

# **NOTICE OF MEETING**

**Washington County Fair Board  
Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, OR 97124  
Wednesday, February 6, 2013  
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, February 6, 2013 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

---

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  
Gary Seidel, Board Member

Erin Wakefield, Board Member  
Andy Duyck, County Commissioner

---

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. in the Floral 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 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 6, 2013

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  
Gary Seidel, Board Member

Erin Wakefield, Board Member  
Andy Duyck, Board Member

---

### **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. January Fair Board Meeting Minutes

### **D. Reports**

1. Financial Report
2. 4-H Update

### **E. Old Business**

1. County Fair 2013 – Update
2. Fundraising/Foundation

### **F. New Business**

1. Request from Fairground Boosters
2. Discussion of adding OSU Ex-Officio Position to the Board
3. Proposed Budget for FY 2013/14

### **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, January 2nd, 2013**

**Convened:** 4:30 pm

**FAIR COMPLEX BOARD:**

President Don McCoun  
Vice President Betty Atteberry  
Board Member Scott Nelson  
Board Member Andy Duyck

Board Member Bill Ganger  
Board Member Gary Seidel  
Board Member Erin Wakefield

**STAFF:**

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

**A) Call to Order**

- 1) President McCoun called the meeting to order at 4:30 p.m. noting all members and staff were present. McCoun also welcomed new member Erin Wakefield to the board.

**B) Oral Communications 1 – NONE**

**C) Approval of Minutes –**

- 1) President McCoun called for a motion to accept the November minutes as submitted. Board Member Scott Nelson made the motion; a second was called by Vice President Atteberry.

**Motion by Board Member Nelson to approve the October Minutes as submitted. 2<sup>nd</sup> by Board Member Atteberry. Motion carried 7-0.**

**D) Reports**

- 1) **Financials** – Fair Manager Leah Perkins-Hagele stated that the majority of the expenses have been received for fair this report shows financials through November 30. Perkins-Hagele stated that the revenue has been examined and redistributed into the appropriate line items as of that date. Perkins-Hagele stated the remaining revenue for the year will be the Department of Agriculture Lottery funds and Transient Lodging Tax. Board Member Nelson asked about the remaining revenue from the Latino concert. Perkins-Hagele stated those funds are still due and the remaining balance will trickle in from deposits paid from other events the promoter books at the complex. Perkins-Hagele closed by stating most of the activity will be dormant until spring when expenses begin for the following fair event. Board Member Nelson asked about the budgeting process and when that begins. Perkins-Hagele stated that the process will begin in the next several weeks.

**Motion by Board Member Duyck to approve the Financials as presented. 2<sup>nd</sup> by Board Member Seidel. Motion carried 7-0.**

- 2) **4-H Update** – Pat Willis stated this time of year is the slower time for the 4H program with the focus being on signing up and training. Willis stated that the program was conducting its civil rights review at this time and will have an update at the next meeting. Willis stated that the program has received grant funding from groups such as Trust Management Inc which helps fund health programs. Willis also

stated that a large grant from The Office of Juvenile Justice and Delinquency Prevention was received as deterring youth from bad choices is a large mission of 4H. Willis closed by stating the leaders are working on solutions to possible issues that could arise with Livestock due to the air show. Board Member Seidel asked if a schedule has been received from the air show. Perkins-Hagele stated that an official schedule has not been received but some information has been given and the livestock committee has determined a tentative schedule. Board Member Duyck suggested that the board consider a liaison from the 4H program sit in on the Board each month to provide input but not be a voting member. Perkins-Hagele stated that she would place this item on the agenda for discussion next month.

#### **E) Old Business**

- 1) **County Fair Update** – Fair Manager Leah Perkins-Hagele began the 2013 update by stating the majority of the work to date has been to plan around the air show. Perkins-Hagele reminded the board that Brad's Reptiles will not return this year as the board agreed to a biennial showing for that exhibit. Perkins-Hagele stated that the Super Science exhibit will return by request from Intel who sponsors the exhibit. Perkins-Hagele stated an offer has been made for the winning act from America's Got Talent and is waiting to hear back from their agent. She continued that the remaining entertainers should be located by attending the Oregon Fairs and Western Fairs Conventions later this month. President McCoun recalled at the previous meeting discussion occurred regarding the issue with the removal of the raw milk from the fair. McCoun stated he met with local dairy farmers to brainstorm for a solution. Perkins-Hagele reviewed the issue for the members present, discussion ensued. Perkins-Hagele stated that ultimately the solution may be for the fair to develop a mobile milk parlor to transport the milk to the creamery and in turn that unit could be rented to other fairs if needed.
- 2) **Fundraising /Foundation-** Fair Manager Perkins-Hagele informed the board that the foundations bank accounts have been opened and the legal fees have been paid for the group. Perkins-Hagele stated that there are a few remaining startup steps to complete but it is anticipated those will be completed in a month.

#### **F) New Business**

- 1) **Board Officer Elections, President & Vice President** – Current President McCoun asked the board to turn to their policy binder for the procedure of the annual election of officers for the board. McCoun read the policy aloud for the board. McCoun then asked for nominations for the position of President. Board Member Nelson nominated Don McCoun, McCoun accepted the nomination. A call for a vote for the candidates was held for the position of President. Unanimous approval for reappointment of Don McCoun as president for the year. President McCoun requested nominations for the position of Vice President. Board Member Seidel nominated Betty Atteberry for reelection to the Vice President position; no other nominations were made for the position. Unanimous approval for reappointment of Betty Atteberry to the Vice President position.

#### **G) Other Matter of Information**

- 1) **County Administrative Update** – Fair Manager Leah Perkins-Hagele stated that the water leak repair is still underway with the last phase to be in the RV Park. Perkins-Hagele stated that the project is expected to be completed by the end of the month. Perkins-Hagele stated that in addition to this project the Livestock Restroom project will begin soon. Board Member Andy Duyck asked for clarification as he understood the project is still under review and should not proceed until the FAC and Board of Commissioners have approved the project. Duyck stated the project is quite expensive and still needs to be discussed. Board Member Nelson asked if this project was sent out to bid. Perkins-Hagele stated the CAO and Facilities department, along with the newly hired project manager, Korlan Tosch, are working on it. Nelson stated that a bid for the materials to be acquired should be considered. Nelson asked

approximately what the current estimated costs are. Perkins-Hagele stated the first estimate that came through was in the \$750,000 range, but that is likely to change as the project is developed. Board Member Duyck stated he has heard conflicting information regarding the cost with some data stating \$400,000. President McCoun added the project is not just for an upgrade to the function of the facility but also the safety concerns for the current layout of the building in regards to protecting youth during the Fair. Board Member Nelson asked if this project fits into the Master Plan. Perkins-Hagele stated this does not impact the Master Plan because it would sit in the same location as the current facility.

- 2) **Other- Board of Commissioners/Fair Board Annual Joint Meeting Review-** President McCoun provided a brief recap of the meeting held on Tuesday December 11<sup>th</sup>, 2012. McCoun stated that he requested an informal meeting with Commissioner Malinowski and Schouten to review the MOU and to deal with any possible concerns or make changes if needed and hopes to accomplish that soon. Board Member Duyck clarified that he had misspoken at that meeting by saying the Fair Board could make changes as needed. Perkins-Hagele stated that both parties must make written requests for any amendments and come to a mutual agreement before the MOU could be modified. Perkins-Hagele also stated that a policy update will be brought before the board in the next month or two for review and approval.
- 3) **Other-Oregon Fairs Convention-** Board Member Bill Ganger stated that the convention is coming up soon and urged the members to attend. Ganger asked if the board would consider donating to the OFA scholarship during the oral auction. Perkins-Hagele stated these scholarships are given to 4H and FFA kids that apply from all over the state. Perkins-Hagele also stated that the fair does give generously to the local 4H and FFA programs already but that shouldn't discourage a donation to the OFA fund. Perkins-Hagele requested the board direct staff to authorize a donation if they wish. President McCoun stated the board would donate at least \$1000. Board Member Seidel agreed that be the minimum and possibly have another \$1000 in reserve if other counties give more. Ganger stated that is does get competitive. Board Member Duyck suggested that a max be set at \$3000 and for the board to be aware of the budget implications.

**H) Oral Communications 2- NONE**

**I) Adjourn**

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:25 p.m.

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

-----  
**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:** February 1, 2013

**To:** Washington County Fair Board

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

**Re:** Financial Reports

The YTD financial statement through December 2012 for Fiscal Year 12/13 are attached.



# Monthly Financial Report

Washington County

Washington County

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

Account	JUL-12	AUG-12	SEP-12	OCT-12	NOV-12	DEC-12	YTD-Actual	Budget	Remaining Budget	%
<b>Intergovernmental revenue</b>										
41025 Transient Lodging Tax	\$ -	\$ (7,559.89)	\$ (8,643.23)	\$ (73,668.63)	\$ (8,356.68)	\$ (2,946.58)	(101,175.01)	(262,500.00)	(161,324.99)	39%
43156 Dept Agriculture Lottery I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	(50,000.00)	(50,000.00)	0%
<b>TOTAL</b>	<b>0.00</b>	<b>(7,559.89)</b>	<b>(8,643.23)</b>	<b>(73,668.63)</b>	<b>(8,356.68)</b>	<b>(2,946.58)</b>	<b>(101,175.01)</b>	<b>(312,500.00)</b>	<b>(211,324.99)</b>	32%
<b>Charges for services</b>										
44511 Camping Fees	\$ (4,290.00)	\$ (180.00)	\$ -	\$ -	\$ -	\$ -	(4,470.00)	(5,000.00)	(530.00)	89%
44512 Truck Pull Revenue	\$ (16,805.00)	\$ -	\$ -	\$ -	\$ (431.00)	\$ -	(17,236.00)	0.00	17,236.00	#DIV/0!
44513 Demo Derby Revenue	\$ (33,248.00)	\$ (30.00)	\$ -	\$ -	\$ (809.00)	\$ -	(34,087.00)	(24,000.00)	10,087.00	142%
44514 Commercial Booth Rentals	\$ (80,049.00)	\$ (3,150.00)	\$ -	\$ -	\$ -	\$ -	(83,199.00)	(90,000.00)	(6,801.00)	92%
44515 Parking Fees	\$ (63,242.22)	\$ (4,678.00)	\$ -	\$ -	\$ -	\$ -	(67,920.22)	(85,000.00)	(17,079.78)	80%
44516 Concert Revenues	\$ (70,428.75)	\$ -	\$ (9,063.19)	\$ -	\$ 336.86	\$ -	(79,155.08)	(135,000.00)	(55,844.92)	59%
44517 Sponsorship Fees	\$ (54,445.00)	\$ (12,500.00)	\$ -	\$ -	\$ -	\$ -	(66,945.00)	(85,000.00)	(18,055.00)	79%
44518 Carnival Fees	\$ (176,655.70)	\$ -	\$ -	\$ -	\$ -	\$ -	(176,655.70)	(183,000.00)	(6,344.30)	97%
44522 Entry Fees	\$ (3,151.00)	\$ (75.00)	\$ -	\$ -	\$ -	\$ -	(3,226.00)	(2,500.00)	726.00	129%
44526 Monster Truck Revenue	\$ (27,020.00)	\$ -	\$ -	\$ -	\$ (923.00)	\$ -	(27,943.00)	(21,000.00)	6,943.00	133%
<b>TOTAL</b>	<b>(529,334.67)</b>	<b>(20,613.00)</b>	<b>(9,063.19)</b>	<b>0.00</b>	<b>(1,826.14)</b>	<b>0.00</b>	<b>(560,837.00)</b>	<b>(630,500.00)</b>	<b>(69,663.00)</b>	89%
<b>Miscellaneous revenues</b>										
48195 Reimbursement of expenses	\$ (2,315.00)	\$ (588.56)	\$ -	\$ -	\$ (1,199.00)	\$ (140.00)	(4,242.56)	(3,500.00)	742.56	121%
48205 Concessions	\$ (109,204.06)	\$ (23,707.85)	\$ (33,180.00)	\$ -	\$ (2,859.00)	\$ -	(168,950.91)	(170,000.00)	(1,049.09)	99%
48225 Other miscellaneous revenues	\$ (6,442.64)	\$ (2,520.09)	\$ (236.08)	\$ -	\$ 5,824.14	\$ -	(3,374.67)	(2,000.00)	1,374.67	169%
49270 PERS Stability Fund	\$ -	\$ (688.25)	\$ -	\$ -	\$ (688.24)	\$ -	(1,376.49)	(2,753.00)	(1,376.51)	50%
<b>Total</b>	<b>(117,961.70)</b>	<b>(27,504.75)</b>	<b>(33,416.08)</b>	<b>0.00</b>	<b>1,077.90</b>	<b>(140.00)</b>	<b>(177,944.63)</b>	<b>(178,253.00)</b>	<b>(308.37)</b>	100%
<b>Total Revenues</b>	<b>(647,296.37)</b>	<b>(55,677.64)</b>	<b>(51,122.50)</b>	<b>(73,668.63)</b>	<b>(9,104.92)</b>	<b>(3,086.58)</b>	<b>(839,956.64)</b>	<b>(1,121,253.00)</b>	<b>(281,296.36)</b>	75%
<b>Personal Services</b>										
51105 Wages & Salaries	\$ 9,055.84	\$ 12,198.22	\$ 12,198.31	\$ 12,299.11	\$ 18,368.67	\$ 12,502.41	76,622.56	160,115.00	83,492.44	48%
51110 Temporary salaries	\$ 5,198.22	\$ 8,379.92	\$ 650.88	\$ -	\$ -	\$ -	14,229.02	13,308.00	(921.02)	107%
51115 Overtime and other pay	\$ -	\$ 4,397.08	\$ -	\$ 4.15	\$ 148.18	\$ -	4,549.41	3,044.00	(1,505.41)	149%
51125 FICA	\$ 1,082.11	\$ 1,899.28	\$ 971.71	\$ 929.94	\$ 1,403.71	\$ 945.10	7,231.85	13,306.00	6,074.15	54%
51130 Workers compensation	\$ 92.75	\$ 273.08	\$ 61.84	\$ 53.06	\$ 79.44	\$ 52.93	613.10	833.00	219.90	74%
51135 Employer paid work day t	\$ 12.36	\$ 21.37	\$ 6.32	\$ 6.00	\$ 7.84	\$ 5.67	59.56	105.00	45.44	57%
51140 Pers Contribution	\$ 1,321.63	\$ 2,039.75	\$ 1,789.01	\$ 1,800.50	\$ 2,712.14	\$ 1,832.63	11,495.66	23,723.00	12,227.34	48%
51150 Health Insurance	\$ 3,665.51	\$ 3,684.62	\$ 3,684.93	\$ 3,685.00	\$ 3,684.92	\$ 3,684.93	22,089.91	41,688.00	19,598.09	53%
51155 Life, long term disability in	\$ 40.26	\$ 40.62	\$ 40.66	\$ 40.72	\$ 41.09	\$ 41.23	244.58	537.00	292.42	46%
51160 Unemployment insurance	\$ 97.13	\$ 135.61	\$ 55.38	\$ 47.48	\$ 71.11	\$ 47.40	454.11	735.00	280.89	62%
51165 Tri-Met tax	\$ 95.57	\$ 168.41	\$ 84.09	\$ 80.05	\$ 121.06	\$ 62.97	612.15	1,240.00	627.85	49%
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00	0%
<b>TOTAL</b>	<b>20,661.38</b>	<b>33,237.96</b>	<b>19,543.13</b>	<b>18,946.01</b>	<b>26,638.16</b>	<b>19,175.27</b>	<b>138,201.91</b>	<b>258,634.00</b>	<b>120,432.09</b>	53%

<i>Account</i>	<i>JUL-12</i>	<i>AUG-12</i>	<i>SEP-12</i>	<i>OCT-12</i>	<i>NOV-12</i>	<i>DEC-12</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>%</i>
<b>Materials and Supplies</b>										
51205 Supplies - Office General	\$ 76.98	\$ 472.04	\$ -	\$ 8.46	\$ -	\$ 247.21	804.69	2,544.00	1,739.31	32%
51210 Supplies- General	\$ 9,694.44	\$ 2,955.92	\$ 8,402.00	\$ 1,501.80	\$ -	\$ -	22,554.16	30,500.00	7,945.84	74%
51285 Services -Professional	\$ 80,696.51	\$ 29,611.47	\$ -	\$ -	\$ 4,500.00	\$ -	114,807.98	135,000.00	20,192.02	85%
51295 Advertising & Public Notic	\$ 97,147.00	\$ 5,332.29	\$ -	\$ -	\$ -	\$ -	102,479.29	130,000.00	27,520.71	79%
51305 Communications - Services	\$ 339.07	\$ 969.26	\$ 84.00	\$ -	\$ -	\$ -	1,392.33	3,000.00	1,607.67	46%
51310 Utilities	\$ 5,910.11	\$ 7,296.35	\$ 3,699.15	\$ 910.31	\$ 818.67	\$ -	18,634.59	24,500.00	5,865.41	76%
51320 Repair & Maint General	\$ 1,441.25	\$ -	\$ 585.00	\$ 9.57	\$ -	\$ -	2,035.82	2,000.00	(35.82)	102%
51340 Lease & Rentals - Space	\$ 3,850.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	5,975.00	5,100.00	(875.00)	117%
51345 Lease & Rentals - Equipm	\$ 10,617.00	\$ 27,731.75	\$ 605.00	\$ 4,320.96	\$ -	\$ -	43,274.71	38,000.00	(5,274.71)	114%
51350 Dues and Membership	\$ 68.75	\$ 275.00	\$ -	\$ -	\$ 300.00	\$ 68.75	712.50	750.00	37.50	95%
51355 Training and Education	\$ -	\$ -	\$ -	\$ -	\$ 184.50	\$ -	184.50	1,000.00	815.50	18%
51360 Travel Expense	\$ -	\$ -	\$ 10.00	\$ 82.80	\$ 562.24	\$ 490.33	1,145.37	5,000.00	3,854.63	23%
51365 Private Mileage	\$ -	\$ 130.35	\$ 164.77	\$ -	\$ 83.60	\$ 47.32	426.04	1,000.00	573.96	43%
51390 Permits, Licenses & Fees	\$ -	\$ 20.00	\$ 851.38	\$ -	\$ -	\$ -	871.38	1,000.00	128.62	87%
51465 - Postage & Freight	\$ 27.65	\$ 40.50	\$ 52.54	\$ -	\$ 39.37	\$ -	160.06	450.00	289.94	36%
51475 Printing- Internal	\$ 1,606.53	\$ 254.92	\$ -	\$ 23.00	\$ -	\$ -	1,884.45	1,500.00	(384.45)	126%
51495 Telephone Monthly	\$ 511.41	\$ 115.30	\$ 238.98	\$ 399.50	\$ -	\$ -	1,265.19	4,000.00	2,734.81	32%
51550 Other materials and servic	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ -	50.00	1,000.00	950.00	5%
<b>TOTAL</b>	<b>211,986.70</b>	<b>75,630.15</b>	<b>15,117.82</b>	<b>7,681.40</b>	<b>6,963.38</b>	<b>1,278.61</b>	<b>318,658.06</b>	<b>386,344.00</b>	<b>67,685.94</b>	<b>82%</b>
<b>Other Expenditures</b>										
52005 Bank Service Charge	\$ 680.41	\$ 5,709.01	\$ 744.49	\$ -	\$ -	\$ -	7,133.91	3,500.00	(3,633.91)	204%
52130 Other Special Expenditure	\$ 11,273.62	\$ 20,119.19	\$ 83.00	\$ 1,246.46	\$ -	\$ 213.55	32,935.82	30,000.00	(2,935.82)	110%
52130 Concert Expenses	\$ 132,848.68	\$ 4,568.40	\$ 1,475.00	\$ -	\$ (250.00)	\$ 399.95	139,042.03	125,000.00	(14,042.03)	111%
52146 Entertainment Expenses	\$ 121,866.95	\$ 40,129.91	\$ -	\$ -	\$ -	\$ -	161,996.86	160,000.00	(1,996.86)	101%
52147 Open Class Expenses	\$ 23,905.91	\$ 11,143.56	\$ (56.00)	\$ -	\$ -	\$ -	34,993.47	30,000.00	(4,993.47)	117%
52148 4-H Expenses	\$ 16,117.20	\$ 6,886.03	\$ 80.00	\$ -	\$ -	\$ -	23,083.23	22,000.00	(1,083.23)	105%
52149 FFA Expenses	\$ 4,146.62	\$ 6,284.03	\$ 80.00	\$ -	\$ -	\$ -	10,510.65	10,000.00	(510.65)	105%
52150 Truck Pull Expenses	\$ 15,924.48	\$ 368.06	\$ -	\$ 226.00	\$ -	\$ -	16,518.54	0.00	(16,518.54)	#DIV/0
52151 Demo Derby Expenses	\$ 16,236.74	\$ 368.07	\$ -	\$ 226.00	\$ -	\$ -	16,830.81	16,000.00	(830.81)	105%
52152 Monster Truck Expenses	\$ 16,279.79	\$ 368.07	\$ -	\$ 226.00	\$ -	\$ -	16,873.86	16,000.00	(873.86)	105%
52153 Thursday Arena Expenses	\$ -	\$ -	\$ -	\$ 226.00	\$ -	\$ -	226.00	0.00	(226.00)	#DIV/0
55110 Other Debt Principal	\$ 74.53	\$ 74.97	\$ -	\$ -	\$ -	\$ -	149.50	0.00	(149.50)	#DIV/0
56110 Other Debt Interest	\$ 7.37	\$ 6.93	\$ -	\$ -	\$ -	\$ -	14.30	0.00	(14.30)	#DIV/0
53010 Interdpt Chg - Indirect Ch	\$ 4,265.25	\$ 4,265.25	\$ 4,265.25	\$ 4,265.25	\$ 4,265.25	\$ 4,265.25	25,591.50	51,183.00	25,591.50	50%
53015 Interdpt Chg - Legal Servi	\$ 405.00	\$ 405.00	\$ -	\$ 202.50	\$ -	\$ 121.50	1,134.00	10,000.00	8,866.00	11%
<b>Total</b>	<b>364,032.55</b>	<b>100,696.48</b>	<b>6,671.74</b>	<b>6,618.21</b>	<b>4,015.25</b>	<b>5,000.25</b>	<b>487,034.48</b>	<b>473,683.00</b>	<b>(13,351.48)</b>	<b>103%</b>
<b>Total Expenditures</b>	<b>596,680.63</b>	<b>209,564.59</b>	<b>41,332.69</b>	<b>33,245.62</b>	<b>37,616.79</b>	<b>25,454.13</b>	<b>943,894.45</b>	<b>1,118,661.00</b>	<b>174,766.55</b>	<b>84%</b>
<b>TOTAL REVENUES</b>	<b>(647,296.37)</b>	<b>(55,677.64)</b>	<b>(51,122.50)</b>	<b>(73,668.63)</b>	<b>(9,104.92)</b>	<b>(3,086.58)</b>	<b>(839,956.64)</b>	<b>(1,121,253.00)</b>	<b>(281,296.36)</b>	
<b>TOTAL EXPENDITURES</b>	<b>596,680.63</b>	<b>209,564.59</b>	<b>41,332.69</b>	<b>33,245.62</b>	<b>37,616.79</b>	<b>25,454.13</b>	<b>943,894.45</b>	<b>1,118,661.00</b>	<b>174,766.55</b>	
							<b>103,937.81</b>	<b>(2,592.00)</b>	<b>(106,529.81)</b>	

## **Proposal and Request to Operate Breakfast Service at County Fair**

**February 6, 2013**

**History:** Following the challenge by the Fair Board in 2010 to come up with a positive and needed contribution for the fair the Boosters suggested producing an Exhibitor Breakfast. After several years without an Exhibitor Breakfast the Boosters were given permission to provide a nutritious Breakfast for Exhibitors, parents and leaders in 2011. Even though the Fair Board took over this function last year the Boosters believe it is still an appropriate role for them. By allowing the Boosters to fill this service role it would reflect positively on them and the Fair Board and would also free up staff and Fair Boards to carry out more important duties.

**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 lack any facilities to prepare a hot breakfast the Boosters would use the same Chuck Wagon that we used in the initial year of the Breakfast in 2011. In addition we would store supplies in an 18' lockable Wells Cargo Trailer. Without arena vending responsibilities the Breakfast might be staged closed to the Exhibitor areas. It would also be nice to have room for picnic tables in the area.

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

- Authorize the Boosters to once again sponsor the Exhibitor Breakfast.
- The Exhibitor Breakfast could include a free day for the Horse Division and also the regular Fair. A nominal fee probably should be charged on other days. In 2011 it was \$3 per plate.

**Request:**

- Support the Boosters by authorizing them to provide a nutritious hot Breakfast for 4-H, FFA, and Open Class Exhibitors, Parents and Leaders during the Horse Division and the regular County Fair in 2013.

- Visit the Fair Boosters at [fairboosters.com](http://fairboosters.com)

**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:** February 1, 2013

**To:** Washington County Fair Board

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

**Re:** Draft Budget for Fiscal Year 2013-2014

Attached is the first draft of the 2013-2014 Fair Budget.

# County Fair 2013-14 Budget Summary - Proposed

				2013-14 Draft	
Fund	Program	Account	Account Name	Budget	Justification's
<b>981010 Fair Revenue</b>					
200	981010	41025	Transient lodgings tax	(320,085.00)	Based upon a 3.5% increase over 2012-13 levels
200	981010	43156	Dept of Agriculture Lottery Funds	(50,000.00)	Based upon 2012-13 levels
200	981010	44511	Camping Fees	(5,000.00)	Exhibitor & Vendor Campers
200	981010	44512	Friday Arena Event	(16,000.00)	Truck Pull Admission & Sponsorship
200	981010	44513	Sunday Arena Event	(34,000.00)	Demolition Derby Admission & Sponsorship
200	981010	44514	Commercial Booth Rentals	(85,000.00)	-
200	981010	44515	Parking Fees	(60,000.00)	-
200	981010	44516	Concert Admissions	-	No Concerts
200	981010	44517	Sponsorship Fees	(75,000.00)	Cash Sponsorship (non-arena)
200	981010	44518	Carnival Fees	(192,500.00)	10% increase
200	981010	44522	Entry Fees	(3,200.00)	Livestock Exhibitor entry fees
200	981010	44526	Saturday Arena Event	(25,000.00)	Monster Truck Show Admission & Sponsorship
200	981010	44527	Thursday Arena Event	-	Free Draft Horse Show
200	981010	48195	Reimbursement of expenses (operating)	(4,500.00)	Electrical & prizes paid by others
200	981010	48205	Concessions	(185,750.00)	Food & Beverage including Alcohol 10% increase
200	981010	48225	Other miscellaneous revenue-operating	(3,000.00)	-
200	981010	49270	PERS Stability Fund	(2,845.00)	
<b>Total 981010 Fair Revenues</b>				<b>(1,061,880.00)</b>	
<b>981010 Fair Expenditures</b>					
200	981010	51105	Wages and salaries	165,072.00	
200	981010	51110	Temporary salaries	17,631.00	
200	981010	51115	Overtime and other pay	3,044.00	
200	981010	51125	FICA	13,438.00	
200	981010	51130	Workers compensation	746.00	
200	981010	51135	Employer paid work day tax	126.00	
200	981010	51140	Pers contribution	31,589.00	
200	981010	51150	Health insurance	42,841.00	
200	981010	51155	Life and long term disability insurance	534.00	
200	981010	51160	Unemployment insurance	715.00	
200	981010	51165	Tri-Met tax	1,269.00	
200	981010	51199	Misc Personal Services		
<b>Total Personal Services</b>				<b>277,005.00</b>	
200	981010	51205	Supplies-office, general	1,000.00	General office supplies.
200	981010	51210	Supplies- general	22,500.00	Janitorial supplies, ticket stock, signs & banners, table covers, etc.
200	981010	51285	Services -professional services	125,000.00	Electrician, Security, Service Groups, Sponsorship, temps, etc.
200	981010	51295	Advertising and public notice	130,000.00	-
200	981010	51305	Communications-services	1,500.00	Radios, Extra Phone Lines, Website Hosting & Registration, Cell Servi
200	981010	51310	Utilities	24,500.00	Garbage & Recycling, PGE, NW Natural, Water/Sewer, Propane
200	981010	51320	Repair & maint services-general	2,000.00	Misc repairs to Fair related items
200	981010	51340	Lease and rentals - space	8,100.00	Office Lease & Port Property Lease
200	981010	51345	Lease and rentals - equipment	45,000.00	Generators, Tents, Tables, Chairs, Fencing, Tractors, Copier, etc.
200	981010	51350	Dues and membership	750.00	OFA, WFA, IAFE, Chamber. Split between programs.
200	981010	51355	Training and education	2,000.00	Staff & board professional development.
200	981010	51360	Travel expense	5,000.00	Travel for staff & board development and training
200	981010	51365	Private mileage	750.00	Private mileage to conduct Fair business
200	981010	51390	Permits, licenses and fees	1,000.00	ASCAP/BMI, Scales, Water Meter, etc

200	981010	51465	Postage and freight- Internal	250.00	-
200	981010	51475	Printing- Internal	2,000.00	Daily Sheets, Hang Tags, Letterhead, Envelopes
200	981010	51495	Telephone monthly- internal	4,000.00	-
200	981010	51550	Other materials and services	500.00	-
<b>Total Materials and Supplies</b>				<b>375,850.00</b>	
200	981010	52005	Bank Service Charge	7,500.00	ATM, Credit Card & Merchant Fees
200	981010	52130	Other Special Expenditures	35,000.00	Beverage purchase & other special expenditures.
200	981010	52139	Concert Expenses	-	No Concerts
200	981010	52146	Entertainment Expenses	185,000.00	Stages, Grounds Acts, Teen Zone & associated costs (\$45k per day)
200	981010	52147	Open Class Expenses	35,000.00	Premiums, Judges, Ribbons, Clerks.
200	981010	52148	4-H Expenses	24,000.00	\$15,000 directly to 4-H. The rest retained for support services
200	981010	52149	FFA Expenses	10,500.00	-
200	981010	52150	Friday Arena Event Expenses	16,500.00	Truck Pull - Promotor fees, equipment rental & other associated costs.
200	981010	52151	Sunday Arena Event Expenses	16,500.00	Demo Derby- Promotor fees, equipment rental & other associated costs.
200	981010	52152	Saturday Arena Event Expenses	16,500.00	Monster Truck - Promotor fees, equipment rental & other associated costs.
200	981010	52153	Thursday Arena Event Expenses	1,000.00	Free Draft Horse Show
200	981010	53010	Interdpt chg-indirect charges	58,525.00	County charges for BOC, Admin Office, Auditor, SS-Admin, Finance, HR, ITS, Insurance, Facilities.
200	981010	53015	Interdpt chg-legal services	3,000.00	County Counsel for Fair Board & Fair related items
<b>Total Other Expenditures</b>				<b>409,025.00</b>	
<b>Total 981010 Fair Expenditures</b>				<b>1,061,880.00</b>	

Total Revenue	(1,061,880)
Total Expenses	1,061,880

-