

# **NOTICE OF MEETING**

**Washington County Fair Board  
Washington County Fair Complex  
Main Exhibit Hall North  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, OR 97124  
Wednesday, July 11, 2012  
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, July 11, 2012 at 4:30 p.m. at the Washington County Fair Complex Main Exhibit Hall North, located at 873 NE 34<sup>th</sup> Ave, Hillsboro OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

# FAIR BOARD MEETING PROCEDURES

Washington County Fair Board of Directors  
873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124

## Fair Board

Don McCoun, President  
Betty Atteberry, Vice President  
Scott Nelson, Board Member

Bill Ganger, Board Member  
Dan Logan, Board Member  
Gary Seidel, Board Member

Andy Duyck, County Commissioner

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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.

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## 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.

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## 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.

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## 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.

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## **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

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## **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, Main Exhibit Hall North

Wednesday, July 11, 2012

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

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

## **Fair Board**

Don McCoun, President  
Betty Atteberry, Vice-President  
Scott Nelson, Board Member

Bill Ganger, Board Member  
Dan Logan, Board Member

Gary Seidel, Board Member  
Andy Duyck, Board Member

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### **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. June 2012 Fair Board Meeting Minutes

### **D. Reports**

1. Financial Report
2. 4-H Update

### **E. Old Business**

1. Fair Update
2. Fundraising/Foundation

### **F. New Business**

1. None

### **G. Other Matters of Information**

1. County Administrative Office Update, if any
2. Other, if any

### **H. Oral Communications II**

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

### **I. Adjourn**

County of Washington

Washington County Fair Complex  
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Hillsboro, Oregon 97124  
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## MEMORANDUM

**Date:** July 8, 2012

**To:** Washington County Fair Board

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

**Re:** Financial Reports

The YTD financial statement through June 2012 for Fiscal Year 11/12 will be available at the September meeting.

**Minutes**  
**Washington County Fair Complex Board**  
**Wednesday, June 13, 2012**

**Convened:** 4:34 pm

**FAIR COMPLEX BOARD:**

President Don McCoun  
Vice President Betty Atteberry  
Board Member Dan Logan  
Board Member Andy Duyck

Board Member Bill Ganger  
Board Member Gary Seidel  
Board Member Scott Nelson

**STAFF:**

Leah Perkins-Hagele, Fair Complex Manager  
Nancy Karnas, Fair Assistant

Rod Rice, Deputy County Administrator

**A) Call to Order**

- 1) President McCoun called the meeting to order at 4:34 p.m. clarifying the meeting had been rescheduled due to the majority of members not being available on June 6<sup>th</sup>. President McCoun noted that Board Members Seidel and Logan were not able to attend this evening.

**B) Oral Communications 1 – NONE**

**C) Approval of Minutes –**

- 1) President McCoun called for a motion to accept the May minutes as submitted. Board Member Scott Nelson made the motion with a second by Vice President Betty Atteberry.

**Motion by Board Member Nelson to approve the May Minutes . 2<sup>nd</sup> by Board Member Atteberry. Motion carried 5-0.**

**D) Reports**

**1) Financials –**

- a) Fair Manager Leah Perkins-Hagele presented the financials for the month of May. Perkins-Hagele stated that there is just one month left in this fiscal year and year end financials should be ready for the July meeting. Perkins-Hagele directed the board to take note that expenses have begun for fair activities such as advertising and other miscellaneous items. Perkins-Hagele stated the revenue for Hotel Motel tax will be sometime in August but will apply to the current fiscal year and should exceed the budgeted amount. Perkins-Hagele clarified the advertising was done to promote the Miranda Cosgrove concert. Deputy County Administrator Rod Rice informed the board that the overlap for expenses will occur often due to the placement of the fair within the fiscal year. Board Member Nelson asked if items could be deferred so they would apply during the correct fiscal year; Rice replied that due to local budgeting laws that the expenses must be applied at the time the expense incurred.

**Motion by Vice President Atteberry to approve the May Financials as prepared. 2<sup>nd</sup> by Board Member Ganger carried 5-0.**

- 2) **4-H Update** – Pat Willis was not available for the meeting, President McCoun read a letter from Mr. Willis to the board. Points included:
- a) Albert, Deb Cablao and himself met to go over horse fair.
  - b) Approximately 120 participants and over 300 campers.
  - c) Alpacas are new this year
  - d) Portable sink provided in the Main Exhibit Hall for 4H cooking

**E) Old Business**

- 1) **Fair Update** – Fair Manager Leah Perkins-Hagele stated that Andy Duyck and Dick Schouten are working with the fair to promote bike riding to the fair. Perkins-Hagele stated that several local groups are being involved in creating a campaign to increase bike ridership and using mass transit. Perkins-Hagele stated plans are for a happy hour event for the bike riders including a special pavilion area with other amenities such as valet and security. Perkins-Hagele stated this promotion should help alleviate some of the parking issues and is working on obtaining a group to run this area. Perkins-Hagele continued that staff has been focusing on the free breakfast days during Horse and regular Fair. The menu will alternate between pancakes/sausage or biscuits/gravy in addition to fruit, juice and milk. Staff obtained their food handlers permits and plans are going forward. President McCoun stated that he met with Elmers restaurant and they agreed to supply some items to support the event. Fair Manager Perkins-Hagele stated that staff has met with a flagging crew to direct traffic on Friday-Sunday. The lights on Cornell will be flashing during the event to help control traffic and the parking situations. Perkins-Hagele stated that the iCarly and other tickets are being sold online currently and entries are coming in for livestock shows. Perkins-Hagele stated that Arena and Carnival admissions are being purchased online. She stated that Arena events will be more expensive at the gate to encourage online purchases and alleviate the congestion in the grounds during the line up for the events. Perkins-Hagele stated that the Latino concert is a go and Leo Aguilar will be the producer of the event and at this time the estimate is \$10 per person to attend. She continued that other than the 50/50 split of alcohol revenue to fair is not paying for any portion of that event. Perkins-Hagele segued to the carnival update, a particular note that Funtastic brought in 18 rides their last year but Butler will be bringing in 30 rides this year. Perkins-Hagele stated that the VIP invitations should be mailed in approximately one week and a Rotary event will be held on July 26<sup>th</sup> at noon. Vice President Atteberry asked if the arena event would be held during the VIP event again. Perkins-Hagele stated that event is the same but will try to arrange the noise to be delayed or have the dinner begin earlier to help with the noise. Board Member Nelson asked for clarification about the weigh in dates for 4H, he was under the impression they needed an extra day for fair. Board Member Ganger stated that it was discussed by the group but they decided to stick with just the 4 day event. Deputy County Administrator Rice asked if Fanno Creek Brewery was confident they could accommodate the volume for the fair. Fair Manager Perkins-Hagele stated that the brewer felt they would have no problem meeting the needs of the event and will be assessing the situation during the event as needed. Rice asked about the plan for the concert event as the previous year line up caused issues. Fair Manager Perkins-Hagele stated that ideas are in the works for how to get the patrons out of line and out enjoying the fair by working with the radio stations to promote activities. Perkins-Hagele also stated more ticket takers are needed to help alleviate the length of the line.
- 2) **Fundraising /Foundation-** President McCoun began by thanking staff for the great event held to thank the donors for the fundraising group. Fair Manager Leah Perkins-Hagele stated she and Rice met with the attorney working towards the formation of the nonprofit group. She continued that the attorney inquired as to the nature of what the group plans to accomplish and came to the conclusion that the majority of projects were beneficial to educational aspects of the fair. Perkins-Hagele stated the attorney advised when the majority of the projects are related to children's programs the group would qualify as a 501(c) 3 but would need to be named as an Education Fund. Perkins-Hagele stated the ultimate fee for



the services of the attorney including all documentation, software and training would be approximately \$7,500. Fair Manager Perkins-Hagele stated that as the board directed previously staff will proceed with the formation of the fundraising group and it will be named The Washington County Fair Educational Fund. Perkins-Hagele added that because the group will qualify as a 501( c ) 3 group this will aid in acquiring sponsors who only donate to those types of organizations. Board Member Duyck asked about the status of the farm bureaus' involvement in the fair. Fair Manager Perkins-Hagele stated that a meeting is forthcoming and it is likely the bureau will be involved. Member Ganger asked what the balance of the fund is at this time; Perkins-Hagele replied approximately \$10,100 as of today. Fair Manager Perkins-Hagele continued that the Farm Bureau was eager to find another way to get information out about their scholarship program and were excited to partner with the Growing Grove activity.

#### **F) New Business –None**

#### **G) Other Matter of Information**

- 1) **County Administrative Update** – Deputy County Administrator Rod Rice stated the budget documents are near completion. Rice anticipates the adjusted budget will be available this week; a few changes were made due to the increase in Transient Lodging tax. Rice continued that a dedicated person from finance will be involved in creating estimates and assisting in budget preparation for the complex. Rice stated that the CAO, finance and staff have been analyzing the previous 10 years of expenses and needs of the fair complex. Rice stated that a plan is needed to establish a reserve fund that can be used in the case of a loss such as weather devastating fair or any extreme repairs. Rice stated that the increase in the transient lodging tax will help achieve the plan in addition to the revenues from the fair event. Rice continued that a feasibility study has begun with Rod Markin, sponsored by the Washington County Visitors Association, to analyze the master plan. President McCoun asked about the high cost of recent repairs that have depleted what was in the reserve funds Don Hillman helped establish. Rice stated that in many cases due to local budgeting laws and the process involved with collecting bids some projects may exceed what the free market may offer due to the standards and local building codes. Rice continued that many of the projects were done to correct previous work that was not done to those standards which ultimately raises the total costs of all work. President McCoun requested more in depth figures of the repair costs Rice replied that a meeting can be arranged to go over the expenses. Rice segued to the parking updates with the port property. Rice stated that a lease is forthcoming but some minor details need to be worked out. The property, which is currently leased to a local farmer, appears to be in use the port will go over the situation. Rice stated that the current arrangement would require the fair staff to seed the property with dwarf fescue to prepare it for use. Discussion ensued regarding the exact location of the lease property in question. Board Member Andy Duyck noted that it would be a good idea to bring a map into the meetings for the future to alleviate the confusion. Fair Manager Perkins-Hagele stated that the parking situation should be helped by the vendors, carnival and other contractors being moved to the annex parking area. Board Member Scott Nelson asked about the campground area near the gate. Perkins-Hagele stated that the plug in area and a few additional spots will be utilized but the remainder of the campers would be placed in the annex area. Board Member Duyck asked about the location of the planned bicycle pavilion. Fair Manager Perkins-Hagele replied the location is still to be determined.
- 2) **Other**-Fair Manager Leah Perkins-Hagele introduced the board to a raffle that will be held to benefit the 501 ( c ) 3 group. Perkins-Hagele stated there are approximately 500 tickets available for \$20 each and would amount to approximately \$10,000 in donations. President McCoun secured the trip for a 7 night Hawaiian vacation worth approximately \$5000. Perkins-Hagele requested the board sell these tickets along with staff.

## H) Oral Communications 2-

- 1) **Katie Jernberg, 17655 SW 111<sup>th</sup> Ave, Tualatin-** Miss. Jernberg a horse fair participant and advisory member requested that security and fencing be installed to protect the participants and prevent any horses from possibly running off the property. Miss Jernberg was extremely concerned for the area where the new road was constructed and how that affects the campgrounds. Fair Manager Perkins-Hagele stated that the MOU between OSU/4H and the fair board requires 4H to provide their own security as in past years and advised to check with Pat Willis for that. Perkins-Hagele also stated that temporary fencing would not be available due to budget constraints but advised Mr. Willis and Ms. Cablao would arrange for the trailers to be positioned inside the main fairgrounds.
  
- 2) **Linda Jernberg- 17655 SW 111<sup>th</sup> Ave, Tualatin** Ms. Jernberg is the vice president of the 4H Horse program. Ms. Jernberg referred to the MOU between the County and Fair Board that states that security is required to be provided for fair and is requesting security and fencing be provided. Ms. Jernberg also stated that the Horse Advisory Board was recently made aware of an issue regarding the trailer donated by Curtis Trailers. Ms. Jernberg stated that the trailer was left in perfect condition and the damage must have been due to the trailer being in an unsecured location. Fair Manager Perkins-Hagele stated that the MOU for the county is in addition to the MOU created for 4H, Oregon State Extension Service and the Fair Board, a copy was given to Ms. Jernberg at this time. Fair Manager Perkins-Hagele stated that the 4H program is provided a budget to spend on program items such as premiums, security, ribbons and other necessary services. Board Member Ganger asked if the damaged trailer was delivered and picked up in a timely fashion. Fair Manager Perkins-Hagele stated that the trailer was picked up the next morning after Horse Fair ended. President McCoun stated that a conversation has been ongoing for the past day regarding the issue but it appears to be resolved. Ms. Jernberg asked if the board was prepared to be liable for any situation that may occur with a lack of security or fencing. Fair Manager Perkins-Hagele stated that this is the responsibility of the 4H program. Board Member Andy Duyck stated that he agrees with Ms. Jernberg's requests but it appears that the funds are already being provided for this purpose and 4H would need to comply with their MOU agreement to provide these services. Board Member Ganger asked why this information regarding the damage to the trailer was not brought to the board or other interested parties. Perkins-Hagele stated that the issue was brought to the attention of Pat Willis and the 4H program did pay for the damage. Perkins-Hagele stated that she was under the impression everyone involved was notified at that time. Ms. Jernberg stated that she was instructed to come before the board by Pat Willis and other attending the advisory meeting the previous evening because they stated the Fair Board is responsible. Ms. Jernberg requested the issues be dealt with by the parties in this agreement. President McCoun stated they are always willing to listen and work to find a solution to issues. Ms. Jernberg stated that she felt a deaf ear is turned to requests made by exhibitors, and they fell like the ugly step child of the fair season. Fair Manager Perkins-Hagele replied that certainly is not the intention, there is no animosity and is hopeful communication with the horse program will be improved in the future.

## I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 6:24 p.m.

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

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**Don McCoun**  
**Board President**