

Washington County Fair Board Meeting Agenda

June 3, 2020

4:30 pm to 6:00 pm

Westside Commons/ Fair Complex

Cloverleaf Building

873 NE 34th Avenue,
Hillsboro, OR 97124

Public Phone Call-in

+1 971-337-3439

Conference ID: 101 806 269#

Fair Board

Gary Seidel, President
Andy Duyck, Vice President

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 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 2020 Fair Board Meeting Minutes

D. Reports

1. Approval of April 2020 Financial Report for FY 19/20
2. 4-H Update, if any
3. Educational Fund Update, if any
4. FAC update, if any

E. Old Business

1. County Fair 2020 - discussion of potential virtual activities & communications
2. Other, if any

F. New Business

1. Revised "Working" Budget for FY 2020-2021
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

Washington County Fair Board Meeting Agenda

Westside Commons/Fair Complex
Cloverleaf Building
May 4, 2020
4:30 pm
873 NE 34th Ave. Hillsboro OR. 97124

Fair Board

Gary Seidel, President
Andy Duyck, Vice President

Bill Ganger, Board Member
David Noyes, Board Member

Bob Rollinger, Board Member
Jerry Willey, Board Member

A. Call to Order

Meeting was called to order by President Seidel at 4:35 pm

B. Oral Communications I

None at this time

C. Approval of the Minutes

1. January 2020 Fair Board Meeting Minutes,

Board Member Ganger requested a correction of the time that the January meeting started; it was 4:32 pm not 4:02 pm. **Board Member Ganger made a motion to accept the minutes with the correction. Board Member Noyes seconded the motion. Motion carried 6-0.**

D. Reports

1. Approval of January, February and March 2020 Financial Report for FY 19/20

Fair Manager Perkins-Hagele noted the financial report is through March. She said that beyond March they are going to look very different. Board Member Willey stated that the money for TLT is not going to come in on budget. Discussion ensued about TLT collection and expenditures for the rest of the fiscal year. Approval of the Financials was moved to the next meeting.

2. 4-H update

Perkins-Hagele reported that she meets with Pat Willis from 4-H virtually every week. Willis has reported that all 4-H in-person activities have been cancelled through June 30 and 4-H meetings are now occurring virtually.

3. Educational Fund update: Board Member Rollinger said that they have cancelled the Casino Night. Perkins-Hagele will check on the status of refunds pertaining to the event.

4. FAC update: Perkins-Hagele reported that there is no update since a FAC meeting has not been held.

E. Old Business

1. County Fair 2020 Discussion of potential cancellation

Perkins-Hagele shared a list produced by IAFE of things to consider as Fairs discuss cancelling. Perkins-Hagele also reported that she took part in a call with Leah Horner, who is the Governor's Chief of Staff for re-opening. Perkins-Hagele reported in Phase 1 non-essential travel is still not allowed nor events of more than 25. Phase 2, which could be in early July, may raise numbers of gatherings, likely to 100. Phase 3 gathering numbers may expand and the top number is not known. Ms. Horner didn't think the top number would be fair gathering numbers. Perkins-Hagele reported that we do need to give 30-day cancellation for our contracts or we are liable for their payments and further noted that the first contract that would begin work for the Fair would start on July 1, so if the Fair is cancelling it would need to be done prior to June 1 so contracts could be cancelled. Perkins-Hagele reported that she spoke with Troy VanRokel about the auction and he said they are looking at virtual options. President Siedel mentioned cutting down to a 4-day fair instead of 10 day. Perkins-Hagele reported that IAFE and a couple other large live event organizations partnered on a survey that was conducted with 2000 people across the country that in the past have

attended live events. 18% to 50% said that they would attend an outdoor event, sporting event or mass gathering. They said they would expect social distancing, extra cleaning. The survey also asked, if you could or would go to the event can you afford it and 95% said they weren't sure if they could.

Perkins-Hagele noted that if we decided to proceed with the Fair there would be requirements for Social Distancing, such as 6' between people in lines at the bathroom, food lines, carnival lines. Each ride would have to be sanitized between each rider, all employees, contractors, partners, volunteers, exhibitors, and vendors would be required to wear masks and gloves. We could be required to temperature check at the gates, take names and contact information for fair goers for contact tracing. Concerts would not be financially feasible with 6' between each person. Board Member Willey asked the reasons to have a Fair. Perkins-Hagele reported that the Fair is a treasured event in the Community, it provides jobs for thousands of people from tent rental company to high school kids working in food stands and provides economic development throughout the County. Perkins-Hagele reported the risk only lands on the Fair Board. If we hold the Fair we are still liable for payments for the entertainers, tent and reequipment rentals, advertising, but we may not even have enough money to make those payments at the end of the Fair. There is minimal risk for Carnival, Food Concessions and Alcohol sales. They will still be able to make some money.

Board Member Willey asked for a snapshot of the costs if we don't have a fair this year, and a snapshot through June 30, 2020. Willey commented that there is not just a big public health risk, if we have a Fair it's a risk financially to the organization. President Seidel Gary asked for public comment. Jen Reynolds from the Livestock Association said the Auction Committee is looking at the possibility of a virtual youth auction. Carolyn Duyck, 4-H mom of 3 she noted that one of them is a senior. She asked if there any way we could have some kind of a 4-H /FFA livestock show still? Perkins-Hagele reported that we can't make the decision for 4-H /FFA and she sent Pat Willis information about virtual shows. Bill Ganger said that the Livestock Classic is working on doing a virtual show.

Board Member Willey made the motion to cancel the 2020 Washington County Fair. Second by Board Member Rollinger. Motion carried 6-0.

Board Member Duyck asked that staff come back at June Board meeting with a proposal of Virtual Fair activities.

F. New Business - None

G. Other Matters of Information

1. County Administrative Office Update: Perkins-Hagele gave an update on the Event Center noting it's on track. Deputy County Administrator Sia Lindstrom reported that May 1st the County was able to open up some meetings by using ZOOM. First budget meetings coming next week, but because of COVID-19 there may be changes. The county had to learn how to be nimble and flexible.

H. Oral Communication II

I. Adjourn at 5:43 pm

Washington County Fair
801 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: May 28, 2020

To: Washington County Fair Board

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

Re: Financial Reports

The YTD financial report through April 2020 for Fiscal Year 2019_2020 is attached. Included in this report are estimates for May & June.



Monthly Financial Report

Washington County

Washington County

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

Account	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	Estimated May 2020	Estimated June 2020	YTD-Actual	Budget	Remaining Budget	Use
Intergovernmental Rev																
41025 Transient Lodge Tax		\$ (65,894.50)	\$ (66,565.70)	\$ (53,203.80)	\$ (52,184.50)	\$ (41,550.20)	\$ (34,859.90)	\$ (36,548.90)	\$ (39,068.50)	\$ (20,318.00)	\$ (25,000.00)	\$ (25,000.00)	(460,194.00)	(599,370.00)	(139,176.00)	77%
43156 Dept Ag Lot. Funds		\$ -	\$ -	\$ -	\$ -	\$ (53,166.67)	\$ -	\$ -	\$ -	\$ -			(53,166.67)	(53,166.00)	0.67	100%
TOTAL	\$ -	\$ (65,894.50)	\$ (66,565.70)	\$ (53,203.80)	\$ (52,184.50)	\$ (94,716.87)	\$ (34,859.90)	\$ (36,548.90)	\$ (39,068.50)	\$ (20,318.00)	\$ (25,000.00)	\$ (25,000.00)	(513,360.67)	(652,536.00)	(139,175.33)	79%
Charges for Seivces																
44511 Camping Fees	\$ -	\$ -	\$ (4,800.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(4,800.00)	(8,700.00)	(3,900.00)	55%
44514 Comm Booth Rent	\$ (85,150.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(85,150.00)	(92,500.00)	(7,350.00)	92%
44515 Parking Fees	\$ (139,280.54)	\$ -	\$ (2,967.75)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(142,248.29)	(153,000.00)	(10,751.71)	93%
44516 Concert Admission	\$ (9,081.40)	\$ -	\$ (308,021.42)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(317,102.82)	(440,000.00)	(122,897.18)	72%
44517 Sponsorship Fees	\$ (17,500.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(17,500.00)	(15,000.00)	2,500.00	117%
44518 Carnival Fees	\$ (176,946.19)	\$ -	\$ (81,424.30)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(258,370.49)	(260,000.00)	(1,629.51)	99%
44522 Livestock Entry Fees	\$ (2,767.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(2,767.00)	(2,100.00)	667.00	132%
TOTAL	\$ (430,725.13)	\$ -	\$ (397,213.47)	\$ -	\$ -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(827,938.60)	(971,300.00)	(143,361.40)	85%
Miscellaneous Revenues																
48195 Reimburse of Exp	\$ (3,750.00)	\$ -	\$ -	\$ -	\$ (8,917.97)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(12,667.97)	(7,500.00)	5,167.97	169%
48205 Concessions	\$ (201,624.44)	\$ -	\$ (69,694.00)	\$ -	\$ -	\$ -	\$ -	\$ (4,555.03)	\$ -	\$ -	\$ -	\$ -	(275,873.47)	(250,000.00)	25,873.47	110%
48225 Other Misc Rev	\$ (260.75)	\$ (3,451.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(3,712.25)	(1,500.00)	2,212.25	247%
Total	\$ (205,635.19)	\$ (3,451.50)	\$ (69,694.00)	\$ -	\$ (8,917.97)	0.00	0.00	\$ (4,555.03)	0.00	0.00	0.00	0.00	(292,253.69)	(259,000.00)	33,253.69	113%
Total Revenues	\$ (636,360.32)	\$ (69,346.00)	(533,473.17)	(53,203.80)	(61,102.47)	(94,716.87)	(34,859.90)	(41,103.93)	(39,068.50)	(20,318.00)	(25,000.00)	(25,000.00)	(1,633,552.96)	(1,882,836.00)	(249,283.04)	87%
Personal Services																
51105 Wages & Salaries	\$ 8,156.88	\$ 26,035.60	\$ 17,357.01	\$ 5,817.96	\$ 14,460.03	\$ 17,678.63	\$ 22,331.95	\$ 12,801.41	\$ 15,265.02	\$ 15,286.65	\$ 25,000.00	\$ 25,000.00	205,191.14	246,059.00	40,867.86	83%
51115 Overtime/Other Pay	\$ 202.56	\$ 1,525.59	\$ 23.34	\$ 140.00	\$ 312.76	\$ 783.30	\$ 1,971.88	\$ -	\$ -	\$ -			4,959.43	2,000.00	(2,959.43)	248%
51125 FICA	\$ 631.23	\$ 2,093.98	\$ 1,312.82	\$ 440.97	\$ 1,130.58	\$ 1,397.69	\$ 1,842.87	\$ 961.01	\$ 1,131.13	\$ 1,154.21			12,096.49	18,860.00	6,763.51	64%
51130 Workers Comp	\$ 61.53	\$ 184.71	\$ 122.94	\$ 70.07	\$ 110.02	\$ 119.46	\$ 165.31	\$ 100.54	\$ 112.04	\$ 111.31			1,157.93	1,798.00	640.07	64%
51135 Employer Paid Workday	\$ 2.69	\$ 10.65	\$ 5.03	\$ 3.40	\$ 5.05	\$ 5.01	\$ 5.53	\$ 4.02	\$ 4.90	\$ 4.54			50.82	105.00	54.18	48%
51140 Pers Contribution	\$ 2,064.00	\$ 6,592.41	\$ 4,175.87	\$ 989.60	\$ 3,455.27	\$ 4,473.92	\$ 5,755.38	\$ 2,286.58	\$ 2,378.65	\$ 2,378.75			34,550.43	58,287.00	23,736.57	59%
51150 Health Insurance	\$ 4,499.86	\$ 4,500.15	\$ 4,875.09	\$ 3,036.95	\$ 4,348.98	\$ 4,349.22	\$ 3,974.23	\$ 2,851.35	\$ 3,992.53	\$ 4,415.52			40,843.88	66,418.00	25,574.12	61%
51155 Life, Long Term Disabilit	\$ 70.34	\$ 70.08	\$ 76.30	\$ 47.24	\$ 67.86	\$ 67.84	\$ 62.64	\$ 44.56	\$ 46.09	\$ 50.95			603.90	833.00	229.10	72%
51160 Unemployment Insurance	\$ 3.78	\$ 11.36	\$ 7.67	\$ 4.13	\$ 6.75	\$ 7.30	\$ 10.03	\$ 6.11	\$ 6.71	\$ 6.67			70.51	111.00	40.49	64%
51165 Tri-Met Tax	\$ 56.69	\$ 189.08	\$ 118.09	\$ 49.40	\$ 104.50	\$ 129.46	\$ 171.65	\$ 90.23	\$ 107.28	\$ 109.60			1,125.98	1,891.00	765.02	60%
51180 Other Employee Allow	\$ 26.25	\$ 78.75	\$ 52.50	\$ (31.50)	\$ 250.25	\$ 49.00	\$ 73.50	\$ 49.00	\$ 49.00	\$ 49.00			645.75	456.00	(189.75)	142%
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00	3,173.00	3,173.00	0%
TOTAL	\$ 15,775.81	\$ 41,292.36	28,126.66	10,568.22	24,252.05	29,060.83	36,364.97	19,194.81	23,093.35	23,567.20	25,000.00	25,000.00	301,296.26	399,991.00	98,694.74	75%

<i>Account</i>	<i>July 2019</i>	<i>Aug 2019</i>	<i>Sept 2019</i>	<i>Oct 2019</i>	<i>Nov 2019</i>	<i>Dec 2019</i>	<i>Jan 2020</i>	<i>Feb 2020</i>	<i>Mar 2020</i>	<i>Apr 2020</i>	<i>May 2020</i>	<i>June 2020</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
Materials and Supplies																
51205 Supplies - Office	\$ 728.00	\$ 592.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,320.46	500.00	(820.46)	264%
51210 Supplies- General	\$ 12,612.96	\$ 6,167.99	\$ -	\$ 337.15	\$ -	\$ -	\$ 421.48	\$ -	\$ -	\$ -	\$ 100.00	\$ -	19,639.58	28,000.00	8,360.42	70%
51285 Services -Professional	\$ 89,074.53	\$ 49,996.93	\$ 26,200.00	\$ 45,324.37	\$ -	\$ -	\$ (3,892.50)	\$ 1,056.25	\$ 1,560.00	\$ -	\$ 1,527.50	\$ -	210,847.08	170,000.00	(40,847.08)	124%
51295 Advertising & Public Notif	\$ 110,971.00	\$ 19,515.77	\$ 3,535.27	\$ -	\$ -	\$ -	\$ 3,129.83	\$ -	\$ -	\$ -	\$ -	\$ -	137,151.87	150,000.00	12,848.13	91%
51305 Communications - Service	\$ -	\$ 885.00	\$ -	\$ -	\$ -	\$ 2,250.00	\$ 184.99	\$ -	\$ -	\$ -	\$ -	\$ -	3,319.99	3,500.00	180.01	95%
51310 Utilities	\$ 1,212.03	\$ 14,329.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,541.36	28,000.00	12,458.64	56%
51320 Repair & Maint	\$ 888.09	\$ 391.97	\$ 57.69	\$ -	\$ (32.90)	\$ -	\$ -	\$ -	\$ 1,109.99	\$ -	\$ -	\$ -	2,414.84	1,500.00	(914.84)	161%
51340 Lease & Rentals - Space	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	5,100.00	6,600.00	1,500.00	77%
51345 Lease & Rentals - Equipm	\$ 41,047.07	\$ 70,203.90	\$ -	\$ (8,588.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	102,662.97	105,000.00	2,337.03	98%
51350 Dues & Membership	\$ -	\$ 100.00	\$ -	\$ -	\$ 400.00	\$ 137.50	\$ 95.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	782.50	950.00	167.50	82%
51355 Training & Education	\$ 409.00	\$ -	\$ -	\$ -	\$ 138.00	\$ -	\$ 725.00	\$ -	\$ 249.00	\$ -	\$ -	\$ -	1,521.00	2,000.00	479.00	76%
51360 Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ 182.50	\$ 366.99	\$ 1,607.91	\$ 890.56	\$ -	\$ -	\$ -	\$ -	3,047.96	5,000.00	1,952.04	61%
51365 Private Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.65	\$ -	\$ 24.30	\$ -	\$ -	\$ -	\$ -	40.95	50.00	9.05	82%
51390 Permits, Licenses & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	100.00	400.00	300.00	25%
51465 - Postage & Freight	\$ -	\$ 15.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15.52	50.00	34.48	31%
51475 Printing- Internal	\$ -	\$ 1,878.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,878.74	1,650.00	(228.74)	114%
51495 Telephone Monthly	\$ 425.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	425.61	600.00	174.39	71%
51550 Other Materials & Servic	\$ -	\$ 191.92	\$ -	\$ -	\$ 725.00	\$ -	\$ -	\$ -	\$ 16.49	\$ 6.97	\$ -	\$ -	940.38	1,500.00	559.62	63%
TOTAL	\$ 257,793.29	\$ 164,694.53	\$ 30,217.96	\$ 37,498.52	\$ 1,837.60	\$ 3,196.14	\$ 2,696.71	\$ 2,496.11	\$ 3,360.48	\$ 431.97	\$ 2,102.50	\$ 425.00	\$ 506,750.81	\$ 505,300.00	\$ (1,450.81)	100%
Other Expenditures																
52005 Bank Service Fees	\$ 518.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 518.93	754.00	235.07	69%
52130 Other Special Exp	\$ 35,236.67	\$ 3,863.61	\$ -	\$ 11,018.04	\$ 40.00	\$ -	\$ -	\$ 85.00	\$ 40.00	\$ -	\$ -	\$ -	\$ 50,283.32	52,000.00	1,716.68	97%
52139 Concert Expenses	\$ 456,640.92	\$ 81,483.49	\$ -	\$ -	\$ 8,577.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 546,701.41	550,500.00	3,798.59	
52146 Entertainment Exp	\$ 139,967.16	\$ 33,297.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 173,264.52	190,000.00	16,735.48	91%
52147 Open Class Exp	\$ 25,008.60	\$ 7,771.09	\$ 3,744.76	\$ 42.13	\$ (0.24)	\$ -	\$ 574.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,140.84	35,000.00	(2,140.84)	106%
52148 4-H Expenses	\$ 15,721.23	\$ 18,221.64	\$ 2,944.78	\$ 42.13	\$ 21.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,951.71	38,000.00	1,048.29	97%
52149 FFA Expenses	\$ 5,294.79	\$ 11,617.57	\$ 393.93	\$ 42.14	\$ (0.24)	\$ -	\$ 574.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,922.69	12,000.00	(5,922.69)	149%
52156 Parking Expenses	\$ 57,741.12	\$ 15,990.75	\$ -	\$ 8,588.00	\$ 20,544.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,864.83	50,000.00	(52,864.83)	0%
TOTAL	\$ 736,129.42	\$ 172,245.51	\$ 7,083.47	\$ 19,732.44	\$ 29,183.41	\$ -	\$ 1,149.00	\$ 85.00	\$ 40.00	\$ -	\$ -	\$ -	\$ 965,648.25	\$ 928,254.00	\$ (37,394.25)	104%
53010 Interdpt Chg - Indirect Cl	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 46,602.96	49,291.00	2,688.04	95%
53055 Interdpt Chg - General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 349.88	\$ -	\$ -	\$ -	\$ 349.88			
Total	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 4,233.46	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 46,952.84	\$ 49,291.00	\$ 2,688.04	95%
Total Expenditures	\$ 1,013,582.10	\$ 382,115.98	\$ 69,311.67	\$ 71,682.76	\$ 59,156.64	\$ 36,140.55	\$ 44,094.26	\$ 25,659.50	\$ 30,727.29	\$ 27,882.75	\$ 30,986.08	\$ 29,308.58	\$ 1,820,648.16	\$ 1,882,836.00	\$ 62,537.72	97%
TOTAL REVENUES	\$ (636,360.32)	\$ (69,346.00)	(533,473.17)	(53,203.80)	(61,102.47)	(94,716.87)	(34,859.90)	(41,103.93)	(39,068.50)	(20,318.00)	(25,000.00)	(25,000.00)	(1,633,552.96)	(1,882,836.00)	(249,283.04)	
TOTAL EXPENDITURES	\$ 1,013,582.10	\$ 382,115.98	69,311.67	71,682.76	59,156.64	36,140.55	44,094.26	25,659.50	30,727.29	27,882.75	30,986.08	29,308.58	1,820,648.16	1,882,836.00	62,537.72	
													187,095.20	0.00	(186,745.32)	

Memo



WASHINGTON
COUNTY,
OREGON

Date: May 29, 2020

To: Washington County Fair Board

From: Lisa DuPre', Marketing & Events Coordinator

Re: 2020 Washington County Fair "Virtual" Activities Proposal

2020 Washington County Fair, "Virtual Fair" Concept

When the COVID-19 Pandemic and subsequent quarantine first made its' impact on the Fair Industry, it affected the Fair's in the parts of the U.S. with warmer climates who subsequently hold their Fairs in March and April and many had their exhibitors and vendors moved onto the property with animals in the barns, performers already on site, with many ready to open the following day. As such they came up with the idea of turning to their websites and Social Media accounts to present a "Virtual Fair" on the days they were supposed to be open to the public. In our case, we didn't get the sudden cancellation a day before we were set to open, but we can still utilize some of their ideas for the Virtual Fair concept over the 10 days we would have been open, July 24 through August 2, 2020.

Fri. 7/24-

- 10 AM: A pre-recorded video tour of the grounds to start the day off.
- 12 Noon: Post a "Fair Food" recipe, i.e. how to make a favorite Fair Food at home.
- 2 PM: Hoping for a video or some sort of post from 4-H either about a student with a Livestock project, or a Non-Animal 4-H Project category.
- 4 PM: Another 4-H video Post
- 6 PM: Our daily video feature on some part of the Wingspan Event and Conference Center. We will likely kick-off with a feature on the Lobby area.

Sat. 7/25-

- 10 AM: We will post a "Fair Food" recipe first thing in the morning
- 12 Noon: A post about how to enter in the Photography category in 2021.
- 2 PM: Hoping for a video or some sort of post from 4-H either about a student with a Livestock project, or a Non-Animal 4-H Project category.
- 4 PM: Another 4-H video Post
- 6 PM: Our daily video feature on some part of the Wingspan Event and Conference Center. This would be a feature on the Expo Hall space.

Sun. 7/26-

- 10 AM: We will post a "Fair Food" recipe first thing in the morning
- 12 Noon: A post about how to enter in the Baked Goods category in 2021.
- 2 PM: Hoping for a video or some sort of post from 4-H either about a student with a Livestock project, or a Non-Animal 4-H Project category.
- 4 PM: Another 4-H video Post
- 6 PM: Our daily video feature on some part of the Wingspan Event and Conference Center. This would be a feature on the Conference Room.

Mon. 7/27-

- 10 AM: We will post a “Fair Food” recipe first thing in the morning
- 12 Noon: A post about one of the more unique and popular categories “Table Settings” and the way you enter that in 2021.
- 2 PM: Hoping for a video or some sort of post from 4-H either about a student with a Livestock project, or a Non-Animal 4-H Project category.
- 4 PM: Another 4-H video Post
- 6 PM: Our daily video feature on some part of the Wingspan Event and Conference Center. This would be a feature on the 3 Meeting Room spaces.

Tues. 7/28-

- 10 AM: We will post a “Fair Food” recipe first thing in the morning
- 12 Noon: A post about how to enter in the Arts and Crafts category in 2021.
- 2 PM: Hoping for a video or some sort of post from 4-H either about a student with a Livestock project, or a Non-Animal 4-H Project category.
- 4 PM: Another 4-H video Post
- 6 PM: Our daily video feature on some part of the Wingspan Event and Conference Center. This would be a feature on the outside Cement Pad event space West of the Expo Hall, but still part of the Wingspan.

Wed. 7/29-

- 10 AM: We will post a “Fair Food” recipe first thing in the morning
- 12 Noon: A post about how to plan and enter in the Floral category in 2021.
- 2 PM: Hoping for a video or some sort of post from 4-H either about a student with a Livestock project, or a Non-Animal 4-H Project category.
- 4 PM: Another 4-H video Post.
- 6 PM: Our daily video feature on some part of the Wingspan Event and Conference Center. This would be a feature on the Loading Dock area.

Thurs. 7/30-

- 10 AM: We will post a “Fair Food” recipe first thing in the morning
- 12 Noon: A post about how to plan for entering in the Land Products category in 2021.
- 2 PM: Hoping for a video or some sort of post from 4-H either about a student with a Livestock project, or a Non-Animal 4-H Project category.
- 4 PM: Another 4-H video Post.
- 6 PM: Our daily video feature on some part of the Wingspan Event and Conference Center. This would be a feature on the Concession Stands.

Fri. 7/31-

- 10 AM: We will post a “Fair Food” recipe first thing in the morning
- 12 Noon: A post about how to enter in the Paintings and Drawings Category in 2021.
- 2 PM: Hoping for a video or some sort of post from 4-H either about a student with a Livestock project, or a Non-Animal 4-H Project category.
- 4 PM: Another 4-H video Post.
- 6 PM: Our daily video feature on some part of the Wingspan Event and Conference Center. This would be a feature on the Kitchen.

Sat. 8/1-

- 10 AM: We will post a “Fair Food” recipe first thing in the morning

- 12 Noon: A post about how to enter in the “Textiles” category in 2021.
- 2 PM: Hoping for a video or some sort of post from 4-H either about a student with a Livestock project, or a Non-Animal 4-H Project category.
- 4 PM: Another 4-H video Post.
- 6 PM: Our daily video feature on some part of the Wingspan Event and Conference Center. This would be a feature on the North Parking Lot including the Electric Car Hook-Up parking spots and the Ride Share Lane.

Sun. 8/2-

- 10 AM: We will post a “Fair Food” recipe first thing in the morning
- 12 Noon: A final post about what to keep in mind throughout the year for 2021 Fair entries.
- 2 PM: Hoping for a video or some sort of post from 4-H either about a student with a Livestock project, or a Non-Animal 4-H Project category.
- 4 PM: Another 4-H video Post
- 6 PM: Our daily video feature on some part of the Wingspan Event and Conference Center. We’ll talk about the South Parking Lot, and the building’s close proximity to the MAX line.

PLEASE NOTE: This is a very fluid schedule, meaning we can substitute topics or add more posts as we move forward towards the Fair and new things develop. Once we know the details of the Washington County Livestock Association’s plans for the auction, we will be including posts on that as well.

County Fair 2020-21 Budget Summary

Fund	Program	Account	Account Name	2020-21 Revised "COVID"	2020-21 Submitted	2019_20 Adopted	% Change Submitted to COVID	% Change 2019_20 to 2020_21	Revised Justifications
981010 Fair Revenue									
200	981010	41025	Transient lodgings tax	\$ (341,823.50)	\$ (644,950.00)	\$ (599,370.00)	-47%	8%	53% of original forecast
200	981010	43156	Dept of Agriculture Lottery Funds	\$ -	\$ -	\$ (53,166.00)	-100%	-100%	State Funding no longer available
200	981010	44511	Camping Fees	\$ -	\$ (8,700.00)	\$ (8,700.00)	-100%	0%	
200	981010	44514	Commercial Booth Rentals	\$ -	\$ (310,000.00)	\$ (92,500.00)	-100%	235%	
200	981010	44515	Parking Fees	\$ -	\$ (230,000.00)	\$ (153,000.00)	-100%	50%	
200	981010	44516	Concert Admissions	\$ -	\$ (750,000.00)	\$ (440,000.00)	-100%	70%	
200	981010	44517	Sponsorship Fees	\$ -	\$ (20,000.00)	\$ (15,000.00)	-100%	33%	
200	981010	44518	Carnival Fees	\$ -	\$ (390,000.00)	\$ (260,000.00)	-100%	50%	
200	981010	44522	Livestock Entry Fees	\$ -	\$ -	\$ (2,100.00)	-100%	-100%	
200	981010	48195	Reimbursement of expenses (operating)	\$ -	\$ (5,000.00)	\$ (7,500.00)	-100%	-33%	
200	981010	48205	Concessions	\$ -	\$ (420,000.00)	\$ (250,000.00)	-100%	68%	
200	981010	48225	Other miscellaneous revenue-operating	\$ -	\$ (3,000.00)	\$ (1,500.00)	-100%	100%	
Total 981010 Fair Revenues				\$ (341,823.50)	\$ (2,781,650.00)	\$ (1,882,836.00)	-88%	48%	
981010 Fair Expenditures									
200	981010	51105	Wages and salaries	\$ 129,062.03	\$ 254,476.00	\$ 246,059.00	-49%	3%	Revised staffing plan
200	981010	51115	Overtime and other pay	\$ -	\$ 1,000.00	\$ 2,000.00	-100%	-50%	
200	981010	51125	FICA	\$ 9,699.49	\$ 19,495.00	\$ 18,860.00	-50%	3%	
200	981010	51130	Workers compensation	\$ 1,058.40	\$ 2,239.00	\$ 1,798.00	-53%	25%	
200	981010	51135	Employer paid work day tax	\$ 43.68	\$ 93.00	\$ 105.00	-53%	-11%	
200	981010	51140	Pers contribution	\$ 31,383.56	\$ 59,180.00	\$ 58,287.00	-47%	2%	
200	981010	51150	Health insurance	\$ 38,909.76	\$ 71,984.00	\$ 66,418.00	-46%	8%	
200	981010	51155	Life and long term disability insurance	\$ 399.63	\$ 847.00	\$ 833.00	-53%	2%	
200	981010	51160	Unemployment insurance	\$ 52.50	\$ 111.00	\$ 111.00	-53%	0%	
200	981010	51165	Tri-Met tax	\$ 984.50	\$ 1,982.00	\$ 1,891.00	-50%	5%	
200	981010	51180	Other Allowances	\$ 546.00	\$ 364.00	\$ 456.00	50%	-20%	
200	981010	51199	Misc Personal Services	\$ -	\$ 6,500.00	\$ 3,173.00	-100%	105%	
Total Personal Services				\$ 212,139.55	\$ 418,271.00	\$ 399,991.00	-49%	5%	
200	981010	51205	Supplies-office, general	\$ 500.00	\$ 1,000.00	\$ 500.00	-50%	100%	
200	981010	51210	Supplies- general	\$ -	\$ 35,000.00	\$ 28,000.00	-100%	25%	
200	981010	51285	Services -professional services	\$ -	\$ 300,000.00	\$ 170,000.00	-100%	76%	
200	981010	51295	Advertising and public notice	\$ 3,500.00	\$ 250,000.00	\$ 150,000.00	-99%	67%	Social Media "Sponsored" Posts to promote 2020 "virtual" Fair (\$500) and Pre-Fair Advertsing for 2021 Fair (\$3000)
200	981010	51305	Communications-services	\$ 4,500.00	\$ 6,000.00	\$ 3,500.00		71%	Website Hosting & licensing
200	981010	51310	Utilities	\$ -	\$ 20,000.00	\$ 28,000.00	-100%	-29%	
200	981010	51340	Lease and rentals - space	\$ 3,000.00	\$ 7,800.00	\$ 6,600.00	-62%	18%	Port of Portland property lease
200	981010	51345	Lease and rentals - equipment	\$ -	\$ 225,000.00	\$ 105,000.00	-100%	114%	
200	981010	51350	Dues and membership	\$ 1,000.00	\$ 1,000.00	\$ 950.00	0%	5%	OFA, WFA, IAFE, OFEA, Chamber. Split between programs.
200	981010	51355	Training and education	\$ 750.00	\$ 2,000.00	\$ 2,000.00	-63%	0%	Staff - Professional Development & Training 50% reduction

200	981010	51360	Travel expense	\$	2,500.00	\$	5,000.00	\$	5,000.00		0%	Staff - Professional Development & Training - 50% reduction
										-50%		
200	981010	51365	Private mileage	\$	75.00	\$	50.00	\$	50.00		0%	Staff - Private mileage to conduct Fair business
200	981010	51390	Permits, licenses and fees	\$	-	\$	400.00	\$	400.00	-100%	0%	
200	981010	51465	Postage and freight- Internal	\$	-	\$	50.00	\$	50.00	-100%	0%	
200	981010	51475	Printing- Internal	\$	-	\$	5,000.00	\$	1,650.00	-100%	203%	
200	981010	51495	Telephone monthly- internal	\$	700.00	\$	700.00	\$	600.00	0%	17%	
200	981010	51550	Other materials and services	\$	1,000.00	\$	5,000.00	\$	1,500.00	-80%	233%	
Total Materials and Supplies				\$	17,525.00	\$	864,000.00	\$	503,800.00	-98%	71%	
200	981010	52005	Bank Service Charge	\$	-	\$	2,000.00	\$	754.00	-100%	165%	
200	981010	52130	Other Special Expenditures	\$	1,000.00	\$	80,000.00	\$	52,000.00	-99%	54%	
200	981010	52139	Concert Expenses	\$	5,500.00	\$	950,000.00	\$	550,500.00		73%	Money owed to Romeo for work performed on behalf of the 2020 Fair Concerts
										-99%		"Virtual" Fair activities
200	981010	52146	Entertainment Expenses	\$	1,000.00	\$	250,000.00	\$	190,000.00	-100%	32%	
200	981010	52147	Open Class Expenses	\$	-	\$	45,000.00	\$	35,000.00	-100%	29%	
200	981010	52148	4-H Expenses	\$	500.00	\$	80,000.00	\$	38,000.00	-99%	111%	"Virtual" Fair activities
200	981010	52149	FFA Expenses	\$	500.00	\$	20,000.00	\$	12,000.00	-98%	67%	"Virtual" Fair activities
200	981010	52156	Parking Expenses	\$	-	\$	75,000.00	\$	50,000.00	-100%	50%	
200	981010	53010	Interdpt chg-indirect charges	\$	70,828.00	\$	70,828.00	\$	49,291.00	0%	44%	25% of County service charges to the Fair Complex
Total Other Expenditures				\$	79,328.00	\$	1,572,828.00	\$	977,545.00	-95%	61%	
Total 981010 Fair Expenditures				\$	308,992.55	\$	2,855,099.00	\$	1,881,336.00	-89%	52%	

Total Revenue	\$	(341,823.50)	\$	(2,781,650.00)	\$	(1,882,836.00)	-88%	48%
Total Expenses	\$	308,992.55	\$	2,855,099.00	\$	1,881,336.00	-89%	52%
		(32,831)		73,449				