

A G E N D A
Washington County Fair Board
Regular Meeting
4:30 p.m., Wednesday, October 16, 1985

1. Call to order.
2. Public Welcome. This time is provided for members of the audience to comment on any item(s) on the agenda prior to the Board's discussion and decision. It is respectfully requested that those addressing the Board state their full name for the record.
 - A. Pat Graham, Washington County Historical Society - Information concerning historical chapel and school.
- *3. Bills for approval (enclosed, pages 4 - 6).
- *4. Financial Recap for August, 1985 (enclosed, page 7).
- *5.
 - A. September 4, 1985 Board Minutes (enclosed, pages 8 - 15).
 - B. September 23, 1985 Board Minutes (enclosed, pages 16 & 17).
- *6.
 - A. September 1985 Off-Season Calendar (enclosed, page 18).
 - B. October 1985 Activities Calendar (enclosed, page 19).
- *7. Correspondence:
 - A. Bathroom door construction, Nanci Douthit (enclosed, page 20).
 - B. Hotel/motel tax accounting, Dave Wimmer, CPA, Washington County (enclosed, pages 21 - 23).
 - C. Supplemental Budget, Don Stilwell, County Administrator (enclosed, pages 24 - 29).

*Consent Agenda: Any item may be removed for separate consideration upon request of any board member or anyone from the audience.
8. Fair Organizations Report:
 - A. Rodeo Board - Rocky Williams, Chairman; September 9 and October 7 Board Minutes (enclosed, pages 30 - 32).
 - B. Fairground Boosters - October 2 Meeting Recap, project letter (enclosed, pages 33 & 34).
9. Acting Executive Director's Report:
 - A. Proposals for Executive Recruitment (proposals enclosed in separate envelope).
 1. Ralph Anderson & Associates
 2. Korn/Ferry International
 3. Management Search, Inc.
 4. Murphy, Symonds & Stowell
 5. Public Management Associates
 6. Sloan, Silver, Floren, Martyn
 7. Washington County Personnel Division

B. Carnival

1. Funtastic Shows, Ron Burback, October 10 meeting
2. Playland Shows, Don Nelson, October 11 meeting
3. Davis Amusement, Kathy Davis, telephone conference

C. Destruction Derby

1. September 8 Destruction Derby Recap
2. Safety meeting, October 7 (enclosed, page 35).

D. 1986 Fair General Admission and Commercial Space fees. Board Action. (enclosed, page 36).

E. Regional Convention Trade Facility Study, request for funding (enclosed, page 37).

F. Security System bids

1. Hillsboro Security (enclosed, page 38)
2. Phillips Electronics (enclosed, page 39).
3. Sonitrol (enclosed, page 40).

G. Jail Building Nomination (enclosed, pages 41 & 42).

H. Parking Attendants 1986 Fair (enclosed, page 43).

I. Lottery - Jack Carter, State of Oregon Intergovernmental Relations, update

J. Port of Portland - Peggy Krause, Senior Real Estate Associate, update October 15 meeting

K. Parking Lot Landscaping (enclosed, pages 44 & 45)

L. Cornell Road Project

1. Sign illumination
2. Baker Rock compound

9. Operations Superintendent Report:

A. September projects:

1. Built storage shelves in storage building
2. Replaced waterline in south end of Main Exhibit Building
3. Painted Sheriff's Building
4. Painted new display boards for Arts & Crafts Department

B. October projects:

1. Paint livestock panels
2. Paint cashiers office
3. Roofing repair livestock barn
4. Clean up debris in pasture area

10. Old Business:

- A. Volunteer Appreciation Potluck
- B. Acting Executive Director's salary

11. New Business:

- A. Recruitment Profile - set date
- B. Planning Session - set date
- C. OFA Convention (enclosed, pages 46 - 49).

12. Non-Agenda Items:

- A. Bank signature cards

13. Announcements:

- A. Next Fair Board meeting will be November 6, 4:30 p.m., at the fairgrounds office.

****If you will be late or unable to attend, please call 648-1416****

M I N U T E S

Washington County Fair Board

Minutes of a regular meeting of the Washington County Fair Board held October 16, 1985, beginning at 4:35 p.m.

ATTENDANCE

Fair Board

Lloyd Baron
Jeanne Leeson
John Meek
Homer Speer
Margaret Sprecher, serving
as Acting Executive Director

Staff

Jamie Hammack
Ron McAuley

Guests

Bob Shook
Rocky Williams
Pat Graham
Sharon Cornish
Addie & Jack Fisher
Gene & Jenny VanKoll

CALL TO ORDER

The meeting was called to order by Margaret Sprecher, who immediately turned the meeting over to Vice-Chairman, Homer Speer. Speer will chair meetings while Sprecher is serving as Acting Executive Director.

PUBLIC WELCOME

Speer welcomed and thanked all guests for attending the meeting. Pat Graham advised she, in conjunction with the Washington County Historical Society, was searching for a location to provide a country setting for a chapel, schoolhouse, barn and possibly a small country store. She inquired whether there would be a location available on the fairgrounds. It was requested that Graham return to another board meeting with more information regarding size. Other possible locations were suggested by board members.

CONSENT AGENDA

The Acting Executive Director was instructed to respond to Nanci Douthit's letter regarding the construction of the bathroom doors.

MOTION: MOVED BY JOHN MEEK, SECONDED BY JEANNE LEESON, TO APPROVE AND ACKNOWLEDGE THE BILLS FOR APPROVAL, AUGUST 1985 FINANCIAL RECAP, SEPTEMBER 4 AND SEPTEMBER 23 BOARD MINUTES, SEPTEMBER 1985 OFF-SEASON CALENDAR, OCTOBER 1985 ACTIVITIES CALENDAR AND CORRESPONDENCE SUBMITTED. MOTION CARRIED.

RODEO BOARD REPORT

Board members acknowledged receipt of September 9 and October 7, 1985 Rodeo Board Minutes. Rocky Williams reported they were coordinating sponsorship for the 1986 Rodeo. There was discussion concerning advantages and

disadvantages of a full rodeo court. Jenny VanKoll is the 1986 Rodeo Court Coordinator. Fred Boyles is getting bids for replacement of the roping box. Fair Board members expressed their appreciation for the Rodeo Committee's hard work.

FAIRGROUNDS BOOSTER REPORT

Sprecher attended the last Fairgrounds Booster meeting. She reported on projects the Boosters are interested in helping with and advised the concession stand had done well financially at the Destruction Derby on September 8th.

EXECUTIVE RECRUITMENT

The Acting Executive Director received proposals for executive recruitment from seven firms which included; Ralph Andersen & Associates; Korn/Ferry International; Management Search, Inc.; Murphy, Symond & Stowell; Public Management Associates; Sloan Silver Floren & Martyn; and the Washington County Personnel Division.

Margaret Sprecher abstained from discussion as her husband, Larry Sprecher of Public Management Associates, submitted a proposal.

Discussion was held concerning community support, fees, and expertise of firms submitting proposals.

MOTION: MOVED BY JOHN MEEK, SECONDED BY LLOYD BARON TO DISQUALIFY LARRY SPRECHER OF PUBLIC MANAGEMENT ASSOCIATES BASED ON HIS RELATIONSHIP TO MARGARET SPRECHER, FAIR BOARD CHAIRMAN AND ACTING EXECUTIVE DIRECTOR. MOTION CARRIED.

MOTION: MOVED BY JOHN MEEK, SECONDED BY LLOYD BARON, TO REJECT ALL PROPOSALS DUE TO COSTS. MOTION CARRIED.

The members of the board outlined the entire process and discussed dividing the process, using one firm to draft a profile and job description, and using a second firm to recruit and screen applications.

MOTION: MOVED BY JOHN MEEK, SECONDED BY LLOYD BARON, TO HIRE A FIRM TO DRAFT A PROFILE AND REVIEW THE JOB DESCRIPTION FOR THE EXECUTIVE DIRECTOR POSITION. MOTION CARRIED.

At this time public comments were made to board members. Sharon Cornish commented on the county nepotism policy. Addie Fisher expressed her views regarding the county personnel office screening applications. More discussion was held regarding the process used for developing a profile and job description.

At this time the chairmanship was turned over to Lloyd Baron, treasurer.

MOTION: MOVED BY HOMER SPEER, SECONDED BY JOHN MEEK, TO INSTRUCT THE ACTING EXECUTIVE DIRECTOR TO CONTACT SLOAN SILVER FLOREN & MARTYN AND NEGOTIATE A FEE FOR DEVELOPING A PROFILE, REVIEWING THE JOB DESCRIPTION, COORDINATING WITH COUNTY PERSONNEL, AND TO CLEAR THE NEGOTIATED FEE WITH THE FAIR BOARD.

MOTION: MOVED BY JOHN MEEK, SECONDED BY JEANNE LEESON, TO AMEND THE PREVIOUS MOTION BY INSTRUCTING THE ACTING EXECUTIVE DIRECTOR TO CONTACT PUBLIC MANAGEMENT ASSOCIATES, REQUEST A BID AND ACCEPT THE LOWEST BID. MOTION CARRIED.

AMENDED MOTION: MOVED TO INSTRUCT THE ACTING EXECUTIVE DIRECTOR TO CONTACT SLOAN SILVER FLOREN & MARTYN AND PUBLIC MANAGEMENT ASSOCIATES AND REQUEST A BID FOR DEVELOPING A PROFILE, REVIEWING THE JOB DESCRIPTION, COORDINATING WITH COUNTY PERSONNEL, AND TO ACCEPT THE LOWEST BID. MOTION CARRIED.

At this time the chairmanship was turned over to Homer Speer to conduct the meeting.

GOLD MEDALLION FAIR

Sprecher announced that the 1985 Washington County Fair & Rodeo was rated as a Gold Medallion Fair.

DESTRUCTION DERBY

Acting Executive Director, Sprecher, reported the September 8th Destruction Derby co-sponsored by the Hillsboro Jaycees and the Washington County Derby Drivers Association was a successful event. There was one accident involving a small girl. She received stitches in her foot and the last report was that she is doing fine.

DERBY SAFETY MEETING

A derby safety meeting was held on Monday, October 7, with emergency crews and representatives from the derby association and fair board. The meeting discussion outlined improvements to make a safer derby. The main item of concern was spectator safety and barriers to accomplish the same. Fair Board members considered several options and instructed the Acting Executive Director to continue researching the ideas presented by meeting further with derby and rodeo representatives. Gene VanKoll was appointed to the safety committee.

CARNIVAL

Sprecher reported on individual conferences with Davis Amusement, Playland Shows, and Funtastic Shows. She discussed availability for dates with each show manager. The Fair Board agreed they wanted to improve the quality. Possibly moving fair dates would affect the Land Products Department and the Rodeo stock contractor. Sprecher will research further.

ADMISSION AND COMMERCIAL EXHIBITOR FEES

Admission and exhibitor fees were recommended for the 1986 fair. It was suggested to increase the admission price. Opposing views were expressed.

MOTION: MOVED BY JOHN MEEK, SECONDED BY JEANNE LEESON TO ACCEPT THE RECOMMENDED 1986 FAIR ADMISSION PRICES AND COMMERCIAL EXHIBITOR FEES. MOTION CARRIED.

REGIONAL CONVENTION TRADE FACILITY STUDY

Board members discussed the Washington County Visitors Association response to the funding request for the Regional Convention Trade Facility Study. Information provided and benefits of the study were discussed.

MOTION: MOVED BY JOHN MEEK, SECONDED BY JEANNE LEESON, TO DENY THE REQUEST FOR \$5,000 TOWARDS FUNDING OF THE REGIONAL CONVENTIONAL TRADE FACILITY STUDY. MOTION FAILED.

MOTION: MOVED BY JEANNE LEESON, SECONDED BY LLOYD BARON TO INSTRUCT THE ACTING EXECUTIVE DIRECTOR TO WRITE A LETTER TO WES MYLLENBECK REQUESTING MORE INFORMATION AND A PRESENTATION REGARDING THE REGIONAL CONVENTION TRADE FACILITY STUDY. MOTION CARRIED.

SECURITY

Sprecher briefly explained the different security system bids. She recommended hiring Hillsboro Security for \$150 per month. Captain Bob Shook of the Hillsboro Police Department stated the board should request the company to validate patrols by using a time clock.

MOTION: MOVED BY JOHN MEEK, SECONDED BY LLOYD BARON TO HIRE HILLSBORO SECURITY FOR \$150 PER MONTH. MOTION CARRIED.

JAIL BUILDING NOMINATION

Melissa Cole has been awarded the job of writing a nomination to place the jail building on the National Register of Historical Places.

1986 PARKING ATTENDANTS

The Hillsboro Kiwanis advised they would be available to serve as the 1986 parking attendants during the fair. The Fair Board consensus was that the opportunity should be presented to all organizations by submitting a news release to local papers. Specifications regarding age, hours and uniform requirements should be determined.

LOTTERY UPDATE

Sprecher reported updated information from Jack Carter, State of Oregon Intergovernmental Relations, regarding application and deadlines for lottery funds.

PORT OF PORTLAND

Sprecher updated the board on meetings held with Ken Johnson and Peggy Krause of the Port of Portland. The Port advised co-marketing the fairgrounds "commercial" property would not fit into their program and the Portland Development Commission would probably feel the same way. They indicated the Fair Board should move forward by obtaining a consultant to develop a marketing packet to advertise the property. It was board consensus to table the project until a new Executive Director has been hired.

PARKING LOT LANDSCAPING

The Acting Executive Director was instructed to write to the Hillsboro Chamber of Commerce and thank them for their interest in the landscaping project on the fairgrounds and tell them we would appreciate any assistance they are willing to provide.

SIGN ILLUMINATION

After numerous phone calls, Sprecher advised she was finally able to get the 34th Avenue sign illuminated. Plans for landscaping around the sign are underway.

COMPOUND

The Baker Rock compound will be cleaned up in one week to 10 days. The pasture area is being cleaned up and the temporary fence removed. The State will install a permanent fence later this month.

OPERATIONS REPORT

September projects were: built storage shelves, replaced waterline in the south end of the Main Exhibit Building, painted Sheriff's building, and painted new display boards for Arts & Crafts Department.

October projects included painting livestock panels, painting cashiers office, repairing livestock barn roof, and cleaning debris in pasture area.

VOLUNTEER POTLUCK

The Volunteer Appreciation Potluck was successful. Sprecher expressed thanks to those attending.

ACTING EXECUTIVE DIRECTOR SALARY

MOTION: MOVED BY JOHN MEEK, SECONDED BY JEANNE LEESON, TO PAY THE ACTING EXECUTIVE DIRECTOR \$1,600 PER MONTH. MOTION CARRIED.

MOTION: MOVED BY JOHN MEEK, SECONDED BY JEANNE LEESON TO PAY THE ACTING EXECUTIVE DIRECTOR \$75 PER MONTH AS CAR ALLOWANCE. MOTION CARRIED.

EXECUTIVE DIRECTOR PROFILE REVIEW

Board members discussed setting a date to review a draft of the profile for the Executive Director position. Possible groups and individuals to interview and aid in developing the profile were named. It was decided the profile draft should be presented by the December regular meeting.

PLANNING SESSION

The Fair Board decided to hold a planning session after the new Executive Director is on staff.

OFA CONVENTION

The Fair Board reviewed the Oregon Fairs Association Convention information. Homer Speer suggested staff attend convention meetings. A distinguished service award nomination was discussed.

APPRECIATION PARTY

MOTION: MOVED BY JOHN MEEK, SECONDED BY LLOYD BARON TO HOST AN APPRECIATION DINNER PARTY FOR ADDY HESSE. MOTION CARRIED.

Meeting adjourned 7:55 p.m.

Respectfully submitted,
Jamie Hammack, Secretary