

M I N U T E S

Washington County Fair Board

Minutes of a special meeting of the Washington County Fair Board held December 15, 1981, at Hale's Restaurant in Hillsboro beginning at 7 a.m.

ATTENDANCE	<u>Fair Board</u>	<u>Director & Staff</u>	<u>Guest</u>
	Jerry Boyer	Adeline Hesse	Stan Rickard, Architect
	Charles Colegrove	Valerie Bentley	
	Agnes DeLashmutt		
	Jerry Pflug		
	Mike Swan, absent		

COMMUNITY ROOM Rickard proposed a 40' x 80' open space and office, storage and mechanical room to be a separate part of the building. The total building would be 7,000 square feet. The 40' x 80' room would not be completely workable without office and storage space. With a larger building the electrical and mechanical systems will be limited because of cost. The Board feels it would be best to go with a larger building and to finish the building in phases as funds allow. The Board emphasized the need for a year round functional building in the first phase.

Rickard suggested a windowless room for the uses intended. Windows add extra expense for coverings and security may be a problem.

Rickard used a 1952 drawing of the 4-H Building to outline his ideas to the Board. The main entrance would open on to the fairgrounds and face northeast. The entry would be protected by a canopy. At the present Rickard thinks a 4 sided pitched roof and a 12' ceiling height would be best.

DeLashmutt wondered if it would be cheaper to knock the old section down and start from scratch. As indicated in Plummer's study, the existing 4-H kitchen and restroom building is in good condition. The old and new sections will be tied together in outside appearance.

Ultimately the mechanical system would include heating, air conditioning and air exchange. The system could be done in three zones in the multi-purpose room with a separate system for the office and restrooms. One could spend about \$50,000 on a good mechanical system. Initially, the building will probably be heated with gas space heaters.

Rickard will take the Board's ideas and concerns back to his office and run cost estimates on different types of structures using the 7,000 square foot plan. He will recommend the most economical and long range structure possible.

FAIR PROMOTION Hesse has been in touch with Candace McKinley concerning 1982 fair promotion. Miss McKinley feels that for the Board's advertising budget television spots may be too costly. There may be some summer ad packages available through the television stations. McKinley felt the fairgrounds had a good foundation for an advertising campaign.

Hesse reported the "Times" are interested in printing the 1982 premium book in tabloid form and a special tabloid the week prior to fair.

The Board agreed to keep a \$10,000 advertising budget and that special advertising is needed to draw the east county area to the fair.

OFA Director Hesse was elected President of the Oregon Fairs Association at their recent convention. There will be some time commitment involved.

ELECTRICAL Green Thumb employee Jim Winfield will be updating and building a shelter around the arena electrical panels.

M.E. ROOF The Board will be meeting with the Board of County Commissioners in executive session at 9:30 this morning concerning the Main Exhibit Building roof litigation.

Meeting adjourned at 8:25 a.m.

Respectfully submitted,

Valerie Bentley

WASHINGTON COUNTY FAIRGROUNDS

872 NE 28 HILLSBORO, OR 97123
503-648-1416

December 11, 1981

TO: Fair Board

SUBJECT: Tuesday, December 15, 1981

As scheduled at the December 2 regular Fair Board meeting, we will meet in a work session with architect Stan Rickard. The work session will be held on Tuesday, December 15, 7 a.m. at Hale's Restaurant.

Please be prepared to give input on the design and function of the Community Room in the 4-H Building.

I negotiated a flat fee of \$6,500 with Mr. Rickard. We will owe him \$1,000 upon signing the contract. County Counsel is now reviewing the agreement in preparation of Mr. Boyer's signature.

County Administrative Assistant Bruce Thomson told me Friday morning that no specific time has been set during the Commissioners executive session for the Fair Board to meet with the Board of Commissioners concerning the Main Exhibit Building roof litigation. I asked for 8:30 a.m., but he indicated the Commissioners have their executive session right before their public meeting which is scheduled for 10 a.m. Therefore, he is guessing we will be meeting with the Commissioners at 9:40 or 9:45 a.m.

Enclosed are two more applications for the Fair Board positions.

TENTATIVE AGENDA

7 a.m.	Work Session	Hale's
8 a.m.	Special Meeting	Hale's
9:40 a.m.	Executive Session	Courthouse

vjb
Enclosures



M I N U T E S

Washington County Fair Board

Minutes of a regular meeting of the Washington County Fair Board held December 2, 1981, in the Fairgrounds office beginning at 4:38 p.m.

ATTENDANCE	<u>Fair Board</u>	<u>Director & Staff</u>	<u>Guests</u>
	Jerry Boyer	Adeline Hesse	John Junkin, County Counsel
	Charles Colegrove	Valerie Bentley	Stan Rickard, Architect
	Agnes DeLashmutt		Rich Leonard, Robert E. Meyer
	Mike Swan		Consultants
	Jerry Pflug, absent		

M.E.
BUILDING
ROOF

County Counsel John Junkin updated the Fair Board on the Main Exhibit Building roof litigation. There have been no new developments since Bunny Sherlock was reassigned to another department. County Counsel has prepared a complaint against Monte Duyck and Bean & Duyck Roofing Corp., including breach of contract, negligence and misrepresentation requesting \$13,730 in relief and damages. Mr. Junkin feels one hitch may be that the Fair Board did waive the 20 year warranty on the shingles. Junkin has received no response from Bean & Duyck's lawyer Dan McCabe.

If the Fair Board chooses to proceed with the complaint, they will need to advise the Board of County Commissioners of the action. County Counsel has their court fees waived, so there should be no out of pocket expense to the Fair Board. Junkin will try to get the Fair Board on the Commissioners December 15 work session agenda. Hesse, Boyer, Colegrove, and DeLashmutt will attend the work session.

MOTION: MOVED BY CHARLES COLEGROVE, SECONDED BY AGNES DELASHMUTT TO PROCEED WITH FILING THE COMPLAINT AGAINST MONTE DUYCK AND BEAN & DUYCK ROOFING CORP. MOTION CARRIED.

Junkin will forward a draft copy of the complaint to Hesse for review. The Board thanks Mr. Junkin for attending the meeting.

COMMUNITY
ROOM

Architect Stan Rickard answered several Fair Board questions concerning plans for the Community Room addition to the 4-H building. Rickard anticipates a series of meetings to clearly define the scope of the project with a final meeting for Fair Board review and approval of the plans. Rickard would be willing to negotiate a flat fee if the project could be better defined. Rickard is interested in the new building both as a resident and user of the facility. He would plan a building to get the best use and quality for the amount budgeted. He left two letters of reference for the Board to review. The Board thanks Mr. Rickard for attending the meeting.

Rich Leonard of the Robert E. Meyer Consultants presented the company's history in the area, noting they specialize in recreational facilities. The company put together the fairgrounds long-range plan in 1975. Leonard would work with the Board and 4-H personnel to outline the project, compile preliminary cost estimates, review the plans with the Board and final design and construction documents.

The flat fee of \$7,200 would not cover bidding procedures or during construction services. Leonard said the during construction costs could be 1 to 2 percent of bid depending on the scope and complexity of the project. He showed the Board photos and drawings of other samll recreational facilities planned by Robert E. Meyer Consultants. The Board thanked Mr. Leonard for his presentation.

CONSENT
AGENDA

MOTION: MOVED BY MIKE SWAN, SECONDED BY AGNES DELASHMUTT TO APPROVE THE BILLS AS SUBMITTED; THE OCTOBER 1981 FINANCIAL RECAP; AND THE NOVEMBER 4, 1981, BOARD MINUTES. MOTION CARRIED.

3471	Adeline Hesse	\$111.55	3482	The Bardy Co.	\$ 78.28
3472	Sprouse Reitz	16.95	3483	Petty Cash	21.41
3473	Valerie Bentley	18.99	3484	Sam Philip	160.00
3474	Russell Dyche	12.40	3485	Yeager Ford Tractor	235.70
3475	Adeline Hesse	35.07	3486	Pay 'n Save	8.30
3476	Times Publications	6.00	3487	G. T. E.	113.32
3477	Full Circle	216.12	3488	Northwest Natural Gas	40.33
3478	Finance & Adm.	6,106.25	3489	General Telephone	169.16
3479	Hillsboro Rentals	44.00	3490	P. G. E.	663.89
3480	J. Thayer Co.	3.36	3491	Western Fairs Assoc.	20.00
3481	Hillsboro Office Sup.	15.40	3492	Postmaster	40.00

ARCHITECT

The Board reviewed a summary of the services and fees of the five firms who submitted proposals for the Community Room. The Board agreed the Robert E. Meyer proposal is too open-ended. Hesse said she could work easily with Englund, Plummer & Associates, Stan Rickard, and Hewelett, Jamison, Atkinson & Luey. Both Herschell Plummer and Stan Rickard have excellent recommendations. The Board agreed they would like to hire Rickard if a reasonable flat fee could be negotiated.

MOTION: MOVED BY MIKE SWAN, SECONDED BY AGNES DELASHMUTT TO HIRE STAN RICKARD AS ARCHITECT FOR THE 4-H BUILDING COMMUNITY ROOM. MOTION CARRIED.

Hesse will talk with Rickard concerning a flat fee and set up a planning meeting with Rickard and notify the Board.

MANAGERS
REPORT

The Board noted Margaret Sprecher submitted an application for the Fair Board positions.

The 1982 carnival contract has been signed by Davis Amusement Company and returned to the fairgrounds office.

Maintenance Supervisor Russ Dyche's mobile home was moved onto the fairgrounds September 30.

The Fair Board has received \$10,455.84 from the hotel/motel tax for the period August 20 to September 30, 1981.

The part-time bookkeeper Dixie Fletcher has resigned effective December 15 to attend nursing school. Hesse will run an ad for a replacement.

Holy Gaucamole did not appear in small claims court on December 2. Their claim against Hesse and the Fair Board was dismissed. The Fair Board's counterclaim was also dismissed.

The fairgrounds did receive some damage during the recent wind storm. One side of the Dairywives' booth roof blew off; 1/3 of the panel was damaged on the readerboard and a replacement has been special ordered; a ridgecap on the poultry/rabbit barn and Friendship Square blew off; and flashing was blown off the office. Russ Dyche has repaired all but the readerboard; he is waiting for the replacement board needed.

Lisa Scott has accepted the Open Class Horse Superintendent position with enthusiasm.

Hesse picked up many valuable ideas at the recent Western Fairs Association Managers Conference she attended in Santa Cruz, California. The most valuable information Hesse brought back was a sample lease for a hotel on the Solano County Fairgrounds in Vallejo, California.

MAIN ARENA
USE

Colegrove, Boyer and Hesse met with BJ Clausen, Rodeo Committee Chairman, and Joel Lewellen, Destruction Derby Chairman, to talk about arena use during the fair. The rodeo will be choosing the 1982 Rodeo Court Sunday, December 6, at Roiland Farms. Each committee chairman had good ideas on working together and improving his respective events. The company Clausen works for could provide a back-up water truck for the arena.

Meeting adjourned at 5:40 p.m.

Respectfully submitted,

Valerie Bentley