

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro, OR 97124
Wednesday, February 5, 2014
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday January 5th, 2014 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building. 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

Scott Nelson, President
Erin Wakefield, Vice President
Don McCoun, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Betty Atteberry, 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 5, 2014

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

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Scott Nelson, President
Erin Wakefield, Vice-President
Don McCoun, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Betty Atteberry, 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 2014 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2014
2. Educational Fund Update

F. New Business

1. Animal/Human Disease Contract Training
2. Draft Budget FY 2014/15

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
Thursday, January 2, 2014

Convened: 4:32 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, Fairgrounds Manager
Nancy Karnas, Fair Assistant

A) Call to Order

- 1) President McCoun called the meeting to order at 4:31 p.m. McCoun noted all members and staff were present.

B) Oral Communications 1- None

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the December minutes as submitted. Board Member Seidel asked that a correction be noted under the education fund section that American Airlines does fly to Freeport and he would donate the mileage for the airfare. Seidel asked when the tickert were needed by, Perkins-Hagele stated that would be coordinated with Board Member Nelson and the winner. Board Member Seidel made the motion to accept the minutes as corrected.

Motion by Board Member Seidel to approve the December Minutes as corrected, 2nd by Vice President Atteberry. Motion carried 7-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials were not available due to the end of the year and holidays, they will be available at the February meeting.
- 2) **4-H Update** –Pat Willis stated that he had been working on orientation for the approximately one hundred new volunteers that enroll each year. Mr. Willis stated that he had noticed in the minutes the discussion regarding the difference was between FFA and 4H. Willis stated that FFA is a state funded program and is focused on Agriculture beginning at the high school level. Willis stated that 4H is a K-12 program and every state and county in the US has a program in addition to several other countries. Willis added the 4H program has been around for 115 years starting in Agriculture but also branching into other curriculums based on the needs of the communities they are in. Willis stated it's a weekly based program where kids can interact with positive adult role models. Willis stated the programs are research based from universities and are proven for kids to have success.

E) Old Business

- 1) County Fair Update** – Fairgrounds Manager Leah Perkins-Hagele stated she finalized the contract with Alpha Broadcasting on the partnership for concerts produced by them for one country and one for pop music. Perkins-Hagele stated they will be handling all the logistics for the concerts: tickets sales, stage, lights, the fair would provide some minimal items such as fencing and the electrician. Perkins-Hagele stated that the fair would have a final say on which acts would be chosen to perform. Perkins-Hagele stated that she and Board Member Nelson attending the IAFE convention together and learned a lot. Board Member Nelson stated that he attended several sessions and was very impressed by the presentation from the Calgary Stampede on how they handled their flood tragedy this past year. Perkins-Hagele stated that she attended a class on e-coli and the new guidelines from the CDC will be something the fair will be addressing immediately. Perkins-Hagele stated that while at the workshop several fairs are no longer showing livestock due to the increased lawsuits occurring from these outbreaks. Perkins-Hagele stated that education would need to be a priority for the public and changes will need to be made for exhibitors. Perkins-Hagele stated that a workshop will be occurring at OFA and she is asking some 4H and FFA leaders to attend. Perkins-Hagele stated that the WFA convention is next and the Growing Grove has been nominated for the Merrill Award which is a very prestigious award for innovation in the fair industry. The exhibit is one of five in the running for the award and is very proud to be included in the top five. Perkins-Hagele stated that Sudsy's Barn will be back this year along with Brad's Reptiles which will be very popular. Board Member Ganger stated that Brad from the Reptile exhibit has invited the fair board to visit his facility and suggested that take a field trip and visit. Ganger also asked about the OFA auction night and how much the board would like to donate that evening. Perkins-Hagele stated the donation benefits the Oregon Fairs Foundation. Ganger stated he believed it was three thousand dollars last year. Perkins-Hagele stated she believed it was fifteen hundred dollars. Board Members Seidel and Duyck both stated they had recalled closer to two thousand was agreed. Board Member Duyck moved that the board match the donation from last year 2nd from Board Member Nelson. Perkins-Hagele stated she would have staff look up the actual amount up and advise the board.

Motion by Board Member Duyck to match the Oregon Fairs Foundation Auction Donation from the prior year. 2nd by Board Member Nelson. Motion carried 7-0.

- 2) Educational Fund Board-** Fairgrounds Manager Perkins-Hagele stated that she would have the drawing for the winner of the vacation this evening. President McCoun drew the ticket of Dawn Lee from Portland. Perkins-Hagele stated that an announcement would be made for the winner. President McCoun asked for a recap of the status of the fund. Perkins-Hagele stated a five thousand dollar donation had been received from Chair Duyck and an unannounced five hundred dollars came in from Roy Rogers. A donation from Intel for the work done on the App will be coming in the next few months. McCoun asked how much that would be. Member Wakefield stated approximately eight thousand based on the amount of time spent working. Perkins-Hagele stated that with these planned donation that the fund would be nearly at the thirty thousand dollars needed for the sound system. President McCoun offered a big thank you to Board Member Nelson for the donation of the vacation and also to Board Member Seidel for the airfare.

F) New Business

- 1) Board Elections-** President McCoun directed the members to their bylaws for elections process. McCoun opened the forum for nomination for the office of president for the 2014 year. Board Member Ganger nominated Scott Nelson for President. Board Member Seidel made a motion to close the nominations for president, 2nd by Board Member Atteberry. McCoun asked for a show of hands to all in favor of Scott Nelson being president for 2014. All members raised hands. McCoun stated unanimous

vote in favor of Scott Nelson. McCoun stated that the next office up for election is for Vice President and opened the forum for nominations. Board Member Betty Atteberry nominated Erin Wakefield for Vice President. Board Member Nelson nominated Bill Ganger. Board Member Seidel made a motion to close the nominations for vice president. McCoun asked for the vote for members Wakefield and Ganger, the majority voting for Wakefield. McCoun announced the new President as Scott Nelson and Vice President Erin Wakefield for 2014.

- 2) **Budget Process for FY 2014/15-** Fairgrounds Manager Perkins-Hagele walked the board through the budget timeline. She stated that at the next meeting she will have the draft budget with a narrative to allow for discussion and adjustments. Perkins-Hagele stated at the March meeting the final budget will be reviewed and need to be approved to be sent to the county for their public hearings. Perkins-Hagele stated the Board of Commissioners adopts all the department budgets in June. Perkins-Hagele stated that it is very important that all members be present for the next two meetings. Board Member Nelson asked if they would receive the info in advance of the meetings. Perkins-Hagele stated that yes and she encouraged the board ask her any questions. Board Member Ganger asked if there would be a comparison of the prior fiscal year to the projected. Perkins-Hagele stated that the financials would be the comparison document.

G) Other Matter of Information

- 1) **County Administrative Update** –Fairgrounds Manager Perkins-Hagele stated the joint meeting with the Board of Commissioners is January 28th at noon at the Washington Street center. Perkins-Hagele stated this meeting is required annually per the MOU where the board will update the BOC on the Fair, operational issues and evaluation of county support staff. Perkins-Hagele added that a small presentation of the Growing Grove may be a part of the meeting. Perkins-Hagele added that more meetings are occurring regarding the facility and development. She stated a project manager will be hired in February for the plaza and event center planning process. Board Member Duyck added that the City of Hillsboro has expressed interest in the ball fields and he is working with the mayor on a potential improvement to the land that may include an upgraded RV facility for the fairgrounds in exchange for a section of the ball fields. McCoun asked if this land is the nighttime parking area for the fair. Perkins-Hagele stated no it is not the same land used for the parking; it is always used as the ball field. Board Member Nelson asked the status of Gain Share. Duyck stated that it appears to be status quo but possibly a formula change will occur to stabilize growth.

- 2) **Other- NONE**

H) Oral Communications 2- NONE

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:31 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**

MEMORANDUM

Date: January 31, 2014

To: Washington County Fair Board

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

Re: Financial Reports

The monthly financials for FY 13/14 through December 2013 are attached.



Monthly Financial Report

Washington County

Washington County

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

Account	JUL-13	AUG-13	SEP-13	OCT-13	NOV-13	DEC-13	JAN-14	FEB-14	MAR-14	APR-14
Intergovernmental Rev										
41025 Transient Lodge Tax	\$ -	\$ (6,967.22)	\$ (11,039.70)	\$ (84,775.99)	\$ (13,953.40)	\$ (9,734.60)				
43156 Dept Ag Lot. Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTAL	0.00	(6,967.22)	(11,039.70)	(84,775.99)	(13,953.40)	(9,734.60)	0.00	0.00	0.00	0.00
Charges for Seives										
44511 Camping Fees	\$ (4,090.00)	\$ -	\$ (60.00)	\$ -	\$ -	\$ -				
44512 Friday Arena Event	\$ (14,247.00)	\$ 225.00	\$ (205.13)	\$ -	\$ -	\$ -				
44513 Sunday Arena Event	\$ (22,541.00)	\$ 225.00	\$ (205.13)	\$ -	\$ -	\$ -				
44514 Comm Booth Rent	\$ (82,140.00)	\$ -	\$ -	\$ -	\$ -	\$ -				
44515 Parking Fees	\$ (75,120.82)	\$ -	\$ 140.00	\$ -	\$ -	\$ -				
44516 Concert Admissions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
44517 Sponsorship Fees	\$ (37,095.00)	\$ (2,474.00)	\$ -	\$ -	\$ -	\$ -				
44518 Carnival Fees	\$ (182,450.20)	\$ -	\$ -	\$ -	\$ -	\$ -				
44522 Entry Fees	\$ (2,148.00)	\$ -	\$ -	\$ -	\$ -	\$ -				
44526 Sat. Arena Event	\$ (20,354.00)	\$ 225.00	\$ (205.13)	\$ -	\$ -	\$ -				
44527 Thurs. Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTAL	(440,186.02)	(1,799.00)	(535.39)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues										
48195 Reimburse of Exp	\$ (3,520.00)	\$ -	\$ -	\$ (330.00)	\$ -	\$ -				
48205 Concessions	\$ (125,869.28)	\$ (5,464.02)	\$ (20,979.00)	\$ -	\$ -	\$ -				
48225 Other Misc Rev	\$ (2,533.00)	\$ (1,257.57)	\$ -	\$ -	\$ -	\$ -				
49270 PERS Stability Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total	(131,922.28)	(6,721.59)	(20,979.00)	(330.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	(572,108.30)	(15,487.81)	(32,554.09)	(85,105.99)	(13,953.40)	(9,734.60)	0.00	0.00	0.00	0.00
Personal Services										
51105 Wages & Salaries	\$ 9,484.68	\$ 12,764.74	\$ 12,749.30	\$ 12,764.66	\$ 19,270.20	\$ 12,887.80				
51110 Temporary Salaries	\$ 4,989.18	\$ 9,580.97	\$ 3,173.04	\$ 1,545.84	\$ -	\$ -				
51115 Overtime/Other Pay	\$ 294.26	\$ 3,604.02	\$ 156.66	\$ -	\$ 64.95	\$ -				
51125 FICA	\$ 1,122.94	\$ 1,975.93	\$ 1,221.12	\$ 1,085.83	\$ 1,471.08	\$ 976.85				
51130 Workers Comp	\$ 101.07	\$ 156.48	\$ 82.57	\$ 66.20	\$ 74.51	\$ 49.76				
51135 Employer Paid Workday T	\$ 14.98	\$ 26.96	\$ 11.09	\$ 9.63	\$ 10.45	\$ 6.02				
51140 Pers Contribution	\$ 1,451.20	\$ 2,252.40	\$ 1,911.55	\$ 1,889.11	\$ 2,857.06	\$ 1,904.18				
51150 Health Insurance	\$ 3,824.32	\$ 3,824.63	\$ 3,824.40	\$ 3,824.31	\$ 3,824.34	\$ 3,824.33				
51155 Life, Long Term Disability	\$ 48.27	\$ 48.81	\$ 48.69	\$ 48.70	\$ 48.85	\$ 48.93				
51160 Unemployment Insurance	\$ 82.41	\$ 120.57	\$ 63.53	\$ 50.88	\$ 57.29	\$ 38.20				
51165 Tri-Met Tax	\$ 98.07	\$ 174.46	\$ 105.18	\$ 92.56	\$ 124.00	\$ 82.29				
51180 Other Employee Allow	\$ 26.25	\$ 35.00	\$ 35.00	\$ 35.00	\$ 52.50	\$ 35.00				
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTAL	21,537.63	34,564.97	23,382.13	21,412.72	27,855.23	19,853.36	0.00	0.00	0.00	0.00

<i>Account</i>	<i>JUL-13</i>	<i>AUG-13</i>	<i>SEP-13</i>	<i>OCT-13</i>	<i>NOV-13</i>	<i>DEC-13</i>	<i>JAN-14</i>	<i>FEB-14</i>	<i>MAR-14</i>	<i>APR-14</i>
Materials and Supplies										
51205 Supplies - Office	\$ 87.60	\$ 296.18	\$ -	\$ -	\$ -	\$ -				
51210 Supplies- General	\$ 16,987.04	\$ 2,559.94	\$ 1,025.67	\$ -	\$ -	\$ -				
51285 Services -Professional	\$ 66,282.63	\$ 41,727.49	\$ 1,684.70	\$ -	\$ -	\$ -				
51295 Advertising & Public Notic	\$ 64,596.83	\$ 50,447.23	\$ -	\$ -	\$ 625.00	\$ -				
51305 Communications - Service	\$ 35.34	\$ 840.00	\$ (90.00)	\$ -	\$ -	\$ 71.25				
51310 Utilities	\$ 6,616.90	\$ 2,083.10	\$ -	\$ -	\$ -	\$ -				
51320 Repair & Maint	\$ -	\$ 24.63	\$ 338.00	\$ -	\$ -	\$ -				
51340 Lease & Rentals - Space	\$ 2,350.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00				
51345 Lease & Rentals - Equipm	\$ 16,400.85	\$ 33,558.25	\$ -	\$ -	\$ -	\$ -				
51350 Dues & Membership	\$ 68.75	\$ -	\$ -	\$ -	\$ -	\$ -			368.75	
51355 Training & Education	\$ -	\$ -	\$ 159.50	\$ -	\$ 551.50	\$ -				
51360 Travel Expense	\$ -	\$ 6.00	\$ 6.00	\$ -	\$ 681.12	\$ 330.00				
51365 Private Mileage	\$ -	\$ 129.45	\$ 80.11	\$ -	\$ 98.00	\$ 515.87				
51390 Permits, Licenses & Fees	\$ -	\$ -	\$ 861.50	\$ -	\$ -	\$ -				
51465 - Postage & Freight	\$ -	\$ -	\$ 57.91	\$ 35.64	\$ -	\$ 14.33				
51475 Printing- Internal	\$ 1,979.24	\$ -	\$ -	\$ -	\$ -	\$ -				
51495 Telephone Monthly	\$ 599.99	\$ -	\$ -	\$ -	\$ -	\$ -				
51550 Other Materials & Service	\$ -	\$ 1,340.00	\$ -	\$ -	\$ -	\$ -				
TOTAL	176,005.17	133,437.27	4,548.39	460.64	2,380.62	1,725.20	0.00	0.00	0.00	0.00
Other Expenditures										
52005 Bank Service Fees	\$ 163.65	\$ 3,376.42	\$ -	\$ -	\$ -	\$ -				
52130 Other Special Exp	\$ 29,340.35	\$ 3,212.90	\$ 18.95	\$ -	\$ -	\$ -				
52139 Concert Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
52146 Entertainment Exp	\$ 143,918.51	\$ 59,007.24	\$ 130.90	\$ 132.00	\$ -	\$ -				
52147 Open Class Exp	\$ 25,357.73	\$ 9,912.21	\$ -	\$ (56.00)	\$ -	\$ -				
52148 4-H Expenses	\$ 17,125.52	\$ 10,211.25	\$ 1,000.00	\$ -	\$ -	\$ -				
52149 FFA Expenses	\$ 4,261.52	\$ 10,735.77	\$ -	\$ -	\$ -	\$ -				
52150 Friday Arena Exp	\$ 17,607.29	\$ 5,635.94	\$ -	\$ -	\$ -	\$ -				
52151 Sunday Arena Exp	\$ 16,305.96	\$ 5,753.69	\$ -	\$ -	\$ -	\$ -				
52152 Saturday Arena Exp	\$ 17,139.29	\$ 5,850.47	\$ -	\$ -	\$ -	\$ -				
52153 Thursday Arena Exp	\$ 833.34	\$ 559.24	\$ -	\$ -	\$ -	\$ -				
53010 Interdpt Chg - Indirect Ch	\$ 5,070.79	\$ 5,070.79	\$ 5,070.79	\$ 5,070.79	\$ 5,070.79	\$ 5,070.79				
53015 Interdpt Chg - Legal Servi	\$ 1,435.00	\$ 533.00	\$ 82.00	\$ 41.00	\$ 205.00	\$ 41.09				
Total	278,558.95	119,858.92	6,302.64	5,187.79	5,275.79	5,111.88	0.00	0.00	0.00	0.00
Total Expenditures	476,101.75	287,861.16	34,233.16	27,061.15	35,511.64	26,690.44	0.00	0.00	0.00	0.00
TOTAL REVENUES	(572,108.30)	(15,487.81)	(32,554.09)	(85,105.99)	(13,953.40)	(9,734.60)	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	476,101.75	287,861.16	34,233.16	27,061.15	35,511.64	26,690.44	0.00	0.00	0.00	0.00

iafe[®] THE NETWORK!

CONSUMER PROTECTION PROGRAM WORKSHOP

The IAFE, working with Dr. Stephen Neel of Technical Solutions International, developed the Consumer Protection Program workshop to help fairs understand enteric pathogens such as E.Coli and to provide information on controlling traffic flow in all animal areas (not just petting zoos), creating proper signage, installing hand-wash areas and establishing specific cleaning protocols.

The workshop is intensive training and requires approximately eight hours to complete. The format can either be all one day (i.e. 8:00 a.m. to 5:00 p.m. with appropriate breaks and lunch) or an afternoon/ morning combo such as 2-6:00 p.m. on one day and 8:00 a.m. to noon the following.

The facility used needs to be conducive to classroom training with table/ desk space for each participant facing the screen used for the LCD projection of the computer PowerPoint.

The workshop follows this format:

Part 1 = Introduction to enteric pathogens; what they are, the impact to fairs, what's at stake

Part 2 = Understanding enteric pathogens; some microbiology!

Part 3 = Analyzing your facility (everyone brings maps, diagrams of their own fair and time is spent analyzing flow)

Part 4 = Improving Operational Procedures; signage, hand-washing, waste management, etc.

Part 5 = Site evaluation exercises; each attendee examines their own facilities and works on ideas/ plans

Part 6 = Record-keeping

Part 7 = Creating the Consumer Protection Plan

Each attendee receives a 3 ring binder with all the details from the PowerPoint presentation, templates and the tools to go home and work out a plan that is best for their fair. We will also provide certificates of training to each attendee.

The cost for a workshop is \$150 per person. Discounts are available for multiple people from same fair with or without notebook*. We require a minimum of 20 registrants (people) or minimum of \$3,000, for a single workshop. The fee covers the presenters, the binders (as mentioned above) for each attendee, and the travel costs of the presenters.. The training ratio is 1 to 12 of training staff to fairs (not necessarily number of people. The State Association (and/ or its partners) would be asked to cover any meeting room costs, meal/ break costs, and costs for printing/ mailing associated with promoting the event to members.

*2nd person (w/ notebook) -\$135, 3rd (or more, w/ notebook) - \$127.50.

*2nd person (or more, w/ o notebook) - \$119

Here's what other fairs have to say about this workshop:

- ▶ Every fair needs to attend or it reflects poorly on us all
- ▶ Great presentation. Should be mandatory for all fair managers. Thanks!
- ▶ Outstanding workshop – more fairs need to realize it can benefit them. They seem to think it doesn't affect them. We need to keep offering and making available somehow --maybe at state meeting with larger audience.
- ▶ Fantastic presentation, Thanks!
- ▶ It is important to take this workshop seriously because a problem could happen to anyone's fair
- ▶ Thank you – well put together! Very informative and the time went very fast!
- ▶ Thank you for your time, you made us realize some things that need addressed

Contact Marla Calico, marlac@fairsandexpos.com (800-516-0313) for more information

The IAFE Consumer Protection Program Workshop

I. BACKGROUND

Contamination from E. coli and other enteric pathogens has potentially become a significant risk to those who support programs that bring humans and farm animals into close proximity, including state and county fairs, animal expositions, petting zoos, agri-tourism and agriculture in the classroom programs. In October 2012, an outbreak which was associated with the Cleveland County Fair (NC) sickened 106 and a toddler died. Although most who contract E. coli fully recover with no long term side effects a few who contract the disease end up with lifelong health problems. While the health and safety of visitors to programs that bring humans and farm animals together is the number one concern litigation against fairs and fair operators has spiked since 2002. Whether contamination comes from animal, food, human or water sources, the liability remains high and the stakes critical for anybody involved in bringing humans and animals together at a fair, exposition or petting zoo environment.

Recent improvements in the ability to detect E. coli contamination, along with the recent rash of E. coli outbreaks associated with fairs (Lane County Fair, Oregon in 2002; North Carolina State Fair in 2004 and 2011; Fort Bend County Fair, Texas in 2004; Central Florida Fair in 2005; Florida Strawberry Festival in 2005; Florida State Fair in 2005; Fresno County Fair in 2006, Pacific National Exhibition in 2009 and 2011, Western Fair, 2009), underscores the importance of the training offered in this program. By nature, fairs, expositions and petting zoos present an incredibly high potential for contamination, resulting in potential litigation, financial loss and liability if fair operators and petting zoo owners fail to reduce risk and protect their visitors in a “reasonable” manner. Furthermore, increased prevalence of contamination and litigation will drive insurance rates out of reach, or result in insurance coverage being unavailable for petting zoos and animal interaction at fair and expo venues.

II. PROGRAM OVERVIEW

The International Association of Fairs and Expositions (IAFE), working in harmony with Technical Solutions International (TSI), a technical consulting and training firm, has been conducting the “Consumer Protection Program” (CPP) workshop across the United States and Canada since 2005. fairs and expositions. The workshops are designed to train and educate fair operators, petting zoo operators, and other stakeholders who are involved with events which bring humans and farm animals into close proximity. The workshops provide basic information about consumer protection programs while providing hands-on assistance in developing programs and protocols to enhance consumer safety at farm animal-human events.

The workshops adhere to the following structure:

III. WORKSHOP COMPONENTS

The opening session of the workshop includes an overview presentation stressing the importance of proactive control measures to protect consumers at fairs and expositions, provide an historical overview of recent E. coli related litigation in the industry

TOPIC #1 ~ UNDERSTANDING PATHOGENS

This section starts with a detailed overview of pathogens, including methods of transmission, distribution and control. After the participants better understand “The Enemy”, they can begin to appreciate the complexities associated with individual facilities and apply newly learned concepts to their specific location.

TOPIC #2 ~ ANALYZING YOUR FACILITY

This section addresses the issues to consider while analyzing the facility. These include building layout, surface waste water, air flow, water supply, livestock panels, floors, walls, ceilings, and other structural components, realizing that in many cases these attributes must be managed rather than changed.

TOPIC #3 ~ IMPROVING OPERATIONAL PROCEDURES

This section focuses on evaluating and potentially changing those procedures, protocols, rules or actions that may have a significant impact, either negatively or positively, on pathogen control and/or farm animal-human contact. Discussions about appropriate and effective rules, protocols and procedures that will minimize or reduce potential dangers includes, but are not limited to:

- Food and foodservice in animal areas
- Animal movement in public areas
- Animal & human traffic flow issues
- Visitors in animal areas
- Animal-human contact areas
- Waste removal and storage
- Signage and signage placement
- Spatial separation or transition zones

TOPIC #4 ~ CONTACT ZONES AND CORRECTIVE ACTIONS

Participants will analyze a hypothetical fairground facility, identifying contact zones where risk of pathogenic contamination is high, and then proposing corrective actions to enhance consumer protection. Break out sessions will allow participants to apply concepts to their own site, thereby beginning to develop site-specific tools for:

- Waste water evaluation, including wash stations, animal water and surface drainage water.
- Traffic flow evaluation, including human, animal and restricted areas (controlling unrestricted access).
- Hand washing station evaluation, including placement, plumbing and maintenance.
- Proper placement of signage, including animal entry areas, hand washing areas and water supply.
- Waste management evaluation, including disposal sites, manure transport plans, equipment usage, identification & storage, controlled access and removal protocols.

Workshop participants will also have the opportunity to work one-on-one with CPP experts to evaluate their own facilities, identify critical contact zones, identify and document existing CPP interventions and potentially identify additional interventions to enhance consumer protection. Participants are encouraged to bring the following documents or information with them to the workshop:

- Site plan for entire grounds
- Overhead photo of site, if available
- Layout plan for animal event(s), including pens, waste storage & activity stations
- Layout plan for hand washing station placement during animal event(s)

Following the one-on-one sessions, participants have the opportunity to test their observational skills by evaluating a series of photos from a number of fairs with some “good” and “not so good” activities and applications. Workshop leaders discuss these “real world” examples with participants to reinforce the training principles presented throughout the course of the program.

TOPIC #5 ~ DESIGNING AND OPERATING A PLANNED CONTACT AREA

Using a hypothetical facility, participants will discuss, design and develop the following materials for use at planned contact area such as a petting zoo, including but not limited to:

- Discussion about the types of petting zoos, including spontaneous opportunities, reach in contact or full contact events.
- A discussion about the importance of properly operating a petting zoo and the mounting pressure to eliminate petting zoos as educational events.
- A discussion about the need to share information with third party service providers, and network with health and regulatory authorities before and during the event:
- Design and flow patterns for optimum entry and exit from the contact area.
- Waste removal procedures and practices.
- Hand washing stations, including placement, signage and waste water disposal. Ideas to incorporate hand washing into the animal interaction exhibit will be discussed, along with age-appropriate signage text.
- Sanitation procedures

TOPIC #6 ~ RECORD KEEPING

The importance of record keeping as an integral part of the consumer protection program is emphasized. A number of record keeping templates will be discussed and provided to attendees.

CONCLUSION

Includes a comprehensive review of the program deliverables and a discussion about interaction with “peer groups” to determine what tactics and tools work for fairs of a similar size. Additionally, the role of media relations and importance of developing a consumer protection plan are emphasized.

IV. RESOURCE MATERIAL

At the completion of the workshop, participants should have completed or partially completed documents addressing the following critical aspects of consumer protection, all included in the 3-ring binder provided with resource materials, including but not limited to:

- Evaluation Tools for Enhancing Consumer Protection Programs:
 - Identifying Contact Zones
 - Determining Corrective Actions
 - Avoidance
 - Intervention Systems
 - Developing Record Keeping Tools
 - Developing Process Verification Tools
- Waste Management Considerations
- Sample Signage
 - Adult Hand Washing
 - Kid Friendly Hand Washing
 - Proper Hand Washing Procedures
 - Entry Area Signage
- Sample Standard Operating Procedure for Planned Contact Areas
- Sample Public Service Announcements (PSA)

Sample Sanitation Standard Operating Procedure (SSOP)

County of Washington

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MEMORANDUM

Date: December 30, 2013

To: Washington County Fair Board

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

Re: FY 14/15 Draft Budget

The draft budget for FY 14/15 will be available at the board meeting. We are still waiting for some information from the County finance department.

FY 14/15 Fair Board Budget Timeline

February 5, 2014 – Fair Board review & discuss Proposed Draft Budget

March 5, 2014 – Fair Board reviews and approves Proposed Budget at March Fair Board Meeting

March 7, 2014 – Budget Packet due to Finance

May 13, 2014 – Budget Committee Meeting

May 22, 2014 – Public Hearing on County Budget

June 24, 2014 – BOCC Adopt Budget