

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, April 1, 2015
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday April 1, 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

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, April 1, 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. March 2015 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2015
2. Educational Fund Update

F. New Business

1. 2015 Livestock Exhibitor Campground

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 4, 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 4:31 p.m. and noted Board Members Duyck, Ganger, Atteberry, Seidel and McCoun were present along with Staff. She noted Board Member Villalpando was absent.

B) Oral Communications 1-

- 1) **Rich Vial, Former Fair Board Member-** Mr. Vial stated he learned the board had made the decision in September to discontinue the campground for the 4H and FFA exhibitors and would like the board to reconsider that decision. Mr. Vial stated that his family had exhibited in the past and he has acted as a coordinator to the campground in the past. Vial stated he was aware there had been problems with alcohol or fighting but generally speaking it was a great experience with kids just being kids. Vial stated that he learned this past fair had a more extreme event occur that prompted the decision to close the campground. He stated he spoke with Sheriff Garrett and County Counsel and was told that there was no problem with continuing the campground. Vial stated he suspected the issues have arisen due to the adult open class exhibitors that have been allowed to use the campground. Vial suggested limiting the use to only the 4H and FFA members and their families and to enforce a no alcohol policy.
- 2) **Troy VanRoekel, Exhibitor Campground Supervisor-** Mr. VanRoekel stated he is willing to work with anyone on revising the rules and facilitating the transition of managing the current campground until the new facility is built. He added he supported Mr. Vial's suggestions. Board Member Duyck asked what challenges Mr. VanRoekel experiences managing the campground. VanRoekel stated the challenges are often the parents or adult individuals that think the rules do not apply to them. VanRoekel stated his opinion is that those not following the rules should face immediate expulsion from not only the campground but also the competitions. He added that there are several things that are done well, such as fire lanes and lights out. Board Member McCoun stated he was present on Sunday evening during fair and it seemed to be a larger problem than what is being stated today. He stated exhibitors are moving fencing to get unauthorized access. VanRoekel stated that management has taken steps to eliminate exhibitors that were doing those things and its good thing to make an example out of them. President Wakefield stated that the Board made the decision based on safety reasons however she would like to ask staff to investigate whether the board should revisit the topic next month.

Board Member Villalpando joined the meeting in progress

C) Approval of Minutes

- 1) President Erin Wakefield called for a motion to accept the February minutes. Board Member McCoun moved to approve the minutes 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 February Minutes as presented. 2nd by Board Member Atteberry Motion carried 7-0.

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials were presented through January 2015 at the last meeting. She explained the month close just occurred and the February financials were not ready by this meeting but will be available for the next meeting.
- 2) **4-H Update** –Pat Willis reported enrollment for 4H ends April first which gives the kids a minimum amount of time in clubs before fair. He stated that at this time it's unsure if chickens will be at the small animal fair due to the bird flu epidemic. Willis reported the swine procedure will be the same as 2014. He stated that the Maker Fair will have a focus on STEM programming with each day having a different focus. He stated Benny the OSU Beaver will be at the Fair on Saturday visiting the hall. Willis stated that Horse Fair is earlier this year because of how the calendar is set up and they are excited because the heat tends to be an issue in other years. Board Member McCoun asked about the breakfast for Horse Fair, Perkins-Hagele stated it would be two dinners but has not received final info yet.

E) Old Business

- 1) **County Fair 2015**– Fairgrounds Manager Leah Perkins-Hagele reported the marketing plan is being prepared currently and should be presented soon. Perkins-Hagele stated there will be a change with how the parking lots will be managed this year, a professional company will be contracted to handle the logistics. Board Member Atteberry asked if that was more expensive than prior services. Perkins-Hagele detailed it was about a twenty thousand dollar increase but they provide supplies and a larger staff that relieves current maintenance staff from being tied up out in parking which will save costs in other areas. President Wakefield asked if there was an update to the concerts. Perkins-Hagele stated there was not at this time other than it will not be a country act.
- 2) **Educational Fund Update**- Fairgrounds Manager Leah Perkins-Hagele reported the PA system installation work is set for the beginning of April. She stated there will be a little more trenching than initially planned for some wiring but otherwise all else is going according to specs.

F) New Business

- 1) **Proposed Policies**- Fairgrounds Manager Leah Perkins-Hagele directed the board to the proposed amendments and establishing new policies as detailed in the Board Packet.
 - a) **Policy Resolution 201**- Fairgrounds Manager Perkins-Hagele reviewed the current Policy Resolution 201 and the proposed changes. Board Member Duyck asked if this change gave the flexibility to extend the dates if needed. Perkins-Hagele stated it did with the stated time notice required by the policy. President Wakefield requested a motion to accept amendment to Policy Resolution 201 as proposed. Board Member Duyck moved to accept amendment to Policy Resolution 201 as proposed, a second by Member Seidel.

Motion by Board Member Duyck to accept amendment to Policy Resolution 201 as proposed. 2nd by Board Member Seidel Motion carried 7-0.

- b) **Policy Resolution 308**- Fairgrounds Manager Perkins-Hagele reviewed the policy approved by the board the previous March that had not been assigned an official number. Audience member Rich Vial interjected from the audience inquiring if the public was given notice about the action before it was voted upon. President Wakefield stated there have been multiple opportunities for the public to

comment on the topic and this would not be the time for public input. Board Member McCoun stated that individual cases have been heard and considered at multiple meetings. Board Member Duyck asked for clarification about the out of county kid's participation at the fair. Perkins-Hagele replied they can participate in open class but not in the auction which is what they want to do. Board Member Duyck commented on Mr. Vial's comment that while public hearings have not been held he doesn't believe they are required for these actions. President Wakefield asked for a motion to approve the naming of Policy Resolution number 308. Board Member McCoun made the motion; Board Member Villalpando provided a 2nd.

Motion by Board Member McCoun to approve the naming of Policy Resolution number 308 . 2nd by Board Member Villalpando Motion carried 7-0.

- c) **Policy Resolution 309-** Fairgrounds Manager Perkins-Hagele reviewed the draft proposal of Policy Resolution 309 for the potential Donation Request policy. Board Member Atteberry suggested adding the 501c restriction to the wording for an organization. Board Member Duyck noted it specifically excludes 4H and FFA because they already receive funds from the Fair budget. President Wakefield suggested adding something that noted a requirement as to how the request or group is related to the fair. Board Member Seidel suggested an application or form should be created for the requests. Board Member Duyck suggested keeping the policy broad in terms and allow the budget guide what requests can be granted. President Wakefield directed staff to rework the policy with changes discussed and the topic would be revisited at the next meeting.

G) Other Matter of Information

- 1) **County Administrative Update** – Fairgrounds Manager Leah Perkins-Hagele reported that the county is still in meetings with the city on the proposed RV Park and talks appear to be going in the right direction. She also reported that budget hearings will be beginning shortly and she submitted the budget that was presented to the board at the last meeting. Board Member McCoun stated that Assistant County Administrator Massar was quite vague on the usage for Fair and felt he didn't get a clear answer to his questions. He requested getting some clarification on the Fair user's access to the facility. Perkins-Hagele stated that the negotiations between the county are not at that level yet.
- 2) **Other-** NONE

H) Oral Communications 2-

- 1) **Dave Russell, Tualatin Valley Garden Club-** Mr. Russell stated he has come to ask for support from the Fair Board for his clubs involvement on the fairgrounds. Mr. Russell provided the clubs' and Master Gardeners' history of usage on the fairgrounds beginning in 1989 through present day. Russell stated his club members had previously been given keys to the facility for unlimited access through the Armory Gate and that has since changed due to county policy. Mr. Russell stated a club member was denied access to the greenhouse on Monday March 23rd by management and was told only the Master Gardeners had permission to access the facilities on Wednesdays for 2- 3 hours. Mr. Russell stated the club member was told the Tualatin Valley Garden Club had no right or permission of any kind to be on the fairgrounds. Board Member McCoun asked who the person was that was told this information. Russell stated club member Joe Walker was told that by management and was then allowed in. Fairgrounds Manager Perkins-Hagele stated she has not said that or spoken to that individual. Mr. Russell asked for help to change the policy restricting their access to the facility. Perkins-Hagele stated the authority for access to the facility is for County Staff and the club needs to work with that office. Mr. Russell stated he would be discussing this with Sia Lindstrom at the CAO office. Mr. Russell stated that the Master Gardeners and his club need more access than just once a week to maintain the gardens and would like the support of this board. Perkins-Hagele stated that the groups are working with county staff.

- 2) **Hal Ballard, Bicycle Advocate Consultant-** Mr. Ballard stated that the fair applied last year for the Bicycle Friendly Designation from the League of American Bicyclists and was awarded Honorable Mention. Ballard stated there were some things that needed to be reworked to hopefully get the fair the designation in the future. Ballard would like to work with the staff on marketing a bike to fair promotion and with safety of bicycle commuting.
- 3) **Nick Vial, 4H Leader Tualatin Valley Livestock** – Mr. Vial stated that he felt the board has not evaluated Policy 308 on an annual basis as the policy states. Vial stated that Nicholas Sheridan came before the board for consideration and he felt he was not given a fair evaluation. He stated that it has been mentioned there is a financial burden on the fair to allow the out of county participants and he would like to see where and what is paid with the funds for 4H. Vial stated that his club has room for more exhibitors and there is room in the barns for those kids. Vial stated that the campground is a vital component to the youth experience in the fair and cited an example of his clubs activities. Vial also noted that without a campground there is not a place for the kids to get cleaned up in preparation for showing.
- 4) **James Harris, 4H parent-** Mr. Harris stated he had observed the campground for several years in preparation for his son’s participation in the 4H livestock program and was disappointed to learn of its elimination. Mr. Harris stated families need an area where they can rest as the kids are there long days caring for their animals. Rich Vial interjected from the audience that any delay from the board on a decision puts a big burden on families. Board Member McCoun stated that the board has debated it quite often the past year or so. President Wakefield directed staff to investigate the campground options to review at the next meeting.

I) Adjourn

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

Leah Perkins-Hagele
Recording Secretary

Erin Wakefield
Board President

County of Washington

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Hillsboro, Oregon 97124
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MEMORANDUM

Date: March 27, 2015

To: Washington County Fair Board

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

Re: Financial Reports

The financials for FY 14/15 through February 2015 are attached.



Washington County

Monthly Financial Report

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	MAY-15	JUN-15	YTD-Actual	Budget	Remaining Budget	Use
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)					(205,510.10)	(417,400.00)	(211,889.90)	49%
43156 Dept Ag Lot. Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50,963.61)					(50,963.61)	(50,000.00)	963.61	102%
TOTAL	0.00	(10,423.80)	(10,999.10)	(88,423.30)	(15,670.20)	(6,196.50)	(61,582.00)	(63,178.81)	0.00	0.00	0.00	0.00	(256,473.71)	(467,400.00)	(210,926.29)	55%
Charges for Sevices																
44511 Camping Fees	\$ (4,201.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(4,201.00)	(4,000.00)	201.00	105%
44512 Friday Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				0.00	0.00	0.00	
44513 Sunday Arena Event	\$ (5,685.64)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(5,685.64)	(38,000.00)	(32,314.36)	15%
44514 Comm Booth Rent	\$ (79,110.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,800.00)	\$ -	\$ -				(80,910.00)	(82,000.00)	(1,090.00)	99%
44515 Parking Fees	\$ (91,970.61)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(91,970.61)	(60,000.00)	31,970.61	153%
44517 Sponsorship Fees	\$ (40,235.72)	\$ (1,771.43)	\$ (1,671.43)	\$ (1,071.43)	\$ -	\$ -	\$ -	\$ -	\$ -				(44,750.01)	(50,000.00)	(5,249.99)	90%
44518 Carnival Fees	\$ (201,514.20)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(201,514.20)	(182,500.00)	19,014.20	110%
44522 Entry Fees	\$ (2,173.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(2,173.00)	(3,000.00)	(827.00)	72%
44526 Sat. Arena Event	\$ (29,779.65)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(29,779.65)	(27,500.00)	2,279.65	108%
44527 Thurs. Arena Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				0.00	0.00	0.00	
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	0.00	0.00	(460,984.11)	(447,000.00)	13,984.11	103%
Miscellaneous Revenues																
48195 Reimburse of Exp	\$ (2,909.00)	\$ -	\$ -	\$ (395.00)	\$ -	\$ -	\$ -	\$ -	\$ -				(3,304.00)	(4,000.00)	(696.00)	83%
48205 Concessions	\$ (163,811.64)	\$ (34,129.61)	\$ -	\$ (5,504.00)	\$ -	\$ -	\$ 1,200.00	\$ -	\$ -				(202,245.25)	(170,000.00)	32,245.25	119%
48225 Other Misc Rev	\$ (3,835.76)	\$ (710.41)	\$ (258.60)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(4,804.77)	(4,000.00)	804.77	120%
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	0.00	0.00	(210,354.02)	(178,000.00)	32,354.02	118%
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)	0.00	0.00	0.00	0.00	(927,811.84)	(1,092,400.00)	(164,588.16)	85%
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					108,606.86	169,858.00	61,251.14	64%
51110 Temporary Salaries	\$ 1,822.46	\$ 3,986.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					5,809.10	12,186.00	6,376.90	48%
51115 Overtime/Other Pay	\$ 60.52	\$ 998.25	\$ 206.45	\$ 698.19	\$ 156.42	\$ -	\$ -	\$ 11.82					2,131.65	5,081.00	2,949.35	42%
51125 FICA	\$ 835.19	\$ 1,376.75	\$ 1,019.34	\$ 1,559.96	\$ 1,010.93	\$ 998.98	\$ 997.77	\$ 998.81					8,797.73	13,925.00	5,127.27	63%
51130 Workers Comp	\$ 53.76	\$ 89.24	\$ 44.67	\$ 67.19	\$ 44.79	\$ 44.81	\$ 44.74	\$ 44.74					433.94	689.00	255.06	63%
51135 Employer Paid Workda	\$ 9.30	\$ 16.36	\$ 6.16	\$ 10.88	\$ 7.34	\$ 6.46	\$ 4.80	\$ 7.41					68.71	128.00	59.29	54%
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					16,525.58	25,134.00	8,608.42	66%
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					30,618.35	45,885.00	15,266.65	67%
51155 Life, Long Term Disabi	\$ 53.64	\$ 58.44	\$ 58.43	\$ 76.57	\$ 58.30	\$ 58.29	\$ 58.33	\$ 58.36					480.36	634.00	153.64	76%
51160 Unemployment Insuran	\$ 29.73	\$ 50.93	\$ 25.48	\$ 38.33	\$ 25.56	\$ 25.54	\$ 25.49	\$ 25.46					246.52	397.00	150.48	62%
51165 Tri-Met Tax	\$ 72.45	\$ 120.32	\$ 86.80	\$ 133.18	\$ 86.11	\$ 85.00	\$ 86.23	\$ 86.30					756.39	1,301.00	544.61	58%
51180 Other Employee Allow	\$ 24.50	\$ 35.00	\$ 43.75	\$ 78.75	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50					392.00	455.00	63.00	86%
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					0.00	1,192.00	1,192.00	0%
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	0.00	0.00	0.00	0.00	174,867.19	276,865.00	101,997.81	63%

Remaining %

<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>	<i>MAY-15</i>	<i>JUN-15</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>Use</i>
Materials and Supplies																
51205 Supplies - Office	\$ 1,854.00	\$ 513.28	\$ 80.88	\$ -	\$ 10.89	\$ 9.00	\$ -	\$ -					2,468.05	1,000.00	(1,468.05)	247%
51210 Supplies- General	\$ 22,331.48	\$ 10,927.81	\$ 977.44	\$ (14.42)	\$ -	\$ 1,100.00	\$ -	\$ 54.67					35,376.98	22,500.00	(12,876.98)	157%
51285 Services -Professional	\$ 78,895.63	\$ 8,609.12	\$ 9.53	\$ 29,870.50	\$ -	\$ 122.50	\$ 280.00	\$ 770.00					118,557.28	110,000.00	(8,557.28)	108%
51295 Advertising & Public N	\$ 109,212.40	\$ 12,418.72	\$ 288.70	\$ -	\$ -	\$ -	\$ 300.00	\$ -					122,219.82	130,000.00	7,780.18	94%
51305 Communications - Serv	\$ -	\$ 940.74	\$ -	\$ -	\$ -	\$ 71.25	\$ 180.49	\$ -					1,192.48	1,500.00	307.52	79%
51310 Utilities	\$ 5,176.48	\$ 5,678.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					10,855.12	10,000.00	(855.12)	109%
51320 Repair & Maint	\$ 2,925.00	\$ 1,755.18	\$ 122.00	\$ -	\$ -	\$ -	\$ -	\$ -					4,802.18	2,000.00	(2,802.18)	240%
51340 Lease & Rentals - Spac	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00					3,400.00	6,600.00	3,200.00	52%
51345 Lease & Rentals - Equip	\$ 11,755.39	\$ 48,913.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					60,668.65	50,000.00	(10,668.65)	121%
51350 Dues & Membership	\$ 68.75	\$ -	\$ -	\$ 50.00	\$ -	\$ 368.75	\$ -	\$ 175.00					662.50	800.00	137.50	83%
51355 Training & Education	\$ -	\$ -	\$ -	\$ -	\$ 349.00	\$ 510.00	\$ 820.00	\$ -					1,679.00	3,000.00	1,321.00	56%
51360 Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ 352.48	\$ 915.73	\$ 460.57	\$ 1,082.72					2,811.50	5,000.00	2,188.50	56%
51365 Private Mileage	\$ -	\$ -	\$ 58.35	\$ 88.83	\$ -	\$ 58.32	\$ 4.37	\$ 62.37					272.24	1,500.00	1,227.76	18%
51390 Permits, Licenses & Fe	\$ -	\$ -	\$ 862.00	\$ -	\$ -	\$ -	\$ -	\$ -					862.00	1,000.00	138.00	86%
51460 Office Suuplies - Intern	\$ 108.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					108.00	0.00	(108.00)	
51465 - Postage & Freight	\$ -	\$ -	\$ 50.98	\$ -	\$ 47.50	\$ 51.01	\$ -	\$ -					149.49	250.00	100.51	60%
51475 Printing- Internal	\$ 1,512.97	\$ -	\$ -	\$ 271.22	\$ -	\$ -	\$ -	\$ -					1,784.19	2,000.00	215.81	89%
51495 Telephone Monthly	\$ 662.31	\$ 290.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					952.31	600.00	(352.31)	159%
51550 Other Materials & Serv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390.61	\$ -					390.61	3,700.00	3,309.39	11%
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	0.00	0.00	0.00	0.00	369,212.40	351,450.00	(17,762.40)	105%
Other Expenditures																
52005 Bank Service Fees	\$ 480.07	\$ 2,269.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 2,749.91	4,000.00	1,250.09	69%
52130 Other Special Exp	\$ 50,357.93	\$ (3,181.31)	\$ 28.99	\$ 371.55	\$ -	\$ 6,840.00	\$ -	\$ 1,000.00					\$ 55,417.16	32,500.00	(22,917.16)	171%
52139 Concert Expenses	\$ -	\$ 3,384.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 3,384.15	5,000.00		
52146 Entertainment Exp	\$ 164,869.27	\$ 13,284.60	\$ 19.66	\$ 353.37	\$ 163.40	\$ -	\$ -	\$ -					\$ 178,690.30	200,000.00	21,309.70	89%
52147 Open Class Exp	\$ 18,227.06	\$ 3,956.08	\$ (42.79)	\$ 3.00	\$ -	\$ -	\$ -	\$ -					\$ 22,143.35	35,000.00	12,856.65	63%
52148 4-H Expenses	\$ 18,674.67	\$ 5,814.14	\$ 158.02	\$ 11.98	\$ 300.00	\$ -	\$ -	\$ -					\$ 24,958.81	25,000.00	41.19	100%
52149 FFA Expenses	\$ 6,672.11	\$ 6,297.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 12,970.01	15,000.00	2,029.99	86%
52150 Friday Arena Exp	\$ -	\$ 508.50	\$ -	\$ (508.50)	\$ -	\$ -	\$ -	\$ -					\$ -	0.00	0.00	
52151 Sunday Arena Exp	\$ 29,133.04	\$ 775.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 29,908.46	30,000.00	91.54	100%
52152 Saturday Arena Exp	\$ 25,012.16	\$ 745.66	\$ -	\$ 508.50	\$ -	\$ -	\$ -	\$ -					\$ 26,266.32	25,000.00	(1,266.32)	105%
52153 Thursday Arena Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	0.00	0.00	
53010 Interdpt Chg - Indirect	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58	\$ 7,100.58					\$ 56,804.64	85,207.00	28,402.36	67%
53015 Interdpt Chg - Legal Se	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00	\$ 416.00					\$ 3,328.00	5,000.00	1,672.00	67%
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	0.00	0.00	0.00	0.00	416,621.11	461,707.00	43,470.04	91%
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	0.00	0.00	0.00	0.00	960,700.70	1,090,022.00	127,705.45	88%
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)	0.00	0.00	0.00	0.00	(927,811.84)	(1,092,400.00)	(164,588.16)	
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	0.00	0.00	0.00	0.00	960,700.70	1,090,022.00	127,705.45	
													32,888.86	(2,378.00)	(36,882.71)	

Proposal for camping at 2015 Washington County Fair

Executive summary

Goal

The goal of this proposal is to outline the rules and regulations governing camping during the 2015 Washington County Fair. While the majority of campers at the Fair act in a responsible and civil manner, the past years have seen issues of escalating misconduct from a small minority of individuals. The intention of the proposed rules is to create a safe and controlled space for all fair exhibitors and address the matter of the delinquency.

Overview of proposal

The primary areas of concern for safety and well-being in the campground are:

- Vehicle traffic – With the exception of move-in and authorized personnel, no vehicle traffic is allowed in the campground.
- Controlled access to the campground – Campers will receive identification bracelets (or similar) that will be required for entrance.
- Overall behavior of the campers – All adult campers are expected to conduct themselves as responsible individuals and all minors will be under adult supervision.

Violations to any rule will result in expulsion from the fair and forfeiture of any premium money. This includes non-exhibitors who are associated with an exhibitor. For example, a parent's action can result in the expulsion their entire party, including their child and the child's animal.

At previous fairs, the consequences of rule violations were not formalized nor communicated. This hindered enforcement and allowed the misconduct to continue and to escalate over time. By enacting the campground rules and communicating the consequences of violations, the issues of misbehavior can be rectified in a swift manner, thus making for a safer camping situation for all participants.

Proposal details

Terms and definitions

Camping vehicle – A camper van, RV, trailer or truck camper specifically designed for sleeping and other normal camping uses.

Non-camping vehicle –Any vehicle not specifically designed to provide sleeping and other camping facilities. This includes passenger cars, pickups w/o camper and non-camper vans.

Camping compound - A compound is defined as several camping vehicles parked in such a way as to create a walled, 'circle your wagons' area.

Authorized vehicle –Emergency vehicles, maintenance vehicles required to maintain the camping area, such as latrine cleaning and trash pickup. Vehicles operated by fair staff as needed for operation and safety of the campsite.

Overview

The camping area is a fenced area for the exclusive use of fair exhibitors, their families, and invited guests. With the exception of fair staff, fair board members and public officials, the area would be off limits to the public and non-invited guests.

Individuals registering for camping will be required to read and sign the campground and Fair rules. By signing, the registrar acknowledges they agree to abide by the rules.

Any violations of the campground rules and procedures, of the fair rules, vandalism, or criminal activity will result in immediate expulsion from the fair. There will be no second chances. The violator will be required to remove their animals from the fair and will forfeit all premiums. If a violator wants to attend fair in a subsequent year, they must first make an appeal to the fair board for approval.

Expulsion will be a joint decision between the camping supervisor and fair staff. Violators will be escorted by security personnel as they collect their animals and move off site. All camping identification will be surrendered. Items that cannot be hand-carried from the campsite, such as camping vehicle, must be retrieved on the Monday after fair. Any additional expenses resulting from the expulsion will be borne by the violator.

Campground rules

- All campers will be issued identification that will be required for admittance to the campground. Visitors are admitted only with a designated camper. See details below.
- All campers under the age of 18 must be accompanied by a responsible parent, guardian or designated chaperone, at least 21 years of age. The adult must stay overnight with the associated children and is responsible for their actions and health. (i.e.no drop off and let the kids camp by themselves).
- All campers are required to be in their camping unit and quiet one-half hour (11:30 p.m.) after the fair closes (11 p.m.) Quiet hours are from 11PM to 7AM. Per Hillsboro municipal code 6.24.030, the noise level from generators, other device or activity, including conversations, must not exceed 50 decibels (dBa) at any time between 9 p.m.

and 6 a.m., and 60 dBa from 6AM to 9PM, where the sound level is measured at the edge of individual's campsite. (For reference, 60 dBa is the level of a normal conversation.)

- No smoking and/or vaping is allowed anywhere on the fairgrounds, including in individual campsites.
- Individuals of legal age may responsibly consume alcohol within their individual designated campsite. Individuals are not allowed to carry alcohol outside of their campsite. No open containers are allowed. That is, beverages must be poured into a cup and the container should be placed out of sight. Excessive drinking or drunkenness will be grounds for expulsion.
- No consumption of marijuana or other recreational drugs is allowed anywhere on the fairgrounds, including in individual campsites.
- Except for purposes of move in/move out, no non-camping vehicle is allowed access or parking inside the campground. This includes the use of non-camping vehicles for sleeping.
 - o Any non-camping vehicle in the camping area will be towed and impounded at the owner's expense.
- All camping vehicles will be pulled in or backed into the site within the designated lines. All camping vehicles must park perpendicular to the fire lanes. All camping vehicles must fit within the designated site space of 24' x 20'. Any camping vehicle that extends into a fire lane or a neighboring campsite will be towed and impounded at the owner's expense.
- Tents and similar non-vehicle sleeping quarters must be set up within the designated campsite boundaries.
- Use of camping vehicles to create a 'camping compound' is not allowed.
 - o 4H and other groups that share meals or have other activities may set up a canopy and a common table in one of the individual's camping sites. If the size of camping vehicles does not allow for sufficient space for a common area, then the group can request and pay for an additional campsite.
 - o All common areas must be visible from and have access to fire lane.
- Cooking is only allowed in individual campsites. Cooking will be limited to use of facilities within camping vehicles, portable camping stoves, and/or barbeques to heat and prepare food on site.

- Tampering with or purposely damaging the perimeter fencing, including unbolting sections, will result in immediate expulsion.
- No animals or pets allowed in the camping area by order of Health Dept.
- All occupants must adhere to the Washington County Fair Board Weapons Policy.
- All campers will be courteous to fair staff, campsite supervisors, security personnel and fellow campers.

Area supervision

The camping supervisor (or the supervisor's designee) is responsible for the overall management of the area and the overall operational issues in the campground during fair. Fair staff will provide support to the camping supervisor as needed.

The gate(s) to the camping area will be controlled 24 hours/day by paid security guards. The guards will also help monitor the campground to ensure the health and safety of the individuals camping.

Identification

All individual campers will receive a bracelet or similar form of identification. The identification will be required for admittance into the campground. (See note on visitors below).

Gate security personnel will check identification before allowing entrance into the camping area. Entrance will be allowed only to individuals with proper identification. The exceptions to the mandatory identification are:

- Fair staff
- Public officials
- Visitors, if escorted by a registered camper.

Visitors

Visitors are allowed to enter the campsite when accompanied by a registered camper. The registered camper is responsible for all the actions of their visitor. If a visitor violates a campground rule, then the registered camper and the visitor are subject to immediate expulsion, as outlined above.

Area description

Fencing and gates

The fair will provide fencing for the entire perimeter of the camping area.

During move-in, move-out times, the fencing will be open to provide access from the 2nd gate to the Cloverleaf parking lot. After the move-in time, this opening will be closed and bolted.

A 'person entrance' will be located in the fence nearest to the livestock gate. This will allow easy access for campers and allow additional monitoring by the livestock gate attendant.

An *authorized vehicle* gate will be provided on the southeast side of the fence (where the gate has been located in the past). This gate shall be opened only to allow access to an authorized vehicle.

Parking

An area outside the east side of the perimeter fencing will be designated as "loading and unloading parking only". This will allow for temporary parking only while supplies are brought into the camping area. The area will be clearly identified as a 15 minute (30 minute TBD) loading zone. The gate/parking security personnel will enforce compliance.

The fair will provide signage clearly marking the area as a loading and unloading zone only. The signage will state the vehicle is subject to towing if parked for some other purpose than loading or unloading.

Handicap parking will be provided on the fence perimeter.

Violators will be towed and impounded at the owner's expense.

Logistics

Campsite registration

The camping fee will be increased from \$20 (or \$5/night) to \$80 (\$20/night).

All campsite registration must be completed and paid by July 1. No late registrations will be accepted. Only registered campers will be allowed to camp.

To accommodate 4H and other groups that share meals and activities, the individuals within the groups can request adjacent campsites. Note the restriction against 'camping compounds' above.

Registrants must request up to 3 move-in time slots. The registrant will be assigned one time slot as part of the registration acknowledgement.

The names and ages of all people who will be occupying a campsite, both exhibitors and non-exhibitors alike, must be listed on the camp site registration.

There must be at least one registered livestock exhibitor per camp site.

A maximum of 8 people per campsite.

Emergency contact information must be provided for any camper under the age of 18.

Campsite designations

Fair staff is responsible for marking individual campsites boundaries on the ground and marking the campsite number on a stake or similar mechanism.

Vehicle traffic

Move in and move out

All move in and move out traffic will be via 2nd gate by the Cloverleaf parking lot.

Maximum 5 MPH at all times within the campsite.

Move in time is 6-9 PM on Tues and 9-9 on Wed. Campers are expected to arrive within a 15 minute window of the designated move-in time slot. (Note – some flexibility will be allowed on arrival time. The goal is minimize the chaos of the move in).

All non-camping vehicles must vacate the campground by 10PM on Wed. Any non-camping vehicles remaining after that time will be towed and impounded at the owner's expense.

All camp sites must clearly display contact information, including names, contact phone number(s) and club name.

Move in will be staged, starting on Tues, with no more than 10 sites being occupied at any one time. Campers will have 60 minutes to park their camping vehicle and/or unload supplies. See discussion above regarding campers requesting move-in time slots.

Upon entering the camp site, the camper must check in with the camp supervisor (or designate) to verify their campsite location and to identify any issues.

Upon completion of move-in, campers must check in with the camp supervisor or designate. Campers will be provided with identification bracelets at that time, one for each person listed on the camper's registration form. The supervisor or designee will inspect the campsite to ensure the campsite regulations are met.

After a camper has completed move-in, all *non-camping vehicles* must exit the camp site.

Daily maintenance

Access for authorized vehicles is permitted on an as needed basis.

Clover Leaf shower facilities

The Clover Leaf restrooms and showers will be reserved for the exclusive use of registered campers.

The fair will install key-code locks on the restroom doors so campers can access the facilities on an as-needed basis.

The doors from the Cloverleaf building into the restroom hallway and exterior doors will remain unlocked. This will allow the fire escape route from the main Cloverleaf building, while still providing security within the restroom/shower facilities.

Registered campers will be provided with the key code and are expected to not divulge it to any non-camper or to the public.

Campers are responsible for the safe use of the Cloverleaf facilities and showers. This includes, but is not limited to, having a responsible adult accompany minors to the facilities.