

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, December 7, 2011
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, December 7, 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.

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, December 7, 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. 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. November 2011 Fair Board Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. Fair Planning 2012
2. Preparation Discussion for Board of Commissioners and Fair Board Joint Meeting December 13th Meeting

F. New Business

1. Board Agenda Protocol Discussion
2. Board Policy's

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, Nov 2, 2011

Convened: 4:28 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
Nancy Karnas, Fair Assistant

Rod Rice, Deputy County Administrator

A) Call to Order

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

B) Consent Agenda

- 1) Board Member Pihl moved to adopt the corrected February 2011 and October 2011 Board Minutes as presented. 2nd by Board Member Atteberry.

Motion by Board Member Pihl to accept the February and October 2011 Fair Board Minutes as presented. 2nd by Board Member Atteberry. Motion carried 5-0.

C) Oral Communications 1 – None

D) Reports

- 1) **Financials-** Fair Manager Perkins-Hagele reported that the financials presented this evening were close to actual totals. Nearly all fair expenses have been reported while there may be some partial fees to come once they are separated from the interim expenses such as Utilities. Perkins-Hagele also stated the potential funds from the Department of Agriculture should be received by January with the full amount of \$54,000 expected this year. Board member Pihl requested a breakdown of the professional services for the next meeting so the board could more accurately project the budget for 2012. Fair Manager Perkins-Hagele said she can have that information for the board by the next meeting. Board Vice President Atteberry stated that this information would be helpful in determining the actual losses from the Arena events. Fair Manager Perkins-Hagele replied the majority of the Arena events did not lose money because of sponsorship with the exception of Thursday night show which did not have a sponsor. A brief discussion ensued on the actual revenue of the Arena events concluding with a motion to approve the Financial Statements as presented.

Motion by Board Member Atteberry to approve the October Financial Statements. 2nd by Board Member Logan. Motion Carried 5-0.

- 2) **4-H Update** – Pat Willis reported that the 4H clubs have started meeting as of October 1st. The volunteers like to start early working with the children. Board President McCoun asked approximately how many children are involved in the Fair? Pat Willis replied that for Horse Fair about 120 and approximately 463 participate in the County Fair. He also stated 4H is working to expand the involvement of other clubs that normally do not participate such as the Marine Science and Shooting clubs. Fair Manager Perkins-Hagele stated that would be a good addition to the current 4H displays for fair and would like information on how to get them involved. Mr. Willis also updated the board on the move of the Extension Office to the Public Services Building. He expressed concern on meeting locations for various groups and discussion ensued on the options for the club meetings. Pat Willis also stated there would be a new class for Alpacas showing in 2012. Perkins-Hagele expressed the concern for space as it stands it is limited. Board Member Ganger also stated the need for more space for the Meat Goats class. Fair Manager Perkins-Hagele stated it would need to be looked at. In conclusion Mr. Willis also noted that 4H Senior member Matt Ferguson would be receiving the Governor’s Award for Volunteerism. Board Member Ganger also wanted to relay the Booster Food Committee is considering offering the breakfast again and would also consider a lunch option during Horse Fair.

E) Old Business

- 1) **Fair Planning 2012** –Fair Manager Leah Perkins-Hagele stated that on the suggestion of Board Member Pihl she is pursuing regional entertainment and has met with several radio stations to partner with on that. Perkins-Hagele stated she is working on the location of the stage and the schedule of bands. She reported that vendor and sponsorship sales are ongoing as usual. Due to the disappointing Thursday night Arena events in the past few years Perkins-Hagele stated that the board may want to consider moving the Draft Show to that evening along with other equine events. Perkins-Hagele also reported the preliminary work on a Mexican Rodeo for the traditional Sunday Latino event. She has been meeting with production teams for those types of events and will have more information soon. Vice President Atteberry inquired what the attendance was for the Latino event. Perkins-Hagele reported that 2011 was the first year of low attendance and it may have been due to the cost of the concert in competition with the carnival bracelet. Perkins-Hagele stated that a combo ticket (carnival and concert entrance) may be a better option and improve results for that show. Board Member Logan asked if an Endurocross event has been considered for the Arena? Perkins-Hagele stated she has contacted the contractor for the usual motorsport events and his input is they are not widely attended but do have good participation from entrants. Discussion ensued regarding the logistics of an Endurocross event.

F) New Business

- 1) **Board of Commissioners and Fair Board Joint Meeting, dated December 13th, 2011**– Board President McCoun started by stating the date of the meeting with the Board of Commissioners. Fair Manager Perkins-Hagele provided a brief overview of the process of this joint meeting. Discussion ensued regarding the various topics the Board of Commissioners will cover and what the Fair Board would need to provide. Deputy County Administrator Rod Rice stated that this is formal presentation to the County Board of Commissioners per the MOU agreement. Fair Manager Perkins-Hagele suggested Board President McCoun may want to lead the presentation and provide a general overview of the previous fair, special events and the carnival. Board Member Ganger inquired when the Fairgrounds Advisory Committee would meet with this Fair Board. Deputy County Administrator Rice stated that would be a future event as the committee has already had their last meeting for the year. Fair Manager Perkins-Hagele requested the board please provide any insight on operational issues and a brief evaluation of the support received from the County to prepare for this meeting.

G) Other Matter of Information

- 1) **County Administrative Update** –Deputy County Administrator Rod Rice updated that the Floral building removal has been approved by the Board of Commissioners. The permit process has been initiated for removal of the building; the flooring and ceiling have already been removed. The permit is only valid for 30 days so time is limited to get the removal done, the IRT from the National Guard has been contacted to see if that can be completed by them but if not County Staff would remove the building. A battalion from the IRT is set to be on site in 2013 to complete various projects on the fairgrounds. Rice also stated the Master Gardeners will be onsite for projects and a small building will be provided for the Master Gardener program due to their Walker Rd facility closing. Board Member Ganger asked the status of the FFA caring for the port property grass. Fair Manager Perkins-Hagele stated no plans can be made until the Board of Commissioners comes to an agreement with the Port for that property. Deputy County Administrator Rice stated that preliminary discussions are occurring for all or part of that land to be used during fair no further updates are available at this time.
- 2) **Other-** Board Member Matt Pihl stated that due to the events at the prior meeting he would like clarification on the procedures for action items during the board meeting. He would like to explore the protocol on how items are placed on the agenda and when they are to be deferred to the next meeting. Board President McCoun stated that this would be looked into and noted for the next meeting. As a side note he also inquired as to if these minutes are on the website.
- 3) **Other-** Board Member Dan Logan stated there was an article in The Capital Press regarding the State Fair and thought it would be of interest to this body. Board Member Logan stated the article provided insight to the management of the State Fair and other operational issues. A brief discussion ensued regarding this article's content.

H) Oral Communications 2- None

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:37 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: November 25, 2011

To: Washington County Fair Board

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

Re: Financial Reports

The YTD financial statement through October for Fiscal Year 11/12 are attached.



Washington County

Monthly Financial Report

Washington County

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

<i>Account</i>	<i>JUL-11</i>	<i>AUG-11</i>	<i>SEP-11</i>	<i>OCT-11</i>	<i>NOV-11</i>	<i>DEC-11</i>	<i>JAN-12</i>	<i>FEB-12</i>	<i>MAR-12</i>	<i>APR-12</i>
Intergovernmental revenue										
41025 Transient Lodging Tax	\$ -	\$ (5,163.47)	\$ (6,712.12)	\$ (62,081.46)						
43156 Dept Agriculture Lottery Funds	\$ -	\$ -	\$ -	\$ -						
TOTAL	0.00	(5,163.47)	(6,712.12)	(62,081.46)	0.00	0.00	0.00	0.00	0.00	0.00
Charges for services										
44511 Camping Fees	\$ (4,115.00)	\$ (705.00)	\$ -	\$ -						
44512 Truck Pull Revenue	\$ (1,080.00)	\$ (17,580.00)	\$ -	\$ -						
44513 Demo Derby Revenue	\$ (3,275.00)	\$ (20,210.00)	\$ -	\$ -						
44514 Commercial Booth Rentals	\$ (77,435.00)	\$ (10,650.00)	\$ -	\$ -						
44515 Parking Fees	\$ (1,065.00)	\$ (82,590.98)	\$ (145.00)	\$ -						
44516 Admission Fees	\$ (7,872.00)	\$ (60,406.53)	\$ -	\$ -						
44517 Sponsorship Fees	\$ (47,550.00)	\$ (8,950.00)	\$ (5,000.00)	\$ -						
44518 Carnival Fees	\$ -	\$ (167,327.40)	\$ -	\$ -						
44522 Entry Fees	\$ (2,502.00)	\$ (135.00)	\$ -	\$ -						
44526 Monster Truck Revenue	\$ (7,450.00)	\$ (14,945.00)	\$ -	\$ -						
44527 Misc Arena Revenue	\$ (920.00)	\$ (5,040.00)	\$ -	\$ -						
TOTAL	(153,264.00)	(388,539.91)	(5,145.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous revenues										
48195 Reimbursement of expenses	\$ (6,234.85)	\$ (826.82)	\$ -	\$ (4,250.00)						
48205 Concessions	\$ (17,050.00)	\$ (132,983.20)	\$ (3,829.00)	\$ -						
48225 Other miscellaneous revenue	\$ (20,921.89)	\$ 15,655.74	\$ (611.27)	\$ -						
49270 PERS Stability Fund	\$ -	\$ (665.50)	\$ -	\$ -						
Total	(44,206.74)	(118,819.78)	(4,440.27)	(4,250.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	(197,470.74)	(512,523.16)	(16,297.39)	(66,331.46)	0.00	0.00	0.00	0.00	0.00	0.00
Personal Services										
51105 Wages & Salaries	\$ 6,296.62	\$ 11,723.63	\$ 11,723.63	\$ 11,723.64						
51110 Temporary salaries	\$ 3,837.78	\$ 6,024.50	\$ 1,201.12	\$ -						
51115 Overtime and other pay	\$ -	\$ 1,527.93	\$ 1,417.75	\$ -						
51125 FICA	\$ 773.34	\$ 1,471.74	\$ 1,094.55	\$ 894.52						
51130 Workers compensation	\$ 87.12	\$ 121.20	\$ 64.50	\$ 48.18						
51135 Employer paid work day tax	\$ 9.89	\$ 17.73	\$ 6.47	\$ 6.48						
51140 Pers Contribution	\$ 909.37	\$ 1,712.31	\$ 1,937.97	\$ 1,713.19						
51150 Health Insurance	\$ 1,797.84	\$ 1,773.01	\$ 3,546.10	\$ 3,546.00						
51155 Life and long term disability insurance	\$ 20.31	\$ 19.96	\$ 39.69	\$ 39.54						
51160 Unemployment insurance	\$ 82.08	\$ 126.94	\$ 67.61	\$ 50.56						
51165 Tri-Met tax	\$ 67.29	\$ 128.16	\$ 93.40	\$ 75.85						
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -						

Policy	Fair Board Policy Summary	Originally Adopted	Additional Action	Additional Action	Additional Action	Post - MOU Action
PR 101	Creation and Use of Resolutions	2/2/2000				Rescind
PR 102	Parliamentary Procedures	4/5/2000				Recind (replaced by adopted by-
PR 103	Fair Board Travel Policy	1/8/2002				Rescind, adopt new policy 103
PR 104	Fair Board Code of Ethics	2/6/2002				Recind (replaced by adopted by-
PR 105	Organization of the Board	10/4/2006				Recind (replaced by adopted by-
PR 106	Harassment and Violence Free Policy	10/4/2006				Rescind, adopt new policy 106
PR 201	Determination of Fair Dates Policy	4/5/2000	Revised 1/8/2002			Adopt New
PR 202	Sponsorship Policy	2/6/2002				Adopt New
PR 203	Tobacco Advertising and Sponsorship	2/6/2002				Adopt New
PR 204	Fair Admission and Parking Policy	6/5/2002	Suspended 2/4/2004			Rescind
PR 205	Animal Welfare Policy	5/7/2003	Revised 9/2/2009			Revise
PR 206	Environmental Issues Policy	5/7/2003	Revised 9/2/2009			Rescind, adopt new policy 206
PR 207	Professional Development Policy	5/7/2003	Revised 9/2/2009			Rescind, adopt new policy 207
PR 208	ADA Policy	5/7/2003	Revised 9/2/2009			Rescind, adopt new policy 208
PR 301	Non-Paid Use of Fair Complex Facilities	2/5/2003				Adopt as corrected
PR 302	Volunteer Policies	2/5/2003				Adopt
PR 303	Purchasing Policy	9/1/2004				Adopt
PR 304	Utilization of Fair Complex Facilities	9/1/2004				Rescind
PR 305	Advertising, Canvassing or Soliciting Policy	4/7/2004	Revised 7/28/2005			Adopt
PR 306	Access to Fair Complex Facilities	9/3/2008				Adopt new language
PR 307	Weapons and Outside Alcohol Policy	7/1/2009				Adopt as corrected
PR 401	Establishment and Operations of Rodeo Cmte.	1/3/2001	Revised 12/1/2003	Revised 2/1/2003	Suspended 11/1/2004	Recind. Originally suspended in
PR 501	Car Allowance for Executive Director	11/7/2001				Rescind