

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, June 6, 2018
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold a meeting on Wednesday June 6, 2018 from 4:30 p.m. to 6:00 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

~ June 2018 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Fair Board Regular Meeting. 4:30 pm to 6:00pm	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 Horse Fair Set-up & Decorating	25 Horse Fair Begins at 1:00 p.m.	26 Horse Fair	27 Horse Fair Fair Board Breakfast 7:00 am to 9:00 am	28 Horse Fair	29 Horse Fair Fair Board Breakfast 7:00 am to 9:00 am	30 Horse Fair Move-out

~ July 2018 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Holiday – Facility Closed	5	6	7
8	9	10	11 Fair Board Regular Meeting. 4:30 pm to 6:00 pm	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 <u>County Fair</u> <ul style="list-style-type: none"> Fair Board Breakfast 7:00 am to 9:00 am Hillsboro Rotary Club Meeting 12:00 pm Casting Crowns Concert 8:00 pm 	27 <u>County Fair</u> <ul style="list-style-type: none"> Fair Board Breakfast 7:00 am to 9:00 am Dustin Lynch Concert 8:00 pm 	28 <u>County Fair</u> <ul style="list-style-type: none"> Fair Board Breakfast 7:00 am to 9:00 am Steak Feed 4:00 pm to 6:00 pm Youth Livestock Auction 6:00 pm ZZ Top Concert 8:00 pm
29 <u>County Fair</u> <ul style="list-style-type: none"> Fair Board Breakfast 7:00 am to 9:00 am 	30	31	Notes:			

~ August 2018 ~

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

~ September 2018 ~

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

~ October 2018 ~

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

~ November 2018 ~

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

~ December 2018 ~

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

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday, June 6, 2018

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

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Gary Seidel, President
Bill Ganger, Vice President

Erin Carroll, Board Member
Andy Duyck, Board Member

David Noyes, Board Member
Bob Rollinger, Board Member

A. Call to Order

B. Oral Communications I

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

C. Approval of Minutes

1. April 2018 Fair Board Meeting Minutes

D. Reports

1. Approval of Financial Report
2. 4-H Update
3. Educational Fund Update

E. Old Business

1. County Fair 2018
 - a. 2018 Vendor & Exhibitor Parking recommendation
 - b. 2018 Marketing Plan recommendation
 - c. Traffic and Safety Operational updates from HPD & WCSO
 - d. Other, if any

F. New Business

1. Timeline for future Fair dates and Event Center construction
2. 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

Next Meeting – July 11, 2018

Washington County Fair Board Meeting Minutes

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave. Hillsboro, Oregon, 97124
Wednesday, April 4, 2018
4:30 p.m. to 6:00 p.m.

A. Call to Order

- a. President Seidel called the meeting to order at 4:30 pm. Present are:
President, Gary Seidel, Vice President, Bill Ganger, Members Erin Carroll, David Noyes, Bob Rollinger, and Commissioner Andy Duyck, County Administrator Sia Lindstrom, Chair of the Education Committee, Betty Atteberry, Fair Manager Leah Perkins-Hagele, and staff Julie Case
Absent is Dave Vilalpando

B. Oral Communication I

- a. President Seidel invited anyone for the audience to come and speak. Nick Vial spoke regarding the parking at fair. He attended a 4-H leaders meeting last night and was made aware of the potential parking issues for fair. He said looking at the proposed budget he can understand why, but he feels that the board is not taking in consideration the livestock exhibitors. He feels that if there is not designated parking for livestock it will be a lot harder for the livestock exhibitors coming and going.

C. Approval of the Minutes

- a. January and March 2018 Fair Board Meeting Minutes
Board Member Erin Carroll made a motion to accept the January minutes, Board Member David Noyes 2nd. Motion carried. Board Member Erin Carroll made a motion to accept the March minutes, Board Member Andy Duyck 2nd. Motion carried.

D. Reports

a. Approval of Financial Report

Fair Manager Perkins-Hagele apologized to the board and noted that the financials had been accidentally left out of the packet. Financials will be in the packet for next month.

b. 4-H Update

4-H Extension Agent Pat Willis reported that he and Albert will be touring with the 4-H horse folks on Thursday to go over the grounds for horse fair. Pat reported that they are looking forward to being in the Cloverleaf again, along

with a tent outside. April 21st is 4-H learning day at the fair. They are planning a ceremony to say goodbye to the sheep barn on the day also. Later tonight is another 4-H member meeting and they will be covering "Shelter in place" with the Hillsboro police and Hillsboro Fire Department leading it.

c. Educational Fund Update

Board Member Erin Carroll reported that casino night is this coming Saturday. She thinks that there are about 100 people confirmed. Erin reported that they got a square credit card reader to use for ticket sales, and selling casino money and auction items. She noted there are some nice items for the auction. Board Member Andy Duyck asked if the brochure is electronic. Erin said she will see if it can be emailed. Leah asked that it be sent to staff to post on the website.

E. Old Business

a. County Fair 2018 planning update

- i. Fair Manager Leah Perkins-Hagele reported that staff has contacted vendors who have been traditionally in the Main Exhibit Hall and discussed moving outside. Everyone has been positive and Julie is working on getting them reassigned.
- ii. Perkins-Hagele reported that the Livestock Superintendent Committee met to work on finalizing plans for the Fair. She noted that staff has been having these meetings since 2009 and they are productive. Perkins-Hagele reported the following results from the committee meeting:
 1. The committee was presented with the plans for the 80X80 tent that will be set up where the barn is coming down for beef cattle and the associated layout. Suzie Ganger, Open Class Beef Superintendent, is working with staff to answer questions. There will also be an arena in this barn/tent area and the dairy cattle will also use this as their show arena. Leah explained that these are heavy duty tents that will be used, not the type of tents you see for company picnics. She also reported that new livestock panels have been purchased and explained that they will be secured to the ground.
 2. Leah presented the draft plan for early release of livestock that come from out of the area as well as the 2018 Judges Pay schedule. Board Member Andy Duyck made a motion to approve these two documents and Erin Carroll 2nd. Motion Carried.
 3. Leah presented the Draft Open Class Livestock Handbook for the board to review. Leah reminded that last year the board approved changing the rules for the open class livestock for the

shows to be an actual competition and the result was the Livestock exhibitors were upset about it and requested to roll back to the old rules this year and take the next year or so to develop something that is more equitable and encourages participation. This roll back is reflected in this handbook. Leah also reported that incorporated into this handbook are the new livestock Health requirements from the Oregon Department of Agriculture, the Bio-security policy and procedures as well as general cleaning up of the document. This document will be presented to the committee at their next meeting for final changes and will be brought back to the board next month for final approval.

F. New Business

a. Appointment of new members to the Washington County Education Fund – Washington County Education Fund chair:

Betty Atteberry asked the board to re-elect the current board and appoint two new board members. Atteberry reported that the current members are Betty Atteberry, Penny Bakefelt, Kent Estes, Loyce Gilpin, and Erin Carroll. Board Member Bob Rollinger made a motion to re-appoint the current members to the Education Fund board. Bill Ganger 2nd, Motion carried. Atteberry reported that the two new members to be considered are Barbara Mason, and Dan Kutzkey and their applications are in the packet. Betty noted that Barbara has been helping out with grant writing for the Education Fund for the last year and Dan wants to get involved with the community. Board Member Andy Duyck made a motion at appoint both candidates to the Education Fund board, Bob Rollinger 2nd. Motion carried. Betty shared a copy of their the new brochure.

b. 2018 -2019 Budget:

Leah presented the draft 2018 – 2019 Budget. Leah walked the board through some of the changes and noted a 1% decrease in Transient Lodging tax, slight increase in from state lottery funds, and a 38% decrease in Vendor booths due to the removal of the ME Building and there will be no revenue or expenses from arena events as the arena show will be free. Board Member Bob Rollinger made a motion to recommend the budget to the County Commissioners and Erin Carroll 2nd.

c. ZZ Top contract Amount and Contract authority:

Perkins-Hagele reported that the contract has not come through yet but it is expected any time. Leah asked that the Board approve contract authority for this contract when it comes through. Board Member Erin Carroll made a motion to

approve signature authority to Leah for the ZZ Top contract, Bob Rollinger 2nd. Motion carried.

d. Recommended changes to the MOU:

Deputy County Administrator Sia Lindstrom presented to the board the changes that are recommended to the current MOU. She reported that the proposed changes will delete outdated ORS citations, transition language, update annual meeting requirements, change deputy county administrator to County Administrator or designee, and ensure consistency with Fair Board Bylaws. Board Member Erin Carroll made a motion that the Board approve recommended changes to the MOU, Board Member Bob Rollinger 2nd. Motion carried. President Seidel asked if the Master Plan for a multipurpose area would be coming from the Fair Budget or the county budget. Fair Manager Perkins-Hagele reported that it would come from the Fair Complex budget.

G. Other Matters of Information:

a. County Administrative Office Update:

Deputy County Administrator Sia Lindstrom reported that the removal of the barn, livestock restrooms, main exhibit hall and repair or replacement of the milking parlor was approved by the Board of Commissioners. The RFP for removal of the three buildings has been done and the demo will be completed by May 31. Board Member Ganger commented that when he went to FAC meetings last year for Erin, the only buildings that were to be affected by the new event center was the maintenance building, and now there are more building being affected by the event center. He also commented that it's hard to sell tickets to casino night it with people thinking all the barns are being removed. Board Member Andy Duyck responded that is was a matter of hysteria that people are saying that everything is being torn down; it's simply not true. Duyck further noted that these three buildings have been scheduled to come down for 10 years. It doesn't make since to throw good money after bad. The focus shouldn't be what is being taken down, but on the plan as we move forward. Sia reported that the FAC is meeting on April 17th, 2018 and on April 24th is the Joint meeting. Andy reported that he met with the Oregon Military Department today and they have their funding to build their new readiness center but it's not expected to be built until 2024. The County will continue negotiating for them to either move out of the current armory or start paying us market rate. Perkins-Hagele reported that after lots of event center meetings they have enough money to build and move to the Construction Document stage and Andy has been promised a ground breaking before he leaves office.

- b. **Other if any:** none

H. **Oral Communication**

- a. Suzie Ganger, Open Class Beef superintendent. Suzie reported that beef exhibitors are not impressed with being moved to a tent, she is getting a lot of resistance. She stated that some fairs offer free bedding, feed, hay, and passes to encourage participation. She asked that the Fair send invitations to past beef exhibitors. Suzie also noted that she is concerned about the pedestrian crossing on Veteran's Drive; several kids were almost hit by cars. Suzie also asked for a payout report be provided to each exhibitor for their prize money. President Seidel asked about getting bedding for all exhibitors. Perkins-Hagele reported that the Education Fund has been paying for the 4-H and FFA bedding and that staff is looking into the possibility of getting bedding for Open Class.
- b. Pat Willis said that providing free parking to the volunteers is critical.

I. **Adjourn**

- a. President Seidel adjourned the meeting at 6:06 pm

Washington County Fair
873 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
leah_perkins-hagele@co.washington.or.us
www.bigfairfun.com

MEMORANDUM

Date: June 1, 2018

To: Washington County Fair Board

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

Re: Financial Reports

The 2017_2018 YTD Financials through April are attached.



Monthly Financial Report

Washington County

Washington County

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

Account	17-Jul	17-Aug	SEP-17	OCT-17	NOV-17	DEC-17	JAN-18	FEB-18	MAR-18	APR-18	MAY-18	JUN-18	YTD-Actual	Budget	Remaining Budget	Use
Intergovernmental Rev																
41025 Transient Lodge Tax	\$ (1,146.00)	\$ (58,632.90)	\$ (66,103.50)	\$ (46,396.60)	\$ (42,976.00)	\$ (36,527.10)	\$ (29,663.40)	\$ (34,372.50)	\$ (35,535.60)	\$ (42,637.00)	\$ -		(393,990.60)	(591,300.00)	(197,309.40)	67%
43156 Dept Ag Lot. Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (53,166.67)	\$ -	\$ -	\$ -			(53,166.67)	(50,000.00)	3,166.67	106%
TOTAL	\$ (1,146.00)	\$ (58,632.90)	(66,103.50)	(46,396.60)	(42,976.00)	(36,527.10)	(82,830.07)	(34,372.50)	(35,535.60)	(42,637.00)	0.00	0.00	(447,157.27)	(641,300.00)	(194,142.73)	70%
Charges for Seivces																
44511 Camping Fees	\$ (30.00)	\$ (8,161.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(8,191.50)	(9,000.00)	(808.50)	91%
44513 Sunday Arena Event	\$ -	\$ (20,615.45)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(20,615.45)	(23,000.00)	(2,384.55)	90%
44514 Comm Booth Rent	\$ (103,570.00)	\$ (1,850.00)	\$ 575.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(104,845.00)	(100,000.00)	4,845.00	105%
44515 Parking Fees	\$ (4,780.00)	\$ (139,411.90)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(144,191.90)	(100,000.00)	44,191.90	144%
44516 Concert Admission	\$ -	\$ (37,657.90)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(37,657.90)	(50,000.00)	(12,342.10)	75%
44517 Sponsorship Fees	\$ (15,500.00)	\$ -	\$ -	\$ (2,250.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(17,750.00)	(10,000.00)	7,750.00	178%
44518 Carnival Fees	\$ -	\$ (238,466.84)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(238,466.84)	(220,000.00)	18,466.84	108%
44522 Entry Fees	\$ (1,400.00)	\$ -	\$ -	\$ -	\$ -	\$ (60.00)	\$ -	\$ -	\$ -	\$ -	\$ -		(1,460.00)	(1,800.00)	(340.00)	81%
44527 Thurs. Arena Event	\$ -	\$ (9,173.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(9,173.00)	(15,000.00)	(5,827.00)	61%
TOTAL	\$ (125,280.00)	\$ (455,336.59)	575.00	(2,250.00)	0.00	(60.00)	0.00	0.00	0.00	0.00	0.00	0.00	(582,351.59)	(528,800.00)	53,551.59	110%
Miscellaneous Revenues																
48195 Reimburse of Exp	\$ (856.95)	\$ -	\$ (125.00)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(981.95)	(3,000.00)	(2,018.05)	33%
48205 Concessions	\$ (22,025.00)	\$ (256,979.56)	\$ (700.50)		\$ (2,922.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(282,627.56)	(220,000.00)	62,627.56	128%
48225 Other Misc Rev	\$ (2,875.50)	\$ (302.25)	\$ (62.81)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(3,240.56)	(2,000.00)	1,240.56	162%
Total	\$ (25,757.45)	\$ (257,281.81)	(888.31)	0.00	(2,922.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(286,850.07)	(225,000.00)	61,850.07	127%
Total Revenues	\$ (152,183.45)	\$ (771,251.30)	(66,416.81)	(48,646.60)	(45,898.50)	(36,587.10)	(82,830.07)	(34,372.50)	(35,535.60)	(42,637.00)	0.00	0.00	(1,316,358.93)	(1,395,100.00)	(78,741.07)	94%
Personal Services																
51105 Wages & Salaries	\$ 10,241.04	\$ 14,589.53	\$ 21,727.29	\$ 14,626.40	\$ 14,633.12	\$ 14,626.44	\$ 14,626.41	\$ 15,603.01	\$ 22,524.01	\$ 14,967.00			158,164.25	203,806.00	45,641.75	78%
51110 Temporary Salaries	\$ 1,592.40	\$ 6,055.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			7,648.32	11,038.00	3,389.68	69%
51115 Overtime/Other Pay	\$ -	\$ 2,109.32	\$ 1,381.98	\$ -	\$ 145.27	\$ -	\$ 278.60	\$ -	\$ -	\$ 74.00			3,989.17	6,000.00	2,010.83	66%
51125 FICA	\$ 897.70	\$ 1,726.56	\$ 1,755.85	\$ 1,104.74	\$ 1,116.51	\$ 1,104.72	\$ 1,124.93	\$ 1,178.44	\$ 1,709.77	\$ 1,135.00			12,854.22	16,435.00	3,580.78	78%
51130 Workers Comp	\$ 165.52	\$ 386.20	\$ 255.17	\$ 179.41	\$ 179.39	\$ 179.36	\$ 179.30	\$ 179.44	\$ 269.07	\$ 179.00			2,151.86	881.00	(1,270.86)	244%
51135 Employer Paid Workday	\$ 6.13	\$ 16.53	\$ 8.10	\$ 6.55	\$ 6.34	\$ 5.12	\$ 4.53	\$ 6.18	\$ 10.08	\$ 6.00			75.56	109.00	33.44	69%
51140 Pers Contribution	\$ 2,136.36	\$ 3,478.52	\$ 4,813.89	\$ 3,056.73	\$ 3,701.71	\$ 3,056.75	\$ 3,059.44	\$ 3,260.93	\$ 4,750.09	\$ 3,172.00			34,486.42	43,299.00	8,812.58	80%
51150 Health Insurance	\$ 5,138.65	\$ 4,405.42	\$ 4,588.81	\$ 4,771.81	\$ 4,630.65	\$ 4,630.58	\$ 4,630.52	\$ 4,630.69	\$ 4,630.58	\$ 4,630.00			46,687.71	56,004.00	9,316.29	83%
51155 Life, Long Term Disabilit	\$ 63.34	\$ 54.18	\$ 56.52	\$ 58.81	\$ 58.72	\$ 58.83	\$ 58.73	\$ 58.86	\$ 58.81	\$ 59.00			585.80	741.00	155.20	79%
51160 Unemployment Insurance	\$ 6.95	\$ 16.15	\$ 10.95	\$ 7.65	\$ 7.75	\$ 7.64	\$ 7.60	\$ 7.66	\$ 11.49	\$ 8.00			91.84	117.00	25.16	78%
51165 Tri-Met Tax	\$ 80.36	\$ 155.77	\$ 153.31	\$ 96.02	\$ 96.42	\$ 95.27	\$ 99.28	\$ 104.16	\$ 150.96	\$ 100.00			1,131.55	1,611.00	479.45	70%
51180 Other Employee Allow	\$ 26.25	\$ 52.50	\$ 78.75	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 78.75	\$ 53.00			551.75	683.00	131.25	81%
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00	0.00	0.00	0%
TOTAL	\$ 20,354.70	\$ 33,046.60	34,830.62	23,960.62	24,628.38	23,817.21	24,121.84	25,081.87	34,193.61	24,383.00	0.00	0.00	268,418.45	340,724.00	72,305.55	79%

Remaining %

<i>Account</i>	<i>17-Jul</i>	<i>17-Aug</i>	<i>SEP-17</i>	<i>OCT-17</i>	<i>NOV-17</i>	<i>DEC-17</i>	<i>JAN-18</i>	<i>FEB-18</i>	<i>MAR-18</i>	<i>APR-18</i>	<i>MAY-18</i>	<i>JUN-18</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>Use</i>	
Materials and Supplies																	
51205 Supplies - Office	\$ 54.00	\$ 409.50	\$ 18.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	482.08	2,000.00	1,517.92	24%	
51210 Supplies- General	\$ 1,745.23	\$ 7,124.40	\$ 907.24	\$ -	\$ 158.56	\$ -	\$ -	\$ -	\$ -	\$ 81.00	\$ -	\$ -	10,016.43	40,000.00	29,983.57	25%	
51285 Services -Professional	\$ 76,639.11	\$ 72,005.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 677.00	\$ -	\$ -	149,321.31	185,000.00	35,678.69	81%	
51295 Advertising & Public Not	\$ 121,205.00	\$ 7,307.30	\$ 505.29	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	145,017.59	150,000.00	4,982.41	97%	
51305 Communications - Service	\$ -	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,580.00	3,000.00	420.00	86%	
51310 Utilities	\$ 11,281.52	\$ 26,421.30	\$ (2,175.96)	\$ 952.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	36,479.56	25,000.00	(11,479.56)	146%	
51320 Repair & Maint	\$ 709.21	\$ 1,243.71	\$ 432.88	\$ 149.14	\$ -	\$ -	\$ -	\$ 172.00	\$ -	\$ -	\$ -	\$ -	2,706.94	2,000.00	(706.94)	135%	
51340 Lease & Rentals - Space	\$ 425.00	\$ 425.00	\$ 1,925.00	\$ 425.00	\$ 560.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ -	5,885.00	6,600.00	715.00	89%	
51345 Lease & Rentals - Equipm	\$ 20,707.76	\$ 130,666.99	\$ (19,573.57)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	131,801.18	80,000.00	(51,801.18)	165%	
51350 Dues & Membership	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ 68.75	\$ 175.00	\$ -	\$ 95.00	\$ 361.00	\$ -	\$ -	749.75	750.00	0.25	100%	
51355 Staff Training & Educati	\$ -	\$ -	\$ -	\$ 644.00	\$ 255.50	\$ -	\$ -	\$ -	\$ -	\$ 213.00	\$ -	\$ -	1,112.50	3,000.00	1,887.50	37%	
51360 Staff Travel Expense	\$ -	\$ -	\$ -	\$ 203.58	\$ 908.23	\$ 113.59	\$ 298.00	\$ 297.52	\$ 274.32	\$ 164.00	\$ -	\$ -	2,259.24	5,000.00	2,740.76	45%	
51365 Staff Private Mileage	\$ -	\$ -	\$ -	\$ 211.86	\$ 71.90	\$ -	\$ 38.68	\$ -	\$ -	\$ -	\$ -	\$ -	322.44	300.00	(22.44)	107%	
51355 Board Training & Educat	\$ -	\$ -	\$ -	\$ 89.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	89.60	600.00	510.40	15%	
51360 Board Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	2,500.00	2,500.00	0%	
51365 Board Private Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	50.00	50.00	0%	
51390 Permits, Licenses & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	500.00	1,000.00	500.00	50%	
51465 - Postage & Freight	\$ -	\$ 24.38	\$ -	\$ -	\$ 1,444.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,469.06	500.00	(969.06)	294%	
51475 Printing- Internal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	2,000.00	2,000.00	0%	
51495 Telephone Monthly	\$ 885.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	885.65	400.00	(485.65)	221%	
51550 Other Materials & Servic	\$ -	\$ 410.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54.00	\$ -	\$ -	464.48	2,000.00	1,535.52	23%	
TOTAL	\$ 233,652.48	\$ 247,118.26	(17,910.54)	18,675.88	3,398.87	2,107.34	936.68	894.52	1,294.32	1,975.00	0.00	0.00	492,142.81	511,700.00	19,557.19	96%	
Other Expenditures																	
52005 Bank Service Fees	\$ 390.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390.38	2,941.00	2,550.62	13%	
52130 Other Special Exp	\$ 35,862.68	\$ 19,378.80	\$ 10,503.57	\$ -	\$ 40.00	\$ -	\$ -	\$ -	\$ 200.00	\$ 140.00	\$ -	\$ -	\$ 66,125.05	62,000.00	(4,125.05)	107%	
52139 Concert Expenses	\$ 62,804.00	\$ 85,439.19	\$ (2,394.95)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,848.24	125,000.00	(20,848.24)		
52146 Entertainment Exp	\$ 142,009.25	\$ 24,843.84	\$ (4,157.91)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162,695.18	135,000.00	(27,695.18)	121%	
52147 Open Class Exp	\$ 23,688.28	\$ 10,638.11	\$ (9,759.19)	\$ 37.50	\$ 95.04	\$ -	\$ 33.34	\$ -	\$ 75.60	\$ -	\$ -	\$ -	\$ 24,808.68	30,000.00	5,191.32	83%	
52148 4-H Expenses	\$ 2,684.63	\$ 6,411.57	\$ 14,980.16	\$ -	\$ -	\$ 577.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,654.16	25,000.00	345.84	99%	
52149 FFA Expenses	\$ 6,609.63	\$ 6,627.35	\$ 714.09	\$ -	\$ -	\$ 577.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,528.87	15,000.00	471.13	97%	
52151 Sunday Arena Exp	\$ 26,526.50	\$ 3,705.90	\$ (1,852.95)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,379.45	30,000.00	1,620.55	95%	
52152 Saturday Arena Exp	\$ -	\$ -	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00	3,000.00	300.00	90%	
52153 Thursday Arena Exp	\$ 20,560.50	\$ 3,705.90	\$ (1,852.95)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,413.45	25,000.00	2,586.55	90%	
52156 Parking Expenses	\$ -	\$ 64,676.87	\$ 3,916.17	\$ -	\$ -	\$ 1,098.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,691.04	20,000.00	(49,691.04)	0%	
TOTAL	\$ 321,135.85	\$ 225,427.53	\$ 12,796.04	\$ 37.50	\$ 135.04	\$ 2,253.60	\$ 33.34	\$ -	\$ 275.60	\$ 140.00	\$ -	\$ -	\$ 562,234.50	472,941.00	(89,293.50)	119%	
53010 Interdpt Chg - Indirect Charges													\$ -	73,733.00	73,733.00	0%	
Total	\$ 6,144.42	\$ 6,144.42	\$ 6,144.42	\$ 6,144.42	\$ 6,144.42	\$ 6,144.42	6,144.42	6,144.42	6,144.42	6,144.42	6,144.42	0.00	0.00	61,444.20	73,733.00	73,733.00	0%
Total Expenditures	\$ 581,287.45	\$ 511,736.81	35,860.54	48,818.42	34,306.71	34,322.57	31,236.28	32,120.81	41,907.95	32,642.42	0.00	0.00	1,384,239.96	1,399,098.00	76,302.24	95%	
TOTAL REVENUES	\$ (152,183.45)	\$ (771,251.30)	(66,416.81)	(48,646.60)	(45,898.50)	(36,587.10)	(82,830.07)	(34,372.50)	(35,535.60)	(42,637.00)	0.00	0.00	(1,316,358.93)	(1,395,100.00)	(78,741.07)		
TOTAL EXPENDITURES	\$ 581,287.45	\$ 511,736.81	35,860.54	48,818.42	34,306.71	34,322.57	31,236.28	32,120.81	41,907.95	32,642.42	0.00	0.00	1,384,239.96	1,399,098.00	76,302.24		
													67,881.03	3,998.00	(2,438.83)		

Exhibitor & Vendor Parking Proposal

Background:

The Washington County Fair continues to be a popular event with attendance increasing each year. With this comes major parking issues and each year we run out of parking at least 3 of the 4 days of the Fair. For the last 3 year the Fair has done a major media campaign requesting the Fair going public to not drive their cars to the Fair. We have asked that they carpool, ride lightrail, ride bikes, walk, or use ride-share services such as Uber and Lyft. The good news is we have seen a major (over 300%) increase in ridership of lightrail, more good news is that more people come to the Fair each year to enjoy all the great activities we have to offer. The bad news is this increase in people, despite the increase in train ridership, is still causing us to run out of parking and the public trying to come to the Fair get turned away due to being out of parking spaces.

Proposal:

The Fair will continue to promote not driving to the Fair to the Fair going public, but now it's time to make changes to how we park and charge our vendors, exhibitors and other partners. Staff recommends the following:

The Tennis Court parking lot

This lot will be reserved for 4-H Leaders/Superintendents/OSU Staff/Volunteers, and the 4 FFA advisors at no charge – There is limited availability, 118 spaces total. We highly encourage these people to carpool to try and make room for as many people as possible to use this lot. Security will be posted in this lot to allow access to those with issued passes. Passes will not be available for purchase for this lot. Those with access to this lot may come and go as they please for the duration of the Fair. A parking pass will be issued to leaders/supers/staff/volunteers approved by the 4-H extension office. The issued parking pass will have the person's name on the pass and the department they represent. The pass must be displayed in the window of the vehicle at all times it is parking in this lot. Parking passes that are tampered with will be confiscated and will not be re-issued. Those coming from this lot with either enter through the Livestock Gate (for livestock and small animal exhibitors, appropriate identification will be required) or through the rear entrance gate to the Cloverleaf building (prior to 10:00 am) or through the public Cloverleaf Entrance gate (after 10:00 am).

Trailer Parking Lot (adjacent to the Tennis Court lot) - Livestock only

This lot is reserved for livestock trailers and tow vehicles that do not need to come and go. Priority will be given to livestock exhibitors from out of the area. Local exhibitors are requested to take their trailers and non-needed vehicles home after unloading at the Fairgrounds on move-in day. If an exhibitor needs their tow vehicle to come and go from the Fairgrounds it can't be parked in this lot. This lot will be locked beginning Thursday morning at 10:00 am and will remain locked until Sunday. Staff will coordinate with livestock supers for unlocking of this lot for livestock move-out on Sunday.

Cloverleaf lot

This will be an ADA lot only, however pick-up and drop-off/loading and unloading will be allowed (no more than 10-minutes).

Grass Parking Lot (adjacent to the Cloverleaf lot – former campground)

This will return to a public parking lot. This is also the lot that all livestock exhibitors, including small animal exhibitors, will use. There will be reserved parking spaces with come and go access for those who purchase campsites (1 per site) and there will be a limited amount of reserved parking spaces located near the livestock entrance gate for sale for \$60 for the week exclusively for livestock exhibitors. The

regular daily rate for this lot is \$10 per day and a ticket is good for an entire day and ticket holders may come and go. Livestock exhibitors and their families will be treated no different than the public and will be charged the daily rate of \$10. Ticket sellers will open the parking lot at 6:00 am each day and the parking lot will close at 12:00 am. Any cars not in reserved spaces that are left over night are subject to being towed. Daily parking tickets do have come and go access with that day's tickets.

The grass lot that has been the Livestock Campground for the past few years is going to revert back to a parking lot; the Livestock Campground will go back to its original location. Port-a-potties and handwashing stations will continue to be provided in the campground. Shower facilities will still be located in the cloverleaf building with exclusive use by registered campers only. Vehicles, including tow vehicles, are strictly prohibited in the campground. Each campsite will be provided one (1) reserved parking space in the grass lot. A sign will be posted with the campers name at the parking spot and a coordinating parking pass will be provided. This pass will allow the camper to come and go from the fair as they please for the duration of the Fair. The pass must be displayed in the window of the vehicle at all times it is parked in this lot. Parking passes that are tampered with will be confiscated and will not be re-issued. Those coming from this lot will either enter through the Livestock Gate (for livestock and small animal exhibitors, appropriate identification will be required) or through the rear entrance gate to the Cloverleaf building (prior to 10:00 am) or through the public Cloverleaf Entrance gate (after 10:00 am).

Vendor Parking Lot

Vendors are not allowed to park in public parking lots. Vendors will pay per day to park and shall only park in the designated vendor parking lot. Local vendors are encouraged to car pool, ride lightrail or use ride-share such as Uber or Lyft.

Other Information

- Judges for all programs will be provided free parking passes to park in the main parking lot off 34th Ave.
- 4-H/OSU/FFA participants from the Portland Metro area are asked to ride lightrail, even if it's just parking at a nearby park-and-ride and then taking the train to the Fairground, or using ride-share programs. Those that still choose to drive and park are encouraged to at least carpool with others.
- Non-Livestock exhibitors will be parked in the main public lot off 34th Ave.
- Exhibitor families will be treated as a member of the public.
- The Livestock Association receives parking passes as part of their contract.
- Shuttle buses to bring people to and from lightrail will still be used.
- A designated "crossing guard" will be stationed on Veteran's Drive to assist participants in crossing the street safely.

Washington County Fair
873 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
leah_perkins-hagele@co.washington.or.us
www.bigfairfun.com

MEMORANDUM

Date: June 1, 2018

To: Washington County Fair Board

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

Re: 2018 Marketing Plan

Attached is the 2018 Marketing Plan for the Fair. Please note that this is a very high level overview of where we are spending our \$150,000 advertising dollars and does not account for all of the individual ad placements, dates, times, locations, etc.

2018 County Fair Advertising

- **RADIO STATIONS-**

- 92.3 KGON, 99.5 The Wolf, 105.1 The Buzz
- 104.5 WAY-FM
- KOHI, St. Helens, Oregon

- **TV STATIONS-**

- KPTV
- KGW
- CW-32
- Univision (Spanish)
- Estrella (Spanish)

2018 County Fair Advertising

Continued...

OUTDOOR ADVERTISING-

- The Washington County Fair will be advertised on 5 digital billboards and 7 static billboards, from July 2 through July 29. (See the attached art.)

IN-THEATER ADVERTISING-

- The Fair's :30 television commercial will be seen from July 6 through July 29 at Bridgeport 18 with IMAX, Cedar 16 at Cedar Hills Crossing, Movies on TV 16, and at the Progress Ridge 14 with GXL Cinemas, on a total of 63 screens, before the featured films start at the theaters, and then, simultaneously, on the video displays out in the lobby over the snack bars, reaching those standing in line.

SOCIAL MEDIA-

Targeted ads will be purchased on Facebook and Instagram to promote the Fair and our concert line-up. Our Twitter account will also be used.

2018 County Fair Advertising

Continued.....

- **DIGITAL ADVERTISING-**

A portion of our advertising with the television stations includes Digital Advertising to more specifically target certain demographics. This is done in a variety of ways, from what is termed as “O.T.T.”—Over the Top Television that reaches users who view programming via a Roku or Fire Stick device, Hulu, etc., outside of the traditional television channels, to “Geo-Fencing” where we can create a Digital Fence with zip codes to have our commercials, digital banners, etc., reach a specific audience as they go about their day using the internet. We are also working with Viamedia which expands our reach not only with Digital Advertising, but also targeting customers who use Frontier to get their television programming.

Billboard Art #1



Billboard Art #2



Big Washington
County
FAIR

Fair Fun

July 26 - 29 in Hillsboro

FREE Admission

BigFairFun.com



TIMELINE FOR FUTURE FAIR DATES AND EVENT CENTER CONSTRUCTION

SUBJECT TO CHANGE WITHOUT NOTICE

Late Fall/Early Winter 2018

Event Center Ground Breaking

July 25 through 28, 2019

"Construction" Fair

July 24 through August 2, 2020

First 10-day Fair. Possible 2nd "Construction" Fair

Late Spring/Early Fall 2020

Grand Opening of the Event Center