

NOTICE OF MEETING

Washington County Fair Board

Washington County Fair Complex
Cloverleaf Building
873 NE 34th Ave, Hillsboro OR 97124
Wednesday, March 4, 2015
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday March 4, 2015 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

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 34th Avenue, Hillsboro, OR 97124

Fair Board

Erin Wakefield, President
Don McCoun, Board Member
Betty Atteberry, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Andy Duyck, County Commissioner
& Board Member
David Vilalpando, Board Member

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, March 4, 2015

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

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Erin Wakefield, President
Betty Atteberry, Board Member
Don McCoun, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

David Vilalpando, 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. February 2015 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2015
2. Educational Fund Update

F. New Business

1. Proposed Policies

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, February 4, 2015

Convened: 4:33 pm

FAIR BOARD:

President Erin Wakefield
Board Member Don McCoun
Board Member David Villalpando
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 Erin Wakefield called the meeting to order at 4:33 p.m. and noted Board Members Atteberry, Seidel and McCoun were present along with Staff. She noted Board Members Villalpando, Ganger and Duyck were not present but may arrive late.

B) Oral Communications 1- NONE

C) Approval of Minutes

- 1) President Erin Wakefield called for a motion to accept the January minutes. Board Member Seidel moved to approve the minutes as presented, a second by Member McCoun. Wakefield asked if there was any discussion, and called for the vote.

Motion by Board Member Seidel to approve the January Minutes as presented. 2nd by Board Member McCoun Motion carried 4-0.

Board Member Duyck joined the meeting in progress

D) Reports

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele stated the financials were presented through January 2015. Perkins-Hagele reported the state funds should be appearing any day now as she was told the checks were being processed. She reported there were adjustments to the concessions and commercial booth line items due to a clerical error but not much other activity to report. Perkins-Hagele stated the revenue from the Transient Lodging Tax is tracking to meet budget. President Wakefield asked if there was any chance of it exceeding with the new hotels opening up. Perkins-Hagele stated that only one has but at this time it looks like it will just meet the projected budget. Board Member Seidel asked about the dollar amount in the line item for private mileage in January as it seemed low. Perkins-Hagele replied it was correct but possibly did not include all the expenses if they were not all submitted. President Wakefield requested a motion to accept the financial report as presented. Board Member McCoun moved to approve the financials presented, a second by Member Duyck.

Motion by Board Member McCoun to approve the January 2015 financials as presented. 2nd by Board Member Duyck Motion carried 5-0.

- 2) **4-H Update** – Fairgrounds Manager Leah Perkins-Hagele stated that she did not have a meeting with Pat Willis this week so there was no update available. President Wakefield stated she did follow up on the Ignite presentation program and that will be a more structured process this year. She hopes to have clearly defined times for the kids to sign up and make sure plenty of computers are available for use.

E) Old Business

- 1) **County Fair 2015**– Fairgrounds Manager Leah Perkins-Hagele stated that the equestrian event is not an option so the Arena is set to be closed for fair. Perkins-Hagele added that the websites for the fair and complex are going to be completely redone this year by switching from an outsourced design to an interface that can be managed internally via a cloud based server. She stated that this should be a long term cost savings and allow for changes to be made in a timely manner. Fair Assistant Nancy Karnas reported that Commercial Booth sales are going well the outdoor booths are about at half capacity and food vendors are applying currently as well. Perkins-Hagele stated most of the entertainment has been booked and she is looking at a new Dock Dogs type event that will be near the Arena. She added a large fishing exhibit an attraction where kids can catch a live fish will be brought in as well. Board Member McCoun asked about the Concert agreement and if it is the same arrangement as last year. Perkins-Hagele replied that it was, the fair would provide some basic logistical items such as fencing, portable restrooms and electrical but the bulk of costs are theirs. Board Member Seidel asked if the Draft Horse show would still happen with the Arena shows not happening. Perkins-Hagele stated that it's unlikely without the other shows because there is not a need for rental of the majority of the equipment that is typically used for that show also. She added that she would possibly like the Draft Horses to have an exhibition in another area of the grounds as a replacement event defendant on logistics. Board Member Duyck asked about an update on the interim event of the Renaissance Fair as he had received a letter about their contract. Fairgrounds Manager Perkins-Hagele clarified that the event does not fall under the authority of the Fair Board but it had been discussed at the Fairgrounds Advisory Committee level and would provide a brief update. Perkins-Hagele reported that a contract had been issued with updated requirements for the terms of the rental of the facility for their third year. She stated that the promoters felt they were not able to comply with those terms and have opted to not return. Board Member Duyck stated they had asked to meet with him but he declined. Perkins-Hagele outlined the request from the Horse Fair that the board provide a dinner function instead of the breakfast that had been done in the past. Board Member McCoun asked what date this would be, Perkins-Hagele stated it would be two nights but has not received final info yet.
- 2) **Educational Fund Update**- Fairgrounds Manager Leah Perkins-Hagele stated she met with the contractor for the PA system installation that afternoon and the work is set for April. She added that all the funds had been raised to pay for the system in full as of this date. Board Member McCoun asked about the funds from the Washington County Visitors Association that were pending. Perkins-Hagele stated that those funds are contingent on the completion of the project but received confirmation from the WCVA that they are still providing the donation.

F) New Business

- 1) **2015-2016 County Fair Budget**- Fairgrounds Manager Perkins-Hagele directed the board to the proposed 2015-2016 budget outlined on the handout. Perkins-Hagele stated the budget will be nearly identical to the prior fiscal year with exception to the Arena line items as she is not predicting this to be a huge growth year. Board Member Duyck asked for clarification with the lack of Arena events would there be an increase in Revenue. Perkins-Hagele replied that there would not be a loss or expenses associated with holding the events but historically they had not been largely profitable and occasionally have been losses. Perkins-Hagele stated the advertising and entertainment expenses will be similar to 2014-15 levels. She added that she increased the allocation for operational line items for Supplies and Professional Services after analyzing three years of expenditures for those items. Board Member

McCoun asked about the proposed RV Park and its completion date. Perkins-Hagele stated an agreement has not been made but it won't have an effect on this budget. McCoun asked for clarification on being able to block out the reservation of the facility. Perkins-Hagele stated she was not sure at this time the terms are still being negotiated by the county. McCoun stated he was concerned the users would not have a place to stay. President Wakefield suggested that the county offer an option to allow advance reservations for fair users during that period before the general public. Board Member Duyck stated that the fair users always have advance notice about the fair in advance up to a year in most cases. Perkins-Hagele stated more information will be known in the fall but users will be made aware of the rates of that facility and they will be different than what the fair had offered. Perkins-Hagele anticipates a decrease in interdepartmental charges by about 30%. President Wakefield requested a motion to accept the budget as proposed. Board Member Atteberry moved to approve the budget as proposed for 2015-16, a second by Member Seidel.

Motion by Board Member Atteberry to approve the budget as proposed. 2nd by Board Member Seidel Motion carried 5-0.

G) Other Matter of Information

- 1) **County Administrative Update** – Fairgrounds Manager Leah Perkins-Hagele thanked the board for their attendance at the joint meeting with the Board of Commissioners last month. She recounted the information about the second joint meeting that will be held in June or July to go over matters of the MOU and other items that were discussed during the January meeting.
- 2) **Other-** NONE

H) Oral Communications 2-

- 1) **Susan Ganger, Beef Superintendent-** Ms. Ganger stated the show rings seem to be short on seating and asked if acquiring additional bleachers would be a possibility. Fairgrounds Manager Perkins-Hagele stated she would look into it. Ms. Ganger suggested acquiring AED units in accessible locations near the barns. Perkins-Hagele stated there were already units onsite with trained First Aid and also one at the office. Board Member Duyck added that he believed the Tualatin Valley Fire Department had an app that shows the location of registered AED devices as well.

I) Adjourn

- 1) With no further business before the Board, President Wakefield adjourned the meeting at 5:12 p.m.

Leah Perkins-Hagele
Recording Secretary

Erin Wakefield
Board President

County of Washington

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

MEMORANDUM

Date: February 26, 2015

To: Washington County Fair Board

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

Re: Financial Reports

The financials for FY 14/15 through January 2015 were approved last month. The February financials will not be available until next month.

County of Washington

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MEMORANDUM

Date: February 23, 2015

To: Washington County Fair Board

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

Re: Policies

Attached are three policies staff is asking you to consider taking action on.

1. Amendment to Policy 201 Fair Dates.
2. Assigning a policy number (308) to the policy the board adopted last March regarding residency requirements for 4-H & FFA participants at the County Fair.
3. Draft Policy 309 Donation Requests.

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 201

Determination of Fair Dates Policy

Purpose

To establish a consistent date for the Annual Washington County Fair which is in the best interest of exhibitors, vendors, contractors, staff, as well as the community and general public. This will also serve to prevent conflicts with other Fairs and events in the area.

1. The annual Washington County Fair shall be held during a period that includes the last Friday of July and concludes the following Sunday.
2. The annual Washington County Fair shall be a minimum of 4-days.
3. Any addition or deletion of days or date changes must be done by full board action after discussion of ramifications of changes and impact, if any, on existing contracts and shall not take effect for a minimum of 24 months.

Approved this _____ day of _____ (month and year).

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 308

**4-H & FFA Residency Requirements for Participation in
the Annual Washington County Fair**

1. The Washington County Fair Board shall only allow 4-H and FFA youth who permanently reside and attend school within Washington County to participate in Washington County Fair activities and competitions unless special circumstances are obtained by the Fair Board at least 18 months prior to the Annual Washington County Fair.
2. Any special circumstances obtained by the Fair Board must be re-considered annually.

Approved this _____ day of _____ (month and year).

ATTEST:

Recording Secretary

Board President

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 309

Donation Requests

DRAFT/PROPOSED

Purpose

The Fair and Fair Board receive a large volume of requests for donations each year. Since the Fair has limited resources to give, the Fair Board has established a policy for handling requests for donations.

Requests for Item Donation

1. Requests for auction items, tickets, merchandise, food, beverages, and any other non-monetary requests are under the authority of the Fair Manager or designee.

Requests for Monetary Donation

1. The Fair Board is the approving authority regarding monetary donation decisions.
2. Donations are only made to not-for-profit organizations located in Washington County that are closely affiliated with the Washington County Fair. Donations to individuals will not be considered.
3. Requests are to be brought to the Fair Board in-person by the requesting organization. The requests must also be accompanied by a letter detailing the need for the request and must be on official organization letterhead that includes a contact name, mailing address, daytime phone number, and e-mail.
4. 4-H & FFA clubs, groups, and individuals are not eligible for donations due to the monetary support that these organizations already receive via the annual County Fair. 4-H & FFA clubs, groups, and individuals are encouraged to apply for grants from the Oregon Fairs Foundation whose mission is to provide funds for these purposes.
5. Only one donation per organization per year will be considered.

Donation requests will not be considered from the following:

1. Religious groups utilizing donations for fundraising events or activities with a specific religious purpose.
2. Political parties or organizations with a specific political agenda.
3. Any organization that discriminates due to color, sex, nationality, sexual orientation or creed.

Approved this _____ day of _____ (month and year).

ATTEST:

Recording Secretary

Board President