

# **NOTICE OF MEETING**

## **Washington County Fair Board**

Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Ave, Hillsboro OR 97124  
Wednesday, November 4, 2015  
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday November 4, 2015 at 4:30 p.m. in the Cloverleaf Building at the Washington Fair Complex. 873 NE 34<sup>th</sup> Ave, Hillsboro, OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

# FAIR BOARD MEETING PROCEDURES

Washington County Fair Board of Directors  
873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124

## Fair Board

Erin Wakefield, President  
Don McCoun, Board Member  
Betty Atteberry, Board Member

Bill Ganger, Board Member  
Gary Seidel, Board Member

Andy Duyck, County Commissioner  
& Board Member  
David Vilalpando, Board Member

---

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 4, 2015

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

873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124

## **Fair Board**

Erin Wakefield, President  
Betty Atteberry, Board Member  
Don McCoun, Board Member

Bill Ganger, Board Member  
Gary Seidel, Board Member

David Vilalpando, 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 2015 Fair Board Meeting Minutes

### **D. Reports**

1. Financial Report
2. 4-H Update

### **E. Old Business**

1. County Fair 2016
2. Educational Fund Update

### **F. New Business**

1. Proposed Bylaw Changes

### **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 Board**  
**Wednesday, October 7, 2015**

**Convened:** 4:30 pm

**FAIR BOARD:**

President Erin Wakefield  
Board Member Don McCoun  
Board Member David Villalpando  
Board Member Andy Duyck

Board Member Bill Ganger  
Board Member Gary Seidel  
Board Member Betty Atteberry

**STAFF:**

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

**A) Call to Order**

- 1) Vice President Bill Ganger called the meeting to order at 4:32 p.m. and noted Board Members Seidel Villalpando, and Atteberry were present along with Staff.

**B) Oral Communications 1-**

- 1) **Hillsboro FFA Chapter Members-** Britney Norby and Brittany Prouty stated they along with other Members of their chapter have started a food drive fundraiser. Ms. Prouty stated they will be doing several Fundraisers in conjunction with Les Schwab tire centers including Car Washes on most Saturdays. Ms. Norby stated they have come before the board to ask for a donation as cash is helpful to assist in the food drive. Board member Seidel asked if there were funds available for donations. Fairgrounds Manager Perkins-Hagele stated that there unfortunately was not any remaining budget available for donations. Board Member Atteberry suggested the board members personally donate funds. The board collected approximately one hundred eight dollars in cash from those present.

**Board Member Andy Duyck joined the meeting in progress.**

**C) Approval of Minutes**

- 1) Vice President Bill Ganger called for a motion to accept the September minutes. Board Member Atteberry moved to approve the minutes as presented, a second by Member Villalpando. Ganger asked if there was any discussion, and called for the vote.

**Motion by Board Member Atteberry to accept the September Minutes as presented. 2<sup>nd</sup> by Board Member Villalpando Motion carried 5-0.**

**D) Reports**

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele reported the fair's poor weather will result in not making the revenue forecast for the current fiscal year. She stated projections are at approximately at a one hundred thirty thousand dollar loss. Perkins-Hagele stated that there were reserves to cover the occurrence but that will not always be the case and advised planning for alternatives. Board Member Duyck asked what types of plans would be needed. Perkins-Hagele suggested alternate hours or other safety measures in case of heat especially for Animal Welfare. Vice President Ganger asked how the concert was. Perkins-Hagele reported that it did very well and attendance actually went up on that day. Board Member Villalpando suggested Water attractions that may be useful to allow patrons to cool off.

Perkins-Hagele stated that misters were available and she has looked at attractions but there are not many available that can service large groups. Board Member Duyck moved to approve the financials as presented, a second by Member Seidel. Ganger asked if there was any discussion, and called for the vote.

**Motion by Board Member Duyck to approve the August Financials as presented. 2<sup>nd</sup> by Board Member Seidel Motion carried 5-0.**

- 2) **4-H Update** – Fairgrounds Manager Leah Perkins-Hagele stated she met with Pat Willis and Darsy the administrative assistant that morning but Willis had another meeting this evening to attend. She stated that not much is new to report other than open enrollment has begun for their program and they are really involved in that. Perkins-Hagele stated that next month Willis will be coming before the board to present information on Multnomah County and their participation at the fair. Perkins-Hagele stated that the exhibitors were very grateful for their breakfast event.

**E) Old Business**

- 1) **County Fair 2015/2016**– Fairgrounds Manager Leah Perkins-Hagele stated a survey group was brought in to conduct a market study but with the heat it was difficult for them to get the amount of respondents needed for accurate assessments. Perkins-Hagele reported that she received a lot of feedback about not having the Arena events from the survey and the energy of the fair was noticeably different. She stated that the customers want the event back and she has requested bids to have an event on Sunday. She also reported that she has met with one contractor for information on a rough stock rodeo series that will be at other regional fairs but the cost is still being negotiated. Perkins-Hagele stated that she has begun the process of meeting with Radio groups on the concerts for two nights of the fair. Board Member Villalpando stated that he knows a very successful promoter of Latino events that may be able to have a similar partnership that the radio stations offer. Perkins-Hagele stated that she is definitely willing to work with any group wanting to offer programming in a similar partnership.
- 2) **Educational Fund Update**- Fairgrounds Manager Leah Perkins-Hagele stated she didn't have an update and Board Member McCoun was absent. Vice President Ganger asked if the group will need to meet to come up with fundraising opportunities. Perkins-Hagele stated McCoun was the chair and needed to call a meeting.

**F) New Business**

- 1) NONE-

**G) Other Matter of Information**

- 1) **County Administrative Office Update** – Board Member and County Commissioner Andy Duyck reported that the RV Park plans are moving forward. He stated some cost estimates have come in higher than originally planned but believes it is still workable. Duyck stated the park may be up and running by August of 2016. Duyck stated that while that work is done utilities for other grounds upgrades are hoping to be included. Duyck reported the FAC will have a presentation from its subcommittee hopefully in November with recommendations on the event center project and other facility deficiencies.
- 2) **Other**- Vice President Ganger stated that the OFA convention will be coming up soon and asked the dates. Fairgrounds Manager Perkins-Hagele stated she is chair of the convention and it will be January 14<sup>th</sup> through 16<sup>th</sup> with great programming offered this year. Vice President Ganger asked for clarification on the change for OFA conventions. Perkins-Hagele stated that the 2016 convention will be in January and then they will be changing the dates to October for the future at the Linn County Fairgrounds. Perkins-Hagele stated the December board meeting is scheduled while the staff is at the IAFE convention and requested the board consider rescheduling for the next week. Vice President Ganger

suggested having a short meeting on the 9<sup>th</sup> then have a Christmas gathering after. Perkins-Hagele stated she will notify the absent board members.

**H) Oral Communications 2- NONE**

**I) Adjourn**

- 1) With no further business before the Board, Vice President Ganger adjourned the meeting at 5:16 p.m.

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

-----  
**Erin Wakefield**  
**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:** October 28, 2015

**To:** Washington County Fair Board

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

**Re:** Financial Reports

The financials for FY 15/16 through September 2015 are attached.



**Washington County**

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

# Monthly Financial Report

Washington County

Account	JUL-15	AUG-15	SEP-15	OCT-15	NOV-15	DEC-15	JAN-15	FEB-16	MAR-16	APR-16	MAY-16	JUN-16	YTD-Actual	Budget	Remaining Budget	Use
<b>Intergovernmental Rev</b>																
41025 Transient Lodge Tax	\$ -	\$ (18,309.10)	\$ (14,621.70)										(32,930.80)	(425,298.00)	(392,367.20)	8%
43156 Dept Ag Lot. Funds	\$ -	\$ -	\$ -										0.00	(50,000.00)	(50,000.00)	0%
<b>TOTAL</b>	<b>0.00</b>	<b>(18,309.10)</b>	<b>(14,621.70)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(32,930.80)</b>	<b>(475,298.00)</b>	<b>(442,367.20)</b>	7%
<b>Charges for Sevices</b>																
44511 Camping Fees	\$ (250.00)	\$ (7,500.00)	\$ -										(7,750.00)	0.00	7,750.00	
44512 Friday Arena Event	\$ -	\$ -	\$ -										0.00	0.00	0.00	
44513 Sunday Arena Event	\$ -	\$ -	\$ -										0.00	0.00	0.00	
44514 Comm Booth Rent	\$ (84,585.00)	\$ (3,300.00)	\$ -										(87,885.00)	(80,000.00)	7,885.00	110%
44515 Parking Fees	\$ (3,144.00)	\$ (73,653.34)	\$ -										(76,797.34)	(92,000.00)	(15,202.66)	83%
44517 Sponsorship Fees	\$ (15,700.00)	\$ (3,600.00)	\$ -										(19,300.00)	(45,000.00)	(25,700.00)	43%
44518 Carnival Fees	\$ -	\$ (187,924.30)	\$ -										(187,924.30)	(202,000.00)	(14,075.70)	93%
44522 Entry Fees	\$ (30.00)	\$ (2,116.00)	\$ -										(2,146.00)	(2,200.00)	(54.00)	98%
44526 Sat. Arena Event	\$ -	\$ -	\$ -										0.00	0.00	0.00	
44527 Thurs. Arena Event	\$ -	\$ -	\$ -										0.00	0.00	0.00	
<b>TOTAL</b>	<b>(103,709.00)</b>	<b>(278,093.64)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(381,802.64)</b>	<b>(421,200.00)</b>	<b>(39,397.36)</b>	91%
<b>Miscellaneous Revenues</b>																
48195 Reimburse of Exp	\$ (2,375.00)	\$ (503.00)	\$ (133.50)										(3,011.50)	(3,300.00)	(288.50)	91%
48205 Concessions	\$ (14,900.00)	\$ (114,217.12)	\$ -										(129,117.12)	(204,000.00)	(74,882.88)	63%
48225 Other Misc Rev	\$ (44,511.51)	\$ 41,576.58	\$ -										(2,934.93)	(4,800.00)	(1,865.07)	61%
<b>Total</b>	<b>(61,786.51)</b>	<b>(73,143.54)</b>	<b>(133.50)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(135,063.55)</b>	<b>(212,100.00)</b>	<b>(77,036.45)</b>	64%
<b>Total Revenues</b>	<b>(165,495.51)</b>	<b>(369,546.28)</b>	<b>(14,755.20)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(549,796.99)</b>	<b>(1,108,598.00)</b>	<b>(558,801.01)</b>	50%
<b>Personal Services</b>																
51105 Wages & Salaries	\$ 9,474.79	\$ 14,569.53	\$ 14,546.90										38,591.22	181,020.00	142,428.78	21%
51110 Temporary Salaries	\$ 2,003.20	\$ 5,008.00	\$ 1,001.60										8,012.80	8,462.00	449.20	95%
51115 Overtime/Other Pay	\$ -	\$ 331.89	\$ 777.01										1,108.90	750.00	(358.90)	148%
51125 FICA	\$ 867.84	\$ 1,507.00	\$ 1,233.06										3,607.90	14,496.00	10,888.10	25%
51130 Workers Comp	\$ 52.45	\$ 97.49	\$ 68.95										218.89	774.00	555.11	28%
51135 Employer Paid Workd	\$ 8.70	\$ 18.41	\$ 8.32										35.43	130.00	94.57	27%
51140 Pers Contribution	\$ 1,480.61	\$ 2,320.72	\$ 3,109.44										6,910.77	28,110.00	21,199.23	25%
51150 Health Insurance	\$ 4,443.76	\$ 4,602.26	\$ 4,760.52										13,806.54	48,276.00	34,469.46	29%
51155 Life, Long Term Disab	\$ 68.01	\$ 70.61	\$ 72.95										211.57	708.00	496.43	30%
51160 Unemployment Insura	\$ 27.93	\$ 51.04	\$ 36.24										115.21	405.00	289.79	28%
51165 Tri-Met Tax	\$ 74.92	\$ 131.34	\$ 105.25										311.51	1,407.00	1,095.49	22%
51180 Other Employee Allow	\$ 34.12	\$ 52.50	\$ 52.50										139.12	683.00	543.88	20%
51199 Misc Personal Services	\$ -	\$ -	\$ -										0.00	1,373.00	1,373.00	0%
<b>TOTAL</b>	<b>18,536.33</b>	<b>28,760.79</b>	<b>25,772.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>73,069.86</b>	<b>286,594.00</b>	<b>213,524.14</b>	25%

<i>Account</i>	<i>JUL-15</i>	<i>AUG-15</i>	<i>SEP-15</i>	<i>OCT-15</i>	<i>NOV-15</i>	<i>DEC-15</i>	<i>JAN-15</i>	<i>FEB-16</i>	<i>MAR-16</i>	<i>APR-16</i>	<i>MAY-16</i>	<i>JUN-16</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
<b>Materials and Supplies</b>																
51205 Supplies - Office	\$ 1,005.48	\$ 388.56	\$ -										1,394.04	3,000.00	1,605.96	46%
51210 Supplies- General	\$ 12,315.48	\$ 4,918.49	\$ 597.08										17,831.05	40,000.00	22,168.95	45%
51285 Services -Professional	\$ 23,263.06	\$ 93,960.66	\$ 19,979.00										137,202.72	150,000.00	12,797.28	91%
51295 Advertising & Public N	\$ 89,691.14	\$ 31,573.82	\$ 868.38										122,133.34	125,000.00	2,866.66	98%
51305 Communications - Ser	\$ 1,500.00	\$ 600.00	\$ -										2,100.00	1,500.00	(600.00)	140%
51310 Utilities	\$ 1,825.24	\$ 8,683.31	\$ 50.00										10,558.55	12,000.00	1,441.45	88%
51320 Repair & Maint	\$ 5,319.63	\$ 747.70	\$ 1,208.41										7,275.74	5,000.00	(2,275.74)	146%
51340 Lease & Rentals - Spac	\$ 425.00	\$ 425.00	\$ 425.00										1,275.00	6,600.00	5,325.00	19%
51345 Lease & Rentals - Equ	\$ 820.00	\$ 46,221.05	\$ 850.00										47,891.05	70,000.00	22,108.95	68%
51350 Dues & Membership	\$ 368.75	\$ -	\$ -										368.75	1,500.00	1,131.25	25%
51355 Training & Education	\$ -	\$ -	\$ -										0.00	8,000.00	8,000.00	0%
51360 Travel Expense	\$ -	\$ -	\$ 123.00										123.00	10,000.00	9,877.00	1%
51365 Private Mileage	\$ -	\$ -	\$ 23.57										23.57	2,000.00	1,976.43	1%
51390 Permits, Licenses & Fe	\$ 85.00	\$ -	\$ 880.50										965.50	1,000.00	34.50	97%
51460 Office Suuplies - Intern	\$ -	\$ -	\$ -										0.00	0.00	0.00	
51465 - Postage & Freight	\$ 1,228.00	\$ 19.60	\$ 58.06										1,305.66	140.00	(1,165.66)	933%
51475 Printing- Internal	\$ -	\$ -	\$ -										0.00	2,000.00	2,000.00	0%
51495 Telephone Monthly	\$ -	\$ 302.81	\$ -										302.81	1,000.00	697.19	30%
51550 Other Materials & Services	\$ -	\$ -	\$ -										0.00	3,500.00	3,500.00	0%
<b>TOTAL</b>	<b>137,846.78</b>	<b>187,841.00</b>	<b>25,063.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>350,750.78</b>	<b>442,240.00</b>	<b>91,489.22</b>	<b>79%</b>
<b>Other Expenditures</b>																
52005 Bank Service Fees	\$ 641.96	\$ 1,135.59	\$ -										\$ 1,777.55	3,000.00	1,222.45	59%
52130 Other Special Exp	\$ 64,777.28	\$ (7,947.80)	\$ 342.18										\$ 57,171.66	58,000.00	828.34	99%
52139 Concert Expenses	\$ -	\$ 2,310.86	\$ 924.75										\$ 3,235.61	3,300.00		
52146 Entertainment Exp	\$ 136,795.00	\$ 42,198.91	\$ (18.00)										\$ 178,975.91	180,000.00	1,024.09	99%
52147 Open Class Exp	\$ 27,036.75	\$ (8,034.82)	\$ 255.26										\$ 19,257.19	22,500.00	3,242.81	86%
52148 4-H Expenses	\$ 15,540.17	\$ 5,682.94	\$ 28.07										\$ 21,251.18	25,000.00	3,748.82	85%
52149 FFA Expenses	\$ 5,882.67	\$ 5,972.08	\$ 28.07										\$ 11,882.82	15,000.00	3,117.18	79%
52150 Friday Arena Exp	\$ -	\$ -	\$ -										\$ -	0.00	0.00	
52151 Sunday Arena Exp	\$ -	\$ -	\$ -										\$ -	0.00	0.00	
52152 Saturday Arena Exp	\$ -	\$ -	\$ -										\$ -	0.00	0.00	
52153 Thursday Arena Exp	\$ -	\$ -	\$ -										\$ -	0.00	0.00	
53010 Interdpt Chg - Indirec	\$ 4,999.75	\$ 4,999.75	\$ 4,999.75										\$ 14,999.25	59,998.00	44,998.75	25%
53015 Interdpt Chg - Genera	\$ 253.00	\$ -	\$ -										\$ 253.00	0.00	(253.00)	
<b>Total</b>	<b>255,926.58</b>	<b>46,317.51</b>	<b>6,560.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>308,804.17</b>	<b>366,798.00</b>	<b>57,929.44</b>	<b>84%</b>
<b>Total Expenditures</b>	<b>412,309.69</b>	<b>262,919.30</b>	<b>57,395.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>732,624.81</b>	<b>1,095,632.00</b>	<b>362,942.80</b>	<b>67%</b>
<b>TOTAL REVENUES</b>	<b>(165,495.51)</b>	<b>(369,546.28)</b>	<b>(14,755.20)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>(549,796.99)</b>	<b>(1,108,598.00)</b>	<b>(558,801.01)</b>	
<b>TOTAL EXPENDITURES</b>	412,309.69	262,919.30	57,395.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	732,624.81	1,095,632.00	362,942.80	
													182,827.82	(12,966.00)	(195,858.21)	

**BYLAWS**  
**Washington County Fair Board**

**Article I. Name**

The name of this body shall be the Washington County Fair Board hereinafter referred to as the "Fair Board."

**Article II. Purpose and Authority**

**Section 1. Purpose.**

- a. To oversee the planning, preparation and production of the County Fair.
- b. To provide input to the Washington County Board of Commissioners and Fairgrounds Advisory Committee in site planning and development activities related to the Fairgrounds Master Plan and Capital Project Plans.
- c. To encourage participation by local partner agencies and groups interested in the annual Fair.
- d. To maintain open lines of communication and information sharing with the community, Fairground Advisory Committee, other committees and all levels of government interested in the annual Fair.
- e. To explain and/or advocate for the Fair and Fairgrounds to various audiences, stakeholders and venues.

**Section 2. Authority.** The Fair Board is established by the Board of Commissioners pursuant to ORS 565.210 to 565.290.

**Article III. Membership of the Fair Board**

**Section 1. Number.** The Fair Board shall consist of seven (7) members.

**Section 2. Appointment.** The members of the Fair Board shall be appointed by the Board of Commissioners. The members of the Fair Board serve in accordance with and subject to the provisions of ORS 565.210 to 565.290.

- a. In the event of vacancy before expiration of the appointed term, the Board of Commissioners may appoint the balance of the term, or choose to leave the position vacant. If the appointment is made, the service to fill out that partial term shall not prevent reappointment for two complete terms at the discretion of the Board of Commissioners.

**Section 3. Representation.**

- a. Fair Board members may represent different geographic areas of Washington County.
- b. One County Commissioner may serve as a member of the Fair Board in lieu of appointing a lay citizen.

- c. Fair Board members will generally represent the following interests: agriculture, livestock, youth/education, exhibitors/vendors, urban agriculture and other interests as determined by the Board of Commissioners.

**Section 4. Resignation.** Any member may resign membership by submitting such resignation in writing to the County Administrative Office and shall set forth the effective date of the resignation.

**Section 5. Term of office.** The term of office for members of the Fair Board shall generally be three (3) years. Terms begin upon appointment, and will end on December 31 of the designated year. At the conclusion of a term, a Fair Board member will “hold over” and continue in that position until one of the following:

- a. Board of Commissioners reappoints that member to another term;
- b. Board of Commissioners appoints another person to that position;
- c. Fair Board member chooses not to continue and so notifies the County Administrative Office.

**Section 6. Term limits.** Fair Board members may serve no more than two consecutive terms, unless otherwise approved by the Board of Commissioners.

**Section 7. Removal of members from the Fair Board**

- a. The secretary shall notify the County Administrative Office Liaison of any recommendations to remove a member from membership in the Fair Board and the reasons therefore.
- b. Fair Board members may be removed by the Board of Commissioners for cause under the criteria listed in ORS 565.225.

**Article IV. Officers and Terms of Office**

**Section 1. Officers.** The officers of this Fair Board shall consist of a president and vice-president.

**Section 2. Elected officers; terms thereof.** At the first meeting of the Fair Board each year ~~in January~~, the Fair Board shall elect a president and vice-president. Officers shall be elected by a majority vote of the Fair Board members constituting a quorum at the ~~January~~ meeting. Officers may be reelected. Officers elected by the Fair Board shall serve for a one-year term or until their successors have been duly elected and qualified.

**Section 3. Secretary.** The secretary shall be the staff person described in Article VIII. The secretary is not a member of the Fair Board and does not have authority to vote.

**Section 4. Duties of Officers**

- a. The duties of the officers shall be those customarily performed by such officers together with those responsibilities prescribed by these Bylaws of the Fair Board, and such other duties as may be assigned by the Board of Commissioners.

- b. The duties of the President are:
  - a. To preside at all meetings of the Fair Board;
  - b. To establish the agenda in cooperation with the Fair Manager, for all Board meetings and call special Board meetings when necessary;
  - c. To enforce the rules of order and sign all official documents including policies and contracts that exceed the managers authority;
  - d. To vote on matters before the Fair Board. The President may second motions but shall not make motions unless the President first relinquishes the position of Presiding Officer for the purpose of making such motion.
  - e. To be the official spokesperson for the Fair Board to the Board of Commissioners; unless this responsibility is delegated to another member of the Fair Board;
  - f. To see that all directives of the Bylaws and the Board of Commissioners are enforced and/or carried out;
  - g. To be an ex officio member of all committees.
- c. The duties of the Vice-President are to assume the duties of the President in the absence of the President, during which time the Vice-President has the duties, powers, and responsibilities of the President.
- d. In the absence of both the President and Vice President, the President shall appoint a President Pro Tem who shall have, at such time, the authority to sign appropriate documents.

**Section 5. Vacancies in an elected office.** If there is a vacancy of any Fair Board office, a special election to fill the vacancy shall be held at the next regular Fair Board meeting, provided that notice of such vacancy is provided to all members of the Fair Board three (3) days in advance of the meeting.

**Section 6. Vacancies of committee chairs.** The president shall fill a vacancy of a committee chair.

**Section 7. Removal of an elected officer.** Any elected officer of the Fair Board may be removed from office by affirmative vote of two thirds of the voting members attending a regular or special meeting. Following removal, the Fair Board, as its first item of business, shall elect a person from among its membership to fill the office.

**Article V. Meetings**

**Section 1. Regular business meetings.** The Fair Board shall meet as needed but will generally meet ~~once a month unless the monthly meeting is cancelled~~ six times per year.

**Section 2. Meeting times.** The Fair Board’s regular business meeting calendar shall be set annually at the first business meeting of the calendar year ~~is on the first Wednesday of each month~~. The Fair Board may meet more often as the need arises.

**Section 3. Meeting location.** Meetings of the Fair Board will generally take place at the Fair Complex. If the meeting is to be held at another location a notice indicating the location shall be provided to each member at least three (3) days in advance of the meeting and posted to the ~~Hillsboro Argus~~ Fair Board Meeting Calendar on the Fair website at least 24 hours in advance of such meeting. All meetings shall be conducted in Washington County.

**Section 4. Special meetings**

- a. Special meetings for any purpose may be scheduled by majority vote or called by the President.
- b. Notice of a special meetings called by the President shall contain, in addition to the date, time, and place of the meeting, a list of the agenda items to be considered at the meeting. Such notice shall be provided to each member personally or by e-mail, reasonably calculated to be received at least three (3) days prior to such meeting and posted to the Fair Board Meeting Calendar on the Fair website at least 24 hours in advance of such meeting.

**Section 5. Executive sessions**

- a. The Fair Board may enter executive session in compliance with ORS 192.610 to 192.690.
- b. The President, vice-President, or secretary shall make reasonable effort to obtain advice of County Counsel prior to entering executive session.
- c. During executive session the only members that may be in attendance are the Fair Board, members of the Board of Commissioners, any staff not expressly excluded, members of the press and those additional persons expressly authorized by the Fair Board.
- d. Minutes shall be kept in accordance with Article V, Section 10.
- e. An executive session may be conducted as part of a regular, special, or emergency meeting.
- f. At the start of the executive session, the chair shall inform members of the press in attendance of their rights and responsibilities in attending executive sessions under Oregon law.

**Section 6. Quorum and voting requirements.**

- a. Quorum. The minimum number of voting members that must be present to have a valid meeting is a majority of the current membership of the Fair Board.
- b. Concurring votes to do business: The minimum number of voting members that must concur on matter in order to do business is a majority vote of the members present.

**Section 7. Public Meeting Law.** All meetings of this Fair Board shall comply with ORS 192.610 to 192.690 (Public Meeting Law).

### **Section 8. Voting.**

- a. Each member of the Fair Board shall be entitled to one vote on matters before the Fair Board.
- b. No vote shall be made by a proxy.
- c. Votes shall be cast by voice or the showing of hands at the discretion of the President.

**Section 9. Notice.** Fair Complex staff shall cause notice of a meeting's date, time, location, and proposed agenda to be provided in accordance with these Bylaws and this section. Notice may be via email and/or the Fair ~~Complex~~ website.

- a. Notice of regular and special meetings shall be provided not less than three (3) calendar days prior to such meeting.
- b. Notice of an emergency meeting shall be provided as practical under the circumstances, but notice shall not be less than 24 hours.
- c. The proposed agenda of the Fair Board shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Fair Board to consider additional subjects.

### **Section 10. Minutes**

- a. The secretary, or, if the secretary is absent, another person designated by the President, shall keep minutes of public meetings that comply with ORS 192.610 to 192.690.
- b. Except for executive sessions, the minutes of a meeting shall contain, in addition to the members, the names and title, if any, of every other person who participates in the meeting. The secretary should also include in the minutes the name of any other person whose presence is considered germane to the proceedings.
- c. If an executive session is conducted during a meeting, the minutes shall comply with ORS 192.650 and contain, in addition to any other requirement under ORS 192.650:
  - (1) The names and title, if any, of every person who is present at any time in the meeting room during the executive session;
  - (2) The reference to the authority for calling the executive session as set forth in ORS 192.660 (1) (a) to (k);
  - (3) The time the executive session commenced and ended; and
  - (4) The action taken, if any, after returning to the public portion of the meeting.
- d. The minutes shall be reviewed at the Board's next regular meeting and approved at a time determined by the Fair Board.

### **Article VI. Committees**

**Section 1.** In order to carry out the work of the Fair Board, committees may be created by ~~a majority vote of the Fair Board~~the President. The ~~Fair Board~~President shall provide to each committee so created a written description of the purpose and scope of activity of such committee. The written description may be in the form of the minutes if the minutes otherwise complies with the contents required by this section.



**Section 2.** The President may appoint committee chairs and recommend committee members for Fair Board approval. Such committee appointments may be from members of the Fair Board membership or otherwise. Committee chairs shall provide written or oral reports of their committee activities to the Fair Board. Members appointed to a committee who are not members of the Fair Board may vote only at committee meetings.

**Section 3.** A committee shall meet at such times as shall be designated by the chair of the special committee and shall report back to the Fair Board at the time designated by the Fair Board.

**Section 4.** Committees are subject to the public meetings laws as well as these bylaws and Policy Resolutions of the Fair Board.

**Article VII. Parliamentary Authority**

**Section 1. Authority.** Except as otherwise provided by law and except where the Fair Board directs or acts to the contrary, the parliamentary process of the Fair Board shall be generally governed by Robert's Rules of Order.

**Section 2. Policy Resolutions of the Fair Board.** The Fair Board has adopted and may adopt as necessary and from time to time review Policy Resolutions to govern the details of the administration of the Fair Board. Copies of its Policy Resolutions shall be provided in a timely manner to each member of the Fair Board, the Washington County Administrative Office Liaison, and County Counsel.

**Article VIII. Staff support to the Fair Board**

**Section 1.** A Fair Complex staff person shall act as secretary to the Fair Board.

**Section 2.** The secretary shall have the following duties and responsibilities:

- a. To enter and maintain in the books of the Fair Board true minutes of all meetings and executive sessions;
- b. To give all notices required by these Bylaws, or as required by state law; and
- d. To assist the Fair Board on questions of parliamentary procedure for the conduct of Fair Board meetings.

**Article IX. Compliance with State and Local County Law and Policy**

**Section 1.** The Fair Board and each of its members shall comply with provisions of state law including, but not limited to: ethics laws (ORS Chapter 244), local budget laws (ORS Chapter 294), public contracting laws (ORS Chapters 279A, 279B and 279C), and public records and meetings laws (ORS Chapter 192). Fair Board members shall be provided will copies of all relevant statutes.

**Section 2.** The Fair Board and each of its members shall comply with provisions of Washington County policies whose application includes boards, committees, and commissions.

**Section 3. Effect of failure to comply with the Public Meeting Laws.** A decision made by the Fair Board that is in violation of ORS 192.610 to 192.690 may be cured if the Fair Board reinstates the decision while in compliance with ORS 192.610 to 192.690.

**Article X. Recommendations**

**Section 1. Form of Recommendations.** If consideration and approval of a matter before the Fair Board results in a recommendation to the Board of Commissioners, the Fair Board shall make such recommendation on a form that satisfies this section.

**Section 2. Contents of the Recommendation.** The recommendation shall be in writing and at a minimum contain a description of the matter under discussion by the Fair Board, the date(s) of the discussion on the matter, a brief description of any public comments received that addressed the matter, a recommendation on the matter, sufficient findings of fact to support the recommendation, and the results of the vote on the matter. Each recommendation shall bear the signature of the President.

**Section 3. Submission to the Board of Commissioners.** Any recommendation adopted by the Fair Board shall be provided to the Board of Commissioners within two weeks (if not sooner required by the Fair Board) of being signed by the chair.

**Article XI. Miscellaneous Provisions**

**Section 1.** These Bylaws may be amended by an affirmative vote of a majority of the Fair Board.

**Section 2.** The Fair Board shall receive legal representation by the Office of County Counsel.

**Section 3.** The Fair Board will maintain a favorable liaison with County Officials and staff members.