

Washington County Fair Board
Minutes

Minutes of a regular meeting of the Washington County Fair Board held April 6, 1988, beginning at 4:30 p.m.

ATTENDANCE

Board

Jeanne Leeson
Lloyd Baron
Rocky Williams
John Meek
John Thomas

Staff

Cal Wade
Ron McAuley
Susan Oxendine

Visitors

Stan Dillon
Marla Warren
Jack & Addie Fisher
Dennis Putzler
Paul Kind
John Baggott

Leeson called the meeting to order at 4:30 p.m. Guests were welcomed and asked to speak on any agenda items of concern.

ACTIVE 20/30 CLUB

Paul Kind of the Active 20/30 Club of Hillsboro, presented a proposal for the possible relocation of the Club's newspaper drop. The present building is in need of repairs and the Club would prefer to move the drop to permanent and larger quarters.

The proposed building would be a 30' x 20' barn design and would incorporate needed storage facilities for the Club. The proposed site is at Grant and 28th, near the tennis courts.

Meek voiced a concern that this would not fit in with the Master Plan. He also felt there is the need for a policy regarding service groups using the fairgrounds without a charge and how they affect the Master Plan.

Wade stated there is a State law that states when a building is on the fairgrounds it becomes the property of the fairgrounds.

The Board concurred that the issue be tabled for one month before giving the Active 20/30 Club a definite answer.

CONSENT AGENDA

Wade gave an update on year-end projections.

Under Bills for Approval Williams questioned why Ron McAuley's Kiwanis membership was paid for by the Fair Board. Wade stated Dale Scheller

separate studies will be needed: Market Study and Master Plan update.

MANAGERS' CONFERENCE

Wade had attended the Managers' Conference in April. The Merit Rating was a principal topic. There was a suggestion that the OFA have a state-wide sponsor. All fairs would cooperate by using the sponsor and giving the money to the OFA. A "neutral" sponsor such as coffee would have to be selected.

AIR SHOW

Volunteers are needed to help with the parking on the 10th, 11th, and 12th of June. An estimated 20,000 - 25,000 will be on hand to watch the practice runs on June 10th. Wade would like to control the parking by charging a fee but help is needed to park the cars. Board members volunteered to help. Stan Dillon will talk to the Power Rents Girls and Rodeo Court about the possibility of their assistance on horseback Saturday and Sunday.

The Board discussed the feasibility of a beer garden during Air Show. The Port of Portland will have a small one at the Hillsboro Airport. Wade suggests putting the fairgrounds beer garden in the Main Exhibit Building where the dance will be held. The Board agreed this was a good site.

COMMISSIONER PRESENTATION

Wade has drafted a guideline for the County Commissioners review of the Master Plan. The Board commended Wade on the guideline. Meek suggested expounding on number 4, Recommended Changes in Master Plan. Board members also suggested noting projects underway and to add the gazebo landscaping. Wade will go through the procedure to get on the Commissioner's agenda. The workshop will be held at the fairgrounds to encompass a tour.

POLICY REGARDING EMPLOYEE MEMBERSHIPS

Wade has drafted a policy stating the Executive Director will approve memberships and reimbursement of dues and meals for employees (limited to management staff). The Fair Board will approve the Executive Director's memberships.

Williams stated he believed the Fair Board should approve all memberships. Leeson and Baron stated the Fair Board has entrusted Wade with the management of the fairgrounds and he should be given the authority to approve or disapprove certain issues. Thomas and Meek concurred.

MOTION: MOVED BY JOHN MEEK, SECONDED BY LLOYD BARON TO ADOPT THE POLICY WRITTEN BY WADE. MOTION PASSED.

OUTSIDE RADIO CONTROL CARS

A group has approached Wade and the Board about constructing a

permanent outside tract for remote controlled cars. They would like restroom and water access and not be charged a fee.

MOTION: MOVED BY LLOYD BARON, SECONDED BY ROCKY WILLIAMS TO REFUSE THE RADIO CONTROL TRACK GROUP. MOTION PASSED.

DUMP TRUCK PURCHASE

A 1970 International dump truck was purchased at the County Auction for \$2950.00.

ICE SUPPLY

Letters were sent to ice companies asking for their costs to supply ice to the fair. The two responding companies, Tualatin Valley Ice Co. and Koldkist Beverage Ice., Inc., had identical bids on a 25% return to the fair. Wade chose Tualatin Valley Ice Co. because it is a Washington County business.

Koldkist has objected and their attorney has written a letter of protest. Wade has conferred with Dan Olson who has suggested ignoring the complaint. Washington County has a policy that any contract under \$1000 does not have to be put out to bid so Koldkist really does not have a legal issue.

CITY PARKING FOR BALL FIELDS

The City has approached Wade about the possibility of parking along the 34th Avenue extension. Wade suggested a cooperative effort to work on the dogleg for parking. Wade will work on a draft agreement.

POLICIES

Williams would like to have a book of Fair Board policies developed. This would provide a background and overview of the policies for old and new Fair Board members.

Wade has been thinking of the same need and would like to begin this fall the task of computerizing all policies and motions from the minutes.

MOTION: MOVED BY JOHN MEEK SECONDED BY JOHN THOMAS TO ADJOURN THE MAY MEETING. MOTION PASSED.

Meeting adjourned at 6:20 p.m.

Next scheduled Fair Board meeting is June 1 at 4:30 p.m.

Respectfully submitted,

Sue Oxendine

AGENDA
Washington County Fair Board
Regular Meeting
4:30 p.m., Wednesday, April 6, 1988

1. Call to order.
2. Public Welcome. This time is provided for members of the audience to comment on any item(s) on the agenda. Audience members are also welcome to comment at the time the agenda topic is being discussed by the board. It is respectfully requested that those addressing the board state their full name for the record.
- *3. Bills for approval (enclosure, pages 3 - 4)
- *4. A. February 1988 Balance Sheet (not included in agenda)
B. Financial Recap (enclosure, pages 5 - 10)
- *5. March 2, 1988 Fair Board Minutes (enclosure, pages 11 - 13)
- *6. A. March 1988 Off-Season Calendar (enclosure, page 14)
B. April 1988 Activities Calendar (enclosure, page 15)
- * Consent Agenda: Any item may be removed for separate consideration upon request of any board member or any member of the audience.
7. Fair Organizations' Report:
 - A. Fairgrounds Booster Report (enclosure, pages 16 - 17)
 - B. Rodeo Board Report (enclosure, pages 18 - 19)
8. Maintenance Report:
9. Old Business:
 - A. Active 20/30 Club regarding paper drop
 - B. Purchase 4-H Chuckwagon (enclosure, pages 20 - 24)
 - C. RV Park
 - D. Report from building committees
 - E. Report on Quadrant sale
 - F. Progress report to County Commissioners, set tentative date
10. New Business:
 - A. Purchase robot for fairgrounds promotion and information during fair (enclosure, pages 25 - 26)
 - B. Report purchases at state surplus
 - C. Timothy Lake August 31 - September 1, 1988
11. Non-Agenda Items:

A. Thank you card from Ron & Dorothea McAuley (enclosure,
page 27)

B.

12. Announcements:

A. Next regular board meeting, Wednesday, May 4, 1988
4:30 p.m.

B.

13 Executive Session:

A. Executive Director annual evaluation

had asked Ron to represent the fair and therefore he (Wade) had decided to pay the dues.

MOTION: MOVED BY LLOYD BARON, SECONDED BY JOHN THOMAS TO APPROVE THE CONSENT AGENDA. MOTION PASSED.

A brief discussion followed regarding the need for a board policy regarding the payment of membership dues. Wade should perhaps draft a policy for the Board's review at the August Retreat.

FAIR BOOSTERS REPORT

Minutes approved as read.

RODEO BOARD REPORT

The Rodeo Board has asked for an update on the electrical system for the old office. Wade reported Lynn Feinauer is gathering information. Williams asked if the plan was still to move the dirt in the pasture area and if the fence would be replaced. The answer to both was affirmative.

Williams reported \$500 has been donated by the Riding Association and could be used to help alleviate the arena drainage problems. Wade stated that he understood the money was to be used for other projects. Approval from the Riding Association would have to be granted before the money could be used on the arena project. Jenny VanKoll offered to acquire the consent of the Riding Association.

The possibility of a holding tank for sewer hook-up for the old office was addressed. The Rodeo Board is willing to do the labor involved, but would like to have the question of who pays for the costs, Rodeo Board maintenance or Fair Board budget, clarified before work begins.

Wade stated that city approval would be needed for either alternative. There is a possibility of placing a centrally located tank for the shop and rodeo office that could be pumped into the sewer.

Jenny VanKoll asked for clarification as to who is responsible for the electricity in the old office - Rodeo Board or Fair Board? Lynn Feinauer will need to meet with Wade to resolve some issues.

MAINTENANCE REPORT

McAuley reported March projects included rototilling, leveling and seeding the Open Show Ring and installing an irrigation system at the Gazebo. Work continued at the Dairy Women's Booth with the completion of the framing and roof. The plumbing is almost complete and the wiring is not yet started.

Depending on the weather, the Gazebo will be painted and the lawn seeded. Baron reported that Marion Gray, President of the Sunset

Chapter Association of Nurserymen of Oregon, has requested the different nurseries in the area to donate the Gazebo plantings. She has already received some positive responses.

4-H CHUCKWAGON

Wade outlined Vikki Thayer's letter and his recommendations to the 4-H Leaders Association's proposal regarding the Chuckwagon.

Meek stated the agreement needs to be honored as the 4-H booth but the off-season use should belong to the fair board. The agreement should state that the Fair Board's responsibility will end after the initial expense of the equipment installed in the Chuckwagon. Any future equipment should either be donated as a permanent fixture, or taken out at the end of the 4-H use of the building during any one event such as the fair.

Concern was expressed by Dennis Putzler that risk of loss due to fire would increase as more organizations used the Chuckwagon. The revenues generated by the Chuckwagon are the main source of scholarship money.

Thomas agreed, saying that 4-H should be protected. Marla Warren suggested setting some of the rent money aside to use in the event of a disaster to the building.

Meek stated he didn't think this Board should bind itself or future boards to replacing the building in event of fire or other loss. Warren countered that the Board would want to because of its relationship to 4-H. Perhaps the agreement could be worded so that if funds are available the fair board will replace the Chuckwagon.

Putzler and John Baggott were both in agreement to this idea. Proper terminology will be drawn up in the agreement.

Meek feels a policy is needed to establish why the fairgrounds exist in relation to 4-H. Special considerations for 4-H need to be in a written, not implied, policy. Leeson suggested addressing this at the retreat.

MOTION: MOVED BY JOHN THOMAS, SECONDED BY LLOYD BARON THAT THE FAIR BOARD TAKE OVER THE CHUCKWAGON AND TAKE MONEY (\$450 YEAR FOR 5 YEARS) OUT BY FIVE YEARS. MOTION PASSED.

RV PARK

Wade would like to wait until after the Master Plan is updated before construction of a permanent site. Present RV parking spaces have now been identified. Temporary spaces can be added if needed. Board agreed.

GRANDSTAND COMMITTEE

Williams reported the Grandstand/Arena Committee has made its final recommendations. They are fully outlined in his April 1, 1988 letter to the Fair Board. The committee has two basic recommendations. (1) Tear down the covered grandstand and replaced the existing seating with 3500 high rise uncovered seats and (2) all three facilities (Multi-Purpose, Livestock Pavilion and Grandstand/Arena) be built adjacent to each other.

LIVESTOCK PAVILION COMMITTEE

Thomas presented the final report of Livestock Pavilion Committee to the Board. He highlighted the recommendations as outlined in Bob Ganger's letter of April 1, 1988 to the Fair Board. The Livestock Committee agrees the three facilities should be built in a cluster. The Livestock Pavilion would contain a milking parlor, milk house, horse arena, offices, and restroom and dressing room facilities. The committee also recommended a combined meeting of the building committees to develop an overall recommendation.

MAIN PAVILION COMMITTEE

Baron reported the committee will need an additional meeting to finalize its recommendation that an updated needs and use study be ordered. Guest speakers from the Historical Society, Western Wood Dome Structures, and the Portland Convention Center have all suggested ordering an updated needs assessment study for the Master Plan. The committee's next meeting will be April 12, 1988.

QUADRANT SALE

Bonnie Hays, Chairman of the Hillsboro Board of Commissioners, has signed the option-to-buy agreement between Quadrant and the Fair Board. The agreement was dated March 1, 1988.

Wade reported he has been approached by Val Schaaf who has been farming the Quadrant land. He has requested the 14 acres be marked off before he plants his crop of red clover. He has offered to seed rye grass in the parking area.

MOTION: MOVED BY LLOYD BARON, SECONDED BY JOHN THOMAS TO HAVE WADE PROCEED WITH THE GRASS SEEDING. MOTION PASSED.

MASTER PLAN

Wade asked the Board's opinion for the timing of the Master Plan update - Spring or after the fair? Meek would like the update before fair. Wade thinks a special meeting may be needed to devote to the update. The Board agreed that Wade should proceed with the update.

FENCING

Wade needs the authority to request bids for chain link fencing. There are two alternatives: (1) do all the needed repairs and fencing and (2) do the work in sections to stay under \$10,000 to avoid the Bacon/Davis Act. The other possibility is to go with a labor only bid and buy the materials. The Board gave Wade the authority to proceed.

AIR SHOW

Wade reported on the fairgrounds plans for involvement with the Air Show. He has commitments for a gun show, swap meet, hot air balloons, and National Guard display. A RV show is another possibility. Food booths will open in the morning to serve breakfast. Saturday entertainment includes the nine piece Navy Band. A spaghetti feed and "Hanger Dance" will be held both Saturday and Sunday. Parking will be \$3.00/day for cars and \$10.00/day for RV's.

The Board briefly discussed the possibility of serving beer. At this date no beer will be served. Concerns regarding insurance liability were raised by board members and Wade.

ROBOT PURCHASE

Wade presented the idea of purchasing a "Hot Tot" robot as a promotional gimmick. The cost is \$4500 for a mobile 2-way conversation unit. Wade and Leeson met with a gentleman who has made similar robots. In his opinion, the "Hot Tot" would be virtually maintenance free and simple to use.

Meek maintained that there would be hidden operational costs. He felt fair board advertising dollars would be better spent on print and media advertising. Williams agreed and added that someone would have to be hired to operate the robot and take it on promotional outings.

STATE SURPLUS

Wade reported on recent expenditures at the Salem State Surplus Store. Purchases included a desk, 96 galvanized garbage cans, and 6 spools of 4 aught underground electrical cable.

TIMOTHY LAKE

The Annual Fair Board Retreat was confirmed for August 31 - September 1, at Timothy Lake.

MERIT COMMISSION

Wade reported a long range planning session is scheduled for April 5. All the fairs are unhappy with the merit rating system and changes are in the works.

ANTELOPE TRAILERS

Wade stated he had been contracted by GRQ Enterprise who is selling the remaining trailer units. One shower trailer and 2 laundry trailers are still available. The price is \$7500 for one and \$6500 for 2. Toilets would have to be installed at \$1100 a unit. The units were built under a uniform commercial code. Wade thinks the unit(s) could be placed in temporary locations until the Master Plan is implemented. Then a permanent location could be found. One possible temporary site would be to service the rodeo and show areas.

MOTION: MOVED BY LLOYD BARON, SECONDED BY JOHN THOMAS TO AUTHORIZE WADE TO RESEARCH THE PURCHASE, AND IF HE CONSIDERS IT PRACTICAL TO BUY ONE TRAILER. MOTION PASSED.

FLORAL BUILDING

Baron asked the board to authorize the staff to paint the Floral Building a complimentary color to the other buildings. Board concurred.

Meeting adjourned into Executive Session at 7:30 p.m.

The Board reconvened and approved a 2.5% Cost of Living raise to Wade and an increase of \$25.00 per month car allowance.

Meeting was adjourned at 8:45 p.m.

The next regular meeting will be Wednesday, May 4, 1988 at 4:30 p.m.

Respectfully submitted,

Susan Oxendine
Secretary