

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday July 10, 2019
4:30 p.m.

The Washington County Fair Board will hold a meeting on Wednesday July 10, 2019 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

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday July 10, 2019

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

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Gary Seidel, President
Andy Duyck, Vice President
Erin Carroll, Board Member

Bill Ganger, Board Member
David Noyes, Board Member

Bob Rollinger, Board Member
Jerry Willey, 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. June 2019 Fair Board Meeting Minutes

D. Reports

1. Approval of May 2019 Financial Report for FY 18/19
2. 4-H Update
3. Educational Fund Update, if any
4. FAC update, if any

E. Old Business

1. County Fair 2019 updates
2. Other, if any

F. New Business

1. 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

Future Meetings:

September 4, 2019 – Strategic Planning 12:00 p.m. to 4:00 p.m. followed by the Fair Board meeting 4:30 p.m. to 6:00 p.m..
November 6, 2019

Washington County Fair Board Meeting

Washington County Fair Complex, Cloverleaf Building

Wednesday June 5, 2019

4:30 pm – 6:00 pm

873 NE 34th Avenue, Hillsboro Oregon 97124

A. Call to Order

Fair Board President Seidel called the meeting to order at 4:30 pm

B. Oral Communications I

None

C. Approval of minutes

- a. **April 3 2019 Fair Board Meeting Minutes:** Board Member Willey made a motion to accept the minutes as presented. Second by Board Member Rollinger. Motion carried.
- b. **April 24, 2019 Fair Board Special Meeting Minutes:** Vice President Duyck made a motion to accept the minutes as presented. Second by Board Member Willey. Motion carried.

D. Reports

- a. **Approval of March and April 2019 Financial Reports for FY 18/19:** Fair Complex Manager Perkins-Hagele reported the financial are very typical for this time of year. We are starting to incur costs for this year's fair. Board Member Rollinger made a motion to accept the financials for March and April 2019 as presented. Second by Board Member Willey. Motion carried.
- b. **4-H update:** 4-H Extension Agent Pat Willis reported that the horse fair will take place at Yamhill County Fair grounds this year. They have raised \$14,000.00. Looking forward to the 10-day fair and would like to get superintendents input.
- c. **Educational Fund update:** No report
- d. **FAC update:** Report made later in the meeting

E. Old Business

- a. **County Fair 2019 updates:** Fair Complex Manager reported the maintenance department has moved to the former Armory recently vacated by the Oregon Military Department. Coastal Farm and Ranch will be sponsoring the Livestock Barns again this year in trade for roughly \$30,000 of Livestock Panels for sheep and goats.
- b. **Other:** None

F. New Business

- a. **Award Contracts**
 - i. **All Star Tent and Rental:** Vice President Duyck made a motion to approve the contract with All Star Rentals. Second by Board Member Ganger. Motion carried.
 - ii. **Peterson Cat:** Board Member Willey made a motion to approve the contract with Peterson Cat. Second by Board Member Rollinger. Motion carried.

G. Other Matters of Information

- a. **County Administrative Office Update:** Washington County Deputy County Administrator Sia Lindstrom & Fair Complex Manager Perkins-Hagele provided an update regarding the Event Center and the FAC's Master Planning process and recommendations as well as the naming of the new Event & Conference Building and the overall facility.

H. Oral Communications II: None

I. Andy adjourned the meeting at 5:34 pm

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MEMORANDUM

Date: July 3, 2019

To: Washington County Fair Board

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

Re: Financial Reports

The May financial reports for Fiscal Year 2018_2019 are attached.



Monthly Financial Report

Washington County

Washington County

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

Account	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	YTD-Actual	Budget	Remaining Budget	Use
Intergovernmental Rev																
41025 Transient Lodge Tax	\$ -	\$ (60,965.10)	\$ (62,940.00)	\$ (50,580.60)	\$ (50,726.40)	\$ (38,865.60)	\$ (34,067.50)	\$ (37,131.30)	\$ (36,546.70)	\$ (50,266.10)	\$ (50,488.10)		(472,577.40)	(585,408.00)	(112,830.60)	81%
43156 Dept Ag Lot. Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (53,166.67)	\$ -	\$ -	\$ -		(53,166.67)	(53,000.00)	166.67	100%
TOTAL	\$ -	\$ (60,965.10)	\$ (62,940.00)	\$ (50,580.60)	\$ (50,726.40)	\$ (38,865.60)	\$ (34,067.50)	\$ (90,297.97)	\$ (36,546.70)	\$ (50,266.10)	\$ (50,488.10)	\$ -	(525,744.07)	(638,408.00)	(112,663.93)	82%
Charges for Sevcies																
44511 Camping Fees	\$ -	\$ (8,700.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(8,700.00)	(8,000.00)	700.00	109%
44514 Comm Booth Rent	\$ (93,035.00)	\$ 1,575.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(91,460.00)	(62,500.00)	28,960.00	146%
44515 Parking Fees	\$ (150,753.92)	\$ (1,062.40)	\$ (345.60)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(152,161.92)	(145,000.00)	7,161.92	105%
44516 Concert Admission	\$ (9,821.36)	\$ (231,901.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(241,722.36)	(375,000.00)	(133,277.64)	64%
44517 Sponsorship Fees	\$ (14,250.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(14,250.00)	(15,000.00)	(750.00)	95%
44518 Carnival Fees	\$ -	\$ (210,213.48)	\$ (11,466.11)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(221,679.59)	(260,000.00)	(38,320.41)	85%
44522 Livestock Entry Fees	\$ (2,296.00)	\$ 60.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(2,131.00)	(1,400.00)	731.00	152%
TOTAL	\$ (270,156.28)	\$ (450,241.88)	\$ (11,706.71)	\$ -	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(732,104.87)	(866,900.00)	(134,795.13)	84%
Miscellaneous Revenues																
48195 Reimburse of Exp	\$ (5,625.00)	\$ (928.00)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(6,553.00)	(1,000.00)	5,553.00	655%
48205 Concessions	\$ (177,732.02)	\$ (60,108.00)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(237,840.02)	(300,000.00)	(62,159.98)	79%
48225 Other Misc Rev	\$ (1,438.50)	\$ 4.50			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		(1,434.00)	(3,200.00)	(1,766.00)	45%
Total	\$ (184,795.52)	\$ (61,031.50)	\$ -	\$ -	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(245,827.02)	(304,200.00)	(58,372.98)	81%
Total Revenues	\$ (454,951.80)	\$ (572,238.48)	\$ (74,646.71)	\$ (50,580.60)	\$ (50,726.40)	\$ (38,865.60)	\$ (34,067.50)	\$ (90,297.97)	\$ (36,546.70)	\$ (50,266.10)	\$ (50,488.10)	\$ 0.00	(1,503,675.96)	(1,809,508.00)	(305,832.04)	83%
Personal Services																
51105 Wages & Salaries	\$ 7,236.97	\$ 22,006.25	\$ 14,342.34	\$ 14,385.67	\$ 14,636.20	\$ 14,989.61	\$ 15,494.20	\$ 15,494.21	\$ 24,164.69	\$ 16,159.17	\$ 15,494.21		174,403.52	203,565.00	29,161.48	86%
51110 Temporary Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0.00	11,350.00	11,350.00	0%
51115 Overtime/Other Pay	\$ -	\$ 1,620.69	\$ -	\$ -	\$ 75.69	\$ -	\$ -	\$ 343.20	\$ -	\$ -	\$ 423.36		2,462.94	6,000.00	3,537.06	41%
51125 FICA	\$ 546.56	\$ 1,795.99	\$ 1,083.30	\$ 1,086.72	\$ 1,111.56	\$ 1,132.77	\$ 1,169.43	\$ 1,194.44	\$ 1,834.52	\$ 1,219.65	\$ 1,201.12		13,376.06	16,493.00	3,116.94	81%
51130 Workers Comp	\$ 45.90	\$ 137.84	\$ 88.07	\$ 88.01	\$ 84.09	\$ 88.06	\$ 91.83	\$ 91.83	\$ 149.20	\$ 103.30	\$ 91.79		1,059.92	1,417.00	357.08	75%
51135 Employer Paid Workday	\$ 3.18	\$ 10.42	\$ 4.74	\$ 5.48	\$ 4.81	\$ 5.02	\$ 3.69	\$ 5.13	\$ 7.92	\$ 5.36	\$ 5.54		61.29	102.00	40.71	60%
51140 Pers Contribution	\$ 1,540.44	\$ 5,063.79	\$ 3,085.97	\$ 3,092.50	\$ 3,166.70	\$ 3,119.98	\$ 3,119.98	\$ 3,199.91	\$ 4,679.95	\$ 3,119.98	\$ 3,183.38		36,372.58	42,820.00	6,447.42	85%
51150 Health Insurance	\$ 4,233.44	\$ 4,192.73	\$ 3,843.79	\$ 3,843.72	\$ 3,843.52	\$ 3,843.79	\$ 4,192.55	\$ 4,193.24	\$ 4,193.22	\$ 4,193.25	\$ 4,193.30		44,766.55	50,319.00	5,552.45	89%
51155 Life, Long Term Disabilit	\$ 54.26	\$ 54.12	\$ 49.68	\$ 49.73	\$ 49.81	\$ 49.69	\$ 54.29	\$ 54.36	\$ 54.29	\$ 54.26	\$ 54.26		578.75	721.00	142.25	80%
51160 Unemployment Insurance	\$ 3.54	\$ 10.43	\$ 6.76	\$ 6.74	\$ 6.52	\$ 6.80	\$ 7.10	\$ 7.00	\$ 11.46	\$ 7.90	\$ 7.07		81.32	109.00	27.68	75%
51165 Tri-Met Tax	\$ 48.20	\$ 158.88	\$ 95.32	\$ 95.60	\$ 97.82	\$ 100.10	\$ 104.87	\$ 106.99	\$ 165.14	\$ 109.92	\$ 107.90		1,190.74	1,630.00	439.26	73%
51180 Other Employee Allow	\$ 26.25	\$ 78.75	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 78.75	\$ 52.50	\$ 52.50		603.75	683.00	79.25	88%
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0.00	0.00	0.00	0%
TOTAL	\$ 13,738.74	\$ 35,129.89	\$ 22,652.47	\$ 22,706.67	\$ 23,129.22	\$ 23,388.32	\$ 24,290.44	\$ 24,742.81	\$ 35,339.14	\$ 25,025.29	\$ 24,814.43	\$ 0.00	274,957.42	335,209.00	60,251.58	82%

<i>Account</i>	<i>July 2018</i>	<i>Aug 2018</i>	<i>Sept 2018</i>	<i>Oct 2018</i>	<i>Nov 2018</i>	<i>Dec 2018</i>	<i>Jan 2019</i>	<i>Feb 2019</i>	<i>Mar 2019</i>	<i>Apr 2019</i>	<i>May 2019</i>	<i>June 2019</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
Materials and Supplies																
51205 Supplies - Office	\$ -	\$ 211.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.08	\$ -	\$ -		238.78	2,000.00	1,761.22	12%
51210 Supplies- General	\$ 13,739.85	\$ 10,151.73	\$ 2,543.93	\$ 238.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.99	\$ -		26,684.87	45,000.00	18,315.13	59%
51285 Services -Professional	\$ 45,915.31	\$ 81,310.21	\$ -	\$ -	\$ 38,022.40	\$ 359.80	\$ -	\$ 778.67	\$ 415.00	\$ -	\$ -		166,801.39	195,000.00	28,198.61	86%
51295 Advertising & Public Not	\$ 134,963.20	\$ 8,488.01	\$ 409.79	\$ -	\$ 94.10	\$ 800.00	\$ 750.00	\$ 1,750.00	\$ 35.00	\$ 584.48	\$ 215.52		148,090.10	150,000.00	1,909.90	99%
51305 Communications - Service	\$ 19.79	\$ 1,115.00	\$ -	\$ -	\$ -	\$ 2,250.00	\$ 182.49	\$ -	\$ -	\$ -	\$ 2,250.00		5,817.28	3,000.00	(2,817.28)	194%
51310 Utilities	\$ 8,707.05	\$ 18,834.03	\$ 25,173.90	\$ 282.00	\$ (25,455.90)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		27,541.08	37,000.00	9,458.92	74%
51320 Repair & Maint	\$ 42.61	\$ 420.61	\$ 1,007.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		1,471.07	2,500.00	1,028.93	59%
51340 Lease & Rentals - Space	\$ 425.00	\$ 425.00	\$ 425.00	\$ 1,540.84	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00		5,790.84	6,600.00	809.16	88%
51345 Lease & Rentals - Equipm	\$ 29,085.39	\$ 67,506.16	\$ -	\$ 5,368.30	\$ 762.50	\$ 1,650.00	\$ -	\$ -	\$ -	\$ 343.40	\$ -		104,715.75	150,000.00	45,284.25	70%
51350 Dues & Membership	\$ 200.00	\$ -	\$ 500.00	\$ -	\$ -	\$ 75.00	\$ 175.00	\$ -	\$ 95.00	\$ 265.50	\$ 135.00		1,445.50	850.00	(595.50)	170%
51355 Training & Education	\$ -	\$ -	\$ -	\$ 1,368.00	\$ -	\$ -	\$ -	\$ 560	\$ -	\$ 29.50	\$ 212.50		2,170.00	3,600.00	1,430.00	60%
51360 Travel Expense	\$ -	\$ -	\$ -	\$ 1,000.08	\$ -	\$ 1,802.19	\$ 584.84	\$ 897.04	\$ -	\$ -	\$ 144.00		4,428.15	7,500.00	3,071.85	59%
51365 Private Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12.92	\$ -	\$ 17.11	\$ -	\$ -	\$ -		30.03	350.00	319.97	9%
51390 Permits, Licenses & Fees	\$ -	\$ -	\$ 358.40	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ -	\$ -		398.40	500.00	101.60	80%
51465 - Postage & Freight	\$ -	\$ -	\$ -	\$ 17.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22.89		40.86	100.00	59.14	41%
51475 Printing- Internal	\$ -	\$ 1,622.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		1,622.59	1,500.00	(122.59)	108%
51495 Telephone Monthly	\$ 400.39	\$ 201.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		601.43	400.00	(201.43)	150%
51550 Other Materials & Servic	\$ 1,204.50	\$ 27.58	\$ 248.08	\$ 53.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360.00	\$ -		1,894.14	1,000.00	(894.14)	189%
TOTAL	\$ 234,703.09	\$ 190,313.66	30,666.95	9,869.54	13,848.10	7,374.91	2,117.33	4,467.82	997.08	2,018.87	3,404.91	0.00	499,782.26	606,900.00	107,117.74	82%
Other Expenditures											\$ -					
52005 Bank Service Fees	\$ -	\$ 616.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 616.38	904.00	287.62	68%	
52130 Other Special Exp	\$ 38,047.95	\$ 13,430.00	\$ 102.50	\$ 125.60	\$ 80.00	\$ 80.00	\$ -	\$ 75.00	\$ 700.00	\$ 140.00	\$ -		52,781.05	65,000.00	12,218.95	81%
52139 Concert Expenses	\$ 385,067.55	\$ 29,365.68	\$ 2,513.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		416,946.28	410,000.00	(6,946.28)	
52146 Entertainment Exp	\$ 176,293.50	\$ 30,930.76	\$ -	\$ -	\$ -	\$ -	\$ 3,709.99	\$ -	\$ -	\$ -	\$ -		210,934.25	200,000.00	(10,934.25)	105%
52147 Open Class Exp	\$ 24,344.00	\$ 11,269.03	\$ 60.00	\$ -	\$ 341.67	\$ -	\$ (74.99)	\$ -	\$ 225.00	\$ 179.00	\$ -		36,343.71	25,000.00	(11,343.71)	145%
52148 4-H Expenses	\$ 17,189.51	\$ 18,470.32	\$ -	\$ -	\$ 341.66	\$ -	\$ 2,369.89	\$ -	\$ 750.00	\$ -	\$ -		39,121.38	25,000.00	(14,121.38)	156%
52149 FFA Expenses	\$ 5,810.88	\$ 5,911.54	\$ -	\$ -	\$ 341.67	\$ -	\$ -	\$ -	\$ 975.00	\$ -	\$ -		13,039.09	15,000.00	1,960.91	87%
52156 Parking Expenses	\$ 8,368.00	\$ 54,037.94	\$ 4,464.54	\$ 7,790.26	\$ -	\$ -	\$ 606.41	\$ -	\$ -	\$ -	\$ -		75,267.15	50,000.00	(25,267.15)	0%
TOTAL	\$ 655,121.39	\$ 164,031.65	\$ 7,140.09	\$ 7,915.86	\$ 1,105.00	\$ 80.00	\$ 6,611.30	\$ 75.00	\$ 2,650.00	\$ 319.00	\$ -	\$ -	\$ 845,049.29	790,904.00	(54,145.29)	107%
53010 Interdpt Chg - Indirect C	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 70,120.38	76,495.00	6,374.62	92%	
Total	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ -	70,120.38	76,495.00	6,374.62	92%
Total Expenditures	\$ 909,937.80	\$ 395,849.78	66,834.09	46,866.65	44,456.90	37,217.81	39,393.65	35,660.21	45,360.80	33,737.74	34,593.92	0.00	1,689,909.35	1,809,508.00	119,598.65	93%
TOTAL REVENUES	\$ (454,951.80)	\$ (572,238.48)	(74,646.71)	(50,580.60)	(50,726.40)	(38,865.60)	(34,067.50)	(90,297.97)	(36,546.70)	(50,266.10)	(50,488.10)	0.00	(1,503,675.96)	(1,809,508.00)	(305,832.04)	
TOTAL EXPENDITURES	\$ 909,937.80	\$ 395,849.78	66,834.09	46,866.65	44,456.90	37,217.81	39,393.65	35,660.21	45,360.80	33,737.74	34,593.92	0.00	1,689,909.35	1,809,508.00	119,598.65	
													186,233.39	0.00	(186,233.39)	