

M I N U T E S

Washington County Fair Board

Minutes of a special meeting of the Washington County Fair Board held September 15, 1982, in the Fairgrounds Office beginning at 4:50 p.m.

ATTENDANCE	<u>Fair Board</u>	<u>Staff</u>	<u>Guests</u>
	Charles Colegrove	Adeline Hesse	B J Clausen, Chairman, Rodeo Comm.
	John Love	Valerie Bentley	Fred Boyles, Rodeo Committee
	Margaret Sprecher		Ken Leahy, Rodeo Committee
	Mike Swan		Joel Lewellen, Chairman, Destruction Derby Committee
	Homer Speer, absent		Bruce Warner, City of Hillsboro
			Larry Rice, Washington County

MINUTES MOTION: MOVED BY MARGARET SPRECHER, SECONDED BY JOHN LOVE TO APPROVE THE AUGUST 10, 11, 12, 13 & 14, 1982, BOARD MINUTES. MOTION CARRIED.

C.C. BLDG. The Board reviewed a redraft of the Use Policy for the Cloverleaf Community Building. Hesse reported that requests for use of the building are increasing. The building capacity is 250 persons for a sit-down function and 299 persons for a stand up function. Colegrove suggested several changes in wording of the Use Policy.

RODEO COMMITTEE Chairman of the Rodeo Committee B.J. Clausen and members Fred Boyles and Ken Leahy brought to the Board several suggestions to help improve next year's rodeo. Clausen would like to see better lighting in the arena. There are enough poles, but better lights are needed.

In order to get someone to cut the hay off the east portion of the fairgrounds, the ground should be leveled off. Now it is too rough to easily cut the hay. The best would be to cultivate and seed the area. Hesse would prefer to keep the area mowed. The rodeo has been keeping 5 ton of hay but will need to keep 7 or 8 ton because of the increase in stock needed for the rodeo.

Clausen suggested building bleachers over the catch pens on the north side of the arena with an alley way to accommodate the pens. This has been done at other shows. He also suggested adding Sunday to the Fair and running the destruction derby on Sunday instead of Wednesday before the rodeo. Because the destruction derby ends late Wednesday night, there is not much time to get the arena prepared for the Thursday evening rodeo performance. Joel Lewellen, Chairman of the Derby Committee, would like to run the destruction derby during the day on Saturday. The derby is rushed when run at night. There would be only a small audience at a midweek day time derby, and most of the volunteer crew work during the week. Each year the Board discusses the rodeo and destruction derby performances, and there is no easy solution.

Leahy would like something to be worked out so the Rodeo Committee has more time to prepare the arena. The metal left in the arena after the derby is hazardous for the rodeo. Hesse pointed out that a different part of the community has become involved with the fair because of the derby. The derby made a big increase in the Wednesday attendance. The Fair Board will review the suggestions submitted by the Rodeo Committee.

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Boyles announced the Rodeo Committee will be meeting the second Monday of each month. Their next meeting will be October 12, at 7:30 p.m., at the Wolf Creek Water District Office. Swan will be attending the Rodeo Committee meetings.

The Board commended the Rodeo Committee for doing a marvelous job of putting on the rodeo this year. All performances were well attended.

The Rodeo Committee did use the "Pepsi Girls" for the grand entry as they did not know the Fair Board had contracted with Coca-Cola as this year's beverage supplier. Hesse will let them know who will be supplying beverages for the 1983 fair.

Clausen said additional added money would help the rodeo draw more cowboys. Because of the economic times cowboys are playing the rodeos with the highest purses. Maybe the beverage company would help with added money. The money spent in added money will return to the Fair Board; more people will come to watch a better show because there will be more cowboys. The Board thanked Mr. Clausen, Mr. Leahy, and Mr. Boyles for attending the meeting.

DESTRUCTION DERBY The September 11 destruction derby sponsored by the Chamber of Commerce was very successful according to Joel Lewellen, Chairman of the Derby Committee. There were 82 cars entered in the event. Lewellen thinks next year there will be close to 100 cars racing in each event. The Committee will be trying some new events. During the July 4 race there is enough time to run 100 cars, but during the fair race, there is not enough time.

Lewellen would like to see more lighting in the pit area and a better public address system in the pit area. The pit area is potentially the most dangerous area of the race and should be adequately lighted. A better P.A. system is necessary so the drivers can hear the line-up times.

The Committee needs another set of racing flags. The present set of flags faded when they were washed to get rid of dirt and mud. Lewellen suggested the Board invest in three stop watches and four two-way radios. Changing the entry gate from the north side of the arena to the south side worked out very well.

Destruction derby racing is the most affordable type of racing around. This may account for the large numbers of cars racing in each event. Hesse feels that a split race during the fair would draw crowds both nights. A split show would be asking a lot from the volunteer derby crew. Scheduling derbies a month apart is about right.

Lewellen will be changing the rules to read "no welding doors shut."

Lewellen does not know for sure if he will be involved with the derbies next year. He will have a better idea in a couple of weeks.

The Board told Lewellen he has done a great job of putting together the destruction derbies. He has been involved in 9 or 10 derbies. The Board thanked Mr. Lewellen for attending the meeting.

C
ROAD L Hillsboro City Engineer Bruce Warner and Larry Rice, Director Washington County Public Works Department, attended the meeting to explain and clarify the Cornell Road improvements as related to the fairgrounds. Warner brought a

copy of the latest drawings for the improvements. He explained the drawings as they would affect the fairgrounds. The project will need mostly 10 feet of right-of-way from the fairgrounds.

Because the present fairgrounds driveway on Cornell Road is situated on the curve and is dangerous, a new driveway has been proposed to the east of the present driveway. There will be stacking lanes for 12-14 cars for left turns for both the fairgrounds and Port of Portland. The proposed driveway will line up with the west entrance to the Red Baron parking lot. The Board will request a right-in/right-out driveway to line up with the east Port driveway.

The Fair Board wants itself and the county to be held harmless for all out of pocket project costs. The School Board is recommending that they, the Fair Board, and Port of Portland dedicate right-of-ways to the project.

The Board asked if Cornell Road would be passable during the fair and other major summer events held at the fairgrounds. Warner said there would be 6 to 8 months of inconveniences and asked the Fair Board to submit a list of major fairgrounds events. The Oregon Department of Transportation will be administering construction.

The Fair Board would like the readerboard to be moved back from the roadway after construction the same distance as it is now. Warner felt the readerboard would be unaffected by construction. None of the fairgrounds trees will be affected by construction.

The new driveway and access road to the existing driveway will need to be wide enough to accommodate a semi-truck and trailer. A signal is not warranted at the fairgrounds at this time.

The Port of Portland right-of-way will go about 1/3 of the way into their present berm. If the Fair Board were to request a berm on the fairgrounds, the construction company would shape it, but the berm would be the Board's responsibility to seed and keep up.

The Fair Board is interested in obtaining clean fill dirt from the project.

Colegrove understood during preliminary project hearings that the main fairgrounds entrance would line up at the Red Baron's east driveway and would be on the fairgrounds east property line. As proposed now the driveway and access road will run right through the middle of the acreage proposed for "fairgrounds commercial" development. Warner felt the proposed location would be fine. The Board did not agree.

Hesse will compile a list of Board concerns (other than right-of-way) for review at the October 6 Fair Board meeting.

The Board thanked Mr. Warner and Mr. Rice for attending the meeting.

Following are several of the Board's concerns and requests: Chain link fencing to the new driveway contoured to the new property line; light or relocation of the readerboard; relocation of drainlines; clean fill dirt; a construction time schedule; no liability to Fair Board for future project assessments; and relocation of light to new driveway. Colegrove would like to have the new driveway located on the fairgrounds eastern property line.

FAIR) Hesse met with the Home Ec Superintendent and several others to discuss improvements in that department. The department will be split in two. Wanda Mulholland will be the Baked Goods Superintendent, and the Fair Board will need to appoint a superintendent for Food Preservation. Judging will be held on the stage in the Home Ec area.

Director Hesse suggested changing entry day to Sunday and having judging on Monday before opening day of fair. It would make the fair one day longer for staff and volunteers, but it would be less hectic.

The granges may be moved into the Land Products area to make room in the Arts and Crafts Building for a display of collections.

Sprecher is checking into getting meat cases and coolers for the Home Ec. department.

The fairgrounds needs a storage shed adequate in size to store tables, benches, decorating material, picket fencing, etc. It could replace the present storage shed on the east side of the maintenance shop.

Maintenance Supervisor Russ Dyché will be going to Columbia County to take a look at their ticket booths. The fairgrounds desperately needs new ticket booths.

Hesse is checking on new ways to tighten ticket and gate security.

Should the Fair Board charge for overnight camping at the fair? Several other fairs with about the same facilities do charge for camping. The Board felt if improvements were made, campers could be charged. The budget does not include money to upgrade the camping area. Hesse pointed out the fairgrounds has made improvements in the camping area and does spend money to run the area; i.e., portable restrooms and garbage service.

The Fair is to the size where people do need direction in and out of the parking lot and help in finding parking places.

Horse Superintendent Lisa Scott participated in a soft ball tournament during fair, which left Assistant Punky Benson to run the horse show. Hesse has asked Scott if she will be available for next year's fair. There is still a problem at the horse gate with the number of people allowed free admission with one horse. Hesse is considering implementing an "Equus" button costing \$1 for each extra person after horse and owner.

MOTION: MOVED BY JOHN LOVE, SECONDED BY MAGGIE SPRECHER TO APPROVE CHARGING \$1 FOR AN "EQUUS" ADMISSION BUTTON FOR EACH PERSON OVER THE ALLOWED ONE PERSON PER ANIMAL IN THE HORSE DEPARTMENT ONLY. MOTION CARRIED.

ENTERTAIN-) Colegrove suggested trying a 4-wheel drive event during the fair. That event
MENT would make a huge mud hole out of the arena and would make the arena unsuitable for a rodeo performance for several days.

The Board agreed they would like to have the Wenatchee Youth Circus back to the 1983 fair as they were unable to perform this year because of rainy weather.

Hesse reported that she is considering along with Multnomah and Clackamas County Fair managers each buying two good communicators and sharing during major events and at fair time. The Board thought it was a good idea to share equipment with other local fairs.

PLANNING The Board will soon begin its pre-budget planning sessions.

FAIR BOARD TERMS The Board should begin recruiting applications for the new appointments to be made by the Board of County Commissioners in January. If an extension is desired on Colegrove's term, written request should be made now. A member from the Tigard/Tualatin area may help that end of the county get involved.

BCC The Commissioners did note in their recent meeting minutes that they appreciate the Fair Board and that the Fair Board put on a good fair this year.

FAIR Maybe a local service organization would be interested in running a baby sitting service during fair.

Sprecher attended three other Oregon county fairs and brought back numerous suggestions for the Washington County Fair. Following are several suggestions. Clackamas County Fair bids out their beer garden and 30% goes to the fair. Community and service organizations each grouped together. A booth for each city to tell its story. A room in Arts & Crafts to show slides. The state fair has a courtyard where local craftsmen display their crafts and skills. Harney County has competition for snap shots.

4 Hesse read a letter from 4-H Horse Superintendent Joyce Stride thanking the Fair Board and staff for helping to make the 4-H Horse Fair a success.

JOB DESCRIPTION & APPRAISAL The Board reviewed the "individual planning and appraisal guide" that Speer prepared for the Fairgrounds Director position. The guide includes responsibilities and objectives, objective indicators, and subjective indicators.

OFA CONVENTION The Board discussed the Oregon Fairs Association Convention workshop topics and agreed that Chairman Colegrove would be the Washington County Fair's voting delegate.

MOTION: MOVED BY MIKE SWAN, SECONDED BY MARGARET SPRECHER TO APPROVE PAYING THE FAIR BOARD MEMBERS' LODGING AND BUS TRANSPORTATION, AND MEMBERS' AND SPOUSES' MEAL PACKAGES FOR THE 1982 OFA CONVENTION. MOTION CARRIED.

FAIR THEME MOTION: MOVED BY MARGARET SPRECHER, SECONDED BY JOHN LOVE TO ADOPT "AN OLD-FASHIONED LOVE A-FAIR" AS THE 1983 FAIR THEME. MOTION CARRIED.

NEXT MEETING The next Fair Board meeting is scheduled for Wednesday, October 6, in the fairgrounds office at 4:30 p.m.

Meeting adjourned to executive session at 9:30 p.m.

Respectfully submitted,

Valerie Bentley

M I N U T E S

Washington County Fair Board
Executive Session

Minutes of an Executive Session of the Washington County Fair Board held September 15, 1982, at the fairgrounds office beginning at 9:30 p.m.

ATTENDANCE	<u>Fair Board</u>	<u>Staff</u>
	Charles Colegrove	Adeline Hesse
	John Love	
	Margaret Sprecher	
	Mike Swan	
	Homer Speer, absent	

EMPLOYEE AGREEMENTS The Fair Board reviewed employee agreements of the secretary, maintenance supervisor, and fairgrounds director. After lengthy discussion the Fair Board decided to offer monthly remuneration and a memorandum of understanding to the secretary and maintenance supervisor rather than the traditional annual employee agreements.

Vacation time for secretary and maintenance supervisor will be accumulated at the rate of 1 day per 6 weeks of service. Up to 20 days of paid vacation maybe accrued.

Secretary, maintenance supervisor, and director will receive sick leave at the rate of 1 day for each 6 weeks of service. In addition to the sick leave provision, the Board added "for self only and not for family members."

MOTION: MOVED BY MIKE SWAN, SECONDED BY MAGGIE SPRECHER TO COMPENSATE THE SECRETARY AT THE RATE OF \$1,035 PER MONTH. COMPENSATION PACKAGE AND EXPECTATIONS WILL BE LISTED IN A MEMORANDUM OF UNDERSTANDING. MOTION CARRIED.

MOTION: MOVED BY MIKE SWAN, SECONDED BY JOHN LOVE TO COMPENSATE THE MAINTENANCE SUPERVISOR AT THE RATE OF \$1,100 PER MONTH. COMPENSATION PACKAGE AND EXPECTATIONS WILL BE LISTED IN A MEMORANDUM OF UNDERSTANDING. MOTION CARRIED.

MOTION: MOVED BY MIKE SWAN, SECONDED BY MAGGIE SPRECHER TO HIRE THE DIRECTOR FOR ONE YEAR - OCTOBER 1, 1982, TO SEPTEMBER 30, 1983, AT THE RATE OF \$1,955 PER MONTH AND COMPENSATIONS LISTED IN THE EMPLOYEE AGREEMENT. MOTION CARRIED.

MOTION: MOVED BY MIKE SWAN, SECONDED BY MAGGIE SPRECHER THAT THE DIRECTOR PREPARE THE 1983-84 BUDGET TO REFLECT A WAGE INCREASE BEGINNING OCTOBER 1, 1983. MOTION CARRIED.

After discussion Hesse questioned if the Board understood this would mean no wage increase to the employees for over one year (15 months). The Board answered affirmatively.

RESOLUTION: In recognition and appreciation of the extra hours staff spent in preparation of the county fair and special Fair Board projects; i.e., destruction derby, the fairgrounds will be closed on November 26 and December 27-31, 1982. Staff will receive full pay for the time off.

Respectfully submitted,
Adeline Hesse
Adeline Hesse, Director

U P D A T E D A G E N D A
Washington County Fair Board
Special Meeting
4:30 p.m., Wednesday, September 15, 1982
Fairgrounds Office

1. Call to Order.
2. Public Welcome. This time is provided for members of the audience to comment on any item(s) on the agenda prior to the Board's discussion and decision. It is respectfully requested that those addressing the Board state their name for the record.

Guests: 4:45 Rodeo Committee, B J Clausen, Chairman
5:30 Destruction Derby Committee, Joel Lewellen, Chairman
6:00 City of Hillsboro, Bruce Warner, Cornell Road ease-
ment request and explanation
3. Board minutes from August 10,11,12,13,14, 1982, for approval (August 11 minutes enclosed).
4. 1982 fair evaluation -- written and oral input from Fair Board members.
5. Correspondence:
 - A. Bookkeeper Carole Strahan's suggestions for fair.
 - B. Lincoln County Fair's letter re invisible ink.
6. Redraft of Cloverleaf Community Building policy and fees (enclosed).
7. Redraft of community use of facilities and equipment policy (enclosed).
8. Review and adopt individual planning and appraisal guide for Fairgrounds Director. Board Action.
9. Next regular meeting is Wednesday, October 6, 4:30 p.m. in the Fairgrounds Office.

Executive Session

10. Employee agreements expire October 1. Board Action. (Enclosed updated employee agreements.)

* Check previous agenda for other enclosures.

* If you are unable to attend or will be late, call 648-1416.