

WASHINGTON COUNTY FAIR BOARD
Regular Meeting
Wednesday, October 8, 1997
4:30 PM.

27

1. Call to order.
2. A. Public welcome. This time is provided for members of the audience to comment on any item(s) on the agenda. Audience members are also welcome to comment at the time the agenda topic is being discussed by the Board. It is respectfully requested that those addressing the Board state their full name for the record.
- *3. A. Bills for approval & detail of income received,
Line Item Report for September 1997 (enc., pages 3-11)
- *4. A. Financial position, August 1997 - Reconcilled (enc., page 12)
September 1997 - Unreconcilled (enc., page 13)
B. Financial recap, September 1997 (enc., pages 14-19)
- *5. A. Fair Board minutes - September 3, 1997 (enc., pages 20-26)
- *6. A. Activities Flyer, October 1997 (enc., page 27)
B. Facility Use Schedule, October 1997 (enc., page 28)

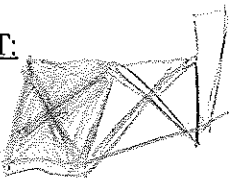
*Consent agenda: any item may be removed for separate consideration upon request of any Board member or any member of the audience.

7. FAIR ORGANIZATION'S REPORT:

- A. Rodeo Board
Rodeo Board Minutes (handout)
- B. Boosters' report
- C. 4-H Horse Fair

8. 1997 FAIR REPORT:

- A. Bill McKinley



9. FAIR COMPLEX MARKETING REPORT:

- A. Margaret Garza

18 foot
Queen
Dance

Lynn Haines
Enfield

10. MAINTENANCE REPORT:

- A. Maintenance Team Report - Mike Wold ~~X~~

10. OLD BUSINESS:

- A. Status of Audit *(Manufacture)* *B.11*
B. Worksession - If any board members have items to discuss, call the office for agenda.

11. NEW BUSINESS:

- A. Update on gang shooting at the Arts & Crafts Building ~~X~~
B. Appoint Rodeo Board (enc., pages 38-40)

C. Snow + Commission. Insurance
13. ANNOUNCEMENTS:

- A. Next Fair Board meeting November 5, 1997 - Worksession begins 8:30 AM with regular meeting to follow.

14. ADJOURN TO EXECUTIVE SESSION pursuant to ORS 192.610-192,690 to discuss Real Estate and Personnel.

P.R.C.A. Convention
Dec 3-8

LINE ITEM REPORT
9/1/97 Through 9/30/97

Num	Date	Payee	Memo	Amount
INCOME CATEGORIES				
D-Interim Use Income				
10A National Guard Armory Rent				
2562	9/8/97	Melisa Villarreal	Armory Rtl.-9/20	545.00
2601	9/23/97	Michael McDow	Armory Rtl.-9/26-28/97	750.00
2602	9/23/97	Maria Elena Gutierrez	Armory Rtl.-10/4/97--CASH	550.00
				1,845.00
10B Main Exhibit Hall				
2553	9/2/97	Rose City Exotic Bird Club	MEH Rtl.--11/8&9/97	375.00
2580	9/16/97	Hardy Plant Society	ME Rtl.-9/13-14/97	300.00
2635	9/25/97	Pacific NW Fenton Association	ME-3/28&29/98-Dep.&Partial Pay	300.00
				975.00
10C Cloverleaf Building				
2546	9/2/97	Doug Tesdall	CCB Rtl. - 9/13/97	125.00
2561	9/8/97	Maria Aguilar	CCB Rtl.-9/6	310.00
2579	9/16/97	Louise Marquette	CCB Rtl.-10/5/97	204.00
2640	9/25/97	Jill & Ryan Hoyt	CCB Rtl.-7/12/97	200.00
2641	9/25/97	Jill & Ryan Hoyt	Equipment Rtl.-7/12/97	35.00
				874.00
10D Arts & Crafts Building				
2545	9/2/97	Harvest Community Church	A&C Rtl.--9/13/97	350.00
2634	9/25/97	Sunset Dog Obedience	A/C Rtl.-9/24 to 10/15/97	50.00
2639	9/25/97	Oregon Ind. Booksellers	A&C Rtl.-9/17/97-Rtl.&Inventory	157.50
2646	9/30/97	Pet Consultants	A&C Rental-Sept,Oct,Nov	180.00
				737.50
10E Friendship Square				
2598	9/23/97	Baugh Construction	Frdshp. Sq. Rtl.8/14-Inv. 97-111	291.50
2603	9/23/97	Patricia Wajnowski	Frdshp.Sq.Rtl.-7/11-12/98	300.00
				591.50
10F Floral Building				
2544	9/2/97	Oregon Orchid Society	Floral Bldg. Rtl.--11/2/97	700.00
				700.00
10G Grounds/General				
2550	9/2/97	Easter Seals	Grounds Rtl.--9/20-21/97	3,655.00
2573	9/8/97	Kubota Tractor Corp/Darold Heine	Quadrant Rtl.-9/4-5	400.00
2581	9/16/97	James Kyle	Cones Rtl.-7/11(Intel Picnic)	20.00
2584	9/16/97	Product Development Co.	Mtg.Rm.Rtl.--11/3-15/97	1,240.00
				5,315.00
10H Main Arena				
2567	9/8/97	NW Speedway	Arena Rtl.Deposit--9/13	200.00
2568	9/8/97	NW Speedway	Arena Rtl.Deposit--9/13	200.00
2636	9/25/97	NW Speedway	Arena-7/12,8/9-16,9/6-Mny.Order	500.00
2637	9/25/97	NW Speedway	Arena-7/12,8/9-16,9/6-Mny. Order	29.20
2638	9/25/97	NW Speedway	Arena-7/12,8/9-16,9/6-Mny.Order	500.00
				1,429.20
10J RV/Boat Storage/Barns				
2589	9/16/97	RV/Boat Storage	Robert Griguhn	75.00
2590	9/16/97	RV/Boat Storage	Jack Durrell	75.00
2591	9/16/97	RV/Boat Storage	Gerald Ilg	75.00
2592	9/16/97	RV/Boat Storage	Rachel Flath	75.00
2593	9/16/97	RV/Boat Storage	Harold Elllicott	75.00
2594	9/16/97	RV/Boat Storage	Betty Leamon	75.00
2595	9/16/97	RV/Boat Storage	Melinda Tesar	75.00
2604	9/23/97	RV/Boat Storage	Karen Levelle	75.00
2605	9/23/97	RV/Boat Storage	Howard Hudson	75.00

LINE ITEM REPORT
9/1/97 Through 9/30/97

Num	Date	Payee	Memo	Amount
2606	9/23/97	RV/Boat Storage	R. G. Fischer	75.00
2607	9/23/97	RV/Boat Storage	Ralph Moberly	75.00
2608	9/23/97	RV/Boat Storage	Connie Brander	75.00
2609	9/23/97	RV/Boat Storage	Rosemary Heerman	75.00
2610	9/23/97	RV/Boat Storage	Duane Terry	75.00
2611	9/23/97	RV/Boat Storage	Vynn Berg	75.00
2612	9/23/97	RV/Boat Storage	Nancy Morgan	75.00
2613	9/23/97	RV/Boat Storage	Rebecca Pearsall	75.00
2614	9/23/97	RV/Boat Storage	Richard Berry	75.00
2615	9/23/97	RV/Boat Storage	Marjorie Korman	75.00
2616	9/23/97	RV/Boat Storage	Joseph Slicka	75.00
2626	9/25/97	RV/Boat Storage	Kim Schreiner	75.00
2627	9/25/97	RV/Boat Storage	John Sabol	75.00
2628	9/25/97	RV/Boat Storage	Charles Sharp	75.00
2629	9/25/97	RV/Boat Storage	Gary Thompson	75.00
2630	9/25/97	RV/Boat Storage	Robert Cena	75.00
2631	9/25/97	RV/Boat Storage	John Johnson	75.00
2632	9/25/97	RV/Boat Storage	Judith Spady	75.00
2633	9/25/97	RV/Boat Storage	Ronald Varitz	75.00
2649	9/30/97	RV/Boat Storage	Taylor, Bleyhl, Loader, Hughes	300.00
2650	9/30/97	RV/Boat Storage	Hougham, Sweet	150.00
				2,550.00
10K Interim Use Concessions				
2583	9/16/97	NW Speedway	Concessions %:7/12;8/9;8/16;9/6	1,029.20
2585	9/16/97	Padres Inc.	Concessions %: Swap Meet (Food)	522.90
2586	9/16/97	Padres Inc.	Concessions %: Swap Meet (Beer)	62.70
2587	9/16/97	Tres Amigos Promociones	Conc.%--CASH (\$131 Garbage Fee)	383.75
2643	9/25/97	DeAngelo's Italian Deli	Hardy Pit.Concessions %-9/13-14	146.25
				2,144.80
11 Damage Deposits				
2546	9/2/97	Doug Tesdall	Damage Deposit--Refundable	200.00
2560	9/8/97	Jose Garcia	Armory Rtl.-11/29-Damage Deposit	200.00
2572	9/8/97	David Golob	A/C Deposit--10/11/97	200.00
2582	9/16/97	Weekend Garden Market	ME Rtl.-7/11-12/98-Damage Dep.	200.00
2600	9/23/97	Oregon Ind. Booksellers	A&C Rtl.-9/17/97-Damage Dep.	200.00
2642	9/25/97	Judy Ohler	CCB-9/11-12/98-Damage Deposit	200.00
2647	9/30/97	Augustina Cosio	CCB Damage Deposit/Cash	200.00
2648	9/30/97	Lynn McClure	CCB Damage Deposit/Cash	200.00
				1,600.00
14 Interest				
	9/1/97	Govt Pool	August Interest #4486	1,130.14
	9/1/97	Govt Pool	August Interest #4591	19.01
				1,149.15
17 Miscellaneous Income				
2564	9/8/97	Portland Bottling Company	Tank Rebate (547X\$2)	1,094.00
2565	9/8/97	NW Speedway	Reimburse NSF Check	200.00
2566	9/8/97	NW Speedway	Reimburse NSF Check	200.00
2651	9/16/97	Pop Machine Change	Shop Pop Machine Income	163.55
2619	9/23/97	US Postmaster	Misprinted Metered Mail Refund	29.95
				1,687.50
18 RV Park				
2542	9/2/97	RV Cash Deposit	RV Camping Fees--CASH	345.00
2543	9/2/97	RV Check Deposit	RV Camping Fees	445.00
2557	9/8/97	RV Cash Deposit	RV Camping Fees--CASH	240.00
2558	9/8/97	RV Check Deposit	RV Camping Fees	60.00
2559	9/8/97	RV Contractor Parking	RV Long-Term Fees--Checks	880.00
2574	9/16/97	RV Cash Deposit	RV Camping Fees--CASH	720.00
2575	9/16/97	RV Check Deposit	RV Camping Fees	350.00
2576	9/16/97	RV Contractor Parking	Long-Term--Donald Potter	300.00
2577	9/16/97	RV Contractor Parking	Long-Term--D.Humbert--CASH	300.00

LINE ITEM REPORT
9/1/97 Through 9/30/97

Num	Date	Payee	Memo	Amount
2578	9/16/97	RV Contractor Parking	Long-Term--D.Struble--CASH	300.00
2617	9/23/97	RV Cash Deposit	RV Camping Fees--CASH	135.00
2618	9/23/97	RV Check Deposit	RV Camping Fees	205.00
2624	9/25/97	RV Check Deposit	RV Camping Fees	95.00
2625	9/25/97	RV Cash Deposit	RV Camping Fees--CASH	30.00
2644	9/30/97	RV Cash Deposit	RV Camping Fees--CASH	200.00
2645	9/30/97	RV Check Deposit	RV Camping Fees	135.00
				<u>4,740.00</u>
Total D-Interim Use Income				<u>26,338.65</u>
E-Fair Income				
31 Other Admission				
2551	9/2/97	Wash. Co. Finance Division	1997 Fair Vendor Passes	126.00
				<u>126.00</u>
32 Concessions/Booths				
2554	9/2/97	Tropical Snow	1997 Fair Concessions %	865.04
				<u>865.04</u>
33 Sponsorships				
2552	9/2/97	Darigold	1997 Fair Sponsorship	2,000.00
2563	9/8/97	Portland Bottling Company	Fair Sponsorship--RC Cola	3,000.00
2569	9/8/97	Curtiss D. Watts	Pat Watts Nifty Ndler Reimbrsmt.	19.50
2588	9/16/97	Bi-Mart	1997 Fair Sponsorship	16,500.00
				<u>21,519.50</u>
34 Advertising Sold				
2548	9/2/97	Horton's Sav-On Office Supply	Inv.96-221: 1997 Ent. Guide Ad	150.00
2599	9/23/97	Peterson Media	97 Entert.Guide-1/2 Pg.Ad-96-228	450.00
				<u>600.00</u>
37 Entry Fees				
2555	9/2/97	Barry M. Bolewicz	1997 Fair Entry Fee--Alpaca	5.00
2570	9/8/97	Kristin Tamowski	1997 Open Beef Entry Fees	10.00
				<u>15.00</u>
38 Parking Fees				
2551	9/2/97	Wash. Co. Finance Division	1997 Fair Parking Passes	180.00
				<u>180.00</u>
39 Rodeo Sponsorships				
2621	9/25/97	CEScan	1997 Rodeo Sponsorship	250.00
2622	9/25/97	Floors With Flair	1997 Rodeo Sponsorship	1,500.00
				<u>1,750.00</u>
41 Miscellaneous				
2556	9/2/97	Beverly S. Duddy	1997 Fair Camping Fees	35.00
2571	9/8/97	Alicia L. Mendoza	Reimburse NSF Check--Fair Cmpg.	21.00
2623	9/25/97	Farmers Cooperative Creamery	1997 Fair Milkings	460.81
				<u>516.81</u>
42 Rodeo Admissions				
2547	9/2/97	Wrangler	Inv. 96-229: Rodeo Tickets	500.00
				<u>500.00</u>
46 Rodeo Miscellaneous				
2549	9/2/97	Rodeo	Rodeo Concessions-Souvenir Sales	2,287.69
2597	9/23/97	Helvetia Tavern	Refund Beer/Keg Deposits:97-112	216.00
				<u>2,503.69</u>
Total E-Fair Income				<u>28,576.04</u>
TOTAL INCOME CATEGORIES				<u>54,914.69</u>

LINE ITEM REPORT
9/1/97 Through 9/30/97

Num	Date	Payee	Memo	Amount
EXPENSE CATEGORIES				
A-Personnel				
101 Salaries				
22692	9/2/97	Express Personnel Services	Inv. 33219621	(450.16)
22693	9/2/97	Flex Force Personnel	Inv. 10537, 10556	(596.75)
22705	9/10/97	Wash. Co. Finance Division	Payroll 8/23-9/5	(14,421.36)
22719	9/15/97	Express Personnel Services	Inv. 33430482, 33311221	(1,138.64)
22720	9/15/97	Flex Force Personnel	Inv. 10565	(423.15)
22769	9/23/97	Express Personnel Services	Inv. 33513792, 33607446	(814.26)
22770	9/23/97	Flex Force Personnel	Inv. 10579, 10601	(773.06)
22787	9/24/97	Wash. Co. Finance Division	Payroll 9/6-9/19	(13,176.84)
				<u>(31,794.22)</u>
102 O.P.E.				
22705	9/10/97	Wash. Co. Finance Division	Payroll 8/23-9/5	(1,628.23)
22787	9/24/97	Wash. Co. Finance Division	Payroll 9/6-9/19	(5,269.89)
				<u>(6,898.12)</u>
Total A-Personnel				<u>(38,692.34)</u>
B-Interim Operations				
107 Office Expense				
22697	9/2/97	Pac West Blueprint	Inv. 4190: Bond Enlargements	(5.20)
22706	9/10/97	Petty Cash	Office Expense	(82.39)
22732	9/15/97	Horton's Sav-On Office Supply	Inv. 158419,158420,158460	(21.22)
22774	9/23/97	Horton's Sav-On Office Supply	Inv. 159118,159121	(23.28)
22781	9/24/97	Sign Pro	Inv. 3025, Phone Decals	(20.00)
				<u>(152.09)</u>
108 Telephone				
22716	9/15/97	AT&T	Final Bill--Acct.050 3115244 001	(5.25)
22724	9/15/97	Payment Center	AT&T Long Distance--8/20/97	(34.40)
22741	9/15/97	GTE	8/28/97 Bill (503) 648-5694	(55.48)
22752	9/23/97	AT&T	Acct. 51135630--9/22/97	(72.44)
22773	9/23/97	GTE	8/28/97 Bill (503) 648-1416	(780.12)
				<u>(947.69)</u>
109 Printing				
22726	9/15/97	Sign Pro	Zip Change Letters	(300.00)
22731	9/15/97	Lazerquick	Office Stationery	(254.28)
				<u>(554.28)</u>
110 Postage				
22744	9/18/97	US Postmaster	Postage Meter	(134.56)
				<u>(134.56)</u>
111A Equipment Rental				
22689	9/2/97	Copelco Capital, Inc.	0113090970912:Copier Rtl. Fee	(212.23)
22768	9/23/97	Copelco Capital, Inc.	0113090971012:Copier Rtl. Fee	(234.72)
				<u>(446.95)</u>
112 Utilities				
22729	9/15/97	Hillsboro Garbage Disposal	976083 & 988375--8/97 Garb.Svc.	(1,273.69)
22734	9/15/97	Northwest Natural Gas	September Bills	(1.43)
22740	9/15/97	PGE	Utilities/Aug-Sep	(1,538.12)
22777	9/23/97	PGE	Utilities/Aug-Sep	(23.33)
22788	9/24/97	City of Hillsboro	09890-01--Sept. Statement	(3,127.66)
				<u>(5,964.23)</u>
113G Grounds/General R&M				
22708	9/10/97	Petty Cash	Lunch:Restitution Workers	(19.16)

LINE ITEM REPORT
9/1/97 Through 9/30/97

Num	Date	Payee	Memo	Amount
22783	9/24/97	Shute Park True Value	Hose Hanger	(19.37)
				(38.53)
113J Barns R&M				
22715	9/15/97	AG West Supply	Fly Spray	(384.00)
				(384.00)
113L Equipment R&M				
22694	9/2/97	Gratteri Tire & Wheel Ctr.	163598,164214:Tires:Trlr.&Trctr.	(255.54)
22696	9/2/97	McClenny Refrigeration	971054:CCB AC R&M	(76.25)
22715	9/15/97	AG West Supply	Tiller Tines	(142.50)
22723	9/15/97	Fisher Implement Co.	Planer; JD 2155 Tractor R&M	(159.41)
22730	9/15/97	Hillsboro Auto Parts	Carb.,Press.Washer,Spark Plugs	(178.48)
22738	9/15/97	Pacific Harvest Grain & Supply	Spotlyte Sprayer	(62.50)
22772	9/23/97	Gratteri Tire & Wheel Ctr.	165242,-288,-703,166871	(127.68)
22775	9/23/97	Landa, Inc.	Pressure Washer R&M	(45.62)
22783	9/24/97	Shute Park True Value	Toro Mower R&M	(11.69)
22784	9/24/97	Hillsboro Vac & Sew	Vacuum Cleaner Supplies & Parts	(90.93)
				(1,150.60)
114 General Supplies				
22686	9/2/97	All MRO	Inv. 171946	(55.24)
22690	9/2/97	Crystal Springs	Inv. 378490: Shop Water	(13.50)
22718	9/15/97	Copeland Lumber Yards	Maint.Supplies	(9.75)
22723	9/15/97	Fisher Implement Co.	Chain Saw Chain	(13.68)
22725	9/15/97	H.E. Mitchell Co.	Locks	(37.48)
22730	9/15/97	Hillsboro Auto Parts	Shop Supplies	(9.37)
22737	9/15/97	Pacific Airgas	Inv. 338749--Argon & Oxy Cyl.	(4.07)
22739	9/15/97	Pacific Safety Supply	Inv. 61276:Gloves, Flashlight	(86.00)
22771	9/23/97	Globe Lighting Supply Co.	H25893, H26021:Shop Supplies	(34.72)
22778	9/23/97	Portland Bottling Company	Shop Pop	(154.70)
22782	9/24/97	U-Haul	#790956 Propane	(29.50)
22783	9/24/97	Shute Park True Value	Shop Tools & Supplies	(91.86)
				(539.87)
117 Parking				
22680	9/2/97	Forest Grove FFA	1997 Airshow Park.Ticket takers	(300.00)
				(300.00)
119 Legal fees				
22776	9/23/97	Office of County Counsel	July Legal Services	(722.00)
				(722.00)
121 Professional Svcs.				
22703	9/2/97	Windsor Security Systems	Inv. 3660	(130.00)
22733	9/15/97	Northwest Backflow & Inspection	Backflow Device Tests--9/5/97	(83.00)
22786	9/24/97	Premier Security	8/16, CCB; 9/6, A/C & CCB	(576.00)
				(789.00)
124 Car Allowance				
22705	9/10/97	Wash. Co. Finance Division	September Auto Allowance	(600.00)
				(600.00)
131 Advertising & P.R.				
22702	9/2/97	US West	August Statement	(126.00)
22728	9/15/97	Hillsboro Argus	Display Ads August	(147.60)
22785	9/24/97	US Bankcard Division	Rotary/Chamber Meetings	(40.00)
				(313.60)
132 Board Expense				
22785	9/24/97	US Bankcard Division	August Charges/Board Business	(36.70)
				(36.70)
149 Misc. Materials & Svcs.				
	9/8/97	Account Maintenance	Returned Item Fee-NW Spdwy.	(3.00)

LINE ITEM REPORT
9/1/97 Through 9/30/97

Num	Date	Payee	Memo	Amount
	9/8/97	Account Maintenance	Ret.Check-NW Spdwy.-NSF	(400.00)
22707	9/10/97	Gales Creek Insurance	Client Cost/Romse	(188.00)
22707	9/10/97	Gales Creek Insurance	Client Cost/Aquilar	(188.00)
22707	9/10/97	Gales Creek Insurance	Client Cost/Jaimes	(188.00)
22710	9/10/97	Premier Security	Client Cost/CCB Security-8/30	(420.00)
22735	9/15/97	Oregon Electric Group	Client Cost Inv. 99834	(180.00)
	9/24/97	Account Maintenance	Ret.Check-NW Spdwy.-NSF	(1,029.20)
	9/24/97	Account Maintenance	Returned Item Fee-NW Spdwy.	(3.00)
				<u>(2,599.20)</u>
150 Refunds				
22679	9/2/97	Darlene Potts	CCB Damage Deposit--Refund	(200.00)
22704	9/10/97	Felix Castaneda	CCB Rtl.-9/6/97-Dmg.Dep.Refund	(210.00)
22709	9/10/97	Bertha Vega	Armory--8/30-Damage Dep. Refund	(200.00)
22711	9/10/97	Hill High Reunion	Deposit Refund	(227.50)
22712	9/15/97	Jill Tesdale	CCB Rtl.-9/13-Deposit Refund	(200.00)
22743	9/17/97	Rufina Jaimes	Armory--9/6 Rtl.--Deposit Refund	(145.00)
22745	9/18/97	Chrysler Road/Track Car Club	Grds Rtl.--Refund Overpymt.	(273.50)
22746	9/18/97	Intel Corporation	Grds Rtl.-7/11/97-Refund Ovrpymt	(104.00)
22747	9/23/97	Melissa Villarreal	Armory Rtl.-9/20-Deposit Refund	(289.00)
22749	9/23/97	Alberto Villa	A/C Rtl.-8/16-Deposit Refund	(200.00)
22789	9/26/97	NW Speedway	Arena Rtl.--Return Overpymt.	(570.50)
				<u>(2,619.50)</u>
Total B-Interim Operations				<u>(18,292.80)</u>
C-Fair Operations				
175 Printing				
22731	9/15/97	Lazerquick	Tally Sheets,Rcpts,Thank You's	(231.85)
				<u>(231.85)</u>
176 Utilities				
22729	9/15/97	Hillsboro Garbage Disposal	976083 & 988375--8/97 Garb Svc.	(3,609.83)
22788	9/24/97	City of Hillsboro	09890-01--Sept. Statement	(3,127.67)
				<u>(6,737.50)</u>
178 Parking				
22785	9/24/97	US Bankcard Division	Flares	(39.42)
				<u>(39.42)</u>
179 Professional Svcs.				
22678	9/2/97	Hillsboro Optimists	Garbage clean-up during Fair	(5,000.00)
22785	9/24/97	US Bankcard Division	Restaurant Vendors Audit	(28.50)
				<u>(5,028.50)</u>
180 Advertising				
22748	9/23/97	McKinney, Johnson, Amato	August Statement--Fair Promotion	(62,241.90)
				<u>(62,241.90)</u>
181 Refunds				
22684	9/2/97	Double BG Ranches	1997 Fair-Refund Pen Fee Ovrpymt	(30.00)
22685	9/2/97	Christobal Mejia	1997 Fair-Refund Cmpg.FeeOvrpymt	(8.00)
				<u>(38.00)</u>
182 Miscellaneous				
22706	9/10/97	Petty Cash	Flashlight Batteries	(4.95)
22706	9/10/97	Petty Cash	Snacks for Fair Meeting	(36.00)
22718	9/15/97	Copeland Lumber Yards	Concrete Blocks	(223.50)
22742	9/15/97	Best Western Hailmark Inn	Staff Expense-Hotel Rms.	(294.25)
22753	9/23/97	John Thomas	21 Milkings	(28.88)
22755	9/23/97	Bevi-Jo Evers	119 Milkings	(163.63)
22756	9/23/97	Wil-Rene Farms	36 Milkings (Jansen)	(49.50)
22757	9/23/97	TMK Farms	18 Milkings (Koch)	(24.75)
22758	9/23/97	Marsh Dairy	30 Milkings	(41.25)

LINE ITEM REPORT
9/1/97 Through 9/30/97

Num	Date	Payee	Memo	Amount
22759	9/23/97	Ami Marsh	12 Milkings	(16.50)
22760	9/23/97	Robin Marsh	27 Milkings	(37.30)
22761	9/23/97	Brandi Marsh	24 Milkings	(33.00)
22762	9/23/97	Darren Braggenstos	12 Milkings	(16.50)
22763	9/23/97	Bridget Fry	12 Milkings	(16.50)
22765	9/23/97	Monte Nussbaumer	12 Milkings	(16.50)
22766	9/23/97	Kelli Twigg	12 Milkings	(16.50)
22785	9/24/97	US Bankcard Division	Polaroid Film	(21.98)
				<u>(1,041.49)</u>
183 Decorations				
22681	9/2/97	Forest Grove FFA	1997 Fair Flowers	(500.00)
				<u>(500.00)</u>
184 Equipment Rental				
22699	9/2/97	Power Rents	8/97 Stmt.:Eqmnt. Rtl.	(820.47)
22717	9/15/97	Clackamas Communications	Inv. 51218-002, 51303-002	(1,338.00)
22736	9/15/97	Safway Steel Products	Dismantle & Pick-up Bleachers	(230.00)
				<u>(2,388.47)</u>
186 Restroom Service				
22780	9/24/97	RonJons Unlimited	Airshow, Fair & HorseShow Svc.	(11,211.25)
				<u>(11,211.25)</u>
187 Repair & Maintenance				
22698	9/2/97	Platt Electric	8/97 Stmt.:Elect.Supplies/Mtc.	(649.32)
22715	9/15/97	AG West Supply	Fly Spray--Barns	(46.50)
22783	9/24/97	Shute Park True Value	Steel Rings for 4-H Barn	(92.88)
				<u>(788.70)</u>
Total C-Fair Operations				<u>(90,247.08)</u>
D-Exhibits & Competitions				
213 Other FFA				
22742	9/15/97	Best Western Hallmark Inn	Judges' Expenses-Hotel Rms.	(219.15)
				<u>(219.15)</u>
221 Awards 4-H				
22687	9/2/97	Award Presentations	1997 Fair 4-H Showman Medals	(190.80)
22744	9/18/97	US Postmaster	Postage to mail premium checks	(165.44)
	9/30/97	1997 4-H Premium Checks	Ck# 340001 to 341009	(7,280.50)
				<u>(7,636.74)</u>
223 Other 4-H				
22742	9/15/97	Best Western Hallmark Inn	Horse Show Judges Exp-Hotel Rms.	(970.14)
22742	9/15/97	Best Western Hallmark Inn	Judges' Expenses-Hotel Rms.	(416.37)
				<u>(1,386.51)</u>
231 Awards Open Class				
	9/2/97	Jeremy & Felicia Calderon	Void CK#5063	72.00
5452	9/2/97	Jeremy & Felicia Calderon	1997 Open Beef--Ryals Simmentals	(72.00)
22688	9/2/97	Award Specialties	Inv. 55336	(19.50)
22701	9/2/97	Ribbon Specialties	Inv. 54535--Open Class Ribbons	(181.19)
22706	9/10/97	Petty Cash	Prizes for Cookie Contest	(15.00)
				<u>(215.69)</u>
233 Other Open Class				
22742	9/15/97	Best Western Hallmark Inn	Judge's Expenses-Hotel Rms.	(276.74)
				<u>(276.74)</u>
Total D-Exhibits & Competitions				<u>(9,734.83)</u>
E-Rodeo				

LINE ITEM REPORT
9/1/97 Through 9/30/97

Num	Date	Payee	Memo	Amount
312 Personnel				
22742	9/15/97	Best Western Hallmark Inn	Staff Expense-Hotel Rms.	(294.25)
				(294.25)
316 Promotion				
22714	9/15/97	Dianne Viscetto	VIP Entertainment	(375.00)
22726	9/15/97	Sign Pro	Signage & Banners	(612.00)
22750	9/23/97	Judy Brooks	Sponsor & Award Jackets	(1,340.00)
				(2,327.00)
320 Queen				
22682	9/2/97	Patricia Crop	Rodeo Queen-Rose Parade Supplies	(175.00)
22751	9/23/97	Patti Crop	Queen's Outfit	(131.39)
				(306.39)
321 Rental Equipment				
22736	9/15/97	Safway Steel Products	Dismantle & Pick-up Bleachers	(920.00)
				(920.00)
Total E-Rodeo				<u>(3,847.64)</u>
G-Shows & Entertainment				
325 Grounds Entertainment				
22706	9/10/97	Petty Cash	Advance/Scott Rydell	(40.00)
				(40.00)
326 Associated Costs-Main				
22691	9/2/97	David Barnes	1997 Fair Assistance	(57.75)
				(57.75)
327 Associated Costs-Grounds				
22683	9/2/97	Portland Rage Hockey	Cosmic Carnival Staff	(400.00)
				(400.00)
328 Touch & See				
22695	9/2/97	Kammie Wold	1997 Fair-Reimburse Expenditures	(20.20)
				(20.20)
Total G-Shows & Entertainment				<u>(517.95)</u>
J-Capital Outlay				
513 Equipment				
22767	9/23/97	Columbia Audio Specialties, Inc.	Bogen Amp/Shure Mic/Inv.032120	(579.00)
				(579.00)
Total J-Capital Outlay				<u>(579.00)</u>
Expense - Unassigned				
VOID	9/2/97	Void Check		(1.00)
VOID	9/10/97	Void Check		(1.00)
VOID	9/15/97	Void Check		(1.00)
VOID	9/15/97	Void Check		(1.00)
VOID	9/15/97	Void Check		(1.00)
VOID	9/15/97	Void Check		(1.00)
VOID	9/23/97	Void Check		(1.00)
VOID	9/24/97	Void Check		(1.00)
VOID	9/24/97	Void Check		(1.00)
22787	9/24/97	Wash. Co. Finance Division		0.00
Total Expense - Unassigned				<u>0.00</u>
TOTAL EXPENSE CATEGORIES				<u>(161,911.64)</u>

LINE ITEM REPORT
9/1/97 Through 9/30/97

Num	Date	Payee	Memo	Amount
TRANSFERS				
FIRST INTERSTATE				
22790	9/26/97	Wells Fargo Bank	1997 Premium Payout Transfer	(10,000.00)
Total FIRST INTERSTATE				(10,000.00)
POOL #4486				
2596	9/16/97	Govt Pool	Transfer to US Bank	65,000.00
2620	9/24/97	Govt Pool	Transfer to US Bank	40,000.00
Total POOL #4486				105,000.00
U.S. BANK				
	9/16/97	Govt Pool	Transfer to US Bank	(65,000.00)
	9/24/97	Govt Pool	Transfer to US Bank	(40,000.00)
	9/26/97	Wells Fargo Bank	1997 Premium Payout Transfer	10,000.00
Total U.S. BANK				(95,000.00)
TOTAL TRANSFERS				0.00
GRAND TOTAL				(106,996.95)

**Washington County Fair Complex
FINANCIAL POSITION**

AUGUST 31, 1997

CHECKING ACCOUNTS	U.S. Bank	Wells Fargo	Bingo
Book			
Beginning Balance	17,947.08	2,810.84	2,760.56
Income Deposits	587,001.16	22,000.00	0.00
From Government Pool	100,000.00	0.00	0.00
Less Checks & Adjustments	422,613.21	22,878.67	0.00
To Government Pool	270,000.00	0.00	0.00
Ending Book Balance	12,335.03	1,932.17	2,760.56
Bank			
Bank Balance	59,357.01	4,175.67	2,760.56
Deposits In Transit	0.00		0.00
Outstanding Checks	47,021.98	2,243.50	0.00
Ending Bank Balance	12,335.03	1,932.17	2,760.56
TOTAL COMBINED CHECKING			17,027.76
SAVINGS ACCOUNTS			
	Investment	EXPO	
Book			
Beginning Balance	238,866.04	3,926.58	
Interest for Month	1,520.26	19.12	
From Checking	270,000.00	0.00	
To Checking	100,000.00	0.00	
Ending Book Balance	410,386.30	3,945.70	
Bank			
Bank Balance	410,386.30	3,945.70	
Transfers In Transit	0.00	0.00	
Ending Bank Balance	410,386.30	3,945.70	
TOTAL COMBINED SAVINGS			414,332.00
TOTAL RESOURCES			431,359.76

Washington County Fair Complex

FINANCIAL POSITION

Unreconciled as of 10/3/97

SEPTEMBER 30, 1997

CHECKING ACCOUNTS	U.S. Bank	Wells Fargo	Bingo
Book			
Beginning Balance	12,335.03	1,932.17	2,760.56
Income Deposits	53,765.54	10,072.00	0.00
From Government Pool	105,000.00	0.00	0.00
Less Checks & Adjustments	164,631.14	7,352.50	0.00
To Government Pool	0.00	0.00	0.00
Ending Book Balance	6,469.43	4,651.67	2,760.56
TOTAL COMBINED CHECKING			13,881.66
SAVINGS ACCOUNTS	Investment	EXPO	
Book			
Beginning Balance	410,386.30	3,945.70	
Interest for Month	1,130.14	19.01	
From Checking	0.00	0.00	
To Checking	105,000.00	0.00	
Ending Book Balance	306,516.44	3,964.71	
TOTAL COMBINED SAVINGS			310,481.15
TOTAL RESOURCES			324,362.81

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1,1997-JUNE 30,1998

ACTUAL 1995-96	SEPTEMBER 1996	ACTUAL 1996-97	LINE DESCRIPTION ITEM#	BUDGET 1997-98	REVISED 1997-98	SEPTEMBER 1997	TO DATE 1997-98	BALANCE
STATE FUNDS								
0	0.00	0.00	1 Racing Commission	0	0	0.00	0.00	0.00
0	0.00	0.00	2 Apportionment	0	0	0.00	0.00	0.00
0	0.00	0.00	3 Merit Rate	0	0	0.00	0.00	0.00
44,444	0.00	36,042.15	3A Dept. of Econ. Dev.	0	0	0.00	0.00	0.00
44,444	0.00	36,042.15		0	0	0.00	0.00	0.00
SPECIAL FUNDS								
0	0.00	0.00	4 Grants	0	0	0.00	0.00	0.00
0	0.00	0.00	5 Funds Borrowed	100,000	100,000	0.00	0.00	(100,000.00)
0	0.00	0.00	7 RE Sold/Leased	356,000	356,000	0.00	0.00	(356,000.00)
0	0.00	0.00		456,000	456,000	0.00	0.00	(456,000.00)
DEDICATED FUNDS								
0	0.00	0.00	8 Horse Stall Construction	0	0	0.00	0.00	0.00
465,807	0.00	517,920.41	9 Hotel/Motel Tax	530,000	530,000	0.00	150,049.94	(379,950.06)
465,807	0.00	517,920.41		530,000	530,000	0.00	150,049.94	(379,950.06)
INTERIM INCOME								
169,061	18,392.55	173,916.87	10 Rent & Storage	172,000	172,000	17,162.00	47,589.44	(124,410.56)
1,935	2,335.00	17,965.00	11 Damage Deposits	15,000	15,000	1,600.00	2,800.00	(12,200.00)
0	0.00	0.00	12 Advertising Sold	0	0	0.00	0.00	0.00
5,500	0.00	11,000.00	13 Gate Change	5,500	5,500	0.00	0.00	(5,500.00)
12,088	319.50	15,027.53	14 Interest	16,000	16,000	1,149.15	4,545.65	(11,454.35)
0	0.00	0.00	15 Shows/Entertainment	100,000	100,000	0.00	0.00	(100,000.00)
29,418	0.00	45,819.32	16 Parking Fees	25,000	25,000	0.00	0.00	(25,000.00)
11,846	3,789.25	9,101.54	17 Miscellaneous Income	11,000	11,000	1,687.50	3,298.09	(7,701.91)
25,377	4,661.00	33,805.00	18 RV Park	29,000	29,000	4,740.00	8,787.00	(20,213.00)
255,225	29,497.30	306,635.26		373,500	373,500	26,338.65	67,020.18	(306,479.82)

44,000

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1997-JUNE 30, 1998

ACTUAL 1995-96	SEPTEMBER 1996	ACTUAL 1996-97	LINE DESCRIPTION ITEM#	BUDGET 1997-98	REVISED 1997-98	SEPTEMBER 1997	TO DATE 1997-98	BALANCE
FAIR INCOME								
33,102	0.00	25,857.00	30 Youth Admission	30,000	30,000	0.00	28,836.00	(1,164.00)
215,435	117.00	193,878.44	31 Other Admission	200,000	200,000	126.00	197,804.05	(2,195.95)
109,894	2,949.06	113,980.68	32 Concessions/Booths	120,000	120,000	865.04	68,671.18	(51,328.82) <i>129,000</i>
32,905	26,500.00	40,665.00	33 Sponsorships	50,000	50,000	21,519.50	37,747.95	(12,252.05) <i>86</i>
5,760	0.00	8,350.00	34 Advertising Sold	8,000	8,000	600.00	2,985.00	(5,015.00)
0	0.00	0.00	35 Gate Change	15,000	15,000	0.00	15,000.00	0.00
56,430	0.00	48,826.00	36 Carnival Income	50,000	50,000	0.00	51,997.02	1,997.02
3,242	74.00	4,446.00	37 Entry Fees	4,500	4,500	15.00	3,663.50	(836.50)
48,431	0.00	46,201.01	38 Parking Fees	48,000	48,000	180.00	49,268.54	1,268.54
28,113	3,000.00	38,100.00	39 Rodeo Sponsorships	100,000	85,000	1,750.00	62,400.00	(22,600.00) <i>off</i>
0	0.00	0.00	40 Horse Show	0	0	0.00	0.00	0.00
12,199	2,431.34	5,423.29	41 Miscellaneous	5,000	5,000	516.81	4,289.86	(710.14)
8,218	0.00	7,386.98	42 Rodeo Admissions	7,500	7,500	500.00	6,892.00	(608.00)
49,191	0.00	48,734.60	43 Main Stage	45,000	0	0.00	0.00	0.00
1,189	0.00	669.00	44 Arena Admissions	700	700	0.00	0.00	(700.00)
0	0.00	1,857.00	45 Amphitheater Concessions	800	800	0.00	0.00	(800.00)
0	0.00	325.00	46 Rodeo Miscellaneous	0	0	2,503.69	4,057.52	4,057.52
0	0.00	3,640.00	47 Horse Stall Rentals	4,550	4,550	0.00	195.00	(4,355.00)
604,109	35,071.40	588,340.00		689,050	629,050	28,576.04	533,807.62	(95,242.38) <i>585,130</i>
BINGO								
8,700	2,400.00	16,200.00	70 Sessions	14,000	14,000	0.00	1,200.00	(12,800.00)
0	0.00	0.00	71 Food	0	0	0.00	0.00	0.00
0	0.00	0.00	72 Operating Change	0	0	0.00	0.00	0.00
8,700	2,400.00	16,200.00		14,000	14,000	0.00	1,200.00	(12,800.00)
1,378,286	66,968.70	1,465,137.82	TOTAL INCOME CATEGORIES	2,062,550	2,002,550	54,914.69	752,077.74	(1,250,472.26)
BEGINNING BALANCE								
196,041.50	313,679.56	313,679.56	99 Cash on Hand	335,000	345,000		<i>410,330</i>	
1,574,327	380,648.26	1,778,817.38	TOTAL INCOME/BEG CASH ON HA	2,397,550	2,347,550	54,914.69	-752,077.74	(1,595,472.26)

100,000
950,000
550,000

116,908-
117,142

116,908-

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1997 - JUNE 30, 1998

ACTUAL 1995-96	SEPTEMBER 1996	ACTUAL 1996-97	LINE ITEM #	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	SEPTEMBER 1997	TO DATE 1997-98	BALANCE
PERSONNEL									
320,801	24,020.74	354,555.01	101	Salaries	381,000	381,000	31,794.22	145,432.43	(235,567.57)
94,061	6,550.11	95,879.05	102	O.P.E.	127,000	127,000	6,898.12	30,924.67	(96,075.33)
414,862	30,570.85	450,434.06			508,000	508,000	38,692.34	176,357.10	(331,642.90) <i>334,000</i>
INTERIM OPERATIONS									
3,721	143.29	5,301.19	107	Office Expense	4,200	4,200	152.09	1,186.12	(3,013.88)
9,033	775.82	11,372.91	108	Telephone	11,000	11,000	947.69	3,276.31	(7,723.69)
1,248	0.00	441.46	109	Printing	5,000	5,000	554.28	554.28	(4,445.72)
4,197	332.00	3,020.26	110	Postage	4,500	4,500	134.56	504.56	(3,995.44)
2,341	172.75	10,253.70	111	Equip/Bldg Rental	9,200	9,200	446.95	1,675.33	(7,524.67)
63,926	10,626.95	76,664.20	112	Utilities	70,000	70,000	5,964.23	16,920.45	(53,079.55)
52,530	1,906.23	50,024.60	113	Repair & Maintenance	50,000	50,000	1,573.13	10,860.88	(39,139.12)
18,899	737.26	28,678.05	114	General Supplies	22,200	22,200	539.87	7,470.45	(14,729.55)
0	0.00	0.00	115	Legal Notices	0	0	0.00	0.00	0.00
5,500	0.00	11,000.00	116	Gate Change	5,500	5,500	0.00	0.00	(5,500.00)
5,932	0.00	9,103.82	117	Parking	6,500	6,500	300.00	834.61	(5,665.39)
1,887	0.00	4,859.36	118	Travel & Training	4,000	4,000	0.00	0.00	(4,000.00)
1,087	532.00	12,974.00	119	Legal fees	2,500	2,500	722.00	3,044.90	544.90
13,943	0.00	4,560.00	121	Professional Svcs.	0	0	789.00	789.00	789.00
6,678	0.00	7,552.87	122	Insurance & Bond	7,000	7,000	0.00	8,781.31	1,781.31
0	0.00	0.00	123	Private Mileage	0	0	0.00	0.00	0.00
5,740	425.00	6,440.00	124	Car Allowance	7,000	7,000	600.00	1,800.00	(5,200.00)
9,194	260.00	7,214.25	131	Advertising & P.R.	7,500	7,500	313.60	1,787.67	(5,712.33)
2,196	218.60	1,434.39	132	Board Expense	3,000	3,000	36.70	87.47	(2,912.53)
2,841	14.50	3,117.54	133	Dues, Licenses, Fees	3,000	3,000	0.00	365.50	(2,634.50)
3,328	70.00	6,076.92	149	Misc. materials & Svcs.	3,000	3,000	2,599.20	6,924.62	3,924.62
8,537	876.00	15,882.61	150	Refunds	15,000	15,000	2,619.50	3,394.98	(11,605.02)
17,761	0.00	14,834.00	151	County-Indirect cost	14,800	14,800	0.00	3,699.75	(11,100.25)
0	0.00	0.00	152	Decorations	0	0	0.00	0.00	0.00
0	0.00	0.00	153	Petty Cash	200	200	0.00	0.00	(200.00)
0	0.00	0.00	154	RV Park Repair & Maint	1,500	1,500	0.00	0.00	(1,500.00)
240,520	17,090.40	290,806.13			256,600	256,600	18,292.80	73,958.19	(182,641.81)

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1997 - JUNE 30, 1998

ACTUAL 1995-96	SEPTEMBER 1996	ACTUAL 1996-97	LINE ITEM #	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	SEPTEMBER 1997	TO DATE 1997-98	BALANCE
FAIR OPERATIONS									
8,472	0.00	14,711.53	175	Printing	12,000	12,000	231.85	6,321.52	(5,678.48)
8,199	1,300.11	8,607.03	176	Utilities	9,000	9,000	6,737.50	10,479.59	1,479.59
0	0.00	0.00	177	Gate Change	15,000	15,000	0.00	15,000.00	0.00
5,611	0.00	7,494.70	178	Parking	8,000	8,000	39.42	9,234.97	1,234.97
35,950	1,253.75	34,251.37	179	Professional Svcs.	38,000	38,000	5,028.50	39,128.10	1,128.10
63,069	17.17	68,183.72	180	Advertising	70,000	70,000	62,241.90	62,542.88	(7,457.12)
783	0.00	1,196.00	181	Refunds	1,000	1,000	38.00	453.00	(547.00)
9,968	0.00	6,385.30	182	Miscellaneous	6,000	6,000	1,041.49	11,665.99	5,665.99
2,807	0.00	3,568.32	183	Decorations	3,500	3,500	500.00	2,700.32	(799.68)
5,194	17.86	4,862.98	184	Equipment Rental	5,000	5,000	2,388.47	5,361.52	361.52
0	0.00	500.00	185	Horse Stall Rental	4550	4550	0.00	2,835.00	(1,715.00)
15,353	0.00	13,371.25	186	Restroom Service	15,000	15,000	11,211.25	15,541.25	541.25
1,001	0.00	8,058.29	187	Repair & Maintenance	7000	7000	788.70	7,236.34	236.34
<u>156,408</u>	<u>2,588.89</u>	<u>171,190.49</u>			<u>194,050</u>	<u>194,050</u>	<u>90,247.08</u>	<u>188,500.48</u>	<u>(5,549.52)</u>
EXHIBITS/COMPETITIONS									
3,301	0.00	3,716.92	211	Awards FFA	3,500	3,500	0.00	3,328.25	(3,500.00)
1,494	0.00	1,062.47	212	Personnel FFA	1,000	1,000	0.00	954.96	(1,000.00)
1,178	0.00	1,610.99	213	Other FFA	1,500	1,500	219.15	219.15	(1,500.00)
7,133	8,366.50	9,944.14	221	Awards 4-H	10,000	10,000	7,636.74	9,969.14	(10,000.00)
7,984	84.00	7,793.50	222	Personnel 4-H	8,000	8,000	0.00	6,006.67	(8,000.00)
4,059	92.91	3,944.83	223	Other 4-H	3,600	3,600	1,386.51	1,570.68	(3,600.00)
38,305	661.00	40,690.17	231	Awards Open Class	40,000	40,000	215.69	37,567.69	(40,000.00)
7,290	1,198.00	7,556.26	232	Personnel Open	7,500	7,500	0.00	5,233.44	(7,500.00)
4,950	1,318.98	4,746.03	233	Other Open Class	4,000	4,000	276.74	1,975.26	(4,000.00)
<u>75,695</u>	<u>11,721.39</u>	<u>81,065.31</u>			<u>79,100</u>	<u>79,100</u>	<u>9,734.83</u>	<u>66,825.24</u>	<u>(12,274.76)</u>

*We try for 100,000
\$75,000 +/- prev year
High around 150,000*

*Big Diff. 15 in -
SPONSORSHIP Programs - at least
Rodeo Board Done Efficient 56,000
23,000 Below projections - 66,400
FAIR 12,000
Projections
may still be
come out*

*188,501
66,825
97,747
175,383
528,156*

*71
585,137
528,156
956,981*

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1997-JUNE 30, 1998

ACTUAL 1995-96	SEPTEMBER 1996	ACTUAL 1996-97	LINE ITEM #	DESCRIPTION	BUDGET 1997-98	REVISED 1997-98	SEPTEMBER 1997	TO DATE 1997-98	BALANCE
RODEO									
32,700	0.00	42,445.00	311	Prize Money	45,500	45,500	0.00	45,500.00	0.00
14,464	0.00	13,800.00	312	Personnel	28,000	18,000	294.25	13,034.25	(4,965.75)
16,500	0.00	16,500.00	313	Stock Contract	16,500	16,500	0.00	16,500.00	0.00
318	0.00	0.00	314	Special Awards	1,000	1,000	0.00	1,346.69	346.69
0	0.00	218.48	315	Special Kid's Rodeo	1,000	1,000	0.00	570.67	(429.33)
315	325.00	3,507.80	316	Promotion	2,500	2,500	2,327.00	6,394.76	3,894.76
8,173	0.00	10,952.44	317	Materials & Supplies	8,000	6,000	0.00	3,342.65	(2,657.35)
4,545	0.00	2,169.48	318	Board Expense	10,000	6,000	0.00	1,354.97	(4,645.03)
1,428	0.00	2,427.00	319	Other (Fees & Dues)	2,000	2,000	0.00	0.00	(2,000.00)
2,000	0.00	2,444.56	320	Queen	3,000	3,000	306.39	693.75	(2,306.25)
4,860	0.00	5,535.00	321	Rental Equipment	5,000	5,000	920.00	8,709.20	3,709.20
0	0.00	0.00	321A	Money Raising Projects	3000	3000	0.00	0.00	(3,000.00)
0	0.00	10,000.00	321B	Petty Cash	2000	0	0.00	0.00	0.00
85,302	325.00	109,999.76			127,500	109,500	3,847.64	97,446.94	(12,053.06)
HORSE SHOWS									
0	0.00	0.00			0	0	0.00	0.00	0.00
FAIR: ENTERTAINMENT									
106,300	0.00	79,500.00	324	Main Stage	90,000	74,000	0.00	70,510.00	(3,490.00)
54,246	0.00	50,495.90	325	Grounds Entertainment	55,500	55,500	40.00	66,579.57	11,079.57
36,472	1,944.91	31,385.16	326	Associated Costs-Main	32,800	30,800	57.75	30,801.44	1.44
0	0.00	5,031.36	327	Associated Costs-Grounds	7000	7,000	400.00	5,599.20	(1,400.80)
1,972	0.00	1,996.30	328	Touch & See	2,000	2,000	20.20	1,893.00	(107.00)
198,989	1,944.91	168,408.72			187,300	169,300	517.95	175,383.21	6,083.21
INTERIM ENTERTAINMENT									
611	0.00	0.00	375	Interim shows	100,000	100,000	0.00	0.00	(100,000.00)
611	0.00	0.00			100,000	100,000	0.00	0.00	(100,000.00)

12,000 Adj.

Big

WASHINGTON COUNTY FAIR COMPLEX
FISCAL YEAR JULY 1, 1997-JUNE 30, 1998

ACTUAL 1995-96	SEPTEMBER 1996	ACTUAL 1996-97	LINE DESCRIPTION ITEM.#	BUDGET 1997-98	REVISED 1997-98	SEPTEMBER 1997	TO DATE 1997-98	BALANCE
BINGO								
0	0.00	0.00	401 Personnel	0	0	0.00	0.00	0.00
22	0.00	0.00	402 Supplies	1,000	1,000	0.00	0.00	(1,000.00)
0	0.00	0.00	403 Mileage	0	0	0.00	0.00	0.00
0	0.00	0.00	404 Food	0	0	0.00	0.00	0.00
0	0.00	0.00	405 Advertising	0	0	0.00	0.00	0.00
0	0.00	0.00	406 Equipment Repairs	500	500	0.00	0.00	(500.00)
0	0.00	0.00	407 Operating Change	0	0	0.00	0.00	0.00
70	20.00	20.00	408 Dues,Licenses,Fees	0	0	0.00	0.00	0.00
92	20.00	20.00		1,500	1,500	0.00	0.00	(1,500.00)
CAPITAL OUTLAY								
54,380	0.00	53,318.00	510 Purchase/Lease	56,000	56,000	0.00	38,910.25	(17,089.75)
7,730	0.00	0.00	511 Land Improvements	356,000	356,000	0.00	23,175.00	(332,825.00)
14,786	0.00	7,135.43	512 Bldg. & Structure	135,000	121,000	0.00	0.00	(121,000.00)
11,273	654.50	28,306.03	513 Equipment	46,500	41,500	579.00	3,796.71	(37,703.29)
0	0.00	0.00	514 Equipment-Bingo	0	0	0.00	0.00	0.00
0	0.00	803.01	515 Horse Stalls	0	5000	0.00	692.25	(4,307.75)
88,169	654.50	89,562.47		593,500	579,500	579.00	66,574.21	(512,925.79)
CONTINGENCY								
			600 Contingency	350,000	350,000	0.00	0.00	0.00
1,260,647.84	64,915.94	1,361,486.94	TOTAL EXPENSE	2,397,550	2,347,550	161,911.64	0.00	(2,347,550.00)

FAIR BOARD MINUTES 9-3-97

Meeting called to order by chairman John Thomas at 4:35 PM Present: Chairman Thomas, board members David Lintz, Lyle Speicheardt, and George Otten. Others Executive Director Cal Wade, Staff members Bill Mckinley, and Paige Payne. Rodeo Committee members Rocky Williams and Cody, Boosters chair David Russell, 4-H Horse show Chairman Bill Peterson, former board member, Linda Grey, Leonard Obyrn and son and others

Linda Grey presents letter to the Fair board on her observations during the fair, to be discussed at a later time, but entered into the record at this time.

Cal makes correction on agenda item #5 under "fair minutes" that "June 7th minutes not enclosed should read July 2nd"

Cal states that income situation has not coalesced yet, but indications are that the revenue picture looks a lot like last year's numbers early estimations look higher than warranted, we need to get more of the bills in.

Thomas call for approval of the consent agenda,, approved.

Dave Russell gave Booster report,,, sales of about \$5,000 at boosters booth, net, \$3,000 good staffing of volunteers, lot of new people, but worked out fine. Used new gas barbecue grill outside on patio, worked better outside with building not getting so hot.

Rocky Williams gives Rodeo Board report: was a success, thanks fair staff for their help. No final numbers on sponsorship, not sure yet, VIP area worked well, hardly any no shows, all shows close to 2 hours in duration, contractors happy, some plans for next year will discuss later in the meeting. Have a new queen, old queen will complete the rest of the year, starting planning for the next year, new queen name Stephene Crumb

Bill Peterson gives 4-H horse fair report: no injuries, minor confusion on whether we needed the "main" 4-H horse barn,, which we did, and will need for next year, thinks that having the room to spread them out prevented injuries. Thanks Cal for letting us have the barbecue. Charged \$4.00 for dinner, just about broke even, used the chuck wagon, had an award ceremony there, everybody like it, gave kids the feeling of "fair" and togetherness. Rented stalls, the gentleman that provided them " went berserk", blew off to me and cal, Bill, figured that a week ago, wild mustangs tore up his stalls and he felt that with the speculation that the rodeo was going to use them, he blew, When Sue Oxendine was here then and it was explained that the assumption was that we could use them for whatever purpose during the length of the contract. Cal recollect that 4-H was going to rent the stalls then we were going to pay 4-H back \$65 for the stalls we used, the would be used to build permanent stalls,

rodeo to rent them at the "nightly rate", whatever that was,, to Cal's knowledge only power rents and the queen use the stalls other than 4-H,,

Cal said the stall gentleman came into his office and was not even "Rationale". Bill says that the stalls were "junky" , in real bad shape, \$1,495 for the two experimental stalls (under the \$2,000 budget)

Bill McKinley Fair report: had a successful fair, difficult year considering all the new staff, we felt the strain , need to develop clearer lines of responsibility, are going to reevaluate positions and assignments, maintenance efforts were superlative, as per usual, communications with rodeo went very well, my communications need improvement, confusion and misunderstanding was the result at times, food concessions accounting system had some first year glitches but basically proved itself with double digit increase from last year in sales. Gate and ticketing by WTS with some exceptions worked,, walk around entertainment increase effort was a good move,, cosmic carnival was not as good as I expected, but did generate some other interest in doing something long term high tech oriented as a feature in the armory, cannon ball was a huge success got alot of free publicity, parking and traffic control was a project and had problems with the city recreation dept scheduling a baseball tournament during 4-H horse show, carnival went well, Funtastic, did well, "specious" looked good,,, Sunday was weak with an Hispanic festival taking place in woodburn hurting us, signage needs improvement, friendship plaza should be reevaluated as to best and wisest usage

Paige comments on Fair: commercial exhibits went well M.E. space was added, disappointment in that we did not get all the landscape vendors participating in the train area east of arts and crafts, going to develop home improvement in that area,, some paid up no shows,, something unusual, some empty booths. Did some shuffling to fill,, food concessions went well, liked the menu, with some exceptions, most food vendors left happy, many have contacted already wanting to return, a couple of them we are going to question as to whether we will have them come back, may drop a couple to get our count back around 27-28. Cal says that for a first year staff we did a good job, Paige did a good job on much of the detail work,, cal says that you [board members] have received a letter from the clerks, there are some inconsistencies that need to be addressed, some of their concerns are true, things were dropped because of the newness of the staff, but alot of things are not true, dealing in perceptions rather than fact,, we have a meeting with the clerks and superintendents next week to address those issues (Sept 9th) board members are invited to attend the meeting. John Thomas said he would attend. Bill Peterson said John "the western store" was not invited back and was offended, Cal,, he will be invited next year, but evidently was "not on our list", our mailing list was not up to date. Bill Peterson (almost inaudible think his name is Brian), will get with Paige on inviting him next year,

Cal, says that we had next to no injuries, to reiterate what Bill said , "ditch issue"? (Someone asks) Cal,, we had it marked, widened it for air show,

will widened it some more, the city agrees with us on every single point, in regards to 34th street. The ditch needs some "tweaking" done especially near the Hallmark, telephone pedestal an obstruction to pedestrians on sidewalk forcing people to walk into the traffic,, coming into the fair cannot run two lanes, that will be corrected, running over curb, drain hole 4 or 5 foot deep out near the rodeo gate was misplaced, drainage ditch, don't know what will happen there yet. It is dangerous

Bill McKinley gives marketing report: said that Margaret left on maternity leave early July and the pace of phone calls and attention was intense. Fielding 2-3 dozen calls a day related to marketing is not unusual, renting the facility daily, complicated when the fair took place because her office became the money room and it they removed her files and boxed them, that made it even more difficult, thankfully Margaret is very thorough and detailed and her notes and files are very explanatory. RV parking has increased substantially over the last 12 months,, events like dog training and dog obedience cannot string several days together over months in one hall, but have to mix and match, indicating that we are renting the halls more during the middle of the week that perhaps in the past. Cal,, half the documents are in Spanish (laugh) but have folks on board that can interpret. Position gets as many of 3 dozen calls a day.

Earl Bemis: facilities report: fair ran smoothly with a few exceptions, water pressure was a problem, Cal,, city has experienced growth that the current line struggles to handle during peak usage,, the 6' line is not operational as yet,, the inordinate fair demand stressed the system to deliver enough water, cloverleaf was closed twice. The problem is outside not inside the fair grounds. Earl,, all failures were addressed immediately, last three weeks have been fair storage and clean up related. Manure stockpile has been reduced but not eliminated, making calls for possible compost use. Albert and wife had a baby boy a couple days ago. David from boosters said maintenance was great, cal says that last year the complements for maintenance couldn't be topped, but thinks this year there were even more complements.

Cal refers to the agenda and letter from Allen Rappleyeah on the prospect of the rodeo going 501c3, or 501c4 or staying as they are,,, c4 might be the easiest way to go but the sponsorship money made by the donor is not tax deductible so in all likelihood would not be an attractive option for a potential donor. C3 takes a little more to accomplish and must show a benefit to somebody (fair) set up like the boosters, Cal suggests that the rodeo board would probably want to pursue the 501c3 and naming the fair grounds as the beneficiary. 3rd option is to stay the way you are,,, which will mean a complete revision on the way things are done,, such as the way public meeting laws are mandated, will sit down with Rocky but have to comply in the interim, David Lintz,, cannot depend on fair staff to manage rodeo,, cal cannot see a crossover that the rodeo is independent, David Russel,,, as long as the sole purpose is to benefit the fair there is no problem. 501c3 works with a "governmental charity" defined as the fair? Cal thinks that the decision should be either, stay the way you are, or go 501c3. Because 401c3

would not allow sponsors to deduct for a contribution. Lintz,,, how did this effect the audit ? Cal,, the audit hit on this very heavy,, we'll get into it a little later, but the rodeo board are going to have to adhere to public meeting rules, so far as meeting dates and these kind of things. We need to get our heads together and make it work. David,, either you're a public body or a private. Lintz,, need to write by-laws,, Cal might want to tie in to the boosters,, up to the boosters however. Rocky,,, I personally like the private corporation concept,, except all of a sudden we are "on our own", then it would be easy to "shed us", Cal,, you bet!,,, (lots of laughs) we need a sit down think tank thing,, rodeo board and staff. Lintz,, sees two issues,,, 1, going to have to be adhering to public meeting law and 2 and go (5)01c3 to take advantage sponsorship donations. Cal,, says there is a "taint" when donating to a governmental group, then a lot of people don't do it because of "it's county" , it's a perception, and nothing else. Rocky,, our goal is to build a fund to upgrade the facilities. Cal,, we're working on that,, Rocky,, I know that. Cal calls for a committee to develop pros and cons,, will ask Bill (McKinley) to take the lead on the staff side,, Rocky,, have meeting Monday night and will get back with you.

Status of audit: Cal,,, had a meeting with Allen Rappleyeah (county council) you all received the letter from Allen Purcell who was in turn reviewing a letter that came from Bob Davis in considering a follow up,, one of the things I'd like to say is that this letter went out at the same time my letter of the last report that I gave to the fair board the July 2nd or 7th whatever it was, the letters "crossed",,, the only thing that disappointed me a bit was that he (Allen) had this letter on the 27th (July) and he was going to send it out to all the fair board,, I told him that it's fair time and that I wouldn't have time to address it right now, he said that he was going to send it out anyway if this is OK, but knew that Bob Davis hadn't had all the facts. Was a little bit perplexed by that,,, Cal explains where we are on the audit, personnel has not been able to give us the time that they wanted to from the standpoint of the timelines as you may remember they said that they would have this classification project completed by July 1st ,, I just received it yesterday and only the maintenance crew is completed and that was because of the letter we received from the auditor I told them that I just *had* to have something by fair board time. We still haven't even had discussions on the rest of the staff. We have problems because of a key employee that wants to transfer but cannot because there is no position in the county because there is no position written for her. Could hire a temp but eventually have to hire from within the county if qualified people show on the transfer list, you have no choice, you have to hire one of them, David Lintz,, through qualified,, Cal,, but not "trained" and we need some overlapping time to train. Cal,,, some other factors,, purchasing practices,, very concerned about the reaction of the fair public with the county appearing to be "taking over" the fair accounts. The Fair had bad relations with the county in the past,, but has improved over the past ten years,, I can't see where we can keep the state pool account,, the expo account, however, is probably legal. I think the county is to administer the savings account, is per state law,, the checking account,, no,, that's our responsibility, and if the county disagrees at this point we might want to consider the possibility of retaining our own legal council, because at this

point Rappleyeah comes into conflict with the county, he can't represent us against the county. I think the \$7,500 fee to administer our account is "unfair" and that there is next to no expense for us to do it. Lyle,, understands that they (county) would administer all the accounts,, Cal,, not necessarily true,, we just don't know,, some of it yes. Cal,, on the FMIS system, Rappleyeah not sure what that will do for us,, I appears that everything will be on PO's and at this point you're talking about management, I think they are interfering with the management of the fair grounds,, I think we are going to find that such a system will be very clumsy and very hard to deal with,, McKinley,, I worked under such a system at Benton County and to was atrocious and it was very cumbersome,, Cal,, in regard to our contract purchases, that also goes into the FMIS system, the programs "interlock",, the financial and the purchasing interlock, but as you know we have met with the county commissioners about exemptions, such as carnival and sponsorship,,,, I think they want the fair board to make a stand on what we want to do, also they, (according to Rappleyeah) the auditor and county administration, believe the fair board have agreed to the audit report in total, 100% face value,, and I did not read the motion that way at all! The way I interpreted the motion, and we (the fair board and the E D) talked about how we would put the motion together, the way I interpreted it was, if it was a state law, we would adhere to it, of course, but where is comes to the areas where we have the authority to make a decision, we are going to make it,, it might even be that we agree with the county on some points. Cal,, we need to get into compliance but on the other issues we were going to examine, and decide whether for instance that we would adhere to FMIS procedures, and the county soft ware, and I think we need to draft some sort of statement clarifying this,,,,,, also rodeo board,, Rappleyeah said that the rodeo board should not be signing contracts,, Cal suggests that both the Rodeo board and the Executive Director should co-sign contracts, since the rodeo board was actually negotiating the contracts, Rappleyeah wants a fair board resolution having the Executive Director signing all contract,, the alternative is the fair board writing a disclaimer in that the fair board does not take responsibility. Cal,, to my knowledge all contracts this year were handled properly,, it was last year (96) where all this came up. Paige,, there are times when Bill and I have signed (rodeo) contracts,, Cal,, I have delegated this when I have been out of town. But on entertainment contracts for example, I have initialed after a delegated signature. I keep getting hounded on the rodeo checking account, I checked myself, and I assure you it is closed,, the bank told me. Otten,, just doesn't want the county to run the fair. David Lintz,, no conversations to his knowledge that would indicate that the county would want to take over the fair. McKinley,, perhaps there is an empire builder someplace in the middle ranks, Cal concurs. Paige says that of the outstanding accounts on commercial vendors haven't paid,, they are county,, Cal,, we've been told many times that they (vendors) wish the rest of the county paid like the fair grounds did,, we pay before the 10th of the month to get the discount, the whole thing,, Lintz,, there were 14 issues in the audit, and we made a motion that we were going to follow the intent of the those audit issues and we were going to check with county procedures in each of those,, Cal reads the motion,,,,,, David Lintz,, I think it's clear, Cal, I

think there is a communication problem, David,, if they feel that we are dragging our feet,, then it gets back to the fact that you do not have information forthcoming from these divisions about these questions,, so that needs to be clarified with both Allen Purcell and Bob Davis. Cal,,, Rappleyeah is trying to organize a meeting with myself and whoever else should be involved and get these answers that we want. David Lintz,, I think Allen Rappleyeah, Bob Davis, Allen Purcell yourself and one or two of us ought to have a meeting,, Cal,, I wouldn't disagree with that, it's extremely frustrating. Lyle makes motion that all contracts have the signature of the Executive Director after the original delegated negotiator signs the contract,, (carries)

Cal,, working on the classification last night, mentions that he just received them last night, in the packet is all the maintenance people except Jim Jordan, his classification is different than the other maintenance personnel. The total impact on these changes alone will be \$12,844 a year, not including Jim Jordan,,, Lintz,, to bring into line with the county. Cal,, yes. Lintz,, how should we vote earl? (laugh) Cal,, don't want to wait for another 30 days, lintz, teleconference?, Cal,, yes,, Lyle,,, what about the rest of the staff?, Lintz,, when do we get the rest of the job descriptions? Suggest that Mike Brock hear the fact that Bob Davis and Charlie Cammeron wants this put out and we want it put out before next meeting (board) Cal,,, we obviously have not been a priority, Lintz,, you obviously have not been given the information to make the action,, Cal,, I can notify them,, Cal,,, will get off a note to Bob Davis telling him that it is the fair board's wish, Lyle,, I would like to see the whole staff taken care of here,, I hope that maintenance understands, Earl, OK. Lyle,, we can adjust these?, Cal,,, are they generic,, all except JJ,, have talked to JJ and he's OK,, but can't say, yes, go for it,, there has been confusion here, all the employee's have been classified, that's not the problem, it's the individual classifications that is the problem, when they get into the office staff it's going to be a whole different situation,, the only position that would be easier to classify should be Bonnie's.

Work session,,, Cal,,, we agreed that we would do one hopefully in November, going to take a whole day, (Wednesday 5th of November) start at 8:30 with breakfast meeting. Set it up at the Hallmark. If any of you have any thing to put on the agenda for that meeting please get in on for October's meeting (fair board).

New business,,, rest room facilities and repair pens for rodeo. Rocky discusses the need for new pens (calf pens) and roping box,, those pens are about 15 years old and are pretty decrepit, and the rodeo maintenance and grounds folks would like to tear them out,, wood pens in the arena, Rocky,, came in and got the master plan,, Cal,,, wants to talk about this issue at the work session. Rocky,,, right behind the rebuilt pens we would like to put in a restroom,, we have the donation of the (inaudible) fund already. Stimpson lumber has put together a donation of the lumber for the restroom facilities. we think that the location in that area is a good thing and hopes that the fair board agrees.. need to get the necessary permits,, and that number #1, the fair board would allow us to tear down

the old pens and #2 if the fair board would contribute \$1000 for the addition of showers in the proposed new restroom. Bill Peterson,, we have a real restroom problem back there, especially with the girls, rocky concurs. Lintz,, possibly a restroom trailer? Cal,, why don't you get me the costs (to Rocky) and we'll work together because it's probably going to come under my authority anyway,, Cal,,, don't think Rocky is proposing a decision today,, Rocky,, would be willing to send some rodeo board members to the work session meeting,,, Rocky,, because if this is something we can do,, then we want to get on it.

Next fair board meeting October 8, ,,, adjourn to executive session.

FAIR COMPLEX

873 N.E. 34th Street • Hillsboro, Oregon 97124 • (503)648-1416 • FAX (503)648-7208

October Activities

Bingo

Tuesday's

Cloverleaf Building. Doors open 5:00, warm-ups, Bingo Mainia. Regular games at 7:00. Funds used for Glencoe HS Football. Bingo Hotline 648-0361

October 3-5

Portland Gem & Mineral Show

Friday & Saturday 10AM - 7PM

Sunday 10AM - 5PM

Main Exhibit Hall, Arts & Crafts Building. One of the biggest gem and mineral shows in the Portland area! Gems, stones and minerals for sale and on display. Live demonstrations - dealers - wire wrapping - jewelry - beading - competitive & non-competitive displays. General admission \$4.00, Students \$2.00, Friday only Senior admission \$2.00. Contact 648-0243



October 11

OSU Master Gardener Clinic

Saturday 9AM - 12

Demonstration Garden. Sponsored By the Washington County Chapter of Master Gardeners. Topics for this free clinic include: Winter Gardening, Preparing gardens for Winter. Contact 645-7549

Autumn Begins

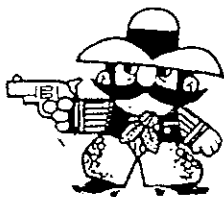
October 11&12

Collectors West Gun Show

Saturday 9AM - 5PM

Sunday 9AM-4PM

Gun show and sale. Knives, militaria, related items, coins, jewelry, and more. Buy, sell, and trade. Free appraisals. Contact:(503) 644-5952



October 18

Computer Show & Swap Meet

Saturday 10AM - 4PM

Main Exhibit Hall/South. The latest in computers, software, hardware, shareware, and accessories. Admission \$3.00 adults, children under 12 free. Contact (360) 418-6678



October 18 - 19

Oregon State Bulldog Club Show

Saturday & Sunday 8AM - 2PM

Cloverleaf Building. Free to the public. Come see lovable bulldogs strut their stuff at this annual dog show. Dogs will be competing for top honors in the state. Conformation classes. Contact 648-4672

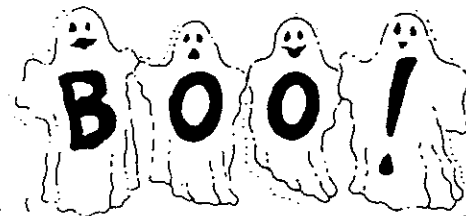


October 24 - 31

Active 20 - 30 Club's Haunted Caves

7 PM to Close

Main Exhibit Hall. As much a tradition as Halloween itself, the Haunted Caves are billed as the largest event of its kind this side of the Mississippi River. Take a spooky journey through the Caves and see Frankenstein, mummies, Freddy Krueger, and other frightening characters and scenes. Inside waiting room, games and refreshments. Contact 640-8722



Events Ahead

November 1

4-H Horse Advisory Tack Sale

November 1 & 2

NW Vintage Radio Show

November 1 & 2

Beaverton Orchid Society Show & Sale

November 8 & 9

Rose City Exotic Bird Club Fall Bird Expo

November 15

Tualatin Valley Model Railroad Club Show & Railroadiana

November 15

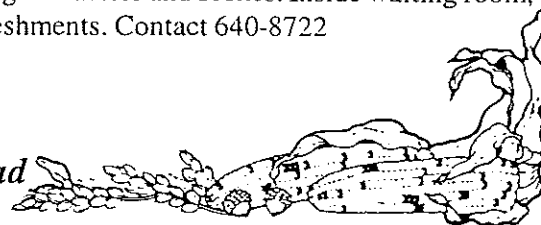
Portland Metro Area Fall Camera Swap Meet & Show

November 19 - 30

Every Husband's Nightmare Basaar

November 22 - 23

Northwest Winter Classic Poultry Show



WASHINGTON COUNTY FAIR COMPLEX FACILITY SCHEDULE

October, 1997

Wednesday, October 01, 1997

ARENA	Barrel Racers
Friendship Square	Sunset Dog Obedience
Main Exhibit, A/C. Meetin	Ptld Gem & Mineral

Thursday, October 02, 1997

CLOVERLEAF	Ptld Gem & Mineral Show
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Saturday, October 04, 1997

ARMORY	Birthday Celebration
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Sunday, October 05, 1997

CLOVERLEAF	OCTOBERFEST
Quadrant or Pit	ATV Safety Institute

Monday, October 06, 1997

ARTS & CRAFTS	WESTSLOPE DOGS
Covered Show Rings	4- H Dogs
FLORAL	CIVIL AIR PATROL

Tuesday, October 07, 1997

Arts & Crafts	Community Corrections
CLOVERLEAF	GLENCOE BINGO
FLORAL	ANIMAL SCHOOL
Main Exhibit-North	4-H Guide Dogs

Wednesday, October 08, 1997

ARENA	Barrel Racers
Friendship Plaza Area	DEQ TESTING
Main Exhibit-North	Sunset Dog Obedience

Friday, October 10, 1997

FLORAL & TUNNELS	Ptld Dachsund Club
Main Exhibit - Entire	Collectors Gun Show

Saturday, October 11, 1997

ARMORY	Birthday Celebration
ARTS & CRAFTS	Harvest Community Churc
Arts & Crafts	Wedding Reception
CLOVERLEAF	Master Gardener's
CLOVERLEAF	4-H WAGON TRAIN

Sunday, October 12, 1997

Quadrant or Pit	ATV Safety Institute
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Monday, October 13, 1997

ARTS & CRAFTS	WESTSLOPE DOGS
FLORAL	CIVIL AIR PATROL
Main Exhibit-Middle	4-H Dogs
Meeting Room	4-H Dog leaders Meeting

Tuesday, October 14, 1997

Arts & Crafts	ANIMAL SCHOOL
CLOVERLEAF	GLENCOE BINGO
FLORAL	Pet Consultants

Wednesday, October 15, 1997

ARENA	Barrel Racers
FLORAL	Sunset Dog Obedience

Thursday, October 16, 1997

Arts & Crafts	DOG TRAINING
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Friday, October 17, 1997

ARMORY	National Guard
CLOVERLEAF	Oregon State Bulldogs
Main Exhibit - South	Computer Show

Saturday, October 18, 1997

Arts & Crafts	Rodeo Board
Covered Show Rings	4-H Horse Leaders

Sunday, October 19, 1997

Main Exhibit - Entire	Haunted Caves
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Monday, October 20, 1997

ARTS & CRAFTS	WESTSLOPE DOGS
Covered Show Rings	4-H Dogs
FLORAL	CIVIL AIR PATROL

Tuesday, October 21, 1997

Arts & Crafts	ANIMAL SCHOOL
CLOVERLEAF	GLENCOE BINGO
Floral	Pet Consultants
Meeting Room	4-H Hunt Club

Wednesday, October 22, 1997

ARENA	Barrel Racers
Arts & Crafts	Sunset Dog Obedience

Friday, October 24, 1997

ARMORY	Halloween Party
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Saturday, October 25, 1997

Arts & Crafts	4-H Wagon Train
CLOVERLEAF	4-H Wagon Train

Monday, October 27, 1997

ARTS & CRAFTS	WESTSLOPE DOGS
Covered Show Rings	4-H Dogs
FLORAL	CIVIL AIR PATROL

Tuesday, October 28, 1997

Arts & Crafts	ANIMAL SCHOOL
CLOVERLEAF	GLENCOE BINGO
FLORAL	Pet Consultants
Meeting Room	4-H Horse Advisory

Wednesday, October 29, 1997

ARENA	Barrel Racers
Arts & Crafts	Sunset Dog Obedience

Friday, October 31, 1997

ARMORY	NW Vintage Radio Show
Cloverleaf & Floral	OR Orchid Society

SYNOPSIS: TASKING AND CHRONOLOGY: FAIR COMPLEX AUDIT REPORT

ISSUE 1

The Fair is making every effort to work with County Human Resources Division in regard to hiring practices. (2/28/98)

ISSUE 2

Fair is in compliance. While not an audit issue, the Fair is resolving the problem of car allowance Vs mileage with all employees, excepting the Executive Director.

ISSUE 3

The Fair will be analyzing purchasing, and finance/software issues (# 3, 8) as a package, with recommendation(s) due 2/28/98 and with a final implementation target of, or prior to 6/31/98.

ISSUE 4

Fair Complex, to the best of our knowledge, is in compliance.

ISSUE 5

Fair Complex is in compliance.

ISSUE 6

Fair Complex is in compliance.

ISSUE 7

Fair Complex is in compliance.

ISSUE 8

(See comments on issue #3).

ISSUE 9

We are conforming to statutory requirements.

ISSUE 10

Fair Complex is in compliance.

ISSUE 11

Fair Complex is in compliance.

ISSUE 12

All recommendations have been implemented

ISSUE 13

Fair requires further explanation of "ambiguities" and "clarity" notations referred to in the audit report. The Rodeo Committee is attempting to abide by all public meeting laws, including making official public notice of the time and date of their meetings.

COUNTY FAIR COMPLEX INTERNAL CONTROLS FOLLOW-UP REPORT 6/30/97
WASHINGTON COUNTY FAIR AND RODEO RESPONSE 9/29/97

[ISSUE 1 – PERSONNEL PRACTICES]

Recommendation:

1) That the Fair work with the County to take necessary steps to insure compliance with the Civil Service Act and County Personnel Rules and Regulations or work with the County to modify the Rules to accommodate any unique needs of the Fair.

Finance Division's analysis of current status:

A) Personnel practices remain the same. The Fair has continued to hire employees without coordination with the County's Human Resources Division.

B) The County Human Resources Division is working on a classification and compensation study of all Fair positions, including a review of job descriptions provided by the Fair. Report completion is planned by the end of June for inclusion in the County's approved compensation plan.

Fair Complex analysis of current status:

As of this date, 9/24/97, ^{Delivered} the Fair has not received a completed study from County Human Resources Division for inclusion in the County's approved compensation plan. We will comply with all Civil Service Act regulations and will work with the county before (2-28-97) on presenting our plan in modifying a portion of the County rules to accommodate the unique personnel needs of the Fair.

We will have a complete plan for FB approval @ our work session on 11-5-97

[ISSUE 2 – REPORTING OF EMPLOYEE COMPENSATION]

Recommendation:

1) That the Fair use the County payroll process for all employee compensation thus reducing the Fair Board's and County's risk of penalties for noncompliance with IRS regulations.

Finance Division's analysis of current status:

A) The employee car allowances and bonuses issues are resolved and these allowances will be included in employees' Forms W-2 for calendar year 1997 as required. The Human Resources Division is reviewing the caretaker's non-salary compensation as part of the classification study.

PART of position Requirement

Fair Complex analysis of current status:

We are in compliance. We will address the non conforming of car allowances. We recognize the Executive Director is the only employee that currently complies. We plan to go to a mileage basis scheme no later than January 1, 1998

[ISSUE 3 – PURCHASING PRACTICES]**Recommendation:**

- 1) That the Fair Board take the necessary action to ensure purchasing and contracting complies with the applicable provisions of the County's Purchasing Rules and Regulations or work with the County to modify the Rules to accommodate any unique needs of the Fair.
- 2) That the Fair consider converting to the County's Financial Management Information System (FMIS) allowing access to the County's on-line purchase order system. (This would facilitate the Fair's conversion to the County's purchasing rules and processes.)
- 3) That the Fair ensure all contracts are properly signed prior to work beginning of services provided.

Finance Division's analysis of current status:

A) Fair management met with the County Purchasing Manager in January to discuss steps needed to reach compliance. Purchasing offered the Fair full assistance to achieve compliance. There has been no communication between the Fair management and County Purchasing Division since that meeting. The Fair has not processed requisition, purchase orders, nor requests for declaration of surplus property through the County. Rodeo Committee members are signing contracts on behalf of the Fair.

B) On April 22, 1997 the County Board of Commissioners granted exemptions from competitive bidding for fair food booth vending and entertainment contracts. The Board also granted a waiver from competitive bidding for the 1997 fair carnival. Fair management worked with County Council to facilitate this action.

Fair Complex analysis of current status:

In regard to recommendation #1, it is our stated purpose to be in compliance with all purchasing rules and regulations, *wherever the statutory requirement is applicable*. Presently we are in the process of defining our options especially insofar as what *actual* authority the Fair Board has in terms of creating and implementing our own process that in turn, best meets the unique needs of the Fair Complex. As far as adopting the FMIS system, (recommendation #2) this will be addressed within the same package of issues related to our own proposed tailored system.

Recommendation #3 speaks to assurance that all contracts are signed "properly" before the beginning of work or services provided. It is not our intention or has been our regular practice to contract work or service performed before the properly prepared documents are in order, including authorized signatures. Unless delegated, our Executive Director signs all contracts, and as of our last Fair Board meeting, September 1997) signing all contracts. In areas where others are actually negotiating the contract the Executive Director will require them to sign also.

[ISSUE 4 – USE OF INDEPENDENT CONTRACTORS]

Recommendation:

That the Fair complies with IRS criteria regarding independent contractors.

Finance Division's analysis of current status

Fair management reports it is continuing the practices cited in the audit. The Fair is not complying with state statutory requirements or IRS regulations.

Fair Complex analysis of current status

To the best of our knowledge, we are in compliance.

[ISSUE 5 – DOCUMENTATION OF INSURANCE COVERAGE]

Recommendation:

That the Fair implement procedures to ensure that contract documentation is complete and insurance coverage in force prior to contract execution or commencement of work.

Finance Division's analysis of current status

Fair management could neither locate nor provide copies of current contracts with the vendors to provide carnival rides, fireworks displays, or beer gardens for the upcoming summer's scheduled activities.

Fair Complex analysis of current status

It has always been Fair policy to require insurance holding harmless all the principals within the governance of Washington County on all appropriate contracts issued by the Fair Complex. The policy of destroying insurance documents upon closure of the event has been corrected. All insurance and contract documents will remain on file for 3 years.

[ISSUE 6 – STATUS OF ACCOUNTS USED]

Recommendation:

- 1) That the Rodeo account be closed immediately and the remaining funds transferred to the Fair Board's control.
- 2) That all activity in the rodeo account not previously reported be recorded in the Fair's accounting records and against the Fair's budget.
- 3) That the funds currently held in the Fair's LGIP accounts be transferred to the custody of the County Treasurer and the Fair LGIP account be closed.
- 4) That only those accounts consistent with state law be maintained.

Finance Division's analysis of current status

- A) The rodeo committee's checking account remains active and transactions have not been recorded in the Fair's books since the Fair does not have the check register. Fair management says the Fair Board explicitly instructed the rodeo committee to close the account because it is not under the County's taxpayer identification number but a separate taxpayer identification number for the Fair Complex.
- B) The Fair has not closed its LGIP account, not transferred the money to the custody of the County Treasurer

Fair Complex analysis of current status

The Rodeo account is closed and was confirmed closed by the Executive Director (#1).

Fair will transfer administration of LGIP account to County by January 1, 1998 (#3).

We will continue to use our two checking accounts; one for operations costs and one for premiums (#4).

[ISSUE 7 – DOCUMENTATION SUPPORTING DISBURSEMENTS]

Recommendations:

- 1) That disbursements be made only on the basis of adequate documentation, externally generated where possible.
- 2) That all disbursement documentation be retained as part of the file.

Finance Division's analysis of current status:

Disbursement files were not reviewed for this update. Fair staff reported alphabetical vendor files are now maintained rather than numeric files.

Fair Complex analysis of current status:

We are in agreement with Finance Division. *OK*

[ISSUE 8 – USE OF ACCOUNTING SOFTWARE]**Recommendation:**

- 1) That the Fair use the full capabilities of the accounting software to more fully meet the Fair's financial management needs; or
- 2) That the Fair consider converting to the county's Financial Management Information System (FMIS) as suggested in management letter comments by the County's external auditors for fiscal years 1999 and 1989.

*CoE Req
FMIS*

Finance Division's analysis of current status:

A) Fair continues to use MS money software in the manner previously reported. The County's Information Services Division did a feasibility study on connecting the Fair to FMIS and made recommendations to the Fair management. No action has been taken to implement the recommendations. The new Fair Manager expressed his opinion that being on FMIS could only serve to bring the Fair into the County Bureaucracy. He should like to continue current practices and operate without governmental oversight.

Fair complex analysis of current status

The reference made about the "Fair Manager" (Fair Coordinator) not wanting to operate without governmental oversight is a blanket misrepresentation of the conversation with the auditor. It is patently absurd to infer that Fair management would suggest an operation without government oversight. These comments were taken out of context. The conversation that was apparently lost on the auditor, was a recounting of the difficulties and cumbersome prohibitions and procedures (from personal experience), that are imposed on an "enterprise" entity such as a Washington County Fair when working within *some* of the constraints required by government oversight. The conversation was philosophical not anecdotal.

We are analyzing the procedures and recommendations in total, and will reach a decision prior to January 1, 1998. We will in the mean time contact Finance Division for a full briefing on the attributes and benefits of the FMIS system.

[ISSUE 9 – ACCOUNTING PRACTICES]

Recommendation:

- 1) That the Fair reconsider the need for a petty cash fund.
- 2) That blank and used check stock be secured and periodic accountings be made of the total population of checks.
- 3) That receipts be deposited daily and all receipts be posted to the accounting records as of the date received.
- 4) That the Fair prepare monthly hardcopy bank reconciliation(s).

Finance Division's analysis of current status:

A) The Fair continues to maintain its petty cash fund and has increased the controls over the fund. The blank check stock is secured in a locked cabinet and is periodically checked for completeness and all canceled and voided checks are filed in numeric order. Bank reconciliations are completed monthly and sent to the County Finance Division to receive copies monthly of the Fair's income and expense report.

Fair complex analysis of current status:

Due to the business, "enterprising" nature of the Fair operation, the Fair intends to continue using a petty cash fund. (Response to recommendation #1) We need to make change for RV parking and other cash transactions.

We agree that blank and used check stock be secured and subject to periodic accounting. They have been kept in a locked cabinet. In the last year we have purchased a large standing floor safe to secure checks, currency and vital documents. (Response to recommendation #2)

Receipts, as a rule, will not necessarily be deposited on a daily basis (#3), but rather once a week or \$200 accumulated, whichever ever comes first. This procedure is now in practice.

The Fair has always prepared a monthly hardcopy bank reconciliation. (#4)

[ISSUE 10 – COMPLIANCE WITH OLCC REGULATIONS]

Recommendation:

- 1) That the Fair implement procedures and maintain documentation, to assure all appropriate state laws and OLCC regulations are complied with whenever the Fair has events that include the sale and/or service of alcoholic beverages.

Finance Division's analysis of current status:

A) Fair management assured us the rodeo committee will comply by the time of the fair event, because of the Fair Board's awareness of the issues.

Fair Complex analysis of current status

We have always complied with OLCC regulations and will continue to do so.

[ISSUE 11 – ADMINISTRATIVE CONTROLS FOR FAIR'S VEHICLES]

Recommendations:

- 1) That the Fair take an inventory of vehicles and compare to ownership documents and reconcile any discrepancies.
- 2) That the Fair file updated information with the Oregon Department of Motor Vehicles.
- 3) That the Fair and County cooperatively update the County listings annually to ensure all records reconcile.
- 4) That the Fair set responsibility for maintaining the administrative records on the Fair's vehicles and implement procedures to assure the records are maintained in a consistent manner.

Finance Division's analysis of current status:

A) The issue was not reviewed for a status update. The County had not updated it's inventory since the previous report so a reconciliation and file updated DMV information, cost of compliance with these recommendations is negligible.

Fair Complex analysis of current status:

We have reviewed our records and documents. We have a staff person assigned to inventory, maintaining and updating those records (#1,4). We will work cooperatively with county on annually reconciling records of motor vehicles (#3) The Fair has filed updated information with the Oregon Department of Motor Vehicles, the Fair has taken the recommendations. An updated list of inventory has always been kept in the shop office. For some reason this information was not conveyed to the auditor.

[ISSUE 12 – CONTROL OF BULK FUEL]

Recommendations:

- 1) That the tanks be outfitted with metered pumps and procedures be implemented for on-going monitoring of fuel usage, preferably by vehicle.

2) That the Fair evaluate the risk of maintaining on-site bulk fuel.

Finance Division's analysis of current status:

A) All recommendations have been implemented.

Fair Complex analysis of current status:

The tanks have been metered (#1). It is not practical or good business practice to go off the fair grounds for fuel (#2)

Other recommendations have been implemented.

*Booth DEC
and Milk J.
page 17 insert
Safe for
us to store fuel
for no road/val*

[ISSUE 13 – FAIR BOARD MINUTES]

Recommendation:

1) That the Fair Board assure care is taken to accurately describe in its minutes any action taken at Board meetings. When necessary, issues should be clarified at Board meetings to assure the matter can be reduced to writing without containing ambiguities.

Finance Division's analysis of current status:

A) Minutes of recent Fair Board meetings have improved as to completeness, however they continue to lack complete clarity. The rodeo committee meetings continue to be out of compliance with public meeting laws and the Attorney General's Model Rules for Public Meetings. *V X Y*

Fair Complex analysis of current status:

There needs to be a clarification of the "ambiguities" and "clarity" concerns referred to by Finance Division. (#1) We will be contacting Finance Division for these definitions. As of this date, the minutes are recorded and are then transcribed to paper. Every effort is made to clearly state the conversations and issues as presented in the Board meetings.

Insofar as the rodeo is concerned, the Board Chair Rocky Williams has been made aware of the necessity of being in compliance with public meeting laws. He relates that he believes they are now in compliance with the printing of announcements of their meetings. The Fair Complex has contacted the State Justice Dept. and are awaiting the arrival of the newly updated handbook (Attorney General's Model Rules for Public Meetings) and will make a copy available to the Rodeo Committee as soon as they arrive.

Rodeo agenda:

New board members chosen:

Larry Bellamy (3yrs)
Dennis Fellows (3yrs)
Gary McVey (3yrs)
Mary Eldred (2yrs)
Gary Price (1yr)
Brain Anderson (1yr)

A chairperson has not been chosen yet

F.B.
C.W.
L.G.

APPLICATION FOR APPOINTMENT TO
WASHINGTON COUNTY FAIR COMPLEX
ADVISORY COMMITTEE

Please type or print information. Return form to:
Washington County Fair Complex
872 NE 28th St.
Hillsboro, OR 97124

For Information Call: 648-1416

Name Jack Price
Address 14314 SW ALLEN BLVD # 505 City Beaverton State OR Zip 97005
Occupation Gen. Contractor Home Phone 503-643-0605 Work Phone 503-204-8024
Committee Desired Rodeo Director
Related Experience/Education (include volunteer work) 2yrs member Wash Co. Rodeo committee, Business owner for 15 yrs, Marketing Major in college. Volunteer for Habit for Humanity.
Reason for Applying FOR helping to promote a quality Rodeo and assume more leadership in the organization.
Availability for Meetings Anytime with some notice
Signature Jack Price Date 9/11/97

IF NOT SELECTED WITHIN ONE YEAR OF THIS DATE, YOU SHOULD REAPPLY IF STILL INTERESTED.

AUG 29 1997

APPLICATION FOR APPOINTMENT TO WASHINGTON COUNTY FAIR COMPLEX ADVISORY COMMITTEE

Please type or print information. Return form to:
Washington County Fair Complex
872 NE 28th St.
Hillsboro, OR 97124

For Information Call: 648-1416

Name GARY TRICE

Address 13500 NW Bishop City Hillsboro State OR Zip 97124

Occupation ELECTRICAL CONTRACTOR Home Phone 647-9056 ~~288-5161~~ Work Phone 288 5161

Committee Desired Rodeo Board Director

Related Experience/Education (include volunteer work) _____

President of FRIBERY Electric Co.

BOARD member of 4 companies.

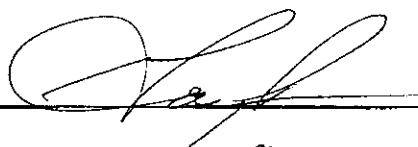
Life-long Resident of Wash Co.

Rotary Club member

Reason for Applying Provide input and business experience

to the BOARD

Availability for Meetings yes



Signature

27 Aug 97

Date

IF NOT SELECTED WITHIN ONE YEAR OF THIS DATE, YOU SHOULD REAPPLY IF STILL INTERESTED.