

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, November 7th, 2012
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, November 7th, 2012 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

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
Dan Logan, Board Member
Gary Seidel, 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, November 7, 2012

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

Gary Seidel, 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. October Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair - 2013
2. Fundraising/Foundation

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, October 3rd, 2012

Convened: 4:32 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 Gary Seidel
Board Member Scott Nelson

STAFF:

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

A) Call to Order

- 1) President McCoun called the meeting to order at 4:32 p.m. noting Board Members Gary Seidel, Bill Ganger and Andy Duyck were not able to attend.

B) Oral Communications 1 – NONE

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the September minutes as submitted. Board Member Dan Logan noted that the September minutes had an error in section C line item 2 minutes noted as July when they were in fact the August minutes. President McCoun asked to have that immediately corrected.

Motion by Board Member Atteberry to approve the September Minutes as corrected. 2nd by Board Member Logan. Motion carried 4-0.

D) Reports

- 1) **Financials** – Fair Manager Leah Perkins-Hagele stated that the majority of the expenses have been received for fair this report shows through August 31. She continued that the revenue from this point forward will be from transient lodging tax trickling in and the Lottery Fund payment some time in January. Perkins-Hagele directed the board to note on the financials the line items for the Truck Pull that were not originally budgeted for but are included on the current report. Board Member Nelson inquired as to if the Transient tax is collected monthly, Perkins-Hagele replied that it is a quarterly tax. Board Member Nelson requested if the board could receive financials from previous years to compare to the current year in the future, Perkins-Hagele replied she would work on that for future meetings.

Motion by Board Member Nelson to approve receipt of the July and August Financials as presented. 2nd by Board Member Atteberry. Motion carried 4-0.

- 2) **4-H Update** – Pat Willis stated that October is 4H kick off month and the beginning of training for their volunteers for their program. Willis stated that over 50 new volunteers will be trained this year. Mr.

Willis presented the board with a Fair Debrief document and went over some of the data briefly with the board. Mr. Willis stated the program was grateful for the use of the Cloverleaf Kitchen as it suited their needs better than the exhibit hall. Mr. Willis thanked the Fair Board for providing the breakfast and also thanked the year round staff for all their help for fair. Mr. Willis continued with items the 4H program would like to see change for the future such as moving into the Cloverleaf building instead of the Main Exhibit Hall and only one youth dance instead of two. Fair Manager Perkins-Hagele stated those items can be discussed and will set up meetings for all those things in the future. Board Member Logan noted that there is an issue for power in the Beef and Open Air Barns; Fair Manager Perkins-Hagele stated the electrician will be notified and it will be looked into. Mr. Willis continued that 4H will be adding Market Animal Livestock Training to the program to ensure health standards are maintained for the auctions. Mr. Willis in closing asked that the Livestock Committee include reps from small animals and dogs to provide input for Airshow planning. President McCoun stated that Commissioner Malinowski informed him the 4H program was very unhappy with the set up in the Exhibit Hall. Mr. Willis replied that the participants did not have a sink to wash dishes in. Perkin-Hagele stated that the sink was located in the adjacent office and accessible to the program. Mr. Willis stated that the Cloverleaf kitchen is what the program prefers. Perkins-Hagele stated the Cloverleaf kitchen will be remodeled and the current facility will no longer have the same appliances or layout for the next fair. Mr. Willis stated that his office is currently getting inquiries regarding residents participating in neighboring fairs instead of coming to this fair because of the Airshow and just wanted the board to be aware of that. Perkins-Hagele stated that unfortunately the fair board or staff has no control of the Airshow but will continue to plan to provide the best Fair possible for it's participants.

E) Old Business

- 1) **County Fair Update** – Fair Manager Leah Perkins- Hagele stated that she, Bill Ganger and Andy Duyck met with Airshow representatives along with other agencies and many law enforcement representatives to discuss planning for the events. Perkins-Hagele stated that the agencies will be working on traffic scenarios and planning for potentials issues. Perkins-Hagele stated that the Veterans Way 2nd phase at this point does not look like it will be an option until after the event. Perkins-Hagele stated she requested the Welcome Show not occur on Wednesday but is not sure if that request will be granted. She is working with the Livestock Committee regarding paneling and other safety measures to deal with Airshow complications. Perkins-Hagele stated that even though there are many issues that should be of concern to both events it appears traffic is the only issue the Airshow is committed to working together on. Board Member Nelson asked if there are any additional tie downs that can be done; Perkins-Hagele stated they are working on every possible option. Board Member Logan added that the most crucial time will be the Friday night firework show and having the area locked down. Perkins-Hagele segued into the entertainment planning update and suggested not having any national concert entertainment and to focus on carnival expansion in the area. Perkins-Hagele also stated that part of the former festival grounds could be used as operational areas for expanding our recycling and sustainability efforts which were highlighted in the video posted on the website.
- 2) **Fundraising /Foundation-** President McCoun asked about the status of the fundraising group. Fair Manager Perkins-Hagele stated that the attorney is developing the bylaws currently. Perkins-Hagele she will meet with the attorney in two weeks and that once the bylaws have been completed the attorney would attend board meetings and begin training on the procedures. President McCoun stated that he hoped the first significant purchase for the group would be panels for the livestock areas.

F) New Business

- 1) **Update of Strategic Plan-** Fair Manager Perkins-Hagele directed the board to their packets with the Strategic Plan details. Perkins-Hagele stated that the state requires this be plan be submitted biannually

and it is time to review and/or update the current version if the board sees fit. Board Member Nelson suggested goal four be updated to a goal of 115,000 for attendance. Perkins-Hagele stated that the Growing Grove activity seems to be the driving force to goal six and seven allowing for partnerships with sponsors and nonprofit groups showcasing local agriculture. Perkins-Hagele stated that goal eight for sustainability was a focus for the fair this year and will continue to expand for 2013. Perkins-Hagele stated that goal ten focuses on cultural diversity and would be a potential opportunity for outreach for attracting diverse attendees. Board Member Nelson inquired on the number of bike riders attending. Perkins-Hagele stated that no exact numbers were available but that study should be added to goal eleven regarding access and parking to the event.

Motion by Board Member Nelson to approve the updated Strategic Plan. 2nd by Board Member Atteberry. Motion carried 4-0.

- 2) **Board of Commissioners/Fair Board Annual Joint Meeting-** Fair Manager Perkins-Hagele informed the board that the time for the annual joint meeting of the Fair Board and Board of Commissioners is located in their packets. President McCoun stated that it would be held on Tuesday December 11th, 2012 at the Washington Street Parking Structure located in Hillsboro.

G) Other Matter of Information

- 1) **County Administrative Update** – Fair Manager Leah Perkins-Hagele stated that the Veteran’s Way project will be sent out to bid this winter but no other information was available.
- 2) **Other-** Board Member Logan stated that he was informed there was an issue with removal of the dairy milk from the producers the past two fairs. Fair Manager Perkins-Hagele stated that yes a service was available but they have informed the fair they will not be returning to provide service in the future. Board Member Logan stated this could be an opportunity for the kids to start up a local creamery and possibly have a joint venture with educational foundations. Logan stated the equipment would be needed to be acquired but it would be a great learning opportunity for the kids. Fair Manager Perkins-Hagele agreed but stated the superintendents are still working on locating another service that can take the milk or other options. Board Member Nelson asked if a local dairy would take the product, Board Member Logan stated that since most dairies are coops they are reluctant to take the milk due to their contracts. President McCoun stated this is an issue they will all need to look into for the next fair and thanked Board Member Logan for bringing it to the attention of the board.

H) Oral Communications 2-

- 1) **Lana Ogilvie, Washington County Resident-** Ms. Ogilvie stated that she is a veterinary technician and was concerned that the small animals will die from the conditions caused by the Airshow noise. She asked for confirmation that the animals would be allowed to be removed from the fair because of this danger. Ms. Ogilvie is also recommending her horse group not bring their animals to fair. Fair Manager Perkins-Hagele confirmed that yes and it is recommended that animals be taken home. Board Member Logan stated that discussion is occurring about the possibility of small animals judging during Horse Fair but has not been decided as of yet. Ms. Ogilvie stated that would be a good idea but a lot of work for all those involved in the program.
- 2) **Tom Black, 870 NW Garibaldi St, Hillsboro-** Black asked to have his previous testimony corrected referencing a poll done on the Oregon Live website the options were either, neither or both and he wanted that clarified. Black stated the poll reported the majority of the respondents selected neither event. Black inquired about the previous sign that was on the Cloverleaf building and if there were plans to install signs again to identify the building or other buildings on the fairgrounds. Black then asked

about the budgeted line item for advertising and if that included the previously spent \$35,000 amount from May 2012. Fair Manager Perkins-Hagele stated that no the \$102,000 line item does not include that amount as the \$35,000 was spent in the previous fiscal year. Black also stated he attended a city meeting where plans to expand, widen and install a traffic light on NE 28th in June 2013. Black stated he wanted to make sure the board was aware of this to prevent any traffic issues for fair next year.

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:55 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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lperkins@faircomplex.com
www.faircomplex.com**

MEMORANDUM

Date: November 2, 2012

To: Washington County Fair Board

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

Re: Financial Reports

The YTD financial statement through October 2012 for Fiscal Year 12/13 will be available at the meeting.