

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, June 8, 2016
4:30 p.m.

The Washington County Fair Board will hold a meeting on Wednesday June 1, 2016 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

FAIR BOARD MEETING PROCEDURES

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

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
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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.

Fair Board Calendar

~ January 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Western Fairs Association Convention
3 Western Fairs Association Convention	4 Western Fairs Association Convention	5 WFA	6 Western Fairs Association Convention	7	8	9
10	11	12	13 Fair Board Meeting 4:30 pm to 6:00pm	14	15 Oregon Fairs Association Convention	16 Oregon Fairs Association Convention
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Notes:					

~ February 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Joint BOCC/FB Meeting Lunch 11:00 am Meeting 11:30 - 1:30 pm	17	18	19	20
21	22	23	24	25	26	27
28	29	Notes:				

~ March 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Fair Board Meeting 4:30 pm to 6:00pm Cloverleaf Building	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

~ April 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No Fair Board Meeting this Month					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

~ May 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes: No Fair Board Meeting this Month			

~ June 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 Fair Board Meeting 4:30 pm to 6:00pm Cloverleaf Building	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 4-H Horse Fair
26 4-H Horse Fair	27 4-H Horse Fair	28 4-H Horse Fair Fair Board Breakfast 7am-9am	29 4-H Horse Fair Fair Board BBQ 6pm	30 4-H Horse Fair	Notes:	

~ July 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Fair Board Meeting 4:30 pm to 6:00pm Cloverleaf Building	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 County Fair Fair Board Breakfast 7am to 9am Rotary Lunch 12:00 pm Rodeo 7pm Loverboy Concert 7pm	29 County Fair Fair Board Breakfast 7am to 9am Draft Horse Show 7pm Fluffy Concert 7pm	30 County Fair Fair Board Breakfast 7am to 9am Steak-Feed 4pm-6pm Youth Auction 6pm Brett Eldredge Concert 7pm
31 County Fair Fair Board Breakfast 7am to 9am Motorsports show 7pm	Notes:					

~ August 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Notes: No Fair Board Meeting		

~ September 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 Fair Board Meeting 4:30 pm to 6:00pm Cloverleaf Building	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	Notes:

~ October 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5 Fair Board Meeting 4:30 pm to 6:00pm	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21 Oregon Fairs Association Convention – Albany Oregon	22 Oregon Fairs Association Convention – Albany Oregon	
23	24	25	26	27	28	29	
30	31	Notes:					

~ November 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27 International Association of Fairs and Expos Convention – Las Vegas Nevada	28 International Association of Fairs and Expos Convention – Las Vegas Nevada	29 International Association of Fairs and Expos Convention – Las Vegas Nevada	30 International Association of Fairs and Expos Convention – Las Vegas Nevada	Notes: No Fair Board Meeting this Month		

~ December 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No Fair Board Meeting				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, June 8, 2016

4:30 p.m.

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Erin Wakefield, President
Bill Ganger, Vice President
Gary Seidel, Board Member

Andy Duyck, Board Member
David Vilalpando, Board Member

David Noyes, Board Member
Bob Rollinger, 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. March 2016 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2016 Update
2. Educational Fund Update

F. New Business

1. Award contract for Stage, Sound and Lights to Cascade Sound

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, March 2, 2016

Convened: 4:30 pm

FAIR BOARD:

President Erin Carroll

Board Member David Noyes

Board Member David Villalpando

Board Member Andy Duyck

Board Member Bill Ganger

Board Member Gary Seidel

Board Member Bob Rollinger

STAFF:

Leah Perkins-Hagele, Fairgrounds Manager

Nancy Karnas, Fair Assistant

A) Call to Order

- 1) President Erin Carroll called the meeting to order at 4:31 p.m. and noted Board Members Ganger, Rollinger, Duyck and Villalpando were present along with Staff.

B) Oral Communications 1

- 1) **Tori Schroeder, Washington County 4H Association Board-** Miss Schroeder came before the board to request a donation for the Dollars for Scholars walkathon that provides scholarships for 4H programs. She stated last year the association raised over four thousand dollars for college and summer conference awards. Miss Schroeder thanked the board for their time and consideration.

C) Approval of Minutes

- 1) President Erin Carroll called for a motion to accept the January minutes. Board Member Duyck moved to approve the minutes as presented, a second by Member Rollinger. Carroll asked if there was any further discussion, and called for the vote.

Motion by Board Member Duyck to accept the January Minutes as presented. 2nd by Board Member Rollinger Motion carried 5-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele reported the financials are presented through January 2016. She stated the Department of Agriculture funds were received and were slightly higher than the expected amount. Perkins-Hagele reported that expenses are the normal wage and utilities for this time of year. She reported the TLT revenue was approximately twenty percent higher than anticipated and continues to do well. Perkins-Hagele noted a bookkeeping error on the concessions line item that was mistakenly placed on the interim side has been corrected. Vice President Ganger moved to approve the January financials as presented, a second by Member Rollinger. President Carroll asked if there was any discussion, and called for the vote.

Motion by Vice President Ganger to approve the January Financials as presented. 2nd by Board Member Rollinger Motion carried 5-0.

- 2) **4-H Update** –Pat Willis stated the presentation from Miss Schroeder was from the non-profit arm of 4H. Willis reported the horse program is growing with approximately one hundred forty horses anticipated this year. President Carroll inquired as to the growth and why it seems to be this program specifically.

Willis stated that all the programs wax and wane but the economy is better which helps this program and the expenses. Vice President Ganger noted that the steer program is also picking up with thirty-one turning out for weigh in. Willis stated April 16th will be a 4H Learning Day event at the complex. Perkins-Hagele asked if the maker fair will be happening during the fair again. Willis stated that the plan is to have something but there will be some variations to the programming. Willis stated he would like to see the Ignite Presentations continue with President Carroll's assistance.

Board Member David Noyes joined the meeting in progress.

E) Old Business

- 1) **County Fair 2016**– Fairgrounds Manager Leah Perkins-Hagele stated the fair is one hundred forty eight days away. She reported that staff is involved mostly in contract procedures at this time which is time consuming but she is working on establishing long term contracts to help with that. President Carroll asked if the concerts have been determined for this year. Perkins-Hagele reviewed the concert and grounds entertainment lineup for the board.
- 2) **Educational Fund Update**- Fairgrounds Manager Leah Perkins-Hagele met with Don McCoun and reported he would like the group to do the Air Show parking again for a fundraising activity. She stated the group is also looking at producing a Beer Fest event on the fair property during the fall. Board Member Duyck stated that it would be a good idea to start recruiting volunteers now for the airshow as many members and staff would not be available. Perkins-Hagele stated she raised that concern with McCoun and he has one lead recruited and is working on getting that done. Board Member Rollinger asked what the dates are for the proposed Beer Fest. Perkins-Hagele stated they are looking at the second weekend of October.

F) New Business

- 1) **Budget Presentation & Approval**– Fairgrounds Manager Leah Perkins-Hagele provided an overview to the Proposed Budget by reviewing the individual line items in the handout. Board Member Duyck expressed a concern over the costs to put on the concerts as historically they have not done well. Perkins-Hagele agreed it was a risk but the patrons are interested in this type of entertainment. President Carroll asked what line item the board sponsored exhibitor meals fell into. Perkins-Hagele stated they are accounted for in the Other Special Expenditures line item. Board Member Rollinger made a motion to approve the 2016/17 presented budget, 2nd by Board Member Noyes. President Carroll asked if there was any discussion, and called for the vote.

Motion by Board Member Rollinger to approve the 2016/17 budget as presented. 2nd by Board Member Noyes Motion carried 6-0.

G) Other Matter of Information

- 1) **County Administrative Office Update** –Board Member Duyck stated the RV Park development has been delayed until early 2017. Perkins-Hagele stated the budget is now going to the county for their process. She stated that the joint meeting went well but the Commissioners expressed a desire to meet earlier than the current schedule.
- 2) **Other**- Vice President Ganger stated the Oregon Fairs Association Convention would be the third weekend in October.

H) Oral Communications 2- NONE

I) Adjourn

- 1) With no further business before the Board, President Carroll adjourned the meeting at 5:29 p.m.

Leah Perkins-Hagele
Recording Secretary

Erin Carroll
Board President

Washington County Fair
873 NE 34th Avenue
Hillsboro, Oregon 97124
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Fax: (503) 648-7208
leah_perkins-hagele@co.washington.or.us
www.bigfairfun.com

MEMORANDUM

Date: May 23, 2016

To: Washington County Fair Board

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

Re: Financial Reports

The financials for through April 2016 are attached.



Monthly Financial Report

Washington County

Washington County

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

Account	JUL-15	AUG-15	SEP-15	OCT-15	NOV-15	DEC-15	JAN-15	FEB-16	MAR-16	APR-16	MAY-16	JUN-16	YTD-Actual	Budget	Remaining Budget	Use
Intergovernmental Rev																
41025 Transient Lodge Tax	\$ -	\$ (18,309.10)	\$ (14,621.70)	\$ (108,033.92)	\$ (27,833.80)	\$ (8,534.80)	\$ (67,073.19)	\$ (20,014.10)	\$ (8,403.60)	\$ (76,199.70)			(349,023.91)	(425,298.00)	(76,274.09)	82%
43156 Dept Ag Lot. Funds	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (53,666.67)	\$ -	\$ -	\$ -			(53,666.67)	(50,000.00)	3,666.67	107%
TOTAL	0.00	(18,309.10)	(14,621.70)	(108,033.92)	(27,833.80)	(8,534.80)	(120,739.86)	(20,014.10)	(8,403.60)	(76,199.70)	0.00	0.00	(402,690.58)	(475,298.00)	(72,607.42)	85%
Charges for Seivces																
44511 Camping Fees	\$ (250.00)	\$ (7,500.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(7,750.00)	0.00	7,750.00	
44512 Friday Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00	0.00	0.00	
44513 Sunday Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00	0.00	0.00	
44514 Comm Booth Rent	\$ (84,585.00)	\$ (3,300.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(87,885.00)	(80,000.00)	7,885.00	110%
44515 Parking Fees	\$ (3,144.00)	\$ (73,253.34)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(76,397.34)	(92,000.00)	(15,602.66)	83%
44517 Sponsorship Fees	\$ (15,700.00)	\$ (3,600.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(19,300.00)	(45,000.00)	(25,700.00)	43%
44518 Carnival Fees	\$ -	\$ (187,924.30)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(187,924.30)	(202,000.00)	(14,075.70)	93%
44522 Entry Fees	\$ (30.00)	\$ (2,116.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(2,146.00)	(2,200.00)	(54.00)	98%
44526 Sat. Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00	0.00	0.00	
44527 Thurs. Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00	0.00	0.00	
TOTAL	(103,709.00)	(277,693.64)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(381,402.64)	(421,200.00)	(39,797.36)	91%
Miscellaneous Revenues																
48195 Reimburse of Exp	\$ (2,375.00)	\$ (503.00)	\$ (133.50)	\$ -	\$ -	\$ -	\$ (357.60)	\$ -	\$ (150.00)	\$ -			(3,519.10)	(3,300.00)	219.10	107%
48205 Concessions	\$ (14,900.00)	\$ (114,217.12)	\$ -	\$ -	\$ -	\$ -	\$ (21,909.00)	\$ -	\$ -	\$ -			(151,026.12)	(204,000.00)	(52,973.88)	74%
48225 Other Misc Rev	\$ (44,511.51)	\$ 41,576.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(2,934.93)	(4,800.00)	(1,865.07)	61%
Total	(61,786.51)	(73,143.54)	(133.50)	0.00	0.00	0.00	(22,266.60)	0.00	(150.00)	0.00	0.00	0.00	(157,480.15)	(212,100.00)	(54,619.85)	74%
Total Revenues	(165,495.51)	(369,146.28)	(14,755.20)	(108,033.92)	(27,833.80)	(8,534.80)	(143,006.46)	(20,014.10)	(8,553.60)	(76,199.70)	0.00	0.00	(941,573.37)	(1,108,598.00)	(167,024.63)	85%
Personal Services																
51105 Wages & Salaries	\$ 9,474.79	\$ 14,569.53	\$ 14,546.90	\$ 22,551.86	\$ 14,724.77	\$ 14,349.47	\$ 14,324.03	\$ 14,349.46	\$ 14,343.91	\$ 20,983.54			154,218.26	181,020.00	26,801.74	85%
51110 Temporary Salaries	\$ 2,003.20	\$ 5,008.00	\$ 1,001.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			8,012.80	8,462.00	449.20	95%
51115 Overtime/Other Pay	\$ -	\$ 331.89	\$ 777.01	\$ 280.50	\$ 76.38	\$ -	\$ 76.38	\$ -	\$ 8.42	\$ -			1,550.58	750.00	(800.58)	207%
51125 FICA	\$ 867.84	\$ 1,507.00	\$ 1,233.06	\$ 1,731.50	\$ 1,116.24	\$ 1,081.59	\$ 1,085.01	\$ 1,081.09	\$ 1,081.30	\$ 1,590.03			12,374.66	14,496.00	2,121.34	85%
51130 Workers Comp	\$ 52.45	\$ 97.49	\$ 68.95	\$ 103.64	\$ 62.90	\$ 56.83	\$ 56.81	\$ 56.85	\$ 56.88	\$ 82.84			695.64	774.00	78.36	90%
51135 Employer Paid Workd	\$ 8.70	\$ 18.41	\$ 8.32	\$ 13.90	\$ 7.85	\$ 7.13	\$ 5.47	\$ 7.99	\$ 7.53	\$ 11.13			96.43	130.00	33.57	74%
51140 Pers Contribution	\$ 1,480.61	\$ 2,320.72	\$ 3,109.44	\$ 3,404.87	\$ 2,278.58	\$ 2,275.54	\$ 2,278.60	\$ 2,275.50	\$ 2,306.97	\$ 3,393.87			25,124.70	28,110.00	2,985.30	89%
51150 Health Insurance	\$ 4,443.76	\$ 4,602.26	\$ 4,760.52	\$ 5,394.36	\$ 4,919.17	\$ 4,443.63	\$ 4,445.24	\$ 4,445.26	\$ 4,445.10	\$ 4,445.24			46,344.54	48,276.00	1,931.46	96%
51155 Life, Long Term Disab	\$ 68.01	\$ 70.61	\$ 72.95	\$ 82.78	\$ 75.33	\$ 68.13	\$ 68.18	\$ 68.13	\$ 68.17	\$ 68.19			710.48	708.00	(2.48)	100%
51160 Unemployment Insura	\$ 27.93	\$ 51.04	\$ 36.24	\$ 54.26	\$ 32.97	\$ 29.82	\$ 24.42	\$ 24.42	\$ 24.42	\$ 35.61			341.13	405.00	63.87	84%
51165 Tri-Met Tax	\$ 74.92	\$ 131.34	\$ 105.25	\$ 147.33	\$ 94.57	\$ 91.28	\$ 104.49	\$ 104.04	\$ 103.93	\$ 152.70			1,109.85	1,407.00	297.15	79%
51180 Other Employee Allow	\$ 34.12	\$ 52.50	\$ 52.50	\$ 78.75	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 78.75			559.12	683.00	123.88	82%
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00	1,373.00	1,373.00	0%
TOTAL	18,536.33	28,760.79	25,772.74	33,843.75	23,441.26	22,455.92	22,521.13	22,465.24	22,499.13	30,841.90	0.00	0.00	251,138.19	286,594.00	35,455.81	88%

<i>Account</i>	<i>JUL-15</i>	<i>AUG-15</i>	<i>SEP-15</i>	<i>OCT-15</i>	<i>NOV-15</i>	<i>DEC-15</i>	<i>JAN-15</i>	<i>FEB-16</i>	<i>MAR-16</i>	<i>APR-16</i>	<i>MAY-16</i>	<i>JUN-16</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
Materials and Supplies																
51205 Supplies - Office	\$ 1,005.48	\$ 388.56	\$ -	\$ -	\$ -	\$ 149.62	\$ -	\$ 6.79	\$ 31.96	\$ -			1,582.41	3,000.00	1,417.59	53%
51210 Supplies- General	\$ 12,315.48	\$ 4,918.49	\$ 862.68	\$ -	\$ 7,420.98	\$ -	\$ -	\$ 195.75	\$ -	\$ -			25,713.38	40,000.00	14,286.62	64%
51285 Services -Professional	\$ 23,263.06	\$ 93,960.66	\$ 19,979.00	\$ -	\$ -	\$ 48.00	\$ 253.00	\$ 10,128.57	\$ -	\$ -			147,632.29	150,000.00	2,367.71	98%
51295 Advertising & Public N	\$ 89,691.14	\$ 31,573.82	\$ 868.38	\$ 330.87	\$ 40.00	\$ 1,000.00	\$ -	\$ 600.00	\$ 600.00	\$ 435.00			125,139.21	125,000.00	(139.21)	100%
51305 Communications - Ser	\$ 1,500.00	\$ 600.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 180.49	\$ -	\$ -	\$ -			3,780.49	1,500.00	(2,280.49)	252%
51310 Utilities	\$ 1,825.24	\$ 8,683.31	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			10,558.55	12,000.00	1,441.45	88%
51320 Repair & Maint	\$ 5,319.63	\$ 747.70	\$ 1,208.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			7,275.74	5,000.00	(2,275.74)	146%
51340 Lease & Rentals - Spa	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00			4,250.00	6,600.00	2,350.00	64%
51345 Lease & Rentals - Equi	\$ 820.00	\$ 46,221.05	\$ 850.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			47,891.05	70,000.00	22,108.95	68%
51350 Dues & Membership	\$ 368.75	\$ -	\$ -	\$ -	\$ -	\$ 68.75	\$ -	\$ -	\$ 95.00	\$ 55.00			587.50	1,500.00	912.50	39%
51355 Training & Education	\$ -	\$ -	\$ -	\$ 673.50	\$ -	\$ 244.50	\$ 614.00	\$ -	\$ -	\$ -			1,532.00	8,000.00	6,468.00	19%
51360 Travel Expense	\$ -	\$ -	\$ 123.00	\$ 416.40	\$ 1,014.33	\$ 1,532.81	\$ 527.01	\$ 601.22	\$ 261.46	\$ -			4,476.23	10,000.00	5,523.77	45%
51365 Private Mileage	\$ -	\$ -	\$ 23.57	\$ -	\$ -	\$ -	\$ 28.89	\$ -	\$ -	\$ -			52.46	2,000.00	1,947.54	3%
51390 Permits, Licenses & Fe	\$ 85.00	\$ -	\$ 880.50	\$ 181.72	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -			1,247.22	1,000.00	(247.22)	125%
51460 Office Suuplies - Intern	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22.25	\$ -			22.25	0.00	(22.25)	
51465 - Postage & Freight	\$ -	\$ 19.60	\$ 58.06	\$ -	\$ 34.50	\$ -	\$ -	\$ 62.40	\$ -	\$ -			174.56	140.00	(34.56)	125%
51475 Printing- Internal	\$ 1,228.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			1,228.00	2,000.00	772.00	61%
51495 Telephone Monthly	\$ -	\$ 302.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			302.81	1,000.00	697.19	30%
51550 Other Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 337.20	\$ -	\$ -			337.20	3,500.00	3,162.80	10%
TOTAL	137,846.78	187,841.00	25,328.60	2,027.49	8,934.81	4,968.68	2,028.39	12,356.93	1,535.67	915.00	0.00	0.00	383,783.35	442,240.00	58,456.65	87%
Other Expenditures																
52005 Bank Service Fees	\$ 641.96	\$ 1,135.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 1,777.55	3,000.00	1,222.45	59%
52130 Other Special Exp	\$ 64,777.28	\$ (7,947.80)	\$ 342.18	\$ -	\$ 2,368.80	\$ -	\$ -	\$ 2,568.80	\$ -	\$ 1,000.00			\$ 63,109.26	58,000.00	(5,109.26)	109%
52139 Concert Expenses	\$ -	\$ 2,310.86	\$ 924.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 3,235.61	3,300.00	64.39	
52146 Entertainment Exp	\$ 136,795.00	\$ 42,198.91	\$ 18.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 179,011.91	180,000.00	988.09	99%
52147 Open Class Exp	\$ 27,036.75	\$ (8,034.82)	\$ 255.26	\$ -	\$ -	\$ -	\$ -	\$ 349.50	\$ -	\$ 225.00			\$ 19,831.69	22,500.00	2,668.31	88%
52148 4-H Expenses	\$ 15,540.17	\$ 5,682.94	\$ 28.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -			\$ 22,251.18	25,000.00	2,748.82	89%
52149 FFA Expenses	\$ 5,882.67	\$ 5,972.08	\$ 28.07	\$ -	\$ -	\$ -	\$ 349.50	\$ -	\$ 1,000.00	\$ 225.00			\$ 13,457.32	15,000.00	1,542.68	90%
52150 Friday Arena Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	0.00	0.00	
52151 Sunday Arena Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	0.00	0.00	
52152 Saturday Arena Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	0.00	0.00	
52153 Thursday Arena Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	0.00	0.00	
53010 Interdpt Chg - Indirect	\$ 4,999.75	\$ 4,999.75	\$ 4,999.75	\$ 4,999.75	\$ 4,999.75	\$ 1,359.75	\$ 4,999.75	\$ 4,999.75	\$ 4,999.75	\$ -			\$ 41,357.75	59,998.00	18,640.25	69%
53015 Interdpt Chg - General	\$ 253.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (253.00)	\$ -	\$ -	\$ -			\$ -	0.00	0.00	
Total	255,926.58	46,317.51	6,596.08	4,999.75	7,368.55	1,359.75	5,096.25	7,918.05	6,999.75	1,450.00	0.00	0.00	344,032.27	366,798.00	22,765.73	94%
Total Expenditures	412,309.69	262,919.30	57,697.42	40,870.99	39,744.62	28,784.35	29,645.77	42,740.22	31,034.55	33,206.90	0.00	0.00	978,953.81	1,095,632.00	116,678.19	89%
TOTAL REVENUES	(165,495.51)	(369,146.28)	(14,755.20)	(108,033.92)	(27,833.80)	(8,534.80)	(143,006.46)	(20,014.10)	(8,553.60)	(76,199.70)	0.00	0.00	(941,573.37)	(1,108,598.00)	(167,024.63)	
TOTAL EXPENDITURES	412,309.69	262,919.30	57,697.42	40,870.99	39,744.62	28,784.35	29,645.77	42,740.22	31,034.55	33,206.90	0.00	0.00	978,953.81	1,095,632.00	116,678.19	
													37,380.44	(12,966.00)	(50,346.44)	

CONTRACT AWARD REQUEST

WASHINGTON COUNTY FAIR BOARD

AWARD CONTRACT FOR ENTERTAINMENT SOUND, STAGE AND LIGHTS (#2015.050P)

Presented by: Leah Perkins-Hagele, Fair Manager

SUMMARY: (Attach Supporting Documents if Necessary)

Staff requests that your Board award a contract to Cascade Sound for the Entertainment Sound, Stage and Lights at the County Fair. This will be for an initial one-year contract, with a maximum term of 5 years.

The required legal advertisement and Request for Proposal was issued April 18, 2016. Proposals were due at 3:00 p.m., Thursday, May 12, 2016.

The following companies submitted proposals:

- Cascade Sound
- Horne Audio
- Hollywood Lights

DEPARTMENT'S REQUESTED ACTION:

That your Board award a one-year contract to Cascade Sound, with the possibility of extending this to 5 years in total.