

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Cloverleaf Building
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, March 6, 2013
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, March 6, 2013 at 4:30 p.m. at the Washington County Fair Complex Cloverleaf Building, located at 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

Don McCoun, President
Betty Atteberry, Vice President
Scott Nelson, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Erin Wakefield, 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, March 6, 2013

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

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Don McCoun, President
Betty Atteberry, Vice-President
Scott Nelson, Board Member

Bill Ganger, Board Member
Gary Seidel, Board Member

Erin Wakefield, 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 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. County Fair 2013 – Update
2. Educational Fund Board

F. New Business

1. Booster Proposal
2. Proposed Budget for FY 2013/14

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 Complex Board
Wednesday, February 6th, 2013

Convened: 4:30 pm

FAIR COMPLEX BOARD:

President Don McCoun

Vice President Betty Atteberry

Board Member Scott Nelson

County Commissioner Andy Duyck

Board Member Bill Ganger

Board Member Gary Seidel

Board Member Erin Wakefield

STAFF:

Leah Perkins-Hagele, Fair Complex Manager

Nancy Karnas, Fair Assistant

A) Call to Order

- 1) President McCoun called the meeting to order at 4:32 p.m. noting all members and staff were present except Commissioner Andy Duyck who was delayed. President McCoun also asked former member Dan Logan to come forward to be presented with the Western Fairs Association Blue Ribbon Award honoring his commitment to the fair board for nearly nine years.

B) Oral Communications 1 – NONE

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the January minutes as submitted. Board Member Gary Siedel made the motion; a second was called by Member Bill Ganger.

Motion by Board Member Seidel to approve the October Minutes as submitted. 2nd by Board Member Ganger. Motion carried 6-0.

D) Reports

- 1) **Financials** – Fair Manager Leah Perkins-Hagele stated that the Department of Agriculture Lottery funds had just been received but will be reflected on the February financials. Perkins-Hagele stated the concert promoter also paid the balance due to the fair just a few days earlier. President McCoun asked for a brief review as to the policy of fairs receiving lottery funds, Perkins-Hagele went over the state funding procedure.

Motion by Board Member Atteberry to approve the Financials as presented. 2nd by Board Member Nelson. Motion carried 6-0.

- 2) **4-H Update** – Pat Willis stated that he and administrative staff member Darsy Schaal met with Fair Manager Perkins-Hagele earlier in the day and will have ongoing monthly meetings. Willis stated this should help with planning for the unforeseen changes to procedures due to the Air Show. He continued that the MOU is currently being updated and is a priority because of earlier judging and payouts for small animals occurring prior to fair. Willis stated a Master Showmanship Learning Day will be

scheduled for April 9th for the FFA and 4H livestock members here at the fairgrounds. Willis updated the board on the request to move back to the Cloverleaf building for their displays, he stated that the program has grown very large and would remain in the exhibit hall. Willis added that the program is interested in holding a “Maker Fair” event during the fair as a way for the kids to educate the patrons on various projects in a workshop setting. Willis stated the plan is for a different workshop series every few hours where the public can interact with the kids and learn with their family very similar to an event held at OMSI last September. Board Member Nelson asked if the kids would be leading the workshops. Willis stated that ideally yes but the details would need to be worked out but service is a requirement of the 4H program and this event would help satisfy that. Fair Manager Perkins-Hagele stated she would be willing to facilitate this event in anyway possible. Board Member Ganger commented the Beef weigh in would occur Saturday at 8 am. President McCoun asked about the scheduling of the small animal show as they were not exhibiting during fair time. Willis stated that yes per vet recommendation it was decided to hold the small animal exhibits at another time and it is scheduled for the weekend after Horse Fair.

E) Old Business

- 1) **County Fair Update** – Fair Manager Leah Perkins-Hagele stated staff and board members attended the Oregon Fairs and Western Fairs Conventions last month and learned a lot. Perkins-Hagele stated that entertainment plans are being finalized with one key new feature being a teen zone produced by 503 Entertainment. She stated the company has produced this type of event in Portland area locations and has a dedicated following in social media. Perkins-Hagele also stated this company has expressed interest in providing a concert at no cost to a fair in which all revenue would be collected by the promoter. She stated the promoter is negotiating with the state fair in addition to the county and would have more information at a later date. Perkins-Hagele stated that she is working with Hal Ballard and Commissioner Schouten on bicycle promotions for commuting to the fair. She stated Commissioner Duyck and Mayor Jerry Willey will lead an opening night ride to fair event from the civic center. Perkins-Hagele segued into the notice that the Livestock Committee will be meeting on Thursday to discuss the schedule for the show rings with the updated information received from the Air Show. She added that the schedule will be in draft form up until the actual fair due to lack of information received in advance. Perkins-Hagele added that she will be presenting a show ring ethics policy to the committee for implementation in our competition. President McCoun asked what an ethical show would entail. Perkins-Hagele stated that many rules are needed but some examples include proper behavior, raising of animals, adult behavior, improper communication with judges and so forth. Board Member asked about the teen zone if that was a free event, Perkins-Hagele replied that it would be a free attraction. Perkins-Hagele also added that senior programming is also being added during the day by request of patrons over the years. She stated Golden Harvest Music who provides therapeutic entertainment programming in retirement facilities would be the contractor and would also promote the event. Board Member Nelson asked about the promoter interested in bringing in a concert and if they are willing to partner for other acts. Perkins-Hagele stated they are currently interested in one act but if that is secured they may consider additional artists and more than one night on site but parking may be a concern on certain nights. Board Member Erin Wakefield asked if the fair could use the Intel parking lots like the Air Show does. Perkins-Hagele said unfortunately no the Air Show has a commitment with Intel for those lots. Board Member Nelson expressed concern about the Air Show scheduling on the fair dates again in the future. Perkins-Hagele stated the president of the Air Show has stated that if there is no financial impact of the events coinciding, it would be considered in the future.

Commissioner Duyck joined the meeting in progress

Perkins-Hagele concluded with a brief overview of a conversation between board members and staff regarding an update to the fair website and a creation of a mobile application. Board Member Wakefield stated that a group at Intel could volunteer their services to create the mobile application once details are provided to them. Wakefield continued that she would like to gather information from the board on what they would like to see and relay that to the Intel Involved group to get started. Perkins-Hagele added that in discussion with other fairs she discovered the cost of creating these apps can be very costly but a great resource in aiding sustainability efforts such as limiting printed material used for fair. Board Member Nelson agreed that the public especially in our area is moving toward this form of information for events and suggested that the fair website also be renovated. Nelson stated he spoke to a contractor at the WFA convention about that and received a proposal. Perkins-Hagele stated she met with a consultant at the convention who agreed the website is in dire need of updates but also needed to be separated from the interim site as its own brand in order to maximize exposure online. She stated the consultant advised a new domain be acquired along with creating separate social media accounts focused only on the fair brand. Perkins-Hagele stated staff has begun the social media separation but would need direction in order to proceed with researching a new website creation. Board Member Wakefield asked if sites such as Groupon and Living Social have been considered for advertising. Perkins-Hagele stated that yes one promotion had been attempted but because of the severe discounting and price sharing structure of those sites it isn't as beneficial to the fair. Wakefield asked if partnering with the Air Show on a package would be possible. Perkins-Hagele stated staff will be meeting with the Air Show next week on a cross promotion plan. Board Member Nelson asked what would be the next steps for moving forward on building a new website and how it could be funded. Perkins-Hagele stated that it would be an advertising expense which can be planned for next year but also the project would need to go out to bid once the site specification are put together.

- 2) **Fundraising /Foundation-** Fair Manager Perkins-Hagele informed the board that the foundations lawyer has provided the bylaws for their review. Board Member Nelson asked if the foundation members could change these bylaws. Perkins-Hagele stated that the members could come to the fair board and request a change but it would have to be approved by the board to make any modifications. Board Member Wakefield expressed concern regarding the term limit of one year for members may exit en masse losing knowledgeable participants. Perkins-Hagele stated the limit was a preliminary policy and may be changed at a later date; the legal team suggested staggering terms of members also. Board Member Nelson agreed with Wakefield's concern about term limit length. President McCoun asked if the members will be required to donate a certain amount in order to be a member, Perkins-Hagele stated that the board itself will decide that requirement. President McCoun asked for a motion to approve the bylaws. Board Member Nelson made a motion to approve the bylaws of the Washington County Education Fund, second by Board Member Seidel.

Motion by Board Member Nelson to approve the Bylaws of the Educational Fund as presented. 2nd by Board Seidel. Motion carried 7-0.

Fair Manager Perkins-Hagele stated that the next step is to appoint three board members to sit on Educational Fund Board. President McCoun stated he would sit as a member but would also like to ask members Erin Wakefield and Betty Atteberry to join him on the fund's board. Members Wakefield and Atteberry accepted the invitations. Commissioner Duyck made a motion to appoint the named members to the fund's board.

Motion by Commissioner Duyck to appoint Don McCoun, Betty Atteberry and Erin Wakefield to the Educational Fund Board. 2nd by Board Seidel. Motion carried 7-0.

President McCoun asked if there were any nominations for at large members for the fund board. Perkins-Hagele stated that additional members can be nominated at a future date as well but a meeting needed to be held soon. Board Member Nelson nominated Loyce Gilpin as a member for the Educational Fund Board. Ms. Gilpin accepted the nomination. Board Member Seidel made a motion to accept Loyce Gilpin as a member to the board of the Education Fund.

Motion by Board Member Seidel to appoint Loyce Gilpin to the board of the Educational Fund as presented. 2nd by Board Member Ganger Motion carried 7-0.

F) New Business

1) Request from Fairground Boosters- Matt Pihl, President of the Fairground Boosters, began his presentation by addressing the abrasive relationship that has occurred in the past. Mr. Pihl stated as a former member of the fair board he was witness to previous proposals of the booster group on a regular basis. Mr. Pihl stated he felt the group was in it for the long haul and committed to promote their beliefs. Mr. Pihl stated that it's been a long time battle which has caused some personality issues to surface as a result. Pihl stated the groups have works together for roughly sixty years and hopes that this current trend doesn't lead to the demise of the booster organization. Pihl referred to the Multnomah County fair no longer being in existence and would like to know how to prevent the same thing from happening to this county. Pihl stated that he feels a group like the boosters can help prevent that from happening if given the opportunity, they are in pursuit of a noble cause and not trying to create havoc. Pihl closed his presentation by stating the boosters want to be part of the long term effort of the fair. President McCoun agreed that working for the good of the fair should be everyone's goal. McCoun stated that the sponsor from 2012 is returning for this season will be providing the supplies for the event to be provided by the board again. Pihl stated that he felt the Farm Bureau wouldn't object to the boosters providing the service if they negotiated with them. McCoun requested that the Boosters propose another type of service or event for the fair this year. Board Member Nelson interjected that he felt the info in the proposal regarding a challenge from the fair board to the booster organization was not correct. Nelson stated that the Fair Board was in search of donations for a free breakfast event beginning in 2010 but being unsuccessful the Booster group then provided their own service for the 2011 fair. Nelson continued the Fair Board continued their effort to locate resources to provide a free breakfast event and did obtain that goal in 2012 with the sponsorship. Pihl stated that he did feel the group was directly challenged to show some positive impact to the fair, even though not directly related to the breakfast itself, the group felt that was the service they could provide with their resources. McCoun asked again if there was another activity that the Boosters could provide that could contribute to the fair. McCoun stated that he felt the Fair Board's production of the event was very successful and would like to see it continue for this year. Pihl stated the group would like to continue with this event but will consider other options and will research for the next meeting. McCoun stated that the board would wait until the March meeting to consider a proposal from the group. Commissioner Duyck added that he appreciated the booster's effort to get past the problems of the past but is concerned that going back to the event being a booster offering would place the groups in the same rut as before. Duyck stated that he fears that instead of seeing the groups working together it would still be groups on opposite's sides working at odds. Pihl asked if other groups holding events during fair such as the Livestock Association also draw a line in the sand between groups. Pihl stated the Fair Board has always been welcome to participate and the prior event had at least two board members participate in the breakfast. Commissioner Duyck stated that the other organizations have not portrayed themselves as the voice of the fair which is the area that has been problematic in the past. McCoun thanked Mr. Pihl for his presentation and stated that he and Perkins-Hagele would be willing to meet with him regarding this in the next few weeks if needed.

- 2) **Discussion of adding OSU Ex-Officio Position to the Board-** Fair Manager Perkins-Hagele stated that at the previous meeting the board had discussed the possibility of inviting a staff member from the OSU Extension to sit in on the board meetings to facilitate communication for the program. Perkins-Hagele stated that in meeting with Patrick Proden and Pat Willis on the matter it was determined the best course of action to strengthen communication was to meet with the parties on their own instead of at the board meeting. Mr. Willis stated that many of the items discussed at the meetings would not pertain to the 4H program but would still be available to provide updates and attend the meetings as needed.
- 3) **Proposed Budget for FY 2013/14-** Fair Manager Perkins-Hagele directed the board to the draft proposal statement of the Fair budget for fiscal year 2013/14. Perkins-Hagele asked the board to review the line items tonight for any input to create the final budget for submission in March. Perkins-Hagele stated that the majority of the line items are forecasted similar to 2012 levels with a few minor adjustments. Perkins-Hagele stated that the line items with the biggest adjustment will be the concerts as there is no plan to have big name entertainment for 2013 that the Fair will produce. Perkins-Hagele stated that no title sponsor has been acquired but the line item is set just above what was acquire for 2012. Perkins-Hagele continued most entry fees and concession revenues should be consistent with 2012 levels. Board Member Nelson asked if the same Alcohol vendor has been secured, Perkins-Hagele stated yes they are eager to return as their sales were very good. Perkins-Hagele stated the majority of the expense line items will remain at their average for the past several years. She stated the 4H expense has gone up slightly due to the additional costs of having the small animals at a different time than regular fair. Perkins-Hagele closed the presentation by stating the legal expenses have gone down significantly which is shown in the proposed budget. Board Member Nelson asked if there is any other additional info to consider. Perkins-Hagele stated most line items should remain the same but there may be some adjustments and those will be presented at the next meeting. Board Member Nelson also asked if a potential sponsor contacted a member how would they go about getting that info to the sales rep. Perkins-Hagele stated to send the information to her and she would get the info to sales rep.
- 4) **Sponsorship Sales Contract-** Fair Manager Perkins-Hagele presented the board with the information regarding contracting the Sponsorship Sales Contractor. Perkins-Hagele stated that due to the previous contractor's retirement a short term contract was issued to provide sponsorship sales for the previous year with the stipulation that a full request for proposal would be issued for the next year. Perkins-Hagele explained to the board the County process for creating the request for proposal and the subsequent advertisement of the request for contractors to bid. President McCoun asked if the board had any questions for Perkins-Hagele. At this time from the audience Mr. Tom Black interjected that he felt the public was not notified in a timely matter of this action item, he understood the item was pulled from the Board of Commissioners agenda the previous day and did not see anywhere in the RFP information that states the Fair Board is the deciding body for this contract. Perkins-Hagele stated that all RFP are required to go before a deciding body to be assigned and originally this contract was taken to the County Board of Commissioners as is the common procedure in the procurement process. Perkins-Hagele stated that when the Board of Commissioners reviewed the item during its work session it was determined that the terms of the MOU call for the Fair Board to award the contract as they have ultimate authority on Fair contracts. Commissioner Duyck asked if this matter was urgent and required action immediately, Perkins-Hagele stated that the contractor has been providing the service without the official contract and urged a vote tonight. Duyck stated he was taking into consideration the comment Mr. Black has made and was not aware if the Fair Board had to make any timely announcement of contract. Perkins-Hagele stated notice was not required for contracts. Mr. Black interjected again from the audience citing Public Meetings Law ORS 192.640 requiring notice of agenda items. Perkins-Hagele stated the county purchasing department felt the RFP was properly noticed. Commissioner Duyck requested to abstain from tonight's vote due to not being able to verify the legal implications. Board Member Ganger suggested holding the vote for a month in order to consult legal counsel. Perkins-Hagele informed the board that the vote could be held but that would require the sales rep to stop all service which could

negatively impact recruitment of sponsors. McCoun recommended voting on the contract as there are no other applicants to consider. Board Member Nelson made the motion to approve the contract for Betsy Rubin as Sponsorship Sales Contractor; Vice President Atteberry made the second. Board Members McCoun, Atteberry, Seidel, Nelson, Ganger and Wakefield voted for, Commissioner Duyck abstained from the vote.

Motion by Board Member Nelson to award the Sponsorship Contract to Betsy Rubin. 2nd by Board Member Atteberry. Members McCoun, Atteberry, Seidel, Nelson, Wakefield, and Ganger for; Commissioner Duyck abstains. Motion carried 6-0-1.

G) Other Matter of Information

1) **County Administrative Update** – Fair Manager Leah Perkins-Hagele stated that the water leak repair is nearly complete with the last phase to be in the RV Park. Perkins-Hagele stated the IRT will still arrive in May but the Livestock Restroom project will not occur as previously discussed. Perkins-Hagele stated the Poultry Barn and Friendship Square renovations will still be done by the IRT during that time. Commissioner Duyck provided an update from the Facilities Advisory Committee that met the previous week. Duyck stated that the FAC received information regarding the future event center construction. He stated the studies showed the need for a roughly 93,000 sq ft building with a projected cost of \$30 million. He stated the cost included construction, furnishing, parking, Veteran’s Plaza and upgrades to the ball fields. Duyck stated the FAC directed the Board of Commissioners to work with the City of Hillsboro to work on a funding strategy for the project as the next step. Board Member Nelson asked about the restroom project discussed at the last meeting. Perkins-Hagele stated that the project has been tabled until funding can be secured.

H) Oral Communications 2-

1) **Tom Black, 870 NW Garibaldi St, Hillsboro-** Mr. Black stated he had issue with the process for candidate of the Sponsorship Contractor that was also the representative last year. Black stated he understood the RFP was advertised as required but was concerned that only one candidate resulted from the process given the current economy. Mr. Black stated his opinion that many other parties would have been interested in the position if they had been made aware of it and the county had made the effort. Mr. Black stated that roughly \$200,000 over a 2 year contract was at stake but in reviewing the previous two years sponsorship sales has only grown by \$5000. Mr. Black stated that sponsorship was down 8% last year according to the last fair report using this sponsorship representative. Mr. Black stated that the previous title sponsor was lost and a last minute replacement was found in EG Metals but since they have backed out for this year it appears the fair is in the same boat. Mr. Black stated due to this the board should be considering other candidates. Mr. Black also stated that his previous point of order comments regarding public notice were correct and the board needs to notify the public in a consistent manner. Mr. Black closed that he felt it should be known that the candidate for Sponsorship Contractor has a personal relationship to President McCoun, being that the candidate is the wife of one of McCoun’s employees. Commissioner Duyck asked Mr. Black in the future to please come to the board ahead of time with concerns because public comment is generally not accepted during the regular segments of board meetings. Mr. Black replied he waited to hear the response to the Booster’s earlier proposal before making his comments and felt a systematic shutting of doors to all requests. Mr. Black stated that he also on his own has tried to move forward on projects and has met the same resistance. Black stated he participated in the breakfast event this past fair and had hoped the involvement would help grow the relationship for the boosters. Mr. Black stated it appears in the case of the Sponsorship Contractor the board is just handing money to their friends. McCoun stated that 8 parties downloaded the materials from the advertisement but only one applied the board didn’t have control over that.

D) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 6:40 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
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: March 1, 2013

To: Washington County Fair Board

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

Re: Financial Reports

The YTD financial statement through February 2012 for Fiscal Year 12/13 will be available at the meeting.

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: March 1, 2013

To: Washington County Fair Board

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

Re: Draft Budget for Fiscal Year 2013-2014

Attached is the proposed 2013-2014 Fair Budget.

County Fair 2013-14 Budget Summary - Proposed

				2013-14 Draft	
Fund	Program	Account	Account Name	Budget	Justification's
981010 Fair Revenue					
200	981010	41025	Transient lodgings tax	(320,085.00)	Based upon a 3.5% increase over 2012-13 levels
200	981010	43156	Dept of Agriculture Lottery Funds	(50,000.00)	Based upon 2012-13 levels
200	981010	44511	Camping Fees	(5,000.00)	Exhibitor & Vendor Campers
200	981010	44512	Friday Arena Event	(16,000.00)	Truck Pull Admission & Sponsorship
200	981010	44513	Sunday Arena Event	(34,000.00)	Demolition Derby Admission & Sponsorship
200	981010	44514	Commercial Booth Rentals	(85,000.00)	-
200	981010	44515	Parking Fees	(60,000.00)	-
200	981010	44516	Concert Admissions	-	No Concerts
200	981010	44517	Sponsorship Fees	(75,000.00)	Cash Sponsorship (non-arena)
200	981010	44518	Carnival Fees	(192,500.00)	10% increase
200	981010	44522	Entry Fees	(3,200.00)	Livestock Exhibitor entry fees
200	981010	44526	Saturday Arena Event	(25,000.00)	Monster Truck Show Admission & Sponsorship
200	981010	44527	Thursday Arena Event	-	Free Draft Horse Show
200	981010	48195	Reimbursement of expenses (operating)	(4,500.00)	Electrical & prizes paid by others
200	981010	48205	Concessions	(185,750.00)	Food & Beverage including Alcohol 10% increase
200	981010	48225	Other miscellaneous revenue-operating	(3,000.00)	-
200	981010	49270	PERS Stability Fund	(2,845.00)	
Total 981010 Fair Revenues				(1,061,880.00)	
981010 Fair Expenditures					
200	981010	51105	Wages and salaries	165,072.00	
200	981010	51110	Temporary salaries	17,631.00	
200	981010	51115	Overtime and other pay	3,044.00	
200	981010	51125	FICA	13,438.00	
200	981010	51130	Workers compensation	746.00	
200	981010	51135	Employer paid work day tax	126.00	
200	981010	51140	Pers contribution	31,589.00	
200	981010	51150	Health insurance	42,841.00	
200	981010	51155	Life and long term disability insurance	534.00	
200	981010	51160	Unemployment insurance	715.00	
200	981010	51165	Tri-Met tax	1,269.00	
200	981010	51199	Misc Personal Services		
Total Personal Services				277,005.00	
200	981010	51205	Supplies-office, general	1,000.00	General office supplies.
200	981010	51210	Supplies- general	22,500.00	Janitorial supplies, ticket stock, signs & banners, table covers, etc.
200	981010	51285	Services -professional services	125,000.00	Electrician, Security, Service Groups, Sponsorship, temps, etc.
200	981010	51295	Advertising and public notice	130,000.00	-
200	981010	51305	Communications-services	1,500.00	Radios, Extra Phone Lines, Website Hosting & Registration, Cell Servi
200	981010	51310	Utilities	24,500.00	Garbage & Recycling, PGE, NW Natural, Water/Sewer, Propane
200	981010	51320	Repair & maint services-general	2,000.00	Misc repairs to Fair related items
200	981010	51340	Lease and rentals - space	8,100.00	Office Lease & Port Property Lease
200	981010	51345	Lease and rentals - equipment	45,000.00	Generators, Tents, Tables, Chairs, Fencing, Tractors, Copier, etc.
200	981010	51350	Dues and membership	750.00	OFA, WFA, IAFE, Chamber. Split between programs.
200	981010	51355	Training and education	2,000.00	Staff & board professional development.
200	981010	51360	Travel expense	5,000.00	Travel for staff & board development and training
200	981010	51365	Private mileage	750.00	Private mileage to conduct Fair business
200	981010	51390	Permits, licenses and fees	1,000.00	ASCAP/BMI, Scales, Water Meter, etc

200	981010	51465	Postage and freight- Internal	250.00	-
200	981010	51475	Printing- Internal	2,000.00	Daily Sheets, Hang Tags, Letterhead, Envelopes
200	981010	51495	Telephone monthly- internal	4,000.00	-
200	981010	51550	Other materials and services	500.00	-
Total Materials and Supplies				375,850.00	
200	981010	52005	Bank Service Charge	7,500.00	ATM, Credit Card & Merchant Fees
200	981010	52130	Other Special Expenditures	35,000.00	Beverage purchase & other special expenditures.
200	981010	52139	Concert Expenses	-	No Concerts
200	981010	52146	Entertainment Expenses	185,000.00	Stages, Grounds Acts, Teen Zone & associated costs (\$45k per day)
200	981010	52147	Open Class Expenses	35,000.00	Premiums, Judges, Ribbons, Clerks.
200	981010	52148	4-H Expenses	24,000.00	\$15,000 directly to 4-H. The rest retained for support services
200	981010	52149	FFA Expenses	10,500.00	-
200	981010	52150	Friday Arena Event Expenses	16,500.00	Truck Pull - Promotor fees, equipment rental & other associated costs.
200	981010	52151	Sunday Arena Event Expenses	16,500.00	Demo Derby- Promotor fees, equipment rental & other associated costs.
200	981010	52152	Saturday Arena Event Expenses	16,500.00	Monster Truck - Promotor fees, equipment rental & other associated costs.
200	981010	52153	Thursday Arena Event Expenses	1,000.00	Free Draft Horse Show
200	981010	53010	Interdpt chg-indirect charges	58,525.00	County charges for BOC, Admin Office, Auditor, SS-Admin, Finance, HR, ITS, Insurance, Facilities.
200	981010	53015	Interdpt chg-legal services	3,000.00	County Counsel for Fair Board & Fair related items
Total Other Expenditures				409,025.00	
Total 981010 Fair Expenditures				1,061,880.00	

Total Revenue	(1,061,880)
Total Expenses	1,061,880

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