

# **NOTICE OF MEETING**

**Washington County Fair Board  
Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Avenue  
Hillsboro, OR 97124  
Wednesday, March 2, 2010  
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, March 2nd, 2011 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building, located at 873 NE 34<sup>th</sup> Ave, Hillsboro OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

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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

Don McCoun, President  
Betty Atteberry, Vice President  
Andy Duyck, Board Member

Dan Logan, Board Member  
Matt Pihl, Board Member

Bill Ganger, Board Member  
Scott Nelson, Board Member

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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. 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  
Cloverleaf Building  
Wednesday, March 2, 2011  
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

Matt Pihl, Board Member  
Andy Duyck, Board Member

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### **A. Call to Order**

### **B. Consent Agenda – Action Required**

The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member or person in the audience requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the President will indicate when it will be discussed in the regular agenda. Consent Agenda items are:

1. February 2011 Fair Board Minutes
2. Other, if any – None

### **C. 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.

### **D. Reports**

1. Financial Report
2. 4-H Report, if any
3. Other, if any

### **E. Old Business**

1. 2011-2012 Fair Time Budget
2. Strategic Plan
3. Policy Updates
4. Booster Breakfast Proposal
5. Tom Black's Dance Proposal
6. 2011 Fair Update
7. Other, if any

### **F. New Business**

1. Amphitheater request to Board of County Commissioners
2. 2012 Horse Fair Dates
3. 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**

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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

## FAX MEMORANDUM

**Date:** February 25, 2011

**To:** Washington County Fair Board

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

**Re:** Draft 2011-12 Fair-Time Budget

Attached is the draft of the 2011-12 Fair-Time Budget.

1. Please note that at the request of Washington County, the Fair program budget now includes full-cost allocation. This means that the Fair program will be charged for all associated expenses such as staffing, office space, equipment, office supplies, utilities, phone, internet, legal, insurance, etc. A portion of the revenue from the Hotel/Motel tax will be allocated to cover these expenses.
2. I have included the reduced amount from the State Lottery Funds that is administered by the Department of Agriculture. If the funding is reduced further or eliminated we will have to make cuts in expenses in several areas, including entertainment and competitive exhibits.

|                                   |         |         |   | 2011-12           |  |  |
|-----------------------------------|---------|---------|---|-------------------|--|--|
| Fund                              | Program | Account | Account Name                            | Proposed Budget   | Justification's  |  |
| <b>981010 Fair Revenue</b>        |         |         |   |                   |  |  |
| 200                               | 981010  | 41025   | Transient lodgings tax                  | (238,000)         |  |  |
| 200                               | 981010  | 43156   | Dept of Agriculture Lottery Funds       | (27,000)          | If the state funding is still in place                           |  |
| 200                               | 981010  | 44511   | Camping Fees                            | (4,000)           | Exhibitor & Vendor Campers                                       |  |
| 200                               | 981010  | 44512   | Truck Pull Revenue                      | (18,000)          | Friday Arena Admission & sponsorship                             |  |
| 200                               | 981010  | 44513   | Demo Derby Revenue                      | (32,000)          | Sunday Arena Admission & sponsorship                             |  |
| 200                               | 981010  | 44514   | Commercial Booth Rentals                | (82,500)          |  |  |
| 200                               | 981010  | 44515   | Parking Fees                            | (85,000)          |  |  |
| 200                               | 981010  | 44516   | Admission Fees                          | (135,000)         | National act(s) only if the right opportunity presents itself    |  |
| 200                               | 981010  | 44517   | Sponsorship Fees                        | (55,000)          | Cash Sponsorship (non-arena, non-national act)                   |  |
| 200                               | 981010  | 44518   | Carnival Fees                           | (100,000)         |  |  |
| 200                               | 981010  | 44522   | Entry Fees                              | (2,500)           | Livestock Exhibitor entry fees                                   |  |
| 200                               | 981010  | 44526   | Monster Truck Revenue                   | (30,000)          | Admission & sponsorship  |  |
| 200                               | 981010  | 44527   | Misc Arena Revenue                      | (15,000)          | Thursday - Knights of the Realm - Admission & Sponsorship        |  |
| 200                               | 981010  | 48195   | Reimbursement of expenses (operating)   | (2,500)           | Electrical & prizes paid by others                               |  |
| 200                               | 981010  | 48205   | Concessions                             | (135,000)         | Food & Beverage including Alcohol                                |  |
| 200                               | 981010  | 48225   | Other miscellaneous revenue-operating   | (1,000)           |  |  |
| <b>Total 981010 Fair Revenues</b> |         |         |   | <b>(962,500)</b>  |  |  |
| <b>981010 Fair Expenditures</b>   |         |         |   |                   |  |  |
| 200                               | 981010  | 51105   | Wages and salaries                      | 154,011.50        |  |  |
| 200                               | 981010  | 51110   | Temporary salaries                      | 17,628.00         | Temp staff hired only for Fair                                   |  |
| 200                               | 981010  | 51115   | Overtime and other pay                  | 3,866.00          |  |  |
| 200                               | 981010  | 51125   | FICA                                    | 13,128.25         |  |  |
| 200                               | 981010  | 51130   | Workers compensation                    | 798.00            |  |  |
| 200                               | 981010  | 51135   | Employer paid work day tax              | 111.00            |  |  |
| 200                               | 981010  | 51140   | Pers contribution                       | 20,561.00         |  |  |
| 200                               | 981010  | 51150   | Health insurance                        | 43,845.00         |  |  |
| 200                               | 981010  | 51155   | Life and long term disability insurance | 398.75            |  |  |
| 200                               | 981010  | 51160   | Unemployment insurance                  | 798.00            |  |  |
| 200                               | 981010  | 51165   | Tri-Met tax                             | 1,204.75          |  |  |
| 200                               | 981010  | 51199   | Misc Personal Services                  |                   |  |  |
| <b>Total Personal Services</b>    |         |         |   | <b>256,350.25</b> |  |  |
| 200                               | 981010  | 51205   | Supplies-office, general                | 1,000             | General office supplies.   |  |
| 200                               | 981010  | 51210   | Supplies- general                       | 20,000            | Janitorial supplies, ticket stock, signs & banners,table covers, |  |
| 200                               | 981010  | 51285   | Services -professional services         | 89,000            | Electrician, Security, Service Groups, Ad Agency, etc.           |  |
| 200                               | 981010  | 51295   | Advertising and public notice           | 105,000           |  |  |
| 200                               | 981010  | 51305   | Communications-services                 | 3,800             | Radios, Extra Phone Lines, Website Hosting & Registration, C     |  |
| 200                               | 981010  | 51310   | Utilities                               | 24,500            | Garbage & Recycling, PGE, NW Natural, Water/Sewer, Propar        |  |
| 200                               | 981010  | 51320   | Repair & maint services-general         | 2,200             | Misc repairs to Fair related items                               |  |
| 200                               | 981010  | 51340   | Lease and rentals - space               | 5,100             | Office Lease   |  |
| 200                               | 981010  | 51345   | Lease and rentals - equipment           | 36,000            | Generators, Tents, Tables, Chairs, Fencing, Tractors, Copier,    |  |
| 200                               | 981010  | 51350   | Dues and membership                     | 750               | OFA, WFA, IAFE, Chamber. Split between programs.                 |  |
| 200                               | 981010  | 51355   | Training and education                  | 1,000             | Staff professional development.                                  |  |
| 200                               | 981010  | 51360   | Travel expense                          | 2,500             | Travel for staff development and training. Fair Board OFA        |  |

|                                       |        |       |                               |                |  |
|---------------------------------------|--------|-------|-------------------------------|----------------|--|
| 200                                   | 981010 | 51365 | Private mileage               | 750            | Staff private mileage to conduct Fair business (meetings, post   |
| 200                                   | 981010 | 51390 | Permits, licenses and fees    | 2,000          | ASCAP/BMI, Scales, Water Meter, etc  |
| 200                                   | 981010 | 51465 | Postage and freight- Internal | 450            |  |
| 200                                   | 981010 | 51475 | Printing- Internal            | 1,500          | Daily Sheets, Hang Tags, Letterhead, Envelopes   |
| 200                                   | 981010 | 51495 | Telephone monthly- internal   | 4,000          |  |
| 200                                   | 981010 | 51550 | Other materials and services  | 5,000          |  |
| <b>Total Materials and Supplies</b>   |        |       |                               | <b>303,550</b> |  |
| 200                                   | 981010 | 52005 | Bank Service Charge           | 3,000          | ATM, Credit Card & Merchant Fees   |
| 200                                   | 981010 | 52130 | Other Special Expenditures    | 20,000         | Beverage purchase & other special expenditures.  |
| 200                                   | 981010 | 52146 | Entertainment Expenses        | 260,000        | \$125k for general grounds acts & associated costs. \$135k res<br>national acts if the opportunity presents itself |
| 200                                   | 981010 | 52147 | Open Class Expenses           | 28,000         | Premiums, Judges, Ribbons, Clerks.   |
| 200                                   | 981010 | 52148 | 4-H Expenses                  | 20,000         | \$15,000 directly to 4-H. The rest retained for support services   |
| 200                                   | 981010 | 52149 | FFA Expenses                  | 7,600          |  |
| 200                                   | 981010 | 52150 | Truck Pull Expenses           | 16,000         | Promotor fees, equipment rental & other associated costs.  |
| 200                                   | 981010 | 52151 | Demo Derby Expenses           | 16,000         | Promotor fees, equipment rental & other associated costs.  |
| 200                                   | 981010 | 52152 | Monster Truck Expenses        | 16,000         | Promotor fees, equipment rental & other associated costs.  |
| 200                                   | 981010 | 52153 | Thursday Arena Event Expenses | 16,000         | Promotor fees, equipment rental & other associated costs.  |
| 200                                   | 981010 | 53010 | Interdpt chg-indirect charges | 27,973         | County charges for BOC, Admin Office, Auditor, SS-Admin, Finance,<br>Insurance                                     |
| 200                                   | 981010 | 53015 | Interdpt chg-legal services   | 10,000         | County Counsel for Fair Board & Fair related items   |
| <b>Total Other Expenditures</b>       |        |       |                               | <b>402,600</b> |  |
| <b>Total 981010 Fair Expenditures</b> |        |       |                               | <b>962,500</b> |  |

|                |           |
|----------------|-----------|
| Total Revenue  | (962,500) |
| Total Expenses | 962,500   |



# Washington County Fair Strategic Plan (DRAFT)

**Mission Statement:** The Mission of the Washington County Fair Board is to present a County Fair that embraces the heritage, values, diversity and future of Washington County with a focus on educating and entertaining the community.

**Purpose:**

The purpose of the Washington County Fair Board is:

1. To plan, prepare and oversee the production of the County Fair with the Fair Manager.
  2. To promote the annual County Fair to the citizens of Washington County and Oregon.
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**Strategic Goals:**

**Goal One:** Hold an annual event that reflects the Mission of the Fair Board

**Action:** Develop a new Mission Statement for the Annual County Fair

1. Reflects current values and needs of the citizens of Washington County
2. Develop a plan to integrate the Mission into the event.

**Deadline:**

**Evidenced by:**

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**Goal Two:** Create and review policies that support the mission statement.

**Action:** Identify, draft and recommend policy.

1. Staff Recommendation
2. Board Recommendation

**Deadline:**

**Evidenced by:**

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**Goal Three:** Involve the Community

**Action:** Involve the community in a variety of areas

1. Seek input
2. Provide ways to volunteer
3. Provide ways to participate

**Deadline:**

**Evidenced by:**

**Goal Four:** Increase attendance to 100,000 +

**Action:** Program Changes, Promotions, Advertising & Marketing, Outreach

1. Promotion of new Carnival & Carnival Wristbands
2. Promotion of special events & other offerings such as Fair food
3. Advertising and outreach to East County and beyond
4. Retention of existing attendees
5. Involve the community
6. Education - agriculture, nutrition, high tech & other
7. Increase marketing – identify targets & media goals

**Deadline:**

**Evidenced by:**

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**Goal Five:** Increase revenue

**Action:** Identify where higher revenue can be realized or new revenue streams can be implemented

1. Increase Sponsorship – Resource identification, program development
2. Seek grants & grant writer
3. Fee Schedules – review annually

**Deadline:**

**Evidenced by:**

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**Goal Six:** Develop local corporate & community partnerships

**Action:** Identify strategies to involve businesses & community

1. Corporate (Large)
2. Small Business
3. Non-Profit Organizations

**Deadline:**

**Evidenced by:**

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**Goal Seven:** Showcase the best of local agriculture, industry & business

**Action:** Identify & develop ways to involve and educate

1. Local Food System – Markets, Restaurants, Sustainability, Distribution
2. Nurseries, Small Farms, Urban, Fiber, Pests, etc.
3. Innovation/Technology
4. Livestock, including backyard

**Deadline:**

**Evidenced by:**

**Goal Eight:** Pursue sustainability through operations & community awareness

**Action:** Identify how to improve/implement sustainable practices into operation of the Fair

1. Work with County Sustainability Coordinator
2. Energy Efficiency
3. Food Waste/Other Waste
4. Recycling Efforts
5. Master Gardeners
6. Product Use
7. Showcase where possible

**Deadline:**

**Evidenced by:**

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**Goal Nine:** Encourage local and regional jurisdictional relationships

**Action:** Gain greater community involvement and recognition through involvement with public agencies

1. Involvement/Participation at Fair
2. Seek input
3. Showcase to the Community
4. Service partnerships

**Deadline:**

**Evidenced by:**

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**Goal Ten:** Showcase cultural diversity

**Action:** Recognize and celebrate the unique diversity of the community by:

1. Program enhancements
2. Education
3. Participation

**Deadline:**

**Evidenced by:**

## Proposal and Request to Operate Breakfast Service at County Fair

History: For the better part of the past century an affordable, nutritious breakfast was available to exhibitors participating at the fair. This has been particularly important for animal exhibitors that either are camping on the fairgrounds or arrive early to do their morning chores. In the past decade the traditional avenues to acquire breakfast are no longer a part of the fair. These had included the 4-H Chuck Wagon, St. Matthews Parish Restaurant and a couple of subsequent commercial vendors. In addition, the 4-H Horse Fair has been scheduled weeks before the rest of the County Fair leaving the 4-H Horse Fair without any options except to leave the fairgrounds.

Proposal: Provide a nutritious, affordable hot breakfast for all exhibitors each morning of the horse fair and the regular fair between the hours of 7 and 9 am. Since the fairgrounds lacks any facilities to prepare a hot breakfast the initial year the Breakfast would be prepared out of the same Chuck Wagon that the Boosters use for their Food Booth in the arena. In addition they would store supplies in an 18' lockable Wells Cargo Trailer. There would need to be an adjacent area for picnic tables. A fee for Breakfast would be established to cover the costs. Likely in the \$4-\$5 range with meal tickets considered. The Fair Boosters would be responsible for all permits, and requirements for operating a temporary restaurant.

Considerations: To provide the best opportunity for success the Fair Boosters request the Fair Board consider the following:

Develop a policy for non-profits to operate at the Fair for special circumstances under the authorization of the Fair Board by waiving normal commercial vendor fees. {There are limited and unique needs that cannot profitably be filled by commercial vendors}.

Reconnect the 4-H Horse Fair with the regular Fair. {This would allow for advantages to a single setup with continuous operation that will help amortize costs, supplies, etc.}.

The Fair Board may want to join with the Boosters in sponsoring an opening day free breakfast. This would clearly provide great connections with exhibitors.

Work with staff to find a dual purpose location to serve Breakfast in the mornings and Food Service in the arena in the evenings. Establish a reasonable set-up and removal plan.

Requested by Dan Logan, Eileen Marxer, Bill Ganger, and Lyle Spiesschaert on behalf of the Fair Boosters. Presented by Dan Logan at the February 2, 2011 Fair Board meeting.

**County of Washington**

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

## **FAX MEMORANDUM**

**Date:** February 25, 2011

**To:** Washington County Fair Board

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

**Re:** Amphitheater Request

With the intent to bring at least one well known national entertainer to the Fair this year, the capacity of the amphitheater must be increased in order to accommodate the larger number of concert goers that will be necessary to pay for the show(s) than the amphitheater can presently hold.

Staff recommends the Fair Board consider submitting a written request to the Board of County Commissioners requesting approval to increase the capacity and flexibility of the current amphitheater by removing the dirt berm and permanent stage.