

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, September 2, 2015
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday September 2, 2015 at 4:30 p.m. in the Cloverleaf Building at the Washington Fair Complex. 873 NE 34th Ave, Hillsboro, OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

In compliance with the Americans 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.

FAIR BOARD MEETING PROCEDURES

Washington County Fair Board of Directors 873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

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

Bill Ganger, Board Member
Gary Seidel, Board Member

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

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

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

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

All meetings are recorded.

Current Meeting Schedule

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

Regular Business Meetings

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

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

Quorum

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

Once the Regular Business Meeting Begins

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

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

Meeting Protocol

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

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

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

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, September 2, 2015

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

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

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

Bill Ganger, Board Member
Gary Seidel, Board Member

David Vilalpando, Board Member
Andy Duyck, Board Member

A. Call to Order

B. Oral Communications I

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

C. Approval of Minutes

1. July 2015 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2015 Update
2. Educational Fund Update

F. New Business

1. County Fair 2016

G. Other Matters of Information

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

H. Oral Communications II

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

I. Adjourn

Minutes
Washington County Fair Board
Wednesday, July 1, 2015

Convened: 4:31 pm

FAIR BOARD:

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

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

STAFF:

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

A) Call to Order

- 1) President Erin Wakefield called the meeting to order at 4:32 p.m. and noted Board Members McCoun, Seidel, Atteberry and Ganger were present along with Staff. She noted Board Member Villalpando and Duyck were absent.

B) Oral Communications 1- NONE

C) Approval of Minutes

- 1) President Erin Wakefield called for a motion to accept the June minutes. Board Member Seidel moved to approve the minutes as presented, a second by Member Ganger. Wakefield asked if there was any discussion, and called for the vote.

Motion by Board Member Seidel to accept the June Minutes as presented. 2nd by Board Member Ganger Motion carried 5-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele reported the financials were presented through May 2015 in the packet. Perkins-Hagele stated that the last fiscal year end report will be presented at the September meeting along with the current fair report. Perkins-Hagele reported that the expenses in May are for the current fair but are drawn from the prior budget due to the timing of the expenses. Board Member Atteberry asked about the line item for the Transient Lodging Tax and asked if that is tracking to come in at projected levels. Perkins-Hagele stated that it is estimated to come close but not quite meet the projected budget. Board Member McCoun moved to approve the financials as presented, a second by Member Atteberry. Wakefield asked if there was any discussion, and called for the vote.

Motion by Board Member McCoun to approve the May Financials as presented. 2nd by Board Member Atteberry Motion carried 5-0.

- 2) **4-H Update** –Pat Willis reported the PA system works great and was very helpful during Horse Fair. Willis stated the participants were grateful to the board for providing the barbeque dinner during the Horse Fair event. He stated the process for Vet Checks are in the works for move in. Willis stated the avian flu outbreak has not caused any issues locally so the show is still on. He added the Goat barn is the

I) Adjourn

- 1) With no further business before the Board, President Wakefield adjourned the meeting at 5:33 p.m.

Leah Perkins-Hagele
Recording Secretary

Erin Wakefield
Board President

County of Washington

**Washington County Fair Complex
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Phone: (503) 648-1416
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MEMORANDUM

Date: August 26, 2015

To: Washington County Fair Board

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

Re: Financial Reports

The financials for FY ending 14/15 2015 are attached. Financials for current fiscal year 15/16 for the months of July and August are not available yet as we are still processing incoming payments and paying invoices from the Fair for both months.



Monthly Financial Report

Washington County

Washington County

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

Account	JUL-14	AUG-14	SEP-14	OCT-14	NOV-14	DEC-14	JAN-15	FEB-15	MAR-15	APR-15
Intergovernmental Rev										
41025 Transient Lodge Tax	\$ -	\$ (10,423.80)	\$ (10,999.10)	\$ (88,423.30)	\$ (15,670.20)	\$ (6,196.50)	\$ (61,582.00)	\$ (12,215.20)	\$ (6,666.40)	\$ (67,681.10)
43156 Dept Ag Lot. Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50,963.61)	\$ -	\$ -
TOTAL	0.00	(10,423.80)	(10,999.10)	(88,423.30)	(15,670.20)	(6,196.50)	(61,582.00)	(63,178.81)	(6,666.40)	(67,681.10)
Charges for Sevices										
44511 Camping Fees	\$ (4,201.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44512 Friday Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44513 Sunday Arena Event	\$ (5,685.64)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44514 Comm Booth Rent	\$ (79,110.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,800.00)	\$ -	\$ -	\$ -
44515 Parking Fees	\$ (91,970.61)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44517 Sponsorship Fees	\$ (40,235.72)	\$ (1,771.43)	\$ (1,671.43)	\$ (1,071.43)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44518 Carnival Fees	\$ (201,514.20)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44522 Entry Fees	\$ (2,173.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44526 Sat. Arena Event	\$ (29,779.65)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44527 Thurs. Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	(454,669.82)	(1,771.43)	(1,671.43)	(1,071.43)	0.00	0.00	(1,800.00)	0.00	0.00	0.00
Miscellaneous Revenues										
48195 Reimburse of Exp	\$ (2,909.00)	\$ -	\$ -	\$ (395.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48205 Concessions	\$ (163,811.64)	\$ (34,129.61)	\$ -	\$ (5,504.00)	\$ -	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -
48225 Other Misc Rev	\$ (3,835.76)	\$ (710.41)	\$ (258.60)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	(170,556.40)	(34,840.02)	(258.60)	(5,899.00)	0.00	0.00	1,200.00	0.00	0.00	0.00
Total Revenues	(625,226.22)	(47,035.25)	(12,929.13)	(95,393.73)	(15,670.20)	(6,196.50)	(62,182.00)	(63,178.81)	(6,666.40)	(67,681.10)
Personal Services										
51105 Wages & Salaries	\$ 9,182.98	\$ 13,222.53	\$ 13,319.78	\$ 19,876.65	\$ 13,251.24	\$ 13,251.26	\$ 13,251.24	\$ 13,251.18	\$ 13,257.24	\$ 13,752.02
51110 Temporary Salaries	\$ 1,822.46	\$ 3,986.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51115 Overtime/Other Pay	\$ 60.52	\$ 998.25	\$ 206.45	\$ 698.19	\$ 156.42	\$ -	\$ -	\$ 11.82	\$ -	\$ -
51125 FICA	\$ 835.19	\$ 1,376.75	\$ 1,019.34	\$ 1,559.96	\$ 1,010.93	\$ 998.98	\$ 997.77	\$ 998.81	\$ 998.28	\$ 1,036.22
51130 Workers Comp	\$ 53.76	\$ 89.24	\$ 44.67	\$ 67.19	\$ 44.79	\$ 44.81	\$ 44.74	\$ 44.74	\$ 44.81	\$ 52.15
51135 Employer Paid Workd	\$ 9.30	\$ 16.36	\$ 6.16	\$ 10.88	\$ 7.34	\$ 6.46	\$ 4.80	\$ 7.41	\$ 7.23	\$ 7.98
51140 Pers Contribution	\$ 1,376.42	\$ 2,126.96	\$ 2,016.50	\$ 3,079.67	\$ 1,998.63	\$ 1,975.36	\$ 1,975.27	\$ 1,976.77	\$ 1,976.09	\$ 2,006.41
51150 Health Insurance	\$ 3,951.53	\$ 3,809.42	\$ 3,809.54	\$ 3,809.63	\$ 3,809.62	\$ 3,809.63	\$ 3,809.54	\$ 3,809.44	\$ 3,809.69	\$ 4,443.47
51155 Life, Long Term Disab	\$ 53.64	\$ 58.44	\$ 58.43	\$ 76.57	\$ 58.30	\$ 58.29	\$ 58.33	\$ 58.36	\$ 58.35	\$ 68.16
51160 Unemployment Insura	\$ 29.73	\$ 50.93	\$ 25.48	\$ 38.33	\$ 25.56	\$ 25.54	\$ 25.49	\$ 25.46	\$ 25.53	\$ 29.85
51165 Tri-Met Tax	\$ 72.45	\$ 120.32	\$ 86.80	\$ 133.18	\$ 86.11	\$ 85.00	\$ 86.23	\$ 86.30	\$ 84.95	\$ 85.08
51180 Other Employee Allow	\$ 24.50	\$ 35.00	\$ 43.75	\$ 78.75	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	17,472.48	25,890.84	20,636.90	29,429.00	20,501.44	20,307.83	20,305.91	20,322.79	20,314.67	21,533.84

<i>Account</i>	<i>JUL-14</i>	<i>AUG-14</i>	<i>SEP-14</i>	<i>OCT-14</i>	<i>NOV-14</i>	<i>DEC-14</i>	<i>JAN-15</i>	<i>FEB-15</i>	<i>MAR-15</i>	<i>APR-15</i>
Materials and Supplies										
51205 Supplies - Office	\$ 1,854.00	\$ 513.28	\$ 80.88	\$ -	\$ 10.89	\$ 9.00	\$ -	\$ -	\$ -	\$ -
51210 Supplies- General	\$ 22,331.48	\$ 10,927.81	\$ 977.44	\$ (14.42)	\$ -	\$ 1,100.00	\$ -	\$ 54.67	\$ -	\$ -
51285 Services -Professional	\$ 78,895.63	\$ 8,609.12	\$ 9.53	\$ 29,870.50	\$ -	\$ 122.50	\$ 280.00	\$ 770.00	\$ 7,000.00	\$ 234.00
51295 Advertising & Public N	\$ 109,212.40	\$ 12,418.72	\$ 288.70	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 28.65	\$ -
51305 Communications - Ser	\$ -	\$ 940.74	\$ -	\$ -	\$ -	\$ 71.25	\$ 180.49	\$ -	\$ -	\$ -
51310 Utilities	\$ 5,176.48	\$ 5,678.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51320 Repair & Maint	\$ 2,925.00	\$ 1,755.18	\$ 122.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51340 Lease & Rentals - Spa	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 1,925.00
51345 Lease & Rentals - Equ	\$ 11,755.39	\$ 48,913.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51350 Dues & Membership	\$ 68.75	\$ -	\$ -	\$ 50.00	\$ -	\$ 368.75	\$ -	\$ 175.00	\$ -	\$ 255.50
51355 Training & Education	\$ -	\$ -	\$ -	\$ -	\$ 349.00	\$ 510.00	\$ 820.00	\$ -	\$ 132.50	\$ -
51360 Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ 352.48	\$ 915.73	\$ 460.57	\$ 1,082.72	\$ -	\$ -
51365 Private Mileage	\$ -	\$ -	\$ 58.35	\$ 88.83	\$ -	\$ 58.32	\$ 4.37	\$ 62.37	\$ -	\$ -
51390 Permits, Licenses & Fe	\$ -	\$ -	\$ 862.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51460 Office Suuplies - Intern	\$ 108.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51465 - Postage & Freight	\$ -	\$ -	\$ 50.98	\$ -	\$ 47.50	\$ 51.01	\$ -	\$ -	\$ -	\$ -
51475 Printing- Internal	\$ 1,512.97	\$ -	\$ -	\$ 271.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51495 Telephone Monthly	\$ 662.31	\$ 290.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51550 Other Materials & Ser	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390.61	\$ -	\$ 155.00	\$ -
TOTAL	234,927.41	90,471.75	2,874.88	30,691.13	1,184.87	3,631.56	2,861.04	2,569.76	7,741.15	2,414.50
Other Expenditures										
52005 Bank Service Fees	\$ 480.07	\$ 2,269.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52130 Other Special Exp	\$ 50,357.93	\$ (3,181.31)	\$ 28.99	\$ 371.55	\$ -	\$ 6,840.00	\$ -	\$ 1,000.00	\$ -	\$ 200.00
52139 Concert Expenses	\$ -	\$ 3,384.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52146 Entertainment Exp	\$ 164,869.27	\$ 13,284.60	\$ 19.66	\$ 353.37	\$ 163.40	\$ -	\$ -	\$ -	\$ -	\$ -
52147 Open Class Exp	\$ 18,227.06	\$ 3,956.08	\$ (42.79)	\$ 3.00	\$ -	\$ -	\$ -	\$ -	\$ 450.00	\$ -
52148 4-H Expenses	\$ 18,674.67	\$ 5,814.14	\$ 158.02	\$ 11.98	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
52149 FFA Expenses	\$ 6,672.11	\$ 6,297.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52150 Friday Arena Exp	\$ -	\$ 508.50	\$ -	\$ (508.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52151 Sunday Arena Exp	\$ 29,133.04	\$ 775.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52152 Saturday Arena Exp	\$ 25,012.16	\$ 745.66	\$ -	\$ 508.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52153 Thursday Arena Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53010 Interdpt Chg - Indirec	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58
53015 Interdpt Chg - Legal S	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00
Total	320,942.89	41,371.56	7,680.46	8,256.48	7,979.98	14,356.58	7,516.58	8,516.58	7,966.58	7,716.58
Total Expenditures	573,342.78	157,734.15	31,192.24	68,376.61	29,666.29	38,295.97	30,683.53	31,409.13	36,022.40	31,664.92
TOTAL REVENUES	(625,226.22)	(47,035.25)	(12,929.13)	(95,393.73)	(15,670.20)	(6,196.50)	(62,182.00)	(63,178.81)	(6,666.40)	(67,681.10)
TOTAL EXPENDITURES	573,342.78	157,734.15	31,192.24	68,376.61	29,666.29	38,295.97	30,683.53	31,409.13	36,022.40	31,664.92

County of Washington

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MEMORANDUM

Date: August 26, 2015

To: Washington County Fair Board

From: Leah Perkins-Hagele, Fair Manager

Re: 2015 County Fair Recap

Here is some information regarding this year's event.

Weather – Due to the high heat leading up to the Fair and the sustained high heat of over 100 degrees for the first three days (106 on Thursday, 103 on Friday, 100 on Saturday and 85 on Sunday) our attendance is significantly down. Fair guests came out in droves when it cooled off each evening around 8:00 p.m. and we had large crowds right up until we closed at 11:00 p.m., but we couldn't make up the attendance numbers and revenue with only a few hours each night of guests being on the grounds.

Parking – Parking revenue is down 24% over 2014

Attendance – Total attendance through the turnstiles at the two entrance gates was 69,416 which is 31% down from 2014. The breakdown by day is:

Thursday – 13,036 – 3% up.

Friday – 13,622 – 36% down.

Saturday – 23,480 – 30% down

Sunday – 19,728 – 39% down.

Carnival – The Carnival gross was down 7% over 2014. Wristband pre-sale was up 24% over the previous year. Staff continues to do a great job of advertising the message regarding wristbands.

Arena Events –

No arena events were scheduled for 2015

Amphitheater – The Flo-Ride concert on Thursday night went very well. We are waiting for final attendance numbers.

Water/Soda – Sales were down 25% over 2014

Alcohol – Gross Sales were down, still waiting on final figures

Concessions – 28 food booths. 25% decrease in revenue.

Commercial Vendor Booths – Total inventory of booth spaces available vary from year to year depending on programming. This year we had 173 booths available and we sold 166. Last year we sold 158.

Youth Livestock Auction – We have not received information from the Washington County Livestock Association yet.

Open Class Static – 209 youth entered 749 items. 205 adults entered 1420 items.

Open Class Livestock – 32 youth entered 156 entries and 38 adults entered 422 entries

FFA Static – 85 kids with 281 entries

FFA Livestock – 85 youth with 281 entries.

4-H – A report from 4-H is forthcoming.