

# **NOTICE OF MEETING**

## **Washington County Fair Board**

Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Ave, Hillsboro, OR 97124  
Wednesday, April 2, 2014  
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday April 2<sup>nd</sup> 2014 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building, 873 NE 34<sup>th</sup> 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 34<sup>th</sup> Avenue, Hillsboro, OR 97124

### Fair Board

Scott Nelson, President  
Erin Wakefield, Vice President  
Don McCoun, Board Member

Bill Ganger, Board Member  
Gary Seidel, Board Member

Betty Atteberry, 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, April 2, 2014

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

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

## **Fair Board**

Scott Nelson, President  
Erin Wakefield, Vice-President  
Don McCoun, Board Member

Bill Ganger, Board Member  
Gary Seidel, Board Member

Betty Atteberry, 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. March 2014 Fair Board Meeting Minutes

### **D. Reports**

1. Financial Report
2. 4-H Update

### **E. Old Business**

1. County Fair 2014
2. Educational Fund Update

### **F. New Business**

1. Other, if any

### **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**

**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:** March 26, 2014

**To:** Washington County Fair Board

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

**Re:** Financial Reports

The monthly financials for FY 13/14 through February 2014 will be available at the meeting.

**Minutes**  
**Washington County Fair Board**  
**Wednesday, March 5, 2014**

**Convened:** 4:30 pm

**FAIR BOARD:**

President Scott Nelson  
Vice President Erin Wakefield  
Board Member Don McCoun  
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 Nelson called the meeting to order at 4:30 p.m. Nelson noted members Atteberry, McCoun, Seidel, Ganger and Wakefield were present along with Staff.

**B) Oral Communications 1**

- 1) **Bob Zahrowski, Candidate for Washington County Board of Commissioner's District 2-** Mr. Zahrowski stated his reason for coming to the meeting this evening was to introduce himself to the board and answer any questions they may have. Mr. Zahrowski stated he was excited to see the development out at the fairgrounds. President Nelson asked whose seat Mr. Zahrowski was running for, he replied against Commissioner Malinowski. Zahrowski stated he has extensive experience on numerous boards and commissions and has worked in economic development with Pacific Power and Light. Vice President Wakefield asked if Mr. Zahrowski had attended the fair. Zahrowski stated yes many times and he would like to see a greater utilization of the fairgrounds.

**C) Approval of Minutes**

- 1) President Nelson called for a motion to accept the February minutes. Board Member Atteberry moved to approve the minutes as submitted, a second by Member Ganger. Nelson asked if there was any discussion, and called for the vote.

**Motion by Board Member Atteberry to approve the February Minutes as submitted. 2<sup>nd</sup> by Board Member Ganger. Motion carried 6-0.**

**D) Reports**

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials were provided through January in the packets. Perkins-Hagele stated that not much has been occurring in revenue other than the tax that has been trickling in. Perkins-Hagele stated that the funds from the Department of Agriculture were received the beginning of February and they will show on next month's report. President Nelson asked if that was the projected fifty thousand, Perkins-Hagele confirmed the amount. Perkins-Hagele stated that the expenses are just the standard bills and personnel services which are usual for this time of year. She stated that some travel expenses will also show up in next month's report for the conventions

that were attended late in January. Nelson called for the motion to approve the financials as submitted, Board Member Seidel made the motion.

**Motion by Board Member Seidel to approve the Financials as submitted. 2<sup>nd</sup> by Board Member McCoun. Motion carried 6-0.**

- 2) **4-H Update** –Pat Willis was not available for the meeting as he was not feeling well. Fairgrounds Manager Perkins-Hagele stated that she met briefly with Mr. Willis for a meeting that morning. Perkins-Hagele stated that Vice President Wakefield and Willis had spoken about the Ted Talks program as mentioned in previous meeting and will be collaborating on that. Perkins-Hagele stated that Willis has some concerns on another matter and had tried to go to the state level of 4H for assistance but she explained it was a matter for the fair board. She explained that issue is out of county participants and when they are allowed to participate in the county fair. Perkins-Hagele stated that several years ago when 4H programming was removed from Multnomah County their 4H members came the board to ask for permission to allow Multnomah County children to join Washington County 4H Clubs and show at this fair. Perkins-Hagele stated the board at that time did agree to allow the out of county kids to participate since they had no other way to have a fair experience. Perkins-Hagele stated that Multnomah County 4H is now back in operation and those kids should go back to their home county to participate. Perkins-Hagele stated that another issue has come to light that Yamhill County kids have joined Washington County 4H clubs and have begun to participate in the fair even though they have their own fair the kids just prefer the clubs here. She stated the 4H rules are vague stating only that those clubs without a home county program can participate in other counties if granted permission. She stated it does not mention fair specifically just the 4H program. Mr. Willis is requesting help to establish rules for fair and who can participate. Perkins-Hagele stated she has spoken to other county fairs and they have rules that do restrict participation to their residents. President Nelson stated that he would like to get feedback from all the board members and make a motion on this issue to create a policy. Board Member Seidel asked if Multnomah County would be having a show for these kids, Perkins-Hagele stated yes because they want to send them to state to represent their county. Seidel asked if there was an agreement made at the time the kids were allowed to begin showing in this county if they were allowed a certain number of years before returning to their home county. Perkins-Hagele stated that no formal agreement was made and it was not clear Multnomah County 4H would have a program again. Vice President Wakefield stated that any rule should be worded with the option that if a fair or 4H program does die there is an option to allow out of county participants who are orphaned. Board Member McCoun made a motion to create a policy to allow the 4H and FFA clubs to only accept kids from Washington County unless special circumstances like losing their 4H program or their fair shutting down. Perkins-Hagele suggested adding special exceptions should be brought before this board. Vice President Wakefield added that this is not about who they let in their club it's who can show at this fair. President Nelson read the final wording of the motion before the vote as: The Washington County Fair Board will only allow 4H/FFA youth residing within Washington County to participate in Washington County Fair Activities/Competitions unless special circumstances are obtained from this board.

**Motion by Board Member McCoun to accept the following policy: “ The Washington County Fair Board will only allow 4H/FFA youth residing within Washington County to participate in Washington County Fair Activities/Competitions unless special circumstances are obtained from this board”. 2<sup>nd</sup> by Board Member Ganger. Motion carried 6-0.**



## E) Old Business

- 1) **County Fair Update** –Fairgrounds Manager Leah Perkins-Hagele stated that that booths sales and sponsorship sales are going well. Perkins-Hagele stated that the contracts for entertainers will be executed next week after the budget is turned in. Perkins-Hagele stated that she had met with a promoter regarding the production of a Mexican Rodeo for the Sunday Arena event. She stated this promoter has done several standalone events around the region and is part of the Oregon Charros non-profit organization. Member McCoun asked how the fair would produce this. Perkins-Hagele stated the fair would pay the promoter to put on the event; the fair would collect and keep the ticket fee. Perkins-Hagele stated the show will run about four hours and have a variety of Latino programming. Board Member Ganger stated that the beef weigh in occurred the previous Saturday. He stated that this was the largest group with thirty-one steer weighed, twenty-four will go to auction and seven will be back up. Perkins-Hagele added that the livestock committee has been meeting and the current concern is a pig virus that is moving through the country. She stated they are working on how to handle weigh in and the swine show if an outbreak occurs and will keep the board posted. Perkins-Hagele stated worst case is probably to have only terminal animals show and no breeding stock to prevent transmission. Perkins-Hagele stated the training for Animal /Human Disease Contact will be on April 5<sup>th</sup> and encourages all the members to attend. President Nelson asked if a list of attendees has been received. Perkins-Hagele stated that the supers and advisors have been invited, several other counties are also sending representatives to be trained. Vice President Wakefield stated she has spoken to many of the developers for the app that was created last year for the Fair. She is working on trying to assemble the same team to help update the app with 2014 data and make some changes. Wakefield stated that she will keep the board posted when she has more info. Board Member Ganger asked if there was any update about the Auction Committee. Perkins-Hagele stated that she and President Nelson met with the committee and received a brief update. She stated the group is working on the concerns brought to the attention of the board and would have more updates later.
- 2) **Educational Fund Update-** Fairgrounds Manager Perkins-Hagele stated she has not received any updates from the IRS lately but would keep the board posted. She stated she met with member Penny Terry who has been working on a brochure for the foundation. Perkins-Hagele stated that they had also discussed several fundraising ideas.

## F) New Business

- 1) **Proposed Budget FY 2014/15-** Fairgrounds Manager Perkins-Hagele stated that the final proposed budget was in front of the board and it must be submitted this Friday. She stated that the future meetings are noted in the packet if the board would like to attend. Perkins-Hagele stated that the major change was adding the Arena event a Mexican Rodeo on Sunday with projected revenue of \$38,000 and expense of \$30,000. Board Member McCoun asked how the fair recoups the \$30,000 expense. Perkins-Hagele stated that the gate charge of \$10 and sponsorships of the event. President Nelson asked who the contractor was for Alcohol. Perkins-Hagele stated it is not Fanno Creek this year she is currently taking bids for the contract. Perkins-Hagele stated the Transient Lodging Tax is projected to increase again by approximately 10% next fiscal year but the majority of the remaining revenue line items will remain at current projected amounts. She stated that the majority of the line items for expenses are the same as the draft presented last month with a few noted exceptions. Perkins-Hagele stated there is a slight decrease in the personnel services charges and that allowed the previously adjusted entertainment line item to be adjusted back to the higher amount. Member McCoun asked if parking revenue had increased from the prior year. Perkins-Hagele stated that last year there was an increase but she is basing this on the 2012 fair as last year had the airshow parking anomaly affecting the amount of cars coming in. President Nelson asked for a motion to accept the proposed budget, Board Member Seidel motioned for

acceptance.

**Motion by Board Member Seidel to accept the proposed budget, 2<sup>nd</sup> by Board Member Atteberry.**  
**Motion carried 6-0.**

**G) Other Matter of Information**

- 1) **County Administrative Update** –Fairgrounds Manager Perkins-Hagele stated that the county is in the budget process also and no update was available. She stated that she will be working with the facilities staff in hiring a capital project manager soon. Perkins-Hagele stated the CAO is still working with the city on the potential RV Park swap for the ball park area but has no further updates at this time.
- 2) **Other-** Board Member Ganger stated that the barns at the Clackamas County Fair have been condemned and he is involved in an event that is usually held there. Ganger stated the Livestock Classic event is trying to find another location to hold the event and wondered how to possibly have it at the fairgrounds here. Perkins-Hagele stated they would just need to get in touch with Lisa to inquire about renting the facility.
- 3) **Other-** Board Member Ganger presented Friends of 4H Award to the Washington County Fairgrounds Complex Board for their continued support of the 4H program. President Nelson thanked Board Member Ganger for bringing the award to the meeting.

**H) Oral Communications 2- NONE**

**I) Adjourn**

- 1) With no further business before the Board, President Nelson adjourned the meeting at 5:26 p.m.

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

-----  
**Scott Nelson**  
**Board President**