

# **NOTICE OF MEETING**

## **Washington County Fair Board**

Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Ave, Hillsboro OR 97124  
Wednesday, October 7, 2015  
4:30 p.m. to 6:00 p.m.

The Washington County Fair Board will hold its regular monthly meeting on Wednesday October 7, 2015 at 4:30 p.m. in the Cloverleaf Building at the Washington Fair Complex. 873 NE 34<sup>th</sup> Ave, Hillsboro, OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

# FAIR BOARD MEETING PROCEDURES

Washington County Fair Board of Directors  
873 NE 34<sup>th</sup> 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

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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. in the Floral Building 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, October 7, 2015

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

873 NE 34<sup>th</sup> 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

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### **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. September 2015 Fair Board Meeting Minutes

### **D. Reports**

1. Financial Report
2. 4-H Update

### **E. Old Business**

1. County Fair 2015
2. County Fair 2016
3. Educational Fund Update

### **F. New Business**

1. None

### **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, September 2, 2015**

**Convened:** 4:30 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 McCoun, Villalpando, and Atteberry were present along with Staff. She noted Board Member Ganger, Seidel and Duyck were absent.

**B) Oral Communications 1- NONE**

**C) Approval of Minutes**

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

**Motion by Board Member McCoun to accept the July Minutes as presented. 2<sup>nd</sup> by Board Member Atteberry Motion carried 4-0.**

**D) Reports**

- 1) **Financials** – Fairgrounds Manager Leah Perkins-Hagele reported the financials were presented through June for fiscal year 14/15 in the packet. Perkins-Hagele stated that this is the last fiscal year end report with the prior fair revenue. Perkins-Hagele reported that the 2014 Fair resulted in a profit of one thousand one hundred sixty four dollars after all expenses. She stated that the October meeting should have financials that provide information on this year's fair outcome. Board Member Villalpando moved to approve the financials as presented, a second by Member Atteberry. Wakefield asked if there was any discussion, and called for the vote.

**Motion by Board Member Villalpando to approve the June Financials as presented. 2<sup>nd</sup> by Board Member Atteberry Motion carried 4-0.**

- 2) **4-H Update** – Fairgrounds Manager Leah Perkins-Hagele stated she has not met with Pat Willis as he is at the state fair. She stated there is a meeting scheduled later this month to review fair.

**E) Old Business**

- 1) **County Fair 2015**– Fairgrounds Manager Leah Perkins-Hagele presented the board the fair review report that was provided in the packet. She stated that Horse Fair was also affected by extreme heat even

though the dates had been moved to an earlier time frame in June. Perkins-Hagele stated that several other fairs in the region also occurred simultaneously and in consulting with those it was common that most did not have a plan in place in case of extreme heat. She stated had there been a plan possibly adjusting to open later would have been a consideration. President Wakefield stated she attended a fair in California that is open very late; they appear to adjust their opening times because of the heat in that region. Perkins-Hagele stated that it was apparent that the crowds did not want to leave even at midnight from the carnival; she added it should be considered to make the entire fair close at midnight. Perkins-Hagele reported that she received a lot of negative feedback about not having the Arena events from the survey and other communication methods. She stated that she has met with one contractor for information on a possible Rodeo type event and is looking at motorsport options. Perkins-Hagele reported the concert did go well and helped the opening day attendance. Board Member Villalpando asked if there was an estimate of how the fair did financially. Perkins-Hagele stated that at this point it was nearly impossible to tell as bills are still coming in and the financials are still in process.

- 2) **Educational Fund Update-** Fairgrounds Manager Leah Perkins-Hagele stated she didn't have an update but asked Board Member McCoun to update on the last fundraiser. Board Member Don McCoun read off the list of all the volunteers that helped on the Air Show weekend parking and thanked them for their service. McCoun reported that for all their hard work the foundation will receive seven thousand nine hundred sixteen dollars. He stated that the reserves had been depleted after several projects and is happy to see that money go into the fund. Perkins-Hagele stated that the project was a nice opportunity to earn money without having to actually sell an item. President Wakefield suggested some of the Intel volunteers could also help with projects off season and that donates to the fund.

**F) New Business**

- 1) **County Fair 2016-** President Wakefield stated that she had asked the board to come with their ideas for 2016 but with so many members absent she suggested this topic be on hold until next month. Fairgrounds Manager Perkins-Hagele stated that all she has to report so far for next fair is on the concert planning and would like to begin that as soon as possible with the radio stations. Board Member McCoun suggested a movie night event. Perkins-Hagele stated she heard a fair recently did a sing along night for the movie Frozen that was quite successful and it was something to look into.

**G) Other Matter of Information**

- 1) **County Administrative Office Update – NONE**
- 2) **Other-** Board Member McCoun asked Inez Griffles in the audience if there was a larger attendance for Horse Fair this year. Ms. Griffels stated that there were more kids able to attend the meal as the dinner was at a time where they were not competing or caring for their animals. Ms. Griffels stated the kids were very grateful for the Fair Board's dinner and would appreciate it again in the future.

**H) Oral Communications 2- NONE**

**I) Adjourn**

- 1) With no further business before the Board, President Wakefield adjourned the meeting at 5:23 p.m.

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

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**Erin Wakefield**  
**Board President**



**Washington County**

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

# Monthly Financial Report

Washington County

Account	JUL-15	AUG-15	SEP-15	OCT-15	NOV-15	DEC-15	JAN-15	FEB-16	MAR-16	APR-16	MAY-16	JUN-16	YTD-Actual	Budget	Remaining Budget	Use
<b>Intergovernmental Rev</b>																
41025 Transient Lodge Tax	\$ -	\$ (18,309.10)											(18,309.10)	(425,298.00)	(406,988.90)	4%
43156 Dept Ag Lot. Funds	\$ -	\$ -											0.00	(50,000.00)	(50,000.00)	0%
<b>TOTAL</b>	<b>0.00</b>	<b>(18,309.10)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(18,309.10)</b>	<b>(475,298.00)</b>	<b>(456,988.90)</b>	4%
<b>Charges for Sevices</b>																
44511 Camping Fees	\$ (250.00)	\$ (7,500.00)											(7,750.00)	0.00	7,750.00	
44512 Friday Arena Event	\$ -	\$ -											0.00	0.00	0.00	
44513 Sunday Arena Event	\$ -	\$ -											0.00	0.00	0.00	
44514 Comm Booth Rent	\$ (84,585.00)	\$ (3,300.00)											(87,885.00)	(80,000.00)	7,885.00	110%
44515 Parking Fees	\$ (3,144.00)	\$ (73,653.34)											(76,797.34)	(92,000.00)	(15,202.66)	83%
44517 Sponsorship Fees	\$ (15,700.00)	\$ (3,600.00)											(19,300.00)	(45,000.00)	(25,700.00)	43%
44518 Carnival Fees	\$ -	\$ (187,924.30)											(187,924.30)	(202,000.00)	(14,075.70)	93%
44522 Entry Fees	\$ (30.00)	\$ (2,116.00)											(2,146.00)	(2,200.00)	(54.00)	98%
44526 Sat. Arena Event	\$ -	\$ -											0.00	0.00	0.00	
44527 Thurs. Arena Event	\$ -	\$ -											0.00	0.00	0.00	
<b>TOTAL</b>	<b>(103,709.00)</b>	<b>(278,093.64)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(381,802.64)</b>	<b>(421,200.00)</b>	<b>(39,397.36)</b>	<b>91%</b>
<b>Miscellaneous Revenues</b>																
48195 Reimburse of Exp	\$ (2,375.00)	\$ (503.00)											(2,878.00)	(3,300.00)	(422.00)	87%
48205 Concessions	\$ (14,900.00)	\$ (114,217.12)											(129,117.12)	(204,000.00)	(74,882.88)	63%
48225 Other Misc Rev	\$ (44,511.51)	\$ 41,576.58											(2,934.93)	(4,800.00)	(1,865.07)	61%
<b>Total</b>	<b>(61,786.51)</b>	<b>(73,143.54)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(134,930.05)</b>	<b>(212,100.00)</b>	<b>(77,169.95)</b>	<b>64%</b>
<b>Total Revenues</b>	<b>(165,495.51)</b>	<b>(369,546.28)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(535,041.79)</b>	<b>(1,108,598.00)</b>	<b>(573,556.21)</b>	<b>48%</b>
<b>Personal Services</b>																
51105 Wages & Salaries	\$ 9,474.79	\$ 14,569.53											24,044.32	181,020.00	156,975.68	13%
51110 Temporary Salaries	\$ 2,003.20	\$ 5,008.00											7,011.20	8,462.00	1,450.80	83%
51115 Overtime/Other Pay	\$ -	\$ 331.89											331.89	750.00	418.11	44%
51125 FICA	\$ 867.84	\$ 1,507.00											2,374.84	14,496.00	12,121.16	16%
51130 Workers Comp	\$ 52.45	\$ 97.49											149.94	774.00	624.06	19%
51135 Employer Paid Workd	\$ 8.70	\$ 18.41											27.11	130.00	102.89	21%
51140 Pers Contribution	\$ 1,480.61	\$ 2,320.72											3,801.33	28,110.00	24,308.67	14%
51150 Health Insurance	\$ 4,443.76	\$ 4,602.26											9,046.02	48,276.00	39,229.98	19%
51155 Life, Long Term Disab	\$ 68.01	\$ 70.61											138.62	708.00	569.38	20%
51160 Unemployment Insura	\$ 27.93	\$ 51.04											78.97	405.00	326.03	19%
51165 Tri-Met Tax	\$ 74.92	\$ 131.34											206.26	1,407.00	1,200.74	15%
51180 Other Employee Allow	\$ 34.12	\$ 52.50											86.62	683.00	596.38	13%
51199 Misc Personal Services	\$ -	\$ -											0.00	1,373.00	1,373.00	0%
<b>TOTAL</b>	<b>18,536.33</b>	<b>28,760.79</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47,297.12</b>	<b>286,594.00</b>	<b>239,296.88</b>	<b>17%</b>



<i>Account</i>	<i>JUL-15</i>	<i>AUG-15</i>	<i>SEP-15</i>	<i>OCT-15</i>	<i>NOV-15</i>	<i>DEC-15</i>	<i>JAN-15</i>	<i>FEB-16</i>	<i>MAR-16</i>	<i>APR-16</i>	<i>MAY-16</i>	<i>JUN-16</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
<b>Materials and Supplies</b>																
51205 Supplies - Office	\$ 1,005.48	\$ 128.92											1,134.40	3,000.00	1,865.60	38%
51210 Supplies- General	\$ 12,315.48	\$ 4,093.75											16,409.23	40,000.00	23,590.77	41%
51285 Services -Professional	\$ 23,263.06	\$ 93,960.66											117,223.72	150,000.00	32,776.28	78%
51295 Advertising & Public N	\$ 88,891.14	\$ 31,573.82											120,464.96	125,000.00	4,535.04	96%
51305 Communications - Serv	\$ 1,500.00	\$ 600.00											2,100.00	1,500.00	(600.00)	140%
51310 Utilities	\$ 1,825.24	\$ 8,683.31											10,508.55	12,000.00	1,491.45	88%
51320 Repair & Maint	\$ 5,319.63	\$ 747.70											6,067.33	5,000.00	(1,067.33)	121%
51340 Lease & Rentals - Spac	\$ 425.00	\$ 425.00											850.00	6,600.00	5,750.00	13%
51345 Lease & Rentals - Equ	\$ 820.00	\$ 46,221.05											47,041.05	70,000.00	22,958.95	67%
51350 Dues & Membership	\$ 368.75	\$ -											368.75	1,500.00	1,131.25	25%
51355 Training & Education	\$ -	\$ -											0.00	8,000.00	8,000.00	0%
51360 Travel Expense	\$ -	\$ -											0.00	10,000.00	10,000.00	0%
51365 Private Mileage	\$ -	\$ -											0.00	2,000.00	2,000.00	0%
51390 Permits, Licenses & Fe	\$ 85.00	\$ -											85.00	1,000.00	915.00	9%
51460 Office Suuplies - Intern	\$ -	\$ -											0.00	0.00	0.00	
51465 - Postage & Freight	\$ 1,228.00	\$ 19.60											1,247.60	140.00	(1,107.60)	891%
51475 Printing- Internal	\$ -	\$ -											0.00	2,000.00	2,000.00	0%
51495 Telephone Monthly	\$ -	\$ 302.81											302.81	1,000.00	697.19	30%
51550 Other Materials & Services	\$ -	\$ -											0.00	3,500.00	3,500.00	0%
<b>TOTAL</b>	<b>137,046.78</b>	<b>186,756.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>323,803.40</b>	<b>442,240.00</b>	<b>118,436.60</b>	<b>73%</b>
<b>Other Expenditures</b>																
52005 Bank Service Fees	\$ 641.96	\$ 1,135.59											\$ 1,777.55	3,000.00	1,222.45	59%
52130 Other Special Exp	\$ 64,777.28	\$ (8,348.97)											\$ 56,428.31	58,000.00	1,571.69	97%
52139 Concert Expenses	\$ -	\$ 2,310.86											\$ 2,310.86	3,300.00		
52146 Entertainment Exp	\$ 134,695.00	\$ 41,998.91											\$ 176,693.91	180,000.00	3,306.09	98%
52147 Open Class Exp	\$ 27,036.75	\$ (8,034.82)											\$ 19,001.93	22,500.00	3,498.07	84%
52148 4-H Expenses	\$ 15,540.17	\$ 5,222.88											\$ 20,763.05	25,000.00	4,236.95	83%
52149 FFA Expenses	\$ 5,882.67	\$ 5,854.54											\$ 11,737.21	15,000.00	3,262.79	78%
52150 Friday Arena Exp	\$ -	\$ -											\$ -	0.00	0.00	
52151 Sunday Arena Exp	\$ -	\$ -											\$ -	0.00	0.00	
52152 Saturday Arena Exp	\$ -	\$ -											\$ -	0.00	0.00	
52153 Thursday Arena Exp	\$ -	\$ -											\$ -	0.00	0.00	
53010 Interdpt Chg - Indirec	\$ 4,999.75	\$ 4,999.75											\$ 9,999.50	59,998.00	49,998.50	17%
53015 Interdpt Chg - Genera	\$ 253.00	\$ -											\$ 253.00	0.00	(253.00)	
<b>Total</b>	<b>253,826.58</b>	<b>45,138.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>298,965.32</b>	<b>366,798.00</b>	<b>66,843.54</b>	<b>82%</b>
<b>Total Expenditures</b>	<b>409,409.69</b>	<b>260,656.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>670,065.84</b>	<b>1,095,632.00</b>	<b>424,577.02</b>	<b>61%</b>
<b>TOTAL REVENUES</b>	<b>(165,495.51)</b>	<b>(369,546.28)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>(535,041.79)</b>	<b>(1,108,598.00)</b>	<b>(573,556.21)</b>	
<b>TOTAL EXPENDITURES</b>	409,409.69	260,656.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	670,065.84	1,095,632.00	424,577.02	
													135,024.05	(12,966.00)	(148,979.19)	