

# **NOTICE OF MEETING**

**Washington County Fair Board  
Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, OR 97124  
Wednesday, September 5, 2012  
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, September 5, 2012 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building, located at 873 NE 34<sup>th</sup> Ave, Hillsboro OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

# FAIR BOARD MEETING PROCEDURES

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

## Fair Board

Don McCoun, President  
Betty Atteberry, Vice President  
Scott Nelson, Board Member

Bill Ganger, Board Member  
Dan Logan, Board Member  
Gary Seidel, Board Member

Andy Duyck, County Commissioner

---

The Washington County Fair Board is comprised of seven members appointed by the Board of County Commissioners. Each Fair Complex Board member is appointed for a three-year term.

The primary function of the Fair Board is to oversee the planning, preparation and production of the annual County Fair.

In compliance with the American with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling (503) 648-1416 at least 48 hours prior to this meeting

All meetings are recorded.

---

## Current Meeting Schedule

Unless otherwise noted, Fair Board Meetings are held the first Wednesday of every month at 4:30 p.m. in the Floral Building at the Washington County Fair Complex, 873 N.E. 34th Avenue, Hillsboro, Oregon 97124.

---

## Regular Business Meetings

Regular business meetings are the time during which the Fair Board will consider the items published in their Board Agenda at the times noted above.

Generally, Board Meetings are scheduled to last no longer than two hours. At the discretion of the Board Chair, agenda items may be deferred to a later date if more discussion or consideration is required.

---

## Quorum

To take formal action on any agenda item, at least four (4) Board members must be present. Once a quorum is established, at least a majority of these members present must vote in the affirmative to move an action or motion. The Board can still conduct business and discuss agenda items without a quorum present. However, no formal action can take place until a quorum of the Board is in attendance.

---

## **Once the Regular Business Meeting Begins**

The Fair Board's formal meetings typically include the following elements:

1. **Call to Order:** At the start of the Board meeting, the Chair (or Vice Chair) of the Board will call the meeting to order. All matters noticed and listed on the agenda, in any category, may be considered for action in any order at the discretion of the Board Chair. Items not so noticed may be discussed at the discretion of the Board Chair, but cannot be considered for action.
2. **Oral Communications 1:** This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.
3. **Consent Agenda:** The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda.
4. **Regular Agenda Items:** Unless otherwise noted, regular agenda items will follow in the order listed on the agenda.
5. **Oral Communications 2:** As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.
6. **Adjournment:** At the conclusion of the items on the Board's agenda, the Board Chair will formally conclude the Board's regular business

---

## **Meeting Protocol**

The Fair Board welcomes public attendance and participation at its meetings. Anyone wishing to speak on an agenda or non-agenda item at a regular business meeting should feel free to do so. In doing so, the Board asks that the following guidelines be observed:

1. Please follow sign-in procedures located on the table by the entrance to the meeting room.
2. When your name is announced, please be seated at the table in front and state your full name, address and organization represented, if any, for the record.
3. Groups or organizations wishing to make a presentation are asked to designate one spokesperson in the interest of time and to avoid repetition.

4. When more than one citizen is heard on any matter, please avoid repetition in your comments. Careful attention to the previous speaker's remarks will be helpful in this regard.

# **Washington County Fair Board Meeting Agenda**

Washington County Fair Complex, Cloverleaf Building

Wednesday, September 5, 2012

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

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

## **Fair Board**

Don McCoun, President  
Betty Atteberry, Vice-President  
Scott Nelson, Board Member

Bill Ganger, Board Member  
Dan Logan, Board Member

Gary Seidel, Board Member  
Andy Duyck, Board Member

---

### **A. Call to Order**

### **B. Oral Communications I**

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

### **C. Approval of Minutes**

1. July 2012 Fair Board Meeting Minutes
2. August 2012 Special Meeting Minutes

### **D. Reports**

1. Financial Report
2. 4-H Update

### **E. Old Business**

1. Fair Update
2. Fundraising/Foundation

### **F. New Business**

1. 2013 Airshow/County Fair

### **G. Other Matters of Information**

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

### **H. Oral Communications II**

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

### **I. Adjourn**

**Minutes**  
**Washington County Fair Complex Board**  
**Wednesday, July 11, 2012**

**Convened:** 4:34 pm

**FAIR COMPLEX BOARD:**

President Don McCoun

Vice President Betty Atteberry

Board Member Dan Logan

Board Member Andy Duyck

Board Member Bill Ganger

Board Member Gary Seidel

Board Member Scott Nelson

**STAFF:**

Leah Perkins-Hagele, Fair Complex Manager

Nancy Karnas, Fair Assistant

Rod Rice, Deputy County Administrator

**A) Call to Order**

- 1) Vice President Atteberry called the meeting to order at 4:34 p.m. clarifying the meeting had been rescheduled due to the 4<sup>th</sup> of July Holiday. Vice President Atteberry noted that several Board Members and staff were not able to attend this evening. Atteberry stated that members Bill Ganger, Dan Logan and Andy Duyck were present along with Fair Assistant Nancy Karnas.

**B) Oral Communications 1 – NONE**

**C) Approval of Minutes –**

- 1) Vice President Atteberry called for a motion to accept the June minutes as submitted. Board Member Andy Duyck made the motion with a second by Vice President Betty Atteberry.

**Motion by Board Member Duyck to approve the June Minutes . 2<sup>nd</sup> by Board Member Logan. Board Members Duyck, Atteberry and Ganger for, Logan abstaining from vote. Motion carried 3-0-1.**

**D) Reports**

- 1) **Financials** – Not Available.

- 2) **4-H Update** – Pat Willis was not available for the meeting but a Horse Fair participant Ashley Seggerman provided an overview of that event. Ms. Seggerman stated that there were 97 participants, 103 horses with a total of 734 entries. Ms. Seggerman thanked the board for the security fence provided as it helped when a young child wandered off providing peace of mind that the child would be found safely. Ms. Seggerman also thanked the board for the misting tent where the participants could stay cool and rest. She also thanked the board, boosters and Dairy Women for the breakfast and ice cream offerings. She also thanked the parents of all the 4H participants for their willingness to jump in and volunteer for the event. Ms. Seggerman stated that there are some requests for the next year such as a gate for pens, higher fencing for warm up areas and shading for bleachers if possible. Ms. Seggerman concluded by thanking all involved for their help for the event. 4H Superintendent Jan Harer added that 17 clubs participated of those 22 were Juniors, 29 Intermediates, 25 Seniors and 20 Beginners. Ms. Harer clarified that the 734 entries were the classes open for competition of that 563 ribbons were

awarded. She continued that 31 of the participants qualified for State Fair of those 14 Intermediates and 17 Seniors. Ms. Harer stated that approximately 150 volunteers donated 1215 total hours during the horse fair event. Ms Harer also wanted to thank Matt Pihl donated a water truck at the last minute and the participants were very grateful. Ms. Harer also expressed deep gratitude for the maintenance staff for all of their work and support. She continued that the fence was very much appreciated especially since a horse did get loose and ran towards the road but was blocked by the fence. Ms. Harer stated that 12 of the State qualifiers will exhibit at regular fair and are excited to participate. Ms. Harer also requested several items for the participants for 2013. She stated that shavings are currently paid for by the participants and they in turn donate them to the livestock participants but feel they are not acknowledged or thanked for that. Ms. Harer stated that the Arena is very poorly cared for as they are constantly encountering car debris left over from the motorsports. Ms. Harer stated that that debris is dangerous and harmful to the animals and if a participant were to fall there is concern for those parts. Ashley Seggerman added that it would be helpful to be able to use the fairgrounds for other Horse related activities instead of having to go to McMinnville.

**E) Old Business**

- 1) **Fair Update** – Fair Assistant Nancy Karnas presented an overview of fair details referring to the Fast Facts handout provided to the Board. Karnas reminded the board of the hours of the event, parking details and a general overview of the entertainment and exhibits participating for 2012. Karnas also reminded the board of the Arena events and that the cost of those events will be higher at the gate but patrons have been encouraged to purchase online to save. Karnas concluded the fast facts overview with a brief entry timeline of the Competitive Exhibit program. Karnas then referred the board to a handout with important dates and times of events that the board would be encouraged to attend. Vice President Atteberry asked about the invitations for the VIP event and if they had been sent out. Karnas replied that she believes they were in fact mailed out the previous week.
- 2) **Fundraising /Foundation-** No information was provided.

**F) New Business –None**

**G) Other Matter of Information**

- 1) **County Administrative Update** – Deputy County Administrator Rod Rice was unavailable for this meeting, County Commissioner Duyck stated that the county is still awaiting the results of the recent study done for the fair complex. No other updates were available.

**H) Oral Communications 2- None.**

**I) Adjourn**

- 1) With no further business before the Board, Vice President Atteberry adjourned the meeting at 5:04 p.m.

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

-----  
**Don McCoun**  
**Board President**

**Special Meeting Minutes**  
**Washington County Fair Complex Board**  
**Tuesday, August 7, 2012**

**Convened:** 5:30 pm

**FAIR COMPLEX BOARD:**

President Don McCoun  
Vice President Betty Atteberry  
Board Member Dan Logan  
Board Member Andy Duyck

Board Member Bill Ganger  
Board Member Gary Seidel  
Board Member Scott Nelson

**STAFF:**

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

Rod Rice, Deputy County Administrator

**A) Call to Order**

- 1) President McCoun called the meeting to order at 5:30 p.m. and noted that all were present except Board Members Seidel.

**B) Discussion of 2013 County Fair and Air Show Scheduling Conflict–**

- 1) Fair Board President McCoun began the special meeting by making a few statements to the attendees. McCoun stated it is obvious that the dates chosen by the Air Show will not be changed for 2013 and the best hope is that the events do not occur on the same date in the future. McCoun requested that board members in turn state their concerns or comments about how the fair will be affected by the Air Show. McCoun stated the issues noted during this meeting will be addressed and hopefully solved over the coming months. McCoun also stated that it is in agreement with Fair Manager Perkins-Hagele and Commissioner Duyck that the fair will not alter it's hours, change carnival setting, shut down any portion of the complex property or share equipment or parking lots with the Air Show in 2013. McCoun also addressed the rumors that have been circulating. McCoun stated that the fair is not canceled, the fair is not moving off of the dates set and the fair board did not have anything to do with the Air Show being scheduled for the dates of the fair. McCoun accepted blame that he was aware of the possible scheduling conflict but tried to work with the Air Show board to have them change their dates for several months earlier in the year. McCoun stated that ultimately the Fair Board is not to blame for the scheduling and those complaints and comments should be directed to the Air Show Board as they are only authority to their event. McCoun encouraged the public to email him or the fair manager with any concerns.

McCoun asked each board member to comment on the subject and dialogue occurred during each segment regarding the concerns.

- a) **Scott Nelson** began his commentary by stating it was his understanding that some representative of the fair had met with the Air Show team earlier in the year to try and prevent this conflict. Nelson stated that he heard the Air Show decided on landing on the fair dates due to the Blue Angels schedule and would not budge. Nelson asked for clarification that the fair dates are set years in advance. Fair Manager Perkins-Hagele stated our dates always encompass that last Friday of July and never change. Nelson stated that in that case the Air Show was aware of our event and went forward anyway. Nelson stated his first concern is the Police and Security during the event and if the



services can respond to any situations while split between both events. Nelson stated that it's a fact the fair has had record attendance in 2012 with over 109, 000 patrons and is concerned about a parking issue with another event occurring. Nelson asked if the Air Show used our parking facility, Fair Manager Perkins-Hagele responded that the complex sells parking during the event but it was the lowest turnout in thirteen years this past weekend. Nelson stated that it appeared the Air Show had plenty of their own lots to use and no issues on their end for fitting their attendees in.

- b) **Bill Ganger** began his comments with expressing dismay of not being informed in a timely matter of the impending conflict with the Air Show. Ganger stated that he was unaware of the information and felt that those who already knew of the situation should have informed all of the board immediately. Ganger stated that if this was a non jet team year there would not be concerns but the potential of the animals being affected by the loud flyovers and fireworks display is a huge risk and concern for public safety. Ganger stated that he is concerned the public would hold FFA or 4H responsible for any issues and wants to make sure the County and Fair Board would take responsibility for any issues. Commissioner Duyck added that technically the Air Show has not formally announced the dates but the information was published on the Blue Angels website which is how it was brought to the attention of the fair representatives. Vice President Atteberry stated that the Air Show made a verbal announcement during the end of the Sunday event last weekend. President McCoun stated that a meeting was requested with the Air Show board when the schedule appeared on a military website and he decided not to disrupt the current fair with the news.
- c) **Dan Logan** began by asking what the financial impact of moving our dates would be. Fair Manager Perkins-Hagele stated that exact numbers would need to be computed but there are dozens of contracts in place we would be in breach of in addition to landing on another event that would cause loss of vendors, carnival and entertainers so it is not an option to move. Logan stated that that seems to be the intention of the Air Show to have the fair move to suit their needs. Logan stated that it appears the Air Show would want the last weekend of July so they could get a jet team every year. President McCoun stated that only certain events are guaranteed the jet teams each year and the local Air Show must try to get the teams based on their open slots which vary yearly. Fair Manager Perkins-Hagele stated that short term revenue loss for the carnival would be \$200,000 but long term loss is multiplied because no other carnival would be available to step in. McCoun stated that years ago the fair schedule was determined and would not change; the Air Show has several months to work with and chose to not be considerate of the fair dates. Logan stated his concern that he was at the meeting several years ago where this was decided and the Air Show representatives at that time promised to never hold the event during fair. Logan stated his dismay of not being made aware of the information of the conflict. Logan then stated his concerns are livestock show schedule and safety, security and traffic. Logan stated that the show schedule is already full at four days and showing can't occur when loud flyovers are occurring. Logan stated the uncertainty of the safety of the animal tie downs during the loud events, a serious accident could occur as incidents already occur during fair as is. Commissioner Duyck stated that last year the board was considering having a five day event to accommodate the livestock and felt that may be something to reconsider this year. Fair Manager Perkins-Hagele stated this is all something that the Livestock Committee will need to work on the logistics asap. Logan continued about the traffic impact of the two events and how it will affect both. Deputy County Administrator Rice stated that the 2<sup>nd</sup> phase of Veteran's Way is pending and scheduled for completion prior to fair dependant on weather and right of way permissions. Logan asked staff what Risk Managements opinion on the potential injuries that could occur. Rice stated that is a valid concern and Risk Management would be contacted and brought to a future board meeting for input.

- d) **Gary Seidel** was unavailable but supplied an email commentary read by President McCoun. Seidel wrote unbelievable that air show would choose same dates as fair are set in advance. Seidel asked if parking revenue is shared with Air Show, Fair Manager Perkins-Hagele confirmed no money is given to Air Show for parking on our lots. Seidel wrote a potential issue for patrons coming to fairgrounds and lack of parking for them. Seidel also wrote there should be no impact to carnival as it is located outside of the sterile corridor. In conclusion Seidel wrote that the biggest impact will seem to affect the livestock and showing of animals.
- e) **Andy Duyck** stated that most of the biggest issues seem to have already been covered. Duyck reiterated the big four seem to be: Traffic/Parking, Revenue, Animals and Fire/Security. Duyck stated that each of those issues will require more coordination than just the board can provide. Duyck proposes several committees be formed to address each issue and coordinate the efforts to solve the concerns. Board Member Nelson asked if anyone was aware of the attendance numbers for the Air Show, Fair Manager Perkins-Hagele stated actual numbers are not available but it has been reported in the past nearly 75,000. Duyck added one last thing; this board should consider not having a headlining act this year as it has been a loss leader for several years.
- f) **Betty Atteberry** stated the majority of her concerns have been mentioned by other board members. Atteberry stated that she felt the priority should be to the children that show animals during the fair event. She continued that the exhibitors have worked very hard on their projects and deserve the chance to be involved in the event. Atteberry also stated that parking is a huge concern and feels that a partnership with TriMet will be needed to help alleviate traffic concerns.
- g) **Don McCoun** stated that he agreed all the concerns expressed are valid and a priority for the success of the fair event. McCoun expressed his discontent with the situation but felt that all that can be done is try to solve the concerns the best way possible and move forward. McCoun stated he welcomed any ideas of how to address the issues or direction to other events where this type of situation occurs. Board Member Logan stated he is aware of an event in Missouri that is similar; Fair Manager Perkins-Hagele stated she would work on finding out about that event. McCoun also stated there is hope that the attendance will skyrocket because of the value the fair can offer patrons wanting to enjoy both events by only paying the parking fee. McCoun stated that ultimately patrons will see the benefits of coming to the fair event and possibly those die hard air show attendees may venture over to experience the fair. Board Member Logan expressed a concern regarding future use of the fairgrounds for other events with the uncertainty of the Air Show event. Fair Manager Perkins-Hagele stated that the Air Show has promised to disclose their dates 3 years in advance which give the ability to inform potential renters of any conflicts. Board Member Logan asked how this scheduling conflict can be avoided in the future. McCoun stated that he believes it will not happen in the future due to the reaction this has received so far. Logan proposed an agreement be made between the two parties to prevent this in the future. Fair Manager Perkins-Hagele stated that past verbal agreements had been made but ultimately they are a separate entity that follows their own policies. Commissioner Duyck also added he was informed the Air Show policy is to never turn down an opportunity for a jet team which unfortunately leaved the possibility of future overlapping dates. Board Member Ganger addressed the audience that any concerns could be brought to him and added he would like to be involved in any committees created for solving the issues discussed. President McCoun added that all board members should and will be involved in the entire process and to please contact staff or any board member with concerns.

**C) Summary of Concerns of Board Members.**

- 1) Police/Emergency Services capabilities to respond to incidents during the dates.**
- 2) Parking and Traffic logistics (ie: road closures, exit times.)**
- 3) Livestock and safety of participants during loud events (ie: jet team flyovers or fireworks.)**
- 4) Possible legal risks to the Fair and County.**
- 5) Potential loss of revenue due to conflicting events.**

**D) Adjourn**

- 1) With no further business before the Board, President McCoun adjourned the meeting at 6:14 p.m.**

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

-----  
**Don McCoun**  
**Board President**

**County of Washington**

**Washington County Fair Complex  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, Oregon 97124  
Phone: (503) 648-1416  
Fax: (503) 648-7208  
lperkins@faircomplex.com  
www.faircomplex.com**

## **MEMORANDUM**

**Date:** August 30, 2012

**To:** Washington County Fair Board

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

**Re:** Financial Reports

The YTD financial statement through June 2012 for Fiscal Year 11/12 will be available at the meeting. The July 2012 financial information will be available at that time as well.

County of Washington

Washington County Fair Complex  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, Oregon 97124  
Phone: (503) 648-1416  
Fax: (503) 648-7208  
lperkins@faircomplex.com  
www.faircomplex.com

## MEMORANDUM

**Date:** August 30, 2012

**To:** Washington County Fair Board

**From:** Leah Perkins-Hagele, Fair Manager

**Re:** 2012 County Fair Recap

Here is some information regarding this year's event.

**Weather** – The weather was very nice and mild for the entire event.

**Parking** – Parking was not an issue this year, although revenue is down 24%. Staff did a good job advertising to take public transportation. The extra 12 acres that was leased from the Port of Portland was not used.

**Attendance** – Total attendance through the turnstiles at the two entrance gates was 109,606 which is 8% up from 2011. Thursday's attendance is continuing to decline each year. Friday's attendance beat last year's Friday record. Saturday's attendance also beating last year's Saturday record and Sunday was up as well. The breakdown by day is:

Thursday – 13,586 – 4% down

Friday – 25,009 – 21% up

Saturday – 33,331 – 8% up

Sunday – 37,680 – 6% up

**Carnival** – The Carnival gross was up 7% over 2011. Wristband pre-sale was up 16% over the previous year. Staff did a great job of advertising the message regarding wristbands.

**Arena Events** – During the Fair the arena had 3609 GA seats available for sale.

Thursday – Free Draft Horse Show. Since this was a non-ticketed event we don't know how many people attended. However in just looking at the stands it was a much larger crowd that the show has had in years when it was held on Saturday afternoon. Staff estimates around 600 people attended.

Friday – Truck Pull had 1124 paid sales which is nearly identical to what it was last year.

Saturday – Monster Truck and Mud Bogs had 1869 paid. Attendance is 12% up from 2010.

Sunday – Demo Derby had 1859 paid. Attendance is 21% down from 2010.

**Amphitheater** – The Miranda Cosgrove concert had 3020 paid ticket sales. We needed 6700 to break even on this event. We are still paying bills on this event and should know the final loss on this concert next month.

**Youth Livestock Auction** – Total sales were \$191,034 which is up 26% from 2011 and is the highest total sales in many years.

**Open Class** – Numbers for this program will be available next month

**4-H & FFA** – We have not received information regarding exhibit numbers yet from either of these programs.