

# **NOTICE OF MEETING**

## **Washington County Fair Board**

Washington County Fair Complex  
873 NE 34<sup>th</sup> Ave, Hillsboro, OR 97124

The Washington County Fair Board will hold its regular monthly meeting on Wednesday June 4, 2014 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building. 873 NE 34<sup>th</sup> Ave, Hillsboro, OR 97124

Meetings are recorded.

Agenda & Meeting Procedures are attached

---

In compliance with the Americans 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.

# FAIR BOARD MEETING PROCEDURES

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

### Fair Board

Scott Nelson, President  
Erin Wakefield, Vice President  
Don McCoun, Board Member

Bill Ganger, Board Member  
Gary Seidel, Board Member

Betty Atteberry, Board Member  
Andy Duyck, County Commissioner

---

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.

---

### 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.

---

### 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.

---

### 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.

---

## **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

---

## **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, Cloverleaf Building

Wednesday, June 4, 2014

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

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

## **Fair Board**

Scott Nelson, President  
Erin Wakefield, Vice-President  
Don McCoun, Board Member

Bill Ganger, Board Member  
Gary Seidel, Board Member

Betty Atteberry, Board Member  
Andy Duyck, 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. May 2014 Fair Board Meeting Minutes

### **D. Reports**

1. Financial Report
2. 4-H Update

### **E. Old Business**

1. County Fair 2014
2. Educational Fund Update, 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**

**Minutes**  
**Washington County Fair Board**  
**Wednesday, May 7, 2014**

**Convened:** 4:30 pm

**FAIR BOARD:**

President Scott Nelson  
Vice President Erin Wakefield  
Board Member Don McCoun  
Board Member Andy Duyck

Board Member Bill Ganger  
Board Member Gary Seidel  
Board Member Betty Atteberry

**STAFF:**

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

**A) Call to Order**

- 1) President Nelson called the meeting to order at 4:30 p.m. Nelson noted members Atteberry, McCoun, Duyck, Ganger and Seidel were present along with Staff. Nelson noted that Board Member Wakefield was absent.

**B) Oral Communications 1-**

- 1) **Hillsboro High School OHSET Members**, Jolie Lowe, Britney Norby, Bethany Heyob, Jasmine Jones stated they have come before the board on behalf of their 10 member team to request a donation from the board to assist them in attending their State Competition in Redmond. The team presented the board a written estimated breakdown of their costs and contributions to date. Board member Seidel asked when the event was held; Ms. Lowe stated the competition was next week. Board Member Duyck asked how many equestrian teams were in Washington County. Ms. Lowe stated they are set up by high school in districts but if a school does not have a team or enough members they can combine with another. Board Member Duyck stated he was concerned about the issue of fairness with the number of districts in Washington County and if all would be given the same fair considerations. President Nelson inquired if there was any funds available this late to allocate. Fairgrounds Manager Perkins-Hagele stated there could be a discussion during the financial report but this request does not fall under 4H or FFA line items. Board Member McCoun asked about fundraising methods the team has made to date. Ms. Lowe stated that the team doesn't receive funding but they have done several fundraisers that haven't turned out as well as they had hoped. Board Member Ganger asked if the team is part of FFA or 4H. Ms. Lowe stated that many of the team members are part of those organizations individually.
- 2) **Jan Harer, 4H Horse Co-Superintendent**, Ms. Harer came before the board to request that the fair booster group provide meals during the lunch hours and breakfast on days the board was not providing. Ms. Harer stated that the boosters have offered to donate and volunteer their time and resources for this it was not a fundraiser for the boosters. Ms. Harer stated that last year a 4H group doing a fundraiser for a group trip provided the meals and this is a great need for their members. Board Member Ganger asked if the Farm Bureau will be sponsoring the breakfast this year. Perkins-Hagele stated that yes and Pat Willis has been notified. President Nelson stated that the board would get back to the horse leaders with the info on what days breakfast will be provided. Board Member McCoun asked about how many people are on the grounds needing the meals. Ms. Harer stated about 200 kids are involved in the program, plus usually an adult comes along and the siblings. Ms. Harer stated that in the

past she knows that the board has provided the exhibitors with the free breakfast and asked for the adults and siblings to pay for theirs. Ms. Harer stated that for the other food there would be about three to four hundred people on site that would benefit from the other meals. President Nelson asked to clarify that there has been someone on site at the fair in the past to provide these meals. Ms. Harer stated that last year that team had assistance from the boosters, prior to that a volunteer and before that a restaurant that was located on site had opened. Fairgrounds Manager Perkins-Hagele interjected that this was an issue for Pat Willis and management to discuss and had not been made aware of any plans. Ms. Harer stated she has not discussed this with Mr. Willis, she was asked by Inez Griffels on behalf of the boosters to come before the board.

- 3) **Matt Pihl, Washington County Fairground Boosters**, Mr. Pihl has come before the board to request permission to provide meals during Horse Fair. Pihl stated the group is also seeking to reacquire the serving of the breakfast during regular Fair as well. Pihl stated that he noticed a police report was filed for items stolen from the fairgrounds recently. Pihl stated that the volunteer sign from the fountain the boosters donated was stolen also and asked if a police report was filed for that. Perkins-Hagele stated that there were several stolen facility signs and would be happy to discuss the matter as this is a facilities issue and not an issue for the Fair Board. She stated that with the new road the grounds have been a constant target of vandalism and theft. Board Member McCoun expressed his displeasure with the booster organization regarding the recent letter to the editor submitted to the Hillsboro Tribune regarding the fairgrounds. Mr. Pihl stated he felt the letter regarding volunteering at the fairgrounds for his group was accurate and the group feels unjustly persecuted. Board Member Duyck stated he disagreed with the statements and knows the boosters have been invited to help with the breakfast. Duyck stated that only Tom Black and Glenna Dryden ever showed up from the group to help. President Nelson stated that the board will have discussions on these matters and staff will discuss the request with 4H.
- 4) **Juan Velazquez, 11009 Summer Lake Loop Tigard, 97223**, Mr. Velazquez stated he is a resident of Yamhill County and participates in the fair there. Velazquez stated that his sister Jackie will temporarily live in Tigard during the summer and would like permission to sell a FFA Market Goat at the Washington County Fair. President Nelson asked for clarification about the living situation for Mr. Velazquez. Velazquez stated he currently lives in Newberg and does FFA for Market Goats; he participates in the Yamhill County Fair in FFA. Board Member Duyck asked why if they live in Yamhill County they don't participate in the 4H program there. Mr. Velazquez stated that there are over 130 kids in that program and they don't pay as much money for goats as Washington County. Mr. Velazquez was made aware of the program last year through a friend and participated in both fairs but there is an issue this year. Board Member Ganger asked if Mr. Velazquez was selling Goats at both Fairs. Mr. Velazquez stated that they were planning on doing so but has been informed that is not allowed that is why he is here today. Fairgrounds Manager Perkins-Hagele added she has spoken to Mr. Velazquez a few times, he has two sisters that do not want to participate in the Yamhill 4H program and would like to participate in Washington County. Perkins-Hagele stated she was not aware of the family showing at the fair last year but they have a program available at their home county. Perkins-Hagele stated that Pat Willis has been informed of the situation also. Perkins-Hagele stated the issue she has with this situation is the family has stated they will only be residing in Tigard for the summer then returning to Yamhill in the fall which would not make them residents of the programs in Washington County. President Nelson stated that a previous ruling has been made on non-residents participating when they have a home county program available. President Nelson stated the board will have to decline the request.
- 5) **Glenna Dryden, 870 NW Garibaldi St, Hillsboro**- Ms. Dryden stated that she would like to make a suggestion at public meetings in this facility to have paper towels available for use in the restrooms. Dryden stated the hand dryers are incredibly loud and make it nearly impossible to hear the meeting in the room.

### C) Approval of Minutes

- 1) President Nelson called for a motion to accept the April minutes. Board Member Atteberry moved to approve the minutes as submitted, a second by Member McCoun. Nelson asked if there was any discussion, and called for the vote.

**Motion by Board Member Atteberry to approve the April Minutes as submitted. 2<sup>nd</sup> by Board Member McCoun Motion carried 6-0.**

### D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials were provided through April in the packets. Perkins-Hagele stated the revenue received is from Transient Lodging Tax. She stated the expenses are the typical payroll and fair portion of facility utilities and other items. Board Member Duyck inquired about the items that were stolen from the grounds and if the county reimburses for the claims. Perkins-Hagele stated she is weighing the options on the claim and the potential for the rates to go up. Board Member McCoun asked what was stolen. Perkins-Hagele stated that a number of small hand tools and power equipment that were stored in the shed, the theft also caused damage to the fence. President Nelson called for the motion to approve the financials as submitted, Board Member Duyck made the motion.

**Motion by Board Member Duyck to approve the Financials as submitted. 2<sup>nd</sup> by Board Member Seidel. Motion carried 6-0.**

- 2) **4-H Update** –Fairgrounds Manager Perkins-Hagele stated she met with Pat Willis that morning. She stated they discussed the layouts and plans for Horse Fair and Fair. She stated that the meetings have been very helpful in planning and mitigating any issues or concerns that arise with the programs. Perkins-Hagele stated that right now they will be working on the Memorandum of Understanding agreement for the 4H program. Perkins-Hagele explained this is so that the 4H program understands what is expected of them for fair and what they have of the Fair. She stated that agreement also establishes the budget allotted to them for premiums, judges and other program expenses. Board Member Duyck asked if that was the fifteen thousand dollar amount. Perkins-Hagele stated that it is that amount less the shared expenses that are paid by the fair for their program. President Nelson asked about the line item amount what exactly that includes. Perkins-Hagele stated that expenses such as the campground, portable restrooms and other items are also allocated to that line item in addition to the lump sum paid out to the program to keep track of where money is spent for operations of that program.

### E) Old Business

- 1) **County Fair Update** –Fairgrounds Manager Leah Perkins-Hagele stated that Lisa has been doing very well on the sponsorship sales and will have a report next month for the Board. Perkins-Hagele stated that vendor booth sales have been going well also. She stated that the main office has been restructured due to a change in contracting methods. Board Member Duyck asked how much of the work can be done by purchase order. Perkins-Hagele stated that contracts are required first before a purchase order is made for payment. President Nelson asked if there is an unusual amount of contracts now. Perkins-Hagele stated that there are the same amounts as usual but now all are required to be county standard and that is a bigger, longer process. President Nelson asked if sponsorships are all sold out. Perkins-Hagele stated that sales are going really well but she isn't completely aware if all are taken as of today. Perkins-Hagele stated that she met with Alpha Radio and she knows one of the artists but does not know who the other performer will be. She stated that Alpha is bound to not release the info yet but has stated that they are a bigger name than the Rose Festival events. Board Member McCoun asked to clarify that the station

will be getting the property and revenue but the fair would keep the concessions. Perkins-Hagele stated yes and also that the advertising bought with that station cannot be used to advertise the concert but only the Fair in general which will benefit the fair. Board Member Ganger stated he attended the OFA spring convention and the session regarding the animal health issue. Ganger stated that no breeding stock will be at the fair only terminal pigs. Perkins-Hagele stated the surrounding states have the swine outbreak and if the disease hits Oregon the fair is reserving the right to cancel the contest. Board Member Duyck asked for clarification about the issue since the show is terminal he wasn't clear of the danger. Perkins-Hagele explained that the virus can transmit on individuals or surfaces and travel home to the farm to harm the stock even if those animals do not show at the fair. Perkins-Hagele stated that it's a very serious illness and the Oregon state vet is ultimately the final say in the matter. Board Member Ganger added that the sheep and goat weigh in is the upcoming Saturday.

- 2) **Educational Fund Update-** Fairgrounds Manager Perkins-Hagele stated funds are still being raised for the emergency PA system. She stated thanks to member McCoun another donor is helping to bridge the gap needed to purchase system.

#### F) New Business- NONE

#### G) Other Matter of Information

- 1) **County Administrative Update** –Fairgrounds Manager Perkins-Hagele stated that the county is in the budget process also and no update was available. President Nelson asked if the fair budget had been submitted; Perkins-Hagele confirmed it had.

#### H) Oral Communications 2-

- 1) **Glenna Dryden-870 NW Garibaldi St, Hillsboro-Ms.** Dryden stated she read about the safety concerns regarding Butler Amusements and wanted to know what extra safety precautions were being taken for the carnival. Perkins-Hagele stated that Butler Amusements is appealing the fine issued to them regarding alleged safety violations the previous October at the Big Fresno Fair. Perkins-Hagele stated she discussed the matter with officials at that fair and the information didn't match what the news reports and claims were stating. Perkins-Hagele stated that she is looking into an independent ride inspection process for the fair similar to how California fairs operate.
- 2) **Tom Black-870 NW Garibaldi St, Hillsboro-** Mr. Black had several questions regarding the financial report that had been approved. Mr. Black asked about the line item for overtime in February and wanted to ask about that. President Nelson stated that it was an adjustment for pay from the fair, finance had made a calculation error. Perkins-Hagele stated that the information was noted in the minutes that were approved earlier. Black stated there was an entertainment expense in March that he is curious about since it is outside the normal time frame of fair. Black also stated a training expense was charged in April and had read there was a decision made about sponsorship wondering if it was related to that. Black stated that the dismal results from the previous representative may have been due to not having enough candidates from the RFP process. Fairgrounds Manager Perkins-Hagele stated Mr. Black could contact her at the office and she would answer those questions. President Nelson stated that the training expenses are often for conferences and other events the board attends for training. Mr. Black stated that he attended the recent FAC meeting and had safety concerns regarding the livestock restrooms that have not been completed on the projects list. Black stated his concern that the kids are mingling with the general public in the shower facility as a safety issue. Black added that the city is planning on widening the 28<sup>th</sup> street intersection in his opinion that is a very dangerous liability and suggests contacting the city for temporary controls at a minimum. President Nelson stated that the bathroom concerns should be addressed to the FAC directly but temporary restrooms are planned as in 2013. Perkins-Hagele stated she has attempted to obtain assistance from HPD for that intersection but has been unsuccessful, she stated she welcomes any help acquiring their assistance.

**I) Adjourn**

- 1) With no further business before the Board, President Nelson adjourned the meeting at 5:38 p.m.

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

-----  
**Scott Nelson**  
**Board President**

**County of Washington**

**Washington County Fair Complex  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, Oregon 97124  
Phone: (503) 648-1416  
Fax: (503) 648-7208  
lperkins@faircomplex.com  
www.faircomplex.com**

## **MEMORANDUM**

**Date:** May 30, 2014

**To:** Washington County Fair Board

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

**Re:** Financial Reports

The monthly financials for FY 13/14 through May 2014 will be available at the meeting.