfast Service at County Fair

History: For the better part of the past century an affordable, nutritious breakfast was available to exhibitors participating at the fair. This has been particularly important for animal exhibitors that either are camping on the fairgrounds or arrive early to do their morning chores. In the past decade the traditional avenues to acquire breakfast are no longer a part of the fair. These had included the 4-H Chuck Wagon, St. Matthews Parish Restaurant and a couple of subsequent commercial vendors. In addition, the 4-H Horse Fair has been scheduled weeks before the rest of the County Fair leaving the 4-H Horse Fair without any options except to leave the fairgrounds.

Proposal: Provide a nutritious, affordable hot breakfast for all exhibitors each morning of the horse fair and the regular fair between the hours of 7 and 9 am. Since the fairgrounds lacks any facilities to prepare a hot breakfast the initial year the Breakfast would be prepared out of the same Chuck Wagon that the Boosters use for their Food Booth in the arena. In addition they would store supplies in an 18' lockable Wells Cargo Trailer. There would need to be an adjacent area for picnic tables. A fee for Breakfast would be established to cover the costs. Likely in the \$4-\$5 range with meal tickets considered. The Fair Boosters would be responsible for all permits, and requirements for operating a temporary restaurant.

Considerations: To provide the best opportunity for success the Fair Boosters request the Fair Board consider the following:

Develop a policy for non-profits to operate at the Fair for special circumstances under the authorization of the Fair Board by waiving normal commercial vendor fees. {There are limited and unique needs that cannot profitably be filled by commercial vendors}.

Reconnect the 4-H Horse Fair with the regular Fair. {This would allow for advantages to a single setup with continuous operation that will help amortize costs, supplies, etc.}.

The Fair Board may want to join with the Boosters in sponsoring an opening day free breakfast. This would clearly provide great connections with exhibitors.

Work with staff to find a dual purpose location to serve Breakfast in the mornings and Food Service in the arena in the evenings. Establish a reasonable set-up and removal plan.

Requested by Dan Logan, Eileen Marxer, Bill Ganger, and Lyle Spiesschaert on behalf of the Fair Boosters. Presented by Dan Logan at the February 2, 2011 Fair Board meeting.

County of Washington

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

FAX MEMORANDUM

Date: January 28, 2011

To: Washington County Fair Board

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

Re: Draft 2011-12 Fair-Time Budget

Attached is the draft of the 2011-12 Fair-Time Budget.

1. I have included the reduced amount from the State Lottery Funds that is administered by the Department of Agriculture. If the funding is reduced further or eliminated we will have to make cuts in expenses in several areas, including entertainment and competitive exhibits.
2. I am budgeting (revenue and expense) for big name entertainment opportunity. This is really just a place holder for if the right opportunity should come our way and if not, we don't do anything.

| | | | | 2011-12 | |
|-----------------------------------|---------|---------|---|------------------|--|
| | | | | Proposed | |
| Fund | Program | Account | Account Name | Budget | Justification's |
| 981010 Fair Revenue | | | | | |
| 200 | 981010 | 43156 | Dept of Agriculture Lottery Funds | (27,000) | If the funding is still in place there will be a minimum of a 25% |
| 200 | 981010 | 44511 | Camping Fees | (4,000) | Exhibitor & Vendor Campers |
| 200 | 981010 | 44512 | Truck Pull Revenue | (18,000) | Friday Arena Admission & sponsorship |
| 200 | 981010 | 44513 | Demo Derby Revenue | (32,000) | Sunday Arena Admission & sponsorship |
| 200 | 981010 | 44514 | Commercial Booth Rentals | (82,500) | |
| 200 | 981010 | 44515 | Parking Fees | (85,000) | |
| 200 | 981010 | 44517 | Sponsorship Fees | (55,000) | Cash Sponsorship (non-arena, non-national act) |
| 200 | 981010 | 44518 | Carnival Fees | (100,000) | |
| 200 | 981010 | 44522 | Entry Fees | (2,500) | Livestock Exhibitor entry fees |
| 200 | 981010 | 44526 | Monster Truck Revenue | (30,000) | Admission & sponsorship |
| 200 | 981010 | 44527 | Misc Arena Revenue | (15,000) | Thursday - Knights of the Realm - Admission & Sponsorship |
| 200 | 981010 | 48195 | Reimbursement of expenses (operating) | (2,500) | Electrical & prizes paid by others |
| 200 | 981010 | 48205 | Concessions | (135,000) | Food & Beverage including Alcohol |
| 200 | 981010 | 48225 | Other miscellaneous revenue-operating | (1,000) | |
| 200 | 981010 | | Entertainment Revenue - Other | (135,000) | National act(s) only if the right opportunity presents itself |
| Total 981010 Fair Revenues | | | | (724,500) | |
| 981010 Fair Expenditures | | | | | |
| 200 | 981010 | 51105 | Wages and salaries | 18,585 | 50% of Fair Office Position |
| 200 | 981010 | 51110 | Temporary salaries | 17,628 | Temp staff hired only for Fair |
| 200 | 981010 | 51115 | Overtime and other pay | 2,000 | Overtime for Fair temps |
| 200 | 981010 | 51125 | FICA | 2,768 | |
| 200 | 981010 | 51130 | Workers compensation | 273 | |
| 200 | 981010 | 51135 | Employer paid work day tax | 39 | |
| 200 | 981010 | 51140 | Pers contribution | 2,481 | |
| 200 | 981010 | 51150 | Health insurance | 7,051 | |
| 200 | 981010 | 51155 | Life and long term disability insurance | 88 | |
| 200 | 981010 | 51160 | Unemployment insurance | 273 | |
| 200 | 981010 | 51165 | Tri-Met tax | 255 | |
| 200 | 981010 | 51199 | Misc Personal Services | | |
| Total Personal Services | | | | 51,440 | |
| 200 | 981010 | 51210 | Supplies- general | 20,000 | Janitorial supplies, ticket stock, etc. |
| 200 | 981010 | 51285 | Services -professional services | 89,000 | Electrician, Security, Service Groups, Ad Agency, etc. |
| 200 | 981010 | 51295 | Advertising and public notice | 105,000 | |
| 200 | 981010 | 51305 | Communications-services | 2,000 | Radios, Extra Phone Lines |
| 200 | 981010 | 51310 | Utilities | 8,000 | Garbage, PGE. |
| 200 | 981010 | 51320 | Repair & maint services-general | 2,200 | Misc repairs to Fair related items |
| 200 | 981010 | 51345 | Lease and rentals - equipment | 34,000 | Generators, Tents, Tables, Chairs, Fencing, Tractors, etc. |
| 200 | 981010 | 51350 | Dues and membership | 750 | OFA, WFA, IAFE, Chamber. Split between programs. |
| 200 | 981010 | 51355 | Training and education | 1,200 | Staff professional development. Split between programs. |
| 200 | 981010 | 51360 | Travel expense | 2,500 | Travel for staff development and training. Split between programs. |
| 200 | 981010 | 51365 | Private mileage | 510 | Staff private mileage to conduct Fair business (meetings, post |
| 200 | 981010 | 51475 | Printing- Internal | 1,300 | Daily Sheets, Hang Tags |
| 200 | 981010 | 51550 | Other materials and services | 5,000 | |

| Total Materials and Supplies | | | | 271,460 | |
|---------------------------------------|--------|-------|-------------------------------|----------------|--|
| 200 | 981010 | 52005 | Bank Service Charge | 2,000 | ATM & Merchant Fees |
| 200 | 981010 | 52130 | Other Special Expenditures | 20,000 | Beverage purchase & other special shows/expenditures. \$125k for general grounds acts & associated costs. \$135k res |
| 200 | 981010 | 52146 | Entertainment Expenses | 260,000 | national acts if the opportunity presents itself |
| 200 | 981010 | 52147 | Open Class Expenses | 28,000 | Premiums, Judges, Ribbons, Clerks. |
| 200 | 981010 | 52148 | 4-H Expenses | 20,000 | |
| 200 | 981010 | 52149 | FFA Expenses | 7,600 | |
| 200 | 981010 | 52150 | Truck Pull Expenses | 16,000 | Promotor fees, equipment rental & other associated costs. |
| 200 | 981010 | 52151 | Demo Derby Expenses | 16,000 | Promotor fees, equipment rental & other associated costs. |
| 200 | 981010 | 52152 | Monster Truck Expenses | 16,000 | Promotor fees, equipment rental & other associated costs. |
| 200 | 981010 | 52153 | Thursday Arena Event Expenses | 16,000 | Promotor fees, equipment rental & other associated costs. |
| Total Other Expenditures | | | | 401,600 | |
| Total 981010 Fair Expenditures | | | | 724,500 | |

| | |
|--------------------------------|-----------|
| Total Revenue | (724,500) |
| Total Expenses | 724,500 |
| Supplement from Program 981005 | - |