

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Main Exhibit Hall – South
873 NE 34th Ave, Hillsboro, OR 97124
Wednesday, October 2, 2013
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, October 2, 2013 at 4:30 p.m. at the Washington County Fair Complex Main Exhibit Hall – South. 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
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.

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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

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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. September Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair – Update
2. Educational Fund Board – Update

F. New Business

1. None

G. Other Matters of Information

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

H. Oral Communications II

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

I. Adjourn

Minutes
Washington County Fair Complex Board
Wednesday, September 4, 2013

Convened: 4:31 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 4:30 p.m. McCoun noted members Atteberry, Seidel, Duyck and Wakefield were present along with staff.

B) Oral Communications 1-

- 1) **Maura Palumbo and Justine Stalnaker, Washington County Hippology Team-** Ms. Palumbo and Ms. Stalnaker presented the board with information about their four member team that would be representing the county and state at a national equine event in November. The ladies have been raising money to attend the event and have come before the board to request funding for the remaining balance. President McCoun asked for info on where to send individual donations if anyone wished to do so; Ms. Palumbo provided her address and said she could forward that on. Board Member Duyck asked if the Farm Bureau had been approached, Ms. Stalnaker replied yes and they had donated generously. Board Member Atteberry asked how long the event is. Ms. Palumbo stated that it's a weekend event but the group does fly in a few days early. Board Member Duyck moved to donate the remaining funds needed toward their expenses, a second from Board Member Wakefield.

Motion by Board Member Duyck to donate One Thousand Dollars to the Washington County 4H Hippology Team. 2nd by Board Member Wakefield. Motion carried 5-0.

Board Member Bill Ganger joined the meeting in progress.

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the July minutes as submitted. Board Member Seidel made the motion; a second was called by Board Member Duyck

Motion by Board Member Seidel to approve the July Minutes as submitted. 2nd by Board Member Duyck. Motion carried 6-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele referred the board to the financial handouts covering the previous fiscal year 12-13 and current fiscal year 13-14. Board Member Duyck asked for

clarification on fiscal year 12-13 ending budget as it appears to be in a positive amount. Perkins-Hagele stated no that is in fact a negative amount. Board Member Duyck made the motion to approve the financials; a second was called by Board Member Seidel.

Motion by Board Member Duyck to approve the Financials as submitted. 2nd by Board Member Seidel. Motion carried 6-0.

- 2) **4-H Update** – Fairgrounds Manager Leah Perkins-Hagele stated that Pat Willis was not available this evening as he was on vacation. Perkins-Hagele stated she received the report detailing the accounting of their program but unfortunately did not have the info in front of her and would forward that to the board in email. Perkins-Hagele clarified the report is regarding the use of the fifteen thousand dollars provided to the 4H for use in a variety of ways.

E) Old Business

- 1) **County Fair Update** – Fairgrounds Manager Leah Perkins-Hagele provided a brief recap of the 2013 Washington County Fair. Perkins-Hagele stated that parking revenue was up 8 percent but it did appear to be Airshow tailgaters that did not actually attend the fair. Perkins-Hagele stated that the leased Port property did not need to be utilized again this year and feels that staff is doing a great job of advertising the use of TriMet as an alternative. Perkins-Hagele stated the new road was temporarily used to exit the parking lots and that was a great improvement in the evening. Perkins-Hagele stated attendance was down overall approximately 9 percent with a slight increase for Thursday but significant drops on Friday and Sunday. Perkins-Hagele stated that the Airshow did impact the fair attendance especially with the media attention on the traffic. Perkins-Hagele continued she had received nearly two hundred complaints regarding the scheduling of the two events and other issues due to the overlap. Board Member Ganger added that the large animals did not have any issue with the noise as initially anticipated; Perkins-Hagele added that the Blue Angels were not here which helped.
- 2) **Educational Fund Board-** Fairgrounds Manager Perkins-Hagele directed the board to review an application to the board of the Educational Fund. Perkins-Hagele introduced the applicant, Kent Estes who was present in the audience and recommended the appointment. Board Member Wakefield asked how many members the board has appointed at this time. Perkins-Hagele replied six before this appointment. Board Member Duyck moved to appoint Kent Estes to the Board of Directors of the Washington County Educational Fund, second by Board Member Siedel.

Motion by Board Member Duyck to approve the appointment of Kent Estes to the Washington County Educational Fund Board of Directors. 2nd by Board Member Seidel. Motion carried 6-0.

F) New Business

- 1) **Future Airshow Dates-** President McCoun stated that there has been confusion over the scheduling of the events this year in the public's view. McCoun stated that the Fair and Fair Board did not approve of the scheduling of the events together but worked hard to mitigate the problems that would occur. McCoun stated that to document and explain the position of the fair a resolution had been announced in the Argus and will be read by the Fairgrounds Manager here tonight. Perkins-Hagele read the text of Resolution and Order No. 13-02 aloud to the audience. Board Member Ganger asked if this resolution is passed would it have any teeth. Fairgrounds Manager Perkins-Hagele stated that it is a statement and request that will be forwarded to the Airshow management. Perkins-Hagele stated that there has been confusion from the public that somehow the fair management allowed the scheduling of the Airshow to occur and this statement recognizes that there is no control over that scheduling. Board Member Ganger

asked if the county commissioners have endorsed this, Board Member Duyck stated that it was not formally brought before the commissioners but some had seen it and had opinions on the matter. Board Member Seidel asked if the Airshow board had seen this document, Perkins-Hagele replied they are aware of it and it appeared in the newspaper. McCoun added that it is a public request, that there is no benefit to the events occurring at the same time and detailed instances that businesses were hurt by the two events occurring at the same time. Board Member Duyck stated that in his own opinion the fair did their best with what they could in the situation but this statement needs to be made for the benefit of the community. Perkins-Hagele added she will draft a cover letter to the document detailing this is a request and the board understands they do not have any authority over their event but is requesting this consideration. Board Member Seidel moved to have a letter sent along with this resolution to the Airshow management. President McCoun added that city council members should also receive a copy.

Motion by Board Member Seidel to deliver the Resolution to the Airshow Management. 2nd by Board Member Ganger. Motion carried 6-0.

G) Other Matter of Information

- 1) **County Administrative Update** –Fairgrounds Manager Perkins-Hagele stated Deputy County Administrator Rod Rice had retired from full time duty but is still the liaison to the fairgrounds at least part time for the next year. Board Member Duyck added that Gain Share discussions had taken place and the commissioners had divided up those funds into several possible public projects. Duyck stated that one of the allocations would be for the future event center, with the funds spread out over several phases.
- 2) **Other-** Fairgrounds Manager Perkins-Hagele informed the board that convention season begins in the next few months and asked to board to keep the dates for all those in mind. Perkins-Hagele stated that the most relevant being the Oregon Fairs Convention occurring January 17th and 18th, 2014 in Salem.

H) Oral Communications 2-

- 1) **Tom Black, Washington County Citizen-** Mr. Black stated that he was not able to locate the information for the meeting over the weekend. Black stated that he felt the board should have spent more time questioning the financials, noting the header for the 13-14 report had a typo. Black stated that the board should have noted the sponsorship income had dropped to forty-seven percent of budget, noting someone had been specifically hired for the job for improvements to that line. Black also noted that the expenses for events in the Arena all went over by thirty to forty percent when revenue was down. Black also noted that concessions were down twenty-nine percent a significant drop. Black noted the large overage in overtime expense stating with no major entertainment, he couldn't understand what the need was for. Black also noted specific line 51550 other materials and services went over significantly and wanted to know what that was for. Black stated that the new website bigfairfun.com is difficult to navigate to locate the fair board information. Black inquired to the status of Board Member Nelson as he is absent this evening and he had heard of a possible vacancy on this board. Black stated that he had heard that Fairgrounds Advisory Member David Villalpando has been possibly considered to fill the vacancy but he believes that openings should be advertised to the general public. President McCoun stated that as of the moment Board Member Nelson is still on the board and a resident of Washington County. Board Member Duyck clarified that this board does not appoint its own members nor does it control the website. Duyck added that any concerns about appointments should be brought to the commissioners.

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:32 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
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MEMORANDUM

Date: September 27, 2013

To: Washington County Fair Board

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

Re: Financial Reports

The final YTD report for Fiscal Year 13/14 will be available at the meeting.