



Memorandum Date: November 20, 2018

TO: Board of County Commissioners
DEPARTMENT: Lane County Fair Board
PRESENTED BY: Corey Buller, Fair Manager
AGENDA ITEM TITLE: REPORT/JOINT FAIR BOARD WORK SESSION

I. MOTION

NA

II. AGENDA ITEM SUMMARY

The purpose of this work session is to deliver the annual Fair Board Report regarding the Lane County Fair and discuss items that are mutually of interest between the Fair Board and BCC.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Lane County Fair Board is a public agency that exists under the provisions of ORS Chapter 565 and Lane Manual 3.505, 3.506, 3.570. The purpose and objective of the Fair Board is to manage, develop, promote and operate the County Fair.

B. Policy Issues

The relationship between the BCC and the Fair Board is described in the current MOU (2015).

C. Board Goals

The Fair Board has shared goals with the BCC and includes the current goal of providing a fun, friendly, family oriented County Fair that is financially stable.

D. Financial and/or Resource Considerations

Informational Report.

E. Health Implications

NA

F. Analysis

The Annual Fair Report serves as the required annual report to the BCC. The Lane County Fair Board and staff are proud to report another successful Fair. Starting with the 2013 Lane County Fair we set a goal of continuing to provide a fun, family atmosphere while establishing the net financial impact of the Fair and trying to improve it each year. Since 2013 we have seen an increase in attendance and positive change in net revenue through 2017. 2018 net includes all staff time coded to Fair during entire year based upon time card system for the first time.

Net Revenue:

2013- \$21,579

2014- \$51,274

2015- \$201,327

2016- \$274,508

2017- \$348,270

2018- \$165,317

G. Alternatives/Options

NA

IV. RECOMMENDATION

NA

V. TIMING/IMPLEMENTATION

NA

VI. FOLLOW-UP

NA

VII. ATTACHMENTS

2018 Fair Report

Fair Board Updated By-Laws

MOU Agreement (2015)



2018 Lane County Fair Report



In an effort to provide feedback and information regarding the 2018 Lane County Fair this report is being collaboratively submitted by the Lane County Fair Staff. We would like to thank the Fair Board for their time, effort and involvement in helping produce a very successful Fair. We would also like to thank the many members of Public Works and Lane County employees who work behind the scenes to help produce the annual Fair. This report is intended to provide information and data in the most accurate form in order to provide clarity and information for planning future Fairs and also serves as the annual report to the Board of Commissioners regarding the Lane County Fair.

The 2018 Lane County Fair started off strong and was a success all around! We had great weather other than on Sunday and hope that trend continues in the future. We had a slight decrease in attendance this year compared to the last four years. Possible influences related to this include hot weather on Sunday, other events scheduled in the County and surrounding areas or changes that were made in marketing and advertising. Great entertainment, fun family atmosphere, exhibits and animals all contributed to providing a unique alternative to the many events scheduled in the community during July and we are very pleased with the final results.

We believe that the current model of our Fair is helping drive increased numbers over time while building stability for those years when weather or other factors impact the Fair negatively. For the second year in a row the Carnival set a record high in gross sales and receipts to the Fair and we hope to see those numbers remain high in the future. While attendance was down slightly we are extremely pleased that most revenue categories met or exceeded budgeted amounts again this year. New partners and new contracts with existing partners have resulted in increased revenues and greater potential for the future. We are again extremely proud of the Fair that was planned and produced. Every member of our team worked exceptionally hard in the areas they are responsible for which contributes to the overall success. We are already working on the 2019 Fair and are looking forward to continuing the promotion of animals, youth, community and entertainment.

STAFF:

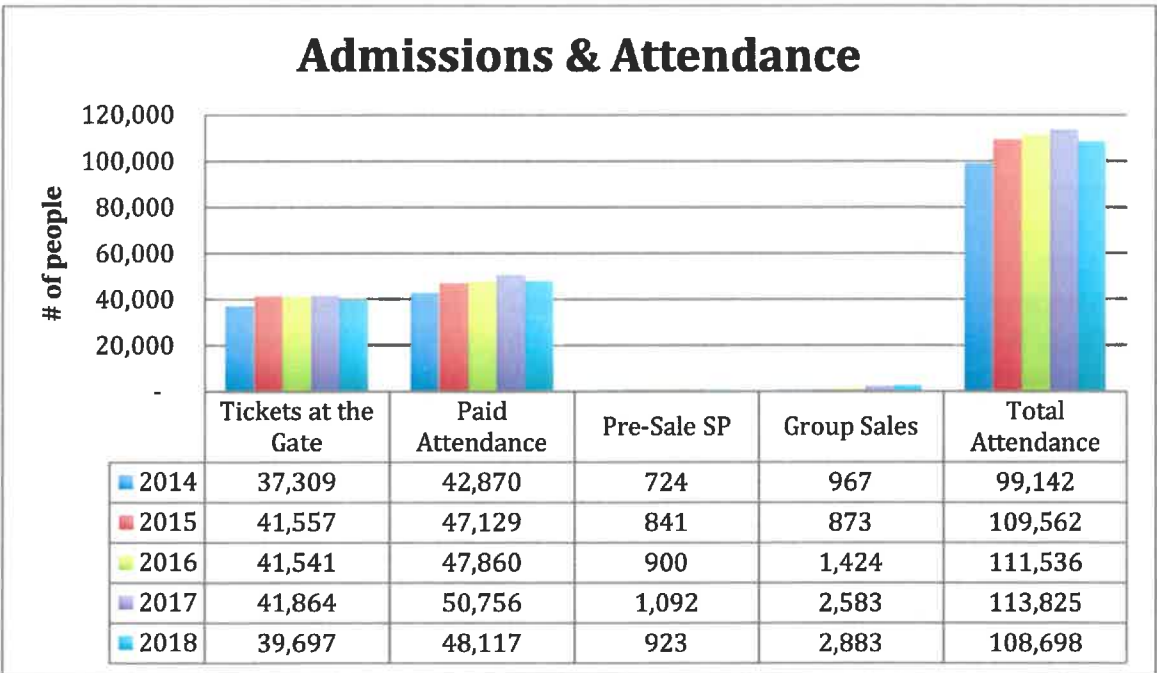
Corey Buller
Rachel Bivens
Gary Knapp
Dean Bennett
Emily Bol
Ron Eggleston
Tim Jenkins
Sandra Lewis
Lauriene Madrigal
Travis Silke
Anali Silvius

FAIR BOARD:

Jack Harris (President)
Sascha Cosio (Vice President)
Brett Deedon
Rene Speer
Randy Thwing

Admissions & Attendance

Attendance at the Fair this year was strong. We did experience a slight decrease overall but we have identified several potential factors that may have contributed to this. The first and most significant of these factors being the wealth of events happening over the same time span as the Fair. This included but was not limited to the Linn County Fair to the North, Bohemia Mining days to the South, Relay for Life here in town etc. Additionally, we have had the pleasure of having very comfortable temperatures every day for the past few years. This year we experienced quite a hot day on Sunday which had a clear impact on our daily attendance. We do always spend the time to evaluate the event as a whole to ensure that we continue to be of interest and stay relevant in a county where something is always happening!



NOTE: Paid attendance is derived from admissions sold at the gate, in the Fair office, pre-sale Season Passes achieved on and off site, group sales, admission included with the purchase of concert tickets. Total attendance is derived from the number of guests counted through the gates.

Parking

2018 is the third year for which we charged for parking in all of the lots on the Fairgrounds property. As it has been for the past two years, parking was managed by the Lane County Mounted Sheriff's Posse along with Lane County Search and Rescue. At the conclusion of the 2017 Fair a couple of issues were identified including accountability for the daily sales, permitting for Fair participants, volunteers and vendors. As a result, permits were redone to explicitly state their purpose to allow Sheriff Posse staff to easily accommodate their

needs. Sales accountability was done by providing the Sheriff's Posse with numbered tickets, having them utilize the Fair cash room and including them in the cash handling procedures.

In terms of revenues, the revenue received by the Lane County Fair for 2018 was \$23,767.50 vs. \$24,160 in 2017. Monies received by the Fair equate to 50% of what is received by the posse each day as well as what is sold in the Fair office prior to the Fair.

Vendors

Food & Alcohol

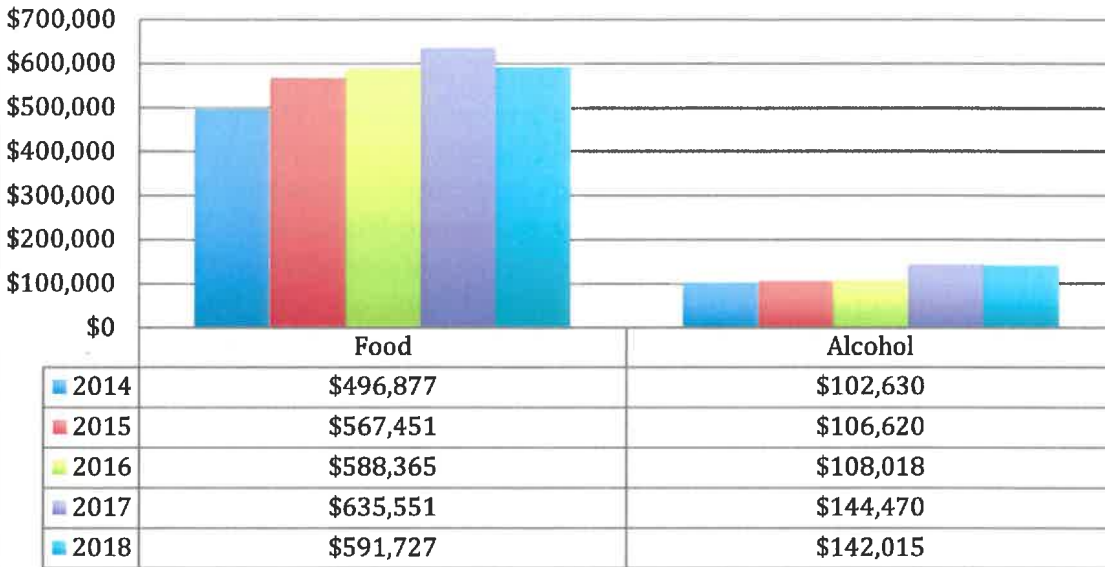
2018 was an expansion year for Food and Beverage at the Lane County Fair, with staff placing more emphasis on the South Food Row and bringing more activity and options to an already packed Food Court. The South Food Row grew by 3 booths this year with a slight re-design to ensure good traffic flow and less empty space. Emphasis was placed on creating an attractive area that was conducive to traffic flow, while making certain fairgoers had plenty of space to sit and enjoy their culinary delights.

New this year was Maguey Grill, a Hispanic themed food booth that specializes in fresh Mexican food and beverage such as burrito bowls and fruit infused water. The booth did admirably well for their first year, bringing in over \$25,000 in sales, which contributed nearly \$6,100 in revenue to the Fair. We look forward to seeing what this vendor can do in his second year in 2019! Also new this year, Ogee Donuts offered buckets of miniature donuts, donut sundaes and frozen banana on a stick. While not as heavily patronized as a food booth with a full menu, this vendor was an excellent addition to the fair due to the popularity of the donuts, which are a traditional treat at county fairs across the country.

This year we also made a significant change in the food area increasing the percentage paid by each vendor to the fair from 22% to 24% of gross sales. This percentage has not been increased since 2006. In researching other Fairs across the state, it was realized that we were at the low end of the percentages. After much consideration, we opted to move forward with a percentage in the midrange of the statewide percentages. While the increase of 2% may seem insignificant, the increase in revenue it generated for the Fair was significant. Even with a decrease in overall sales of about \$40,000, the total dollars received for food revenue by the Fair was just about equal to that of 2017. Vendors received this change positively understanding the need to increase after many years.

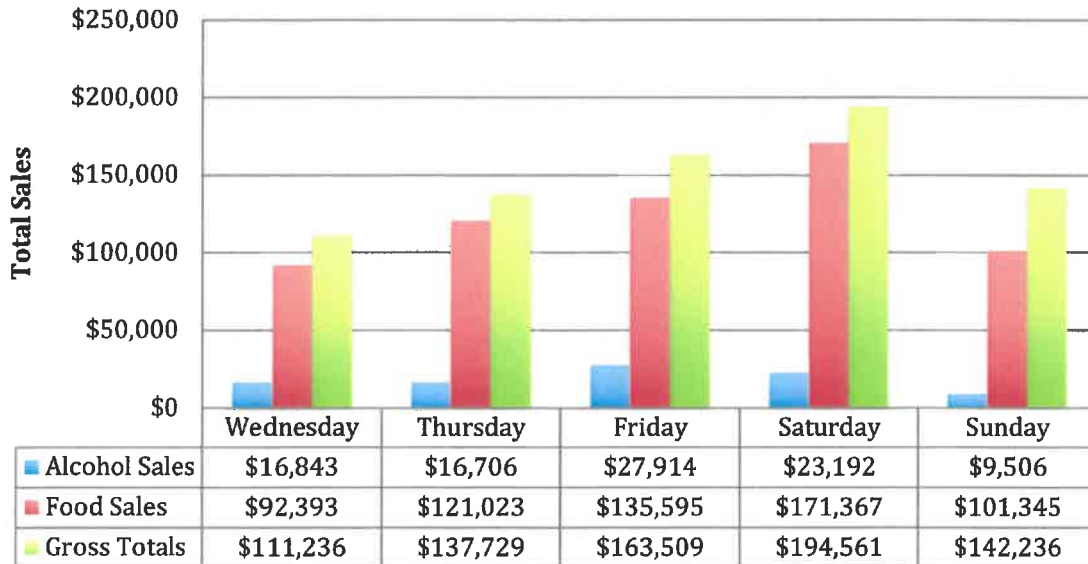
Oregon Beverage Service again had strong beverage sales. Always looking improve the customer experience, one of the small and logistically challenging bars was upgraded to a "bar in the square" where patrons could be served from all sides keep lines short and super-efficient. This new bar also contributed to an updated look at the West end of the grounds, nicely complimenting the new layout to the Main Stage which will be discussed later in this report. Additional upgrades were done to the Build-Your-Own Bar on the front lawn of the Convention center to create a more streamlined ordering process and even more inviting location.

Food & Alcohol Sales (Gross)



NOTE: 2017 marked the first year of the new contract with Oregon Beverage Services

Daily Food & Alcohol Sales



Commercial Vendors

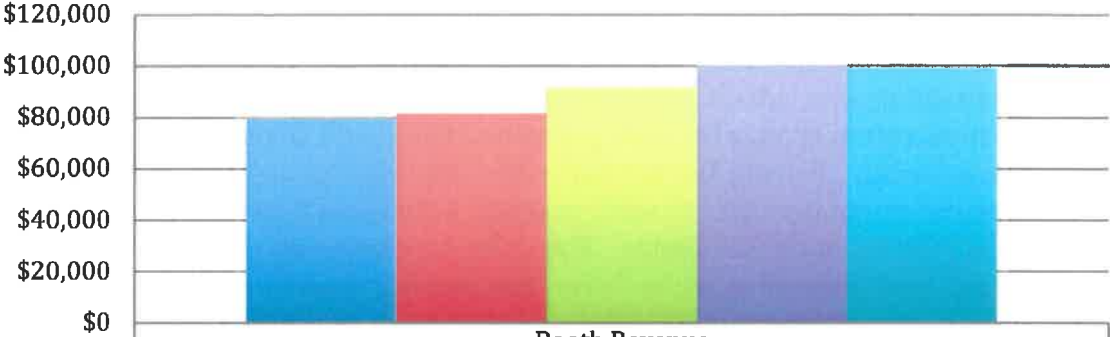
2018 produced another great year for Commercial Vendors. Though revenue, at \$99,210, is a slight decrease from 2017, it is up over the last five year's average of \$90,446. This decline could be attributed to having fewer outside corner spaces available or vendors taking advantage of the "Route and Save with Jackson County Fair Discount". The total number of Commercial Vendors only decreased by 2 to 99 vendors. This is also up over the last five year's average of 92. The total number of Commercial Vendors largely depends on the dates of nearby Fairs and the available routing opportunities. This year, we overlapped with several events including the Linn County Fair, Bohemian Mining Days, and Relay for Life. For 2019, we expect to retain our returning vendors and our new vendors gained in 2018 by potentially offering a loyalty enticement. We will likely not offer the routing discount with Jackson County Fair as their 2019 Fair is two weeks prior to ours rather than back to back weeks.

Outside layout fluctuates year to year based on the confirmed grounds entertainment and other fair activities. While the outdoor layout changed slightly, we offered the same number of spaces, all of which were sold. As outside spaces appear to be more appealing to many vendors, we hope to increase this number in 2019 as well as possibly increase the price of the booths to assist in offsetting the expense of providing vendors with tents. This year we removed one 10'x10' space from our inside layout, offering 94 10'x10' spaces. All but one of these spaces were booked. As indoor spaces tend to be less popular with vendors, we are considering discounting the price of some of the inside booths or offering some smaller spaces at a cheaper rate.

Number of individual vendors (this does not reflect the number of spaces we have to sell as many vendors take more than one 10' x 10' booth):

| | | |
|-------|-------------|-----------|
| 2014: | 89 Vendors | \$79,350 |
| 2015: | 83 Vendors | \$81,600 |
| 2016: | 88 Vendors | \$91,700 |
| 2017: | 101 Vendors | \$100,370 |
| 2018: | 99 Vendors | \$99,210 |

Commercial Vendor Revenue



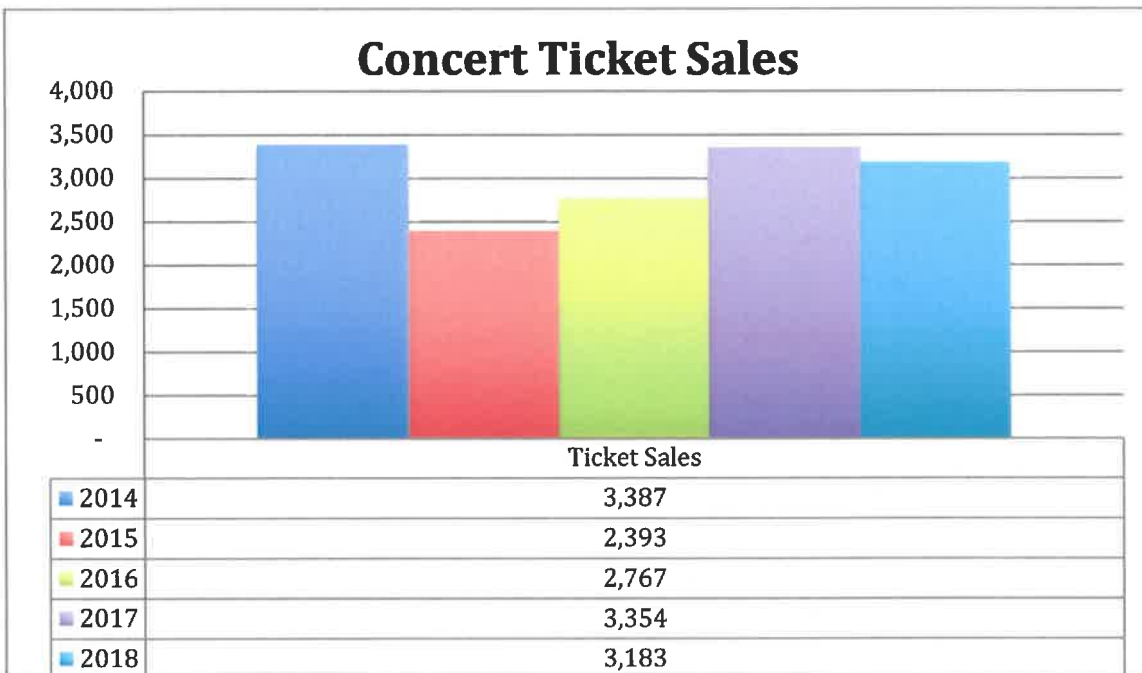
| Booth Revenue | |
|---------------|-----------|
| 2014 | \$79,350 |
| 2015 | \$81,600 |
| 2016 | \$91,700 |
| 2017 | \$100,370 |
| 2018 | \$99,210 |

Entertainment

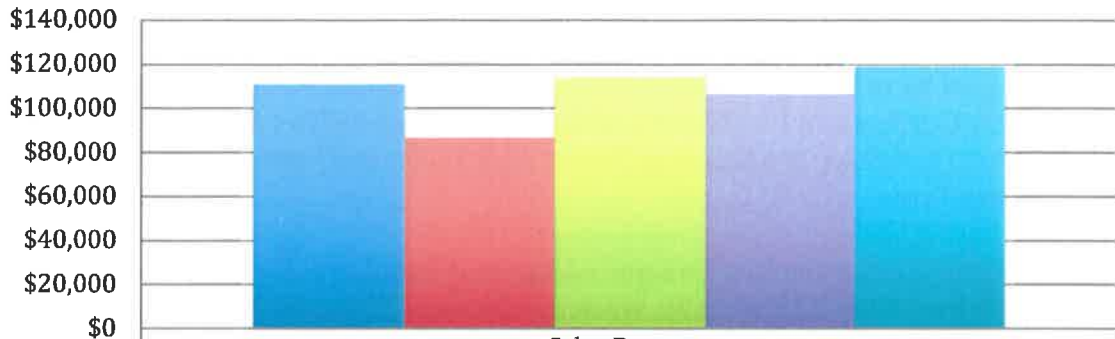
Main Stage Concerts

After the success of the VIP experience last year, we opted to add an additional tent on the South side of the seating area, adjust and slightly reduce the standard seating area and close in the concert venue a bit to change the vibe and encourage guests to purchase tickets for the best possible experience. Pricing for the VIP tents was offered as Gold and Silver, both offering the benefit of comfortable shaded seating, a dedicated cash bar for VIP ticket holders, included parking and a VIP badge. The difference between the tents was the Gold tent offered heavy hors d'oeuvres while Silver was just bar snacks on the tables (also in Gold). Interestingly enough we found that the more expensive of the two tents, the Gold tent, sold better than the other. As we look forward to the 2019 Fair we will consider offering the same thing in each tent rather than the tiered system.

Of note this year is that while we sold approximately 150 less tickets overall, the revenue increase was significant. This can be attributed to two things. The first being the acts. This is something we discuss each year as the act dictates the price points. Some years we can charge more than others; some years we have a larger ration of higher priced acts to lower in the mix and some years we don't. Additionally, the inclusion of another VIP tent allowed us the opportunity for higher ticket prices even still. All these combined to produce a significant revenue increase even with a decrease in ticket sales.



Concert Ticket Revenue



| | Sales Revenue |
|--------|---------------|
| ■ 2014 | \$110,956 |
| ■ 2015 | \$86,635 |
| ■ 2016 | \$114,071 |
| ■ 2017 | \$106,452 |
| ■ 2018 | \$119,000 |

| <u>Date & Artist</u> | <u>Sold</u> | Approx. <u>Standing</u> | Approx. <u>Total</u> |
|-------------------------------------|-------------|-------------------------|----------------------|
| Wed, July 18: Trace Adkins | 718 | 1000 | 1718 |
| Thurs, July 19: Melissa Etheridge | 757 | 1000 | 1757 |
| Fri, July 20: Night Ranger | 878 | 1500 | 2378 |
| Sat, July 21: Bill Engvall (comedy) | 668 | 1500 | 2168 |
| Sun, July 22: High Valley | 162 | 500 | 662 |

Something we did note this year, as indicated above, is that the standing room numbers are lower than they have been in past years. This is likely attributed to change in set up at the Main Stage as it did limit the few for patrons not purchasing tickets. The hope is that moving forward, as people become accustomed to this new layout that our ticket sales will increase overall.

Grounds Entertainment

Our grounds entertainment goal for 2018 was to bring back entertainment the public loves, as well as introduce new and exciting entertainment that everyone in the family can enjoy!

We achieved our goal by bringing back crowd favorites All Alaskan Racing Pigs, strolling entertainers Fritter Critters and Washboard Willy Jamboree, as well as new-to-us comedy stage show Coventry & Kaluza, Professional Zaniac Alex Zerbe and Ventriloquist Steve Chaney with Corney Crow.

After receiving much positive feedback on our addition of Toddler Zone last year, we brought them back for 2018. Additionally, we extended their footprint in Meeting Room 1 where they were busier than ever with families taking advantage of the air-conditioned and fully contained environment allowing them to get their wiggles and giggles out. Included in Toddler Zone were nursing stations providing a place of comfort and convenience to tend to any infant need. Outside we added Storyville, an outdoor covered play area giving the littlest of our patrons a space to run and play along with a place for their parents to relax while still out and about near other entertainment, vendors and more.

Professor Smart and the Family Fun Stage joined us again this year, after several years away. With his fun and educational comedy-science show, strolling tricycle and eye catching yellow and blue tent, Professor Smart was once again a hit among fair-goers. Freestyle MX Tour brought in our “wow” factor this year. These professional motocross tricksters showed off their skills jumping over an entire RV all the while including flips and crazy stunts making them incredibly popular among all fair patrons!

We were given an exciting opportunity this year to have comedy hypnotist Alan Sands run his Comedy Hypnosis School during our fair. With no cost to us, Alan brought in seven hypnosis students who all performed their own unique versions of comedy hypnosis for our fair-goers. This was a fun way to bring additional entertainment to our patrons while staying within the allotted entertainment budget.

In addition to all of the above, we changed up the layout by moving the location of a fan favorite, All Alaskan Racing Pigs, adding in Storyville to Expo 1 lawn, and the bright Family Fun Stage on Expo 3 lawn, giving the area a fresh new feel. The overall feel was that the area was full and vibrant and fun with known & anticipated as well as new & eye-catching entertainment for all!

The year our Grounds Entertainment included:

| | |
|----------------------------|-----------------------------------|
| Alan Sands Comedy Hypnosis | Fritter Critters |
| Alex Zerbe | Professor Smart, Family Fun Stage |
| All Alaskan Racing Pigs | Steve Chaney & Corney Crow |
| Children’s Tractor Pull | Toddler Zone |
| Coventry & Kaluza | Washboard Willy Jamboree |
| Freestyle MX Tour | |

The Community Stage is a fun and important part of the fair. Each year we schedule the stage with local, county and state-wide performers giving them the opportunity to play, demonstrate and perform for a home-town crowd. The logistics of the stage are always a bit of a challenge due to the equipment needed and man hours required to successfully run the stage. As always, we will be re-evaluating how we can improve on this stage allowing it to be the best it can be for those who perform on it. Overall, the stage was a success with many returning acts, as well as new bands, demonstrations and performers who reached out to us for the opportunity.

Senior Celebration:

Once again, the Senior Celebration was a huge hit this year! We utilized the same layout as 2017 as the traffic flowed nicely to allow attendees to not only retrieve their cake and ice cream but to also allow enough room to browse the vendors. The delicious cake and ice cream were generously donated through our partnerships with Larsen's Fine Candies, Martin Luther King Education Center/ Lane County Youth Services and Willamalane Teen Camp. We are very fortunate to have their participation and are excited to work with them again next year!

AARP was enthusiastic about being on board for a second year and aided in the planning to help secure vendors and entertainment for the Celebration. Vendors and entertainment included The Oregon Department of Veterans Affairs, Meals on Wheels, Reign Dance Company, Primal Rhythms and many more! AARP asked that each vendor provide an activity such as a ring or bean bag toss, a photo booth, and another interactive options. These activities provided entertainment and laughter to all of the attendees who participated! AARP's assistance was helpful in planning the event but also difficult at times as they had a large committee working on the event. We will evaluate for 2019 to decide whether or not we want to continue having assistance but overall the 2018 Senior Celebration was a huge hit and we are excited for next year!

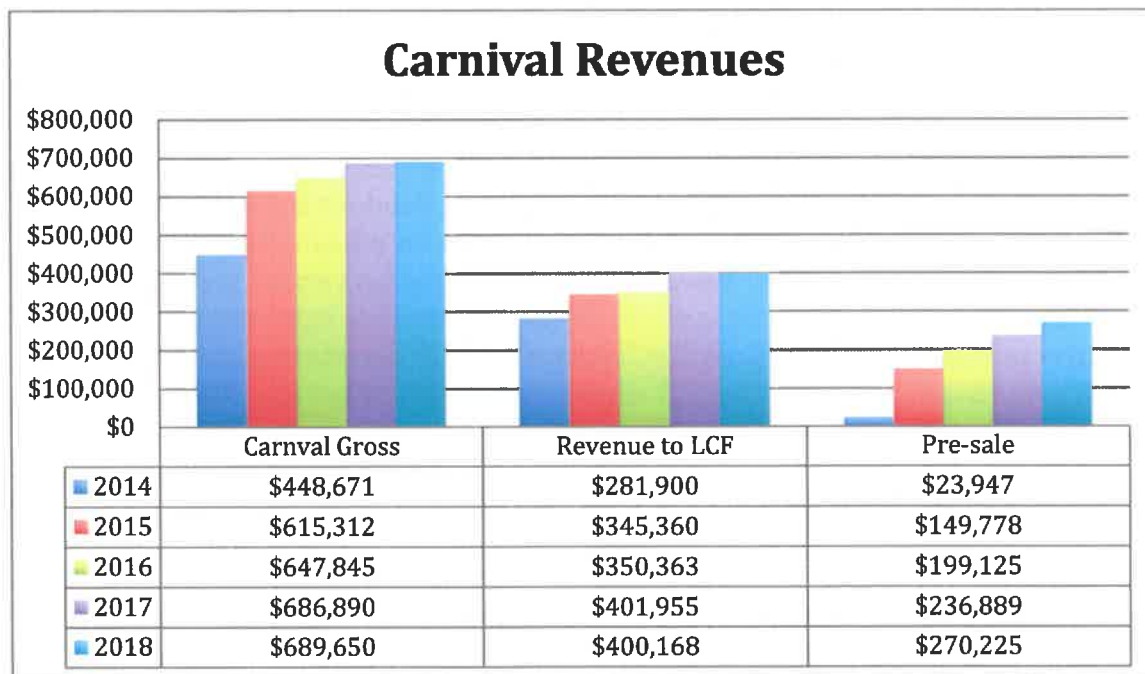
S.T.E.M Festival:

After a long evaluation of the STEM Festival and communications with Lane STEM and Connected Lane County, the organizations opted not to host the event this year at the Fair as they did not believe they had the capacity to coordinate the event this year. We will again evaluate and consider the idea for 2019.

Carnival

As it has done for the past few years, our Carnival had an amazing year. The pre-sale for unlimited ride bracelets increased for the third year in a row by almost \$34,000 (or 14%)! That equates out to almost 900 more bracelets sold prior to the Fair than last year. Our pre-sale Sponsor, First Tech Federal Credit Union, offered an additional incentive to encourage extra early birds this year. It seemed to have worked as their in-store sales increased by about 300 bracelets to 2,771.

Overall carnival sales increased by just about 1%. However, increases in pay one price ride bracelet pre-sales resulted in slightly lower revenues due to the lower price points on these vs those sold on-site. While we would have loved for this to have been a larger increase, an increase at all in a year when attendance had a decrease is amazing all together!



NOTE: 2017 was the first year of the new contract cycle with Funtastic Shows

Exhibits: Creative and Livestock

2018 hosted another year of fuzzy creatures and creative exhibits! We were fortunate enough to have a majority of our Department Coordinators return for another year in addition to signing on two new coordinators in our Horse and Beer and Wine departments! This year also marked 30 years of coordinating for our Art Department coordinator! Despite having a slight decrease in entries from 5978 entries in 2017 to 5630 entries in 2018, we had multiple departments that saw an increase including Poultry, Cavies, Land Products, Art, and Baking and Candy. Our department coordinators put their heads together last year and worked hard to advertise our creatives exhibits departments and all of the items people could enter.

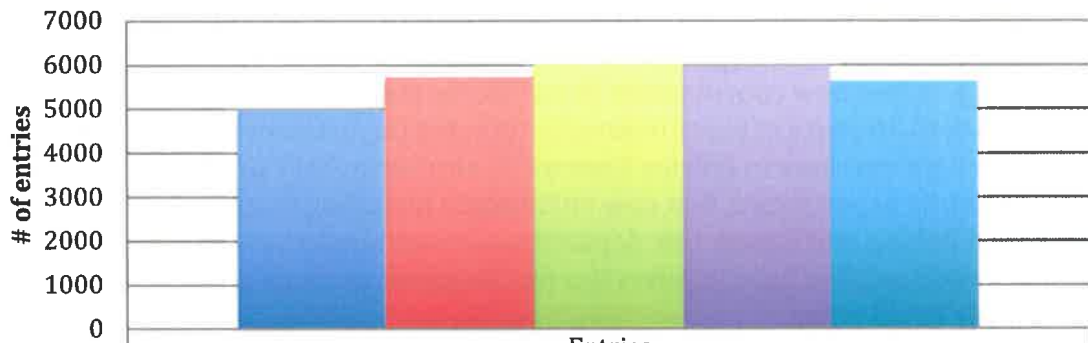
The Fair made a few layout adjustments including moving the 4-H small animals to Expo 6. The 4-H Department coordinators were thrilled with this shift as they have seen an increase in entries and the additional space allowed them to spread out their animals. We were very happy with how the layout turned out and plan to keep 4-H in the same location again next year.

The Youth Fair continued to have a strong presence this year. We worked closely with 4-H/FFA to begin the transition of phasing out our Youth Fair program and narrowing it down to one 4-H/FFA program. We feel confident that a strong platform has been set to for this program to run successfully alongside our Open Program in 2019.

Similar to last year, Exhibitor camping was organized through the Lane County Fair business office. We increased the price per space from \$100 to \$125. All of the exhibitors felt it was a fair increase as we added numerous power sources to the camping area to increase the quality of their stay. We also increased the number of spaces in the camping area. Despite the increase in spaces, we still sold out within an hour after opening camping sales.

This year a total of \$19,844 in premium payouts were distributed. This amount is significantly lower than last year as we did not pay out premiums for 4-H members.

Exhibit Entries



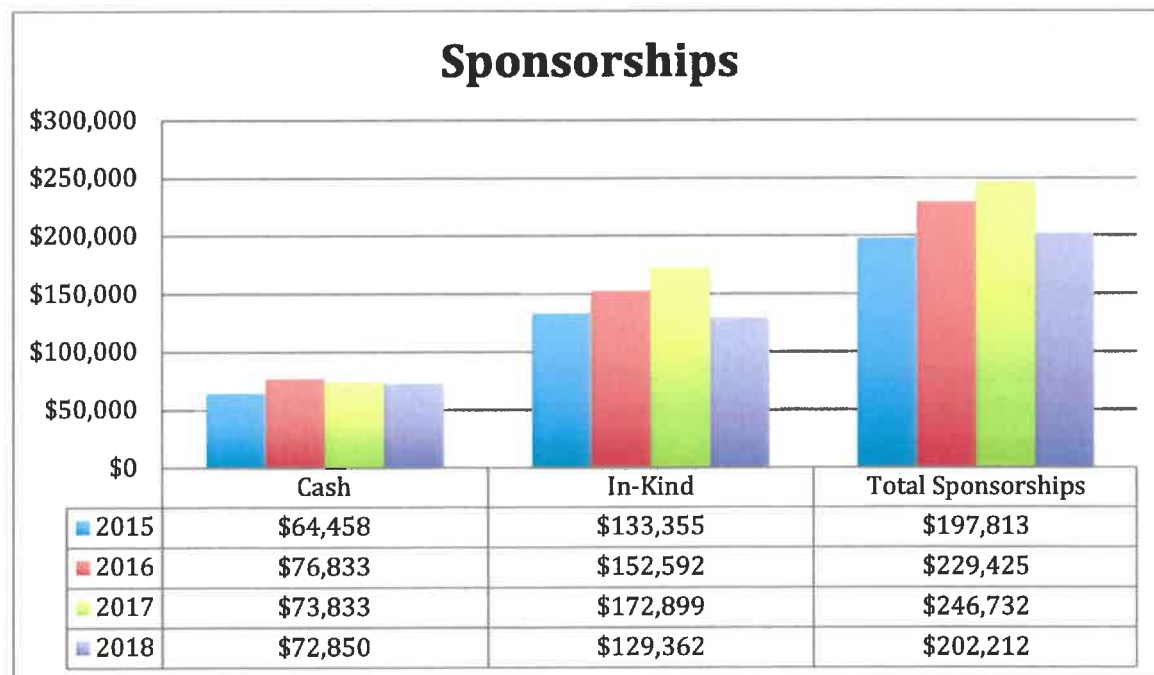
| | Entries |
|--------|---------|
| ■ 2014 | 4971 |
| ■ 2015 | 5723 |
| ■ 2016 | 6031 |
| ■ 2017 | 5978 |
| ■ 2018 | 5628 |

Sponsors & Partners

Sponsorships were solid this year. Things started off a bit rocky with the departure of two of our largest sponsors early on. When this occurs, the first question is always what can the Fair do differently to entice them to stay. Happily, both companies indicated that their departure was due to a change in marketing direction. One in realizing that the Fair (and other events around town) do not speak to the actual audience they need to speak to and the other that nationally, they will no longer be using events as their main outreach tools. So, while their departure caused quite a bit of disappointment, it provided an opportunity for some new sponsors to fill their places. New to the Fair this year, Eugene Networks, Aflac and others were wonderful additions and will hopefully be with us for many years to come.

In kind trade numbers did decrease this year by a significant amount. However, in looking at the trade values being received by media in partnership with our Advertising agency, it appears that our numbers in the past few years may have been overstated. As 2018 was the first year of a three year contract with Constellation Marketing Group, it is anticipated that these numbers will level out as we move into the future.

Partnerships with Food for Lane County and Bloodworks Northwest continued this year as well. The admission special - canned food drive on Sunday was a great success with just over 20,000 pounds collected in just three short hours. The blood drive which suffered significant losses last year regained its momentum in 2018. This year during Pint for a Pass, 3,236 donated blood resulting in 9,708 possible lives saved!



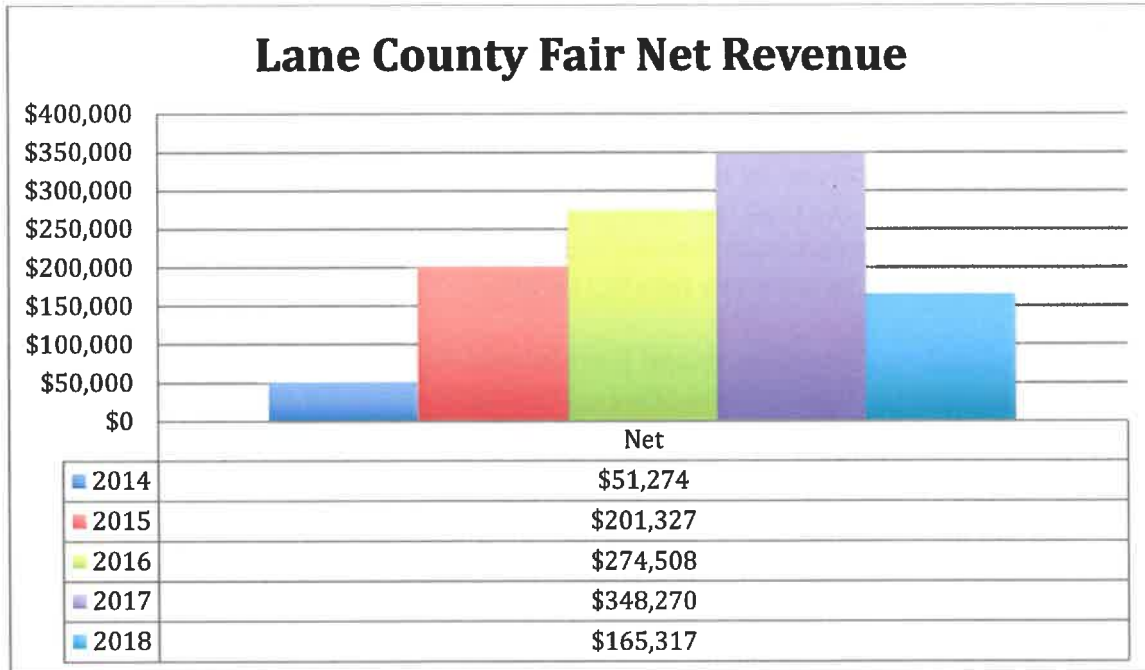
Totals

2018 Revenue: estimated \$1,390,320*

2018 Expense: estimated \$1,225,103*

Net: estimated \$165,317*

**Current numbers are close approximations as several items are being held back for questioning and some revenues have not been received as of yet.*



NOTE: 2018 expenses include staff hours worked on the Fair throughout the entire fiscal year.

In Summary

The 2018 Fair has come and gone and left us with a financial success yet again. Good weather along with a model that promotes Fun, Family entertainment and stability over time continues to deliver positive results. Strong partnerships and growth in many areas will guide us as we prepare for the 2019 Fair.

BYLAWS OF THE LANE COUNTY FAIR BOARD

1. DEFINITIONS

- 1.1 “County Board” means the Board of County Commissioners (BCC), elected by the voters of Lane County.
- 1.2 “County Department” is the Department of Public Works, a County department responsible for the management of the Events Center, including its use, on behalf of Lane County by establishing the Lane Events Center as a Division.
- 1.3 “County Fair” or “fair” means the annual Lane County Fair event, including the time set for the public use and reasonable time for set up and tear down, unless stated otherwise.
- 1.4 “Events Center” means the ground and all other property owned, leased, used or controlled by the County located at 796 W. 13th Avenue, Eugene, Oregon, including but not limited to the Convention Center, Administration Building, Auditorium, the Wheeler Pavilion, Exposition Halls, Livestock Building, Arena, and various other buildings and related structures. The Events Center comprises the facilities and property referred to in the Lane Manual and commonly referred to as the Fairgrounds.

2. IDENTITY AND ORGANIZATION

- 2.1 The Bylaws of the Lane County Fair Board (“Fair Board” or “Board”) represent the organizational document for the governance and management of the County Fair.
- 2.2 The Fair Board is a public agency existing under the provisions of the Oregon Revised Statutes, Chapter 565. The purpose and objective of the Fair Board is to manage, develop, promote and operate the County Fair and the Events Center during the County Fair for the benefit of the citizens of Lane County.
- 2.3 The operational relationship between the BCC and the Fair Board is described in the Amended and Restated Agreement (“Agreement”).
- 2.4 The Fair Board has all the corporate and municipal powers necessary to carry out its duties and authority under the state law.
- 2.5 The Fair Board will discharge its day-to-day operational and management responsibilities described in these Bylaws by delegation to an appointed director (the “County Fair Director”), who will act as the executive officer of the County Fair.
- 2.6 The Fair Board operates as a policy board relative to the Lane County Fair, providing guidance in direction to its appointed County Fair Director.

- 2.7 According to Section 7 of the Agreement between Lane County and the Lane County Fair Board, the BCC has established the Department of Public Works as the County Department to manage the use of the Events Center at times other than during the County Fair by creating the Lane Events Center as a Division of Public Works. The County Department's responsibility is to maximize the use of the Events Center to the fullest extent possible for the pleasure, recreation and benefit of the public outside the County Fair and to maintain and preserve the Events Center. As deemed appropriate by the Fair Board, it may report concerns and recommendations to the County (acting as an advisory body created by the Board of County Commissioners (BCC) and as proscribed in Lane Manual 3.505) on ways to more fully utilize the Events Center and to meet both the County's and the Fair Board's interests. The Fair Board will not exercise authority over the Events Center at times other than during the County Fair without the express approval of the BCC.
- 2.8 Fair Board has shared goals with the BCC with respect to the operation of the County Fair and the Events Center. These goals will be discussed at a minimum on an annual basis at the joint meeting of the Fair Board and BCC. Any goals adopted thereafter by the Fair Board represent guiding policies for the following year for the County Fair and its management. All must be consistent with the Agreement.
- 2.9 The Fair Board has the maximum flexibility consistent with state laws and the Agreement in order to fulfill its responsibilities described in these Bylaws.

3. MEMBERSHIP AND VOTING

- 3.1 The BCC appoints Fair Board members consistent with the Oregon Revised Statutes.
- 3.2 Each Fair Board Member is eligible for a second three-year term consistent with the County policy on board and commission appointments spelled out in Lane Manual 3.506. The bond must be in the amount of ten thousand dollars or 20 percent of the total revenues received by the fair in the last fiscal year ending prior to the appointment of each member, whichever is a lesser amount. Each member of the Fair Board shall furnish a good and sufficient bond in favor of the County, conditioned upon the faithful performance of the duties of their office. Lane County will pay the premium for the bond as an expense of the County Fair. The bond is subject to the approval of the BCC and must be filed with the Lane County Clerk.
- 3.3 The majority of the members of the Fair Board constitute a quorum for the transaction of all business at meetings. All acts of the Fair Board require an affirmative vote of a majority of the entire Fair Board.
- 3.4 Each member is entitled to one vote on all issues presented at meetings at which the member is present.
- 3.5 Regular Meetings. The Fair Board will meet monthly or as the Fair Board deems warranted. In addition, the Fair Board will meet annually with the BCC as provided

in the Agreement. Notwithstanding the foregoing, the Fair Board may reset, expand, or continue the date of any regular meeting.

- 3.6 Special Meetings. Special Fair Board meetings may be called by the President or by the County Fair Director, by notifying all Fair Board members and the general public by public notice, that they have requested a meeting, not less than 24 hours prior to the time of the special meeting. Notwithstanding the foregoing, in cases where urgent circumstances require a special meeting to be held sooner than 24 hours, special meetings may be held following notice that is appropriate and reasonable under the circumstances, but the minutes for such a meeting must describe the emergency justifying less than 24 hour notice.
- 3.7 Place of Meetings. The Fair Board will hold its meetings at the Events Center Administration Building unless the Fair Board determines otherwise, in which case meetings will be held at the nearest practical location. With the consent of a majority of the Fair Board, a member may attend the meeting of the Fair Board by telephone, so long as all other members of the Board can hear each other and hear the proceedings of the meeting at all times. Meetings of the Fair Board may be held entirely by electronic means subject to the requirements of ORS 192.670.
- 3.8 Public Meetings. All meetings of a quorum of the Fair Board, other than executive sessions allowed by law, are open to the public. The Fair Board shall provide for and give public notice, reasonably calculated to give actual notice to interested persons including news media that have requested notice, of the time and place for holding regular meetings. The notice must include a list of the primary subjects anticipated to be considered at the meeting, but the Fair Board may, nevertheless, consider additional subjects not included in the notice.
- 3.9 Except as otherwise provided by law or except where the Fair Board determines to the contrary, the Fair Board intends to conduct its meetings in accordance with Roberts Rules of Order.
- 3.10 Fair Board members are to be knowledgeable about the essential business matters confronting the Fair Board, including but not limited to budgets, profit and loss statements, audits, policy guidelines, and legal obligations. Board members and staff are expected to provide assistance in orientation and education to other Board members as necessary.
- 3.11 The President and Vice President of the Fair Board act as the parliamentarians and enforce Board directives, guidelines and membership rules.
- 3.12 A Board member may resign at any time by delivering a written notice to the President, Vice President or County Fair Director.
- 3.13 Meeting Attendance and Expectations. It is expected by the Board of County Commissioners and the Lane County Fair Board that members are and shall remain

interested in the promotion and development of the annual Fair and their responsibilities as Fair Board Members described in the Agreement. Any member who misses two (2) consecutive or three (3) total meetings in a calendar year may be removed from the Fair Board and replaced, at the discretion of the BCC if the County Board determines the proposed removal complies with ORS 565.225 and Lane Code 2.300. In the case of illness a member may request from the Fair Board an excuse from this policy that can only be approved by a majority vote of the remaining members. This request is to be made and voted upon no later than the next scheduled meeting of the Fair Board. In the case of a member being removed from the Fair Board the Lane County Board of Commissioners will fill the vacant position according to the standards set forth in the Agreement and ORS Chapter 565.

4. OFFICERS

- 4.1 The Fair Board shall elect a President and Vice President at its first meeting of the calendar year.
- 4.2 County Fair Director. The Fair Board shall select a County Fair Director who is not a member of the Fair Board. Initially, the Fair Board will appoint the same individual currently serving as the Lane County Events Center Manager as its County Fair Director, with future changes subject to the Agreement. The County Fair Director serves at the pleasure of the Fair Board with respect to County Fair activities and has the authority and duties described in these Bylaws, subject to any limitations provided by state law, County regulation and the Agreement.
- 4.3 Minutes. Unless the Fair Board designates one of its members to serve as its secretary, the County Fair Director will designate an individual to serve as the secretary of the Fair Board. The secretary's duties include attending all meetings of the Fair Board, preparing minutes, serving as the custodian of the Fair Board records. Minutes must include a description of the members present, the motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting.
- 4.4 Manner of Action. The Fair Board will take all formal actions by vote. The Fair Board will adopt all of its rules and policy by Board order or resolution. The Board may direct specific activities of the officers and management using resolutions, orders or other motions approved by the majority of the Fair Board members and recorded in the Fair Board's minutes.
- 4.5 The Fair Board President acts as leader of convened meetings and performs the responsibilities of Parliamentarian and guide the conduct of public meetings. In the absence of the President the Vice President assumes the same responsibilities. If neither the President nor Vice President is available for a publicly convened meeting

then the assembled quorum of the meeting shall select a temporary chairperson to conduct the meeting.

- 4.6 The President or Vice President shall from time to time meet with the County Fair Director to review upcoming issues before the Fair Board. Items may be placed on the Agenda by any Fair Board member or by the County Fair Director.
- 4.7 The Fair Board tradition is to rotate the assignments of President and Vice President amongst all the members of the Fair Board on an annual basis. From time to time for special reasons determined by the majority of the Fair Board a member may be asked to serve additional terms as President or Vice President.
- 4.8 The President, or Vice President in the President's absence, will represent the Fair Board at public meetings or other necessary appearances. When in the official capacity as the President or Vice President, the member speaks on behalf of the Fair Board and represents the majority viewpoint of the Fair Board even if those viewpoints are different from their own personal viewpoints.

5. **AUTHORITY OF COUNTY FAIR DIRECTOR**

5.1 **General Authority.** The County Fair Director carries out the policies and directives of the majority of the Fair Board. The County Fair Director should also be responsive to individual members concerns and viewpoints to the extent not inconsistent with the direction given by a majority of the Fair Board. Subject to the provisions of these Bylaws, Fair Board direction, and Lane County policies, rules and regulations, the County Fair Director has the following duties and general powers to act on behalf of Fair Board and County Fair.

- 5.1.1 To enter into and execute all contracts, procurement of goods, services and supplies in accordance with state public contracting requirements and Lane County public contracting rules made applicable to the Fair Board by the Agreement.
- 5.1.2 To manage the business affairs of the Fair Board and to commit the institution, perform necessary audits, and any other responsibilities normally attributed to management consistent with state laws, county ordinances and rule, and promulgated rules and regulations of the Fair Board.
- 5.1.3 To supervise, direct, assign job duties, and other related management functions having to do with personnel management of county employees performing work relating to the County Fair.
- 5.1.4 Subject to applicable state law, county requirements and the policies adopted by the Fair Board, to manage the collection, investment and disbursement of revenues, incomes, funds and accounts of the fair, sign all checks, drafts or warrants and authorize and approve all ordinary expenditures, to organize the financial accounting and reporting system for the fair, create and submit

general budgets, and make recommendations for capital improvements that may be forwarded on by the Fair Board to the Board of County Commissioners for their consideration.

- 5.1.5 To exercise all appropriate executive powers in the organization, direction and in management of such security as the County Fair Director deems beneficial to preserve the peace at the Events Center during the County Fair and surrounding community and enhance the safety of persons and property upon the Events Center during the County Fair.
 - 5.1.6 To create and submit to the Fair Board for adoption and approval: procedures, policies and rules as requested by the Fair Board, and to create administrative policies and procedures without prior Fair Board approval, but subject to Fair Board review and amendment, for any other matters that the County Fair Director deems convenient or desirable to the efficient management of operations at Events Center with respect to the County Fair.
 - 5.1.7 To present to the Fair Board an annual budget and upon request, a monthly profit and loss statements for the Fair Board's review and comment. In addition, the County Fair Director shall maintain an adopted business plan approved by the Fair Board on annual basis. These documents must be consistent with the policy guidelines of the Fair Board and the Agreement.
- 5.2 Attendance at Fair Board Meetings. The County Fair Director and such other officers as the Fair Board designates, may sit with the Board but have no vote in the proceedings. The County Fair Director may take part in discussions of all matters coming before the Fair Board.
- 5.3 Reports. The County Fair Director shall prepare and keep all records and reports with respect to the County Fair and shall keep the Fair Board apprised of activities and financial conditions of the fair on a regular basis. The County Fair Director shall prepare for the Fair Board all reports required to present to the County by the Agreement.

6 MISCELLANEOUS.

- 6.1 Amendment to Bylaws. These Bylaws may be amended or repealed, or new bylaws may be adopted by the Fair Board after written notice of the proposal has been given to the Fair Board members at least three days prior to the date of the meeting at which the proposed change to the Bylaws are to be considered.

ADOPTED BY THE LANE COUNTY FAIR BOARD, this 4th day of November, 2014.

LANE COUNTY FAIR BOARD



President



Member



Member



Member

Member

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 15-03-17-03

IN THE MATTER OF APPROVING THE
AMENDED AND RESTATED
AGREEMENT BETWEEN THE BOARD OF
COMMISSIONERS AND THE FAIR
BOARD

WHEREAS, the Board of Commissioners recognize that organizational changes have caused the current agreement between the county and the Lane County Fair Board to be inaccurate; and

WHEREAS, the Board of Commissioners share mutual goals with the Lane County Fair Board for maximizing the use of the Events Center and grounds to the fullest extent possible for the pleasure, recreation and benefit of the public; and

WHEREAS, the Amended and Restated Agreement reaffirms the relationship and clarifies the understandings between the Board of Commissioners and the Lane County Fair Board.

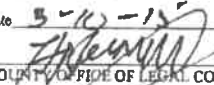
NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

The Agreement between the Lane County and the Lane County Fair Board is approved.

ADOPTED this 17th day of March, 2015.



Jay Bozievich, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 5-10-15


LANE COUNTY OFFICE OF LEGAL COUNSEL

**Amended and Restated Agreement (“Agreement”) between
Lane County
and
The Lane County Fair Board**

Parties: Lane County, acting by and through its Board of County Commissioners (“County”).

Lane County Fair Board, appointed by the Board of County Commissioners and acting through its members (“Fair Board”).

Definitions: “County Board” means the Board of County Commissioners, elected by the voters of Lane County.

“County Department” is the Department of Public Works, a County department whose function is to manage the Events Center, including its use, on behalf of Lane County by establishing the Lane Events Center as a Division.

“County Fair” means the annual Lane County Fair event, including the time set for the public use and reasonable time for set up and tear down, unless stated otherwise.

“Events Center” means the ground and all other property owned, leased, used or controlled by the County located at 796 W. 13th Avenue, Eugene, Oregon, including but not limited to the Convention Center, Administration Building, Auditorium, the Wheeler Pavilion, Exposition Halls, Livestock Building, Lane County Ice, and various other buildings and related structures.

Purpose: To clarify the understanding between the parties regarding: 1) the annual County Fair event, 2) the management the Events Center property both when it is and is not devoted to the use and production of the County Fair, 3) the protocols between the parties, and 4) protection from liability for the County relating to activities of the Fair Board and its members, including specifically personnel and contractual matters.

RECITALS:

A. The County’s powers are exercised by and through the elected County Board, per Home Rule Charter, statute, ordinance and adopted policies.

B. The County Board exercises its powers directly and through delegations of authority and responsibility to various appointed boards, officers, and employees of the County.

C. The Fair Board is also empowered by state statute with certain authority regarding the County Fair. It is desirable and in the best interests of all to clarify, by this Agreement, the protocols that are to govern the management of the Events Center, and the production of the County Fair.

D. The primary function of the Fair Board is to oversee the planning, preparation, and production of the County Fair. The County Board should provide adequate staff assistance to the Fair Board to discharge this responsibility.

E. During the County Fair, the Fair Board should have the use and control of the Events Center or such part of it as is needed for County Fair purposes. The Fair Board will appoint a director to act as the executive officer of the County Fair ("County Fair Director").

F. Other than during the County Fair, the management of the Events Center is the responsibility of the manager of the County Division ("Events Center Manager"), who is responsible for the day-to-day management pursuant to the direction of the Public Works Director or designee, in accordance with County policies and procedures and subject to the ultimate supervision and control of the County Board.

AGREEMENT:

The Parties agree to the following terms:

1. **Fair Board:** The County Board will appoint a five person Fair Board. One County Commissioner may serve as a member of the Fair Board in lieu of appointing a lay citizen, with the concurrence of a majority of the County Board.

a. Each Fair Board member must be a resident of the County. In its appointments to the Fair Board, the County Board will strive to achieve a balance of skills, interests, diversity and geographic representation, to the extent practicable.

b. Fair Board members' terms are staggered terms of three years, with terms having been assigned by the County Board as necessary to achieve staggering. Terms begin upon appointment, and end on December 31 of the assigned year. Fair Board members generally serve no more than two consecutive complete terms, although the County Board may exceed this limit in its discretion.

c. Pursuant to ORS 565.210(3), each member of the Fair Board is required to furnish a good and sufficient bond or irrevocable letter of credit in favor of the County, conditional upon faithful performance of the duties of the office. The County will secure the bonds with charges to be assessed as appropriate to the Fair Board.

d. Fair Board members are subject to removal by the County Board under ORS 565.225 (for inefficiency, neglect of duty, misconduct in office, incompetence, incompatibility, dereliction of duty or other good cause) as those reasons are defined by Lane Code 2.300. The County Board shall conduct all procedures to remove a Fair Board member in accordance with state statute. The County is not liable for decisions or

activities of the Fair Board, or any of its members, that are outside the scope of their duties, or constitute malfeasance in office or willful or wanton neglect of duty.

2. Officers: Annually, the Fair Board shall elect a President and Vice-President. Each will perform the duties normally associated with those offices. One officer will be designated as liaison to the County Board.

3. Secretary: The Fair Board will select a secretary, who may be a member of the Fair Board or the Fair Board may utilize the Events Center Manager, or Events Center Manager designee, as the secretary. The County will secure the secretary's bond with charges to be assessed as appropriate to the Fair Board. The secretary will be the official custodian of the Fair Board records and will perform the duties normally associated with that office, plus such other duties as are assigned by the Fair Board.

4. Procedures:

a. The Fair Board may establish the procedures it deems best in order to discharge its responsibilities subject to the terms of this Agreement and to applicable laws, such as Oregon's public records and meetings laws, public contracting law, and government standards and practices law. The Fair Board shall adopt its own bylaws that include, at a minimum, the following provisions: (i) that a majority of the members of the Fair Board constitutes a quorum for the transaction of all business at meetings, (ii) that in the absence of the president another member of the Fair Board will perform the duties of the president, and; (iii) other provisions deemed necessary including those in County policies. Copies of the Fair Board's bylaws, meetings notices, and minutes will be furnished to the County Administrator.

b. The Fair Board shall comply with all applicable state laws and County policies, procedures and collective bargaining agreements in terms of contracts, personnel, budget, and fiscal management.

c. The Fair Board shall award, execute, be responsible for, and manage all public purchasing contracts, permits and licenses related solely to the County Fair, and; has authority to cancel or terminate such contracts as provided in the contract or by law, and; to further delegate this authority to the County Fair Director.

d. The Fair Board is prohibited from soliciting, negotiating, awarding or executing any contracts, permits, licenses or other documents that, in any manner, may impact the County's authority over the Events Center outside the County Fair, without approval of the County Administrator. The Fair Board shall allow the Events Center Manager opportunity to review contracts, permits, licenses, and other documents prior to award and execution to ensure compliance with this provision. In the event of impact on the County's authority outside the County Fair, the County Administrator has authority to require document modifications or conditions to the approval, including that the County execute the contract and that it manage matters outside the County Fair.

e. Subject to the conditions in b., c., and d. above, in conducting solely County Fair business, the Fair Board agrees to follow the County's purchasing rules in Lane Manual Chapter 21, with changes as follows: (i) the "Fair Board" is substituted for "department" or "Department" (except where the Fair Board is specifically referenced in County rules); (ii) the Fair Board will act as the decision maker with respect to any protest of intent to award a contract that is filed, and has authority to call and open bids and award and execute County Fair contracts; (iii) the Fair Board is substituted for the "County Administrator" for purposes of waiver of competitive selection for personal service contracts, sole source findings; and authority to execute contracts and their amendments, grants and grant documents; (iv) the County Fair Director is substituted as the "public officer" and "department director". In accordance with these rules, the County Board will serve as the contract agency and local contract review board for the Fair Board, and the County's contract process and competitive exemption rules in Lane Manual Chapter 20 also apply to the Fair Board.

f. To the extent possible and practicable, the Fair Board shall require third party contractors to agree to defend, and indemnify the Fair Board, its members, Lane County, its Commissioners, officers, agents and employees, and provide additional insured coverage for the same on the contractor's liability insurance, in addition to any other standard County contract provisions.

g. The Fair Board agrees that the County has unrestricted authority to use any intellectual property claimed by the Fair Board for any purpose. To the extent that the Fair Board owns or holds any intellectual property right, including any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other similar proprietary right, the Fair Board hereby grants to County an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display any Fair Board intellectual property, and to authorize others to do the same on County's behalf. The Fair Board will not assert the right, title, and interest to intellectual property against the County.

5. Use of Certain Events Center Property for County Fair: The County agrees to devote the Events Center to the exclusive management of the Fair Board only during the time for the County Fair, with the exception of: Lane Events Center administrative offices; year-round Events Center storage, electrical and mechanical areas, and appropriate ingress and egress as more specifically designated by the Events Center Manager. The Fair Board and County shall coordinate and cooperate concerning the use of this excepted property during the time of the County Fair.

In addition, with regard to the exclusive management of property by the Fair Board during the County Fair, the County may reasonably request access, such as to inspect for safety reasons, to protect property, to respond to emergencies, to address other life, health and safety needs, or when it would not interfere with County Fair work. The Fair Board agrees to grant reasonable requests for access by the County. Any actual use of property not expressly devoted for the use of the County Fair in accordance with this provision does not constitute devotion by implication.

6. County Fair: The Fair Board is responsible to ensure that a suitable County Fair is planned, prepared and produced each year. To discharge this responsibility, the Fair Board has and may exercise all related powers, including:

a. Making rules and regulations for the conduct and management of the County Fair (ORS 565.240).

b. Providing security during the County Fair, including, if necessary, the appointment or approval of marshals or police. (ORS 565.240).

c. Setting the dates of the County Fair.

d. In exercising the above powers, the Fair Board shall give priority to: (i) the personal safety and security of members of the public who attend, as well as those who work and participate in the County Fair, and (ii) to the security and preservation of the property being used at the Events Center. The Fair Board shall maintain and keep the Events Center in good repair and condition during the County Fair, normal wear and tear excluded, and shall not contract for public works or capital improvements without the approval of the County.

e. The Fair Board shall ensure that the County Fair business is conducted in compliance with all applicable statutes and policies and protocols, and that the staff and employees involved with the County Fair are suitably informed and trained. The County Board, Fair Board, County Administrator, County Fair Director and Events Center Manager agree to consult and collaborate to assure the Fair Board is able to achieve compliance.

f. Annually, the Fair Board will develop or update short and long-term plans for the planning, preparation, development, promotion and production of the County Fair. Copies of the business plan and updates will be furnished to the County Board liaison and the County Administrator, and will be reviewed during the joint meeting between the County Board and the Fair Board.

7. Authority and Management of Events Center Outside County Fair: As the landowner, the County has established the Department of Public Works as the County Department to manage the use of the Events Center at times other than during the County Fair by creating the Lane Events Center as a Division of Public Works. The County Department's responsibility is to maximize the use of the Events Center to the fullest extent possible for the pleasure, recreation and benefit of the public outside the County Fair and to maintain and preserve the Events Center. As deemed appropriate by the Fair Board, it may make reasonable proposals to the County on ways to more fully utilize the Events Center and to meet both the County's and Fair Board's interests. The Fair Board will not exercise authority over the Events Center at times other than the County Fair without the express approval of the County.

8. Events Center Manager/County Fair Director/Personnel/Volunteers: The County agrees to provide adequate administrative assistance to the Fair Board to discharge its responsibility to provide the County Fair, including providing meeting space and access to the Events Center as appropriate for Fair Board business, both during the County Fair and otherwise.

a. The County employs an Events Center Manager whose duties include management of the Events Center except with respect to the production of the County Fair. The Events Center Manager reports to and is supervised by the Public Works Director with respect to Event Center events outside the County Fair. The Events Center Manager will work under the direction and supervision of the Public Works Director or designee in connection with the day-to-day and year-round management of the Events Center outside of the County Fair; the Fair Board does not have any directive or supervisory authority over the Events Center Manager for this purpose. The Events Center Manager has sole authority to direct, supervise and manage County staff and volunteers at all times, including during and outside the County Fair. Making decisions about use and management of County staff for County Fair work is an assigned duty of the Events Center Manager. In the event of a vacancy of the Events Center Manager position, the Public Works Director will consult with the Fair Board on the position description for the Events Center Manager, and will solicit advice and recommendation of the Fair Board with respect to the selection of the Events Center Manager.

b. The Fair Board will appoint a County Fair Director who will work under the direction and supervision of the Fair Board in connection with the operational matters relating solely to the County Fair. The parties anticipate that the Fair Board will appoint the same individual serving as the Events Center Manager as its County Fair Director, with the understanding that this individual may need to attend to County Department business when there would not be significant interference with County Fair work. However, if the Fair Board determines that it is in the best interest of the County Fair to select someone other than the Events Center Manager to serve as the County Fair Director, the Fair Board may raise the issue at a joint meeting between the Fair Board and the County Board. At the joint meeting, the Fair Board and the County Board will also discuss whether, how and when to implement any changes to the County Fair Director position, and how any changes will be funded.

c. The Events Center Manager will be evaluated annually by the Public Works Director or designee following consultation with the Fair Board.

d. The County may engage other employees to assist the Events Center Manager as resources and circumstances allow. Volunteers are recognized as a source of assistance in connection with both Events Center and County Fair matters.

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9. Structure/Organization/Liaison:

a. The Events Center Manager will report to the Public Works Director or designee.

b. The Public Works Director and the Events Center Manager will ensure communication, exchange of information, access to County support services (e.g., fiscal, budget, legal, human resources, etc) and such other coordination with the County Board, Fair Board, and County departments is provided as is useful or necessary.

c. The Fair Board shall designate one of its members to be a liaison with the County Board. The County Administrator or designee will serve as the County's liaison with the Fair Board. The liaisons' role is to keep their respective board members and each other apprised of all significant activities, events, or issues that may arise, in particular any which would likely impact the other Board. As necessary, the County Board and the Fair Board may schedule joint meetings to discuss matters of mutual concern. When major actions or projects are contemplated that affect the County Department or the County Fair, the liaisons shall bring it to the attention of the County Board Chair and the Fair Board President for the purpose of scheduling a joint meeting to discuss and consult regarding the proposed action or project.

10. Business Plan: The County Fair Director will assist the Fair Board to develop a suitable business plan for the production of the County Fair, in coordination with the Public Works Director or designee. Additionally, the Events Center Manager will assist the County Board to develop a suitable business plan for the year round management of the Events Center, in coordination with the Public Works Director or designee. The Fair Board and the County Board will review the business plans annually at their joint meeting.

11. Budget and Fiscal:

a. The Events Center Manager will provide the fiscal oversight, accountability and reporting for the County regarding the Events Center and the County Fair Director will provide the fiscal oversight, accountability and reporting for the Fair Board and the County Board regarding the County Fair. The Fair Board and the County shall ensure that the Events Center and the County Fair are operated in compliance with all applicable state and County laws, ordinances, rules, policies and procedures relating to budget and fiscal management.

b. The parties will collaborate to maintain the Fair Fund within the budget that satisfies ORS 565.325 and applicable county budget and fiscal policies.

12. County and Fair Board Liability: It is a mutual objective of the County Board and the Fair Board to implement such fiscal, budget, legal and management policies, procedures and practices to limit the exposure and liability of the County, the County Board and the Fair Board.

a. Subject to section 1.d. above, the County will arrange for insurance for decisions or activities of the Fair Board and its members that are within the scope of their

duties, and that do not constitute malfeasance in office or willful or wanton neglect of duty. The County will determine the coverage and limits that are reasonable based on the risks. Coverage amounts will be no less than the limits of the Oregon Tort Claims Act. Insurance for the Fair Board and its members constitutes an expense of the County Fair and will be reflected in the Fair Board's budget.

b. The County will secure the bond coverage described above in Sections 1 and 3.

c. The Fair Board may consult with County Counsel and the County Risk Manager as it deems advisable to ensure that these objectives are met with respect to the County Fair.

d. The County will secure or provide insurance as it deems reasonable for its risks related to the County Department, including for services provided to the Fair Board relating to the County Fair covered by this Agreement.

13. Annual and Other Joint Meetings:

a. At least annually at a reasonable time after completion of the County Fair, the County Board and Fair Board will hold a joint meeting, the purpose of which will be to review the reports described below and to discuss topics of mutual concern. At or prior to the meeting, the Fair Board will furnish the County Board with the following (or an appropriate summary):

1. The annual report furnished to the County Fair Commission (ORS 565.442).

2. The most recent annual County Fair audit pursuant to ORS 565.443.

3. A summary of any significant operational issues or unresolved matters that have arisen since the last joint meeting.

4. An evaluation of the County's administrative support and recommendations for improvement or change.

5. The current business plan.

6. Information describing current and anticipated events, past, current and projected financial condition and such additional information as determined by the Fair Board or requested by the County Board.

b. The County Board and the Fair Board may schedule and hold additional joint meetings as mutually determined to be needed or desired. Scheduling of additional joint meetings is subject to the reasonable availability of the members of both boards.

14. Amendments: This Agreement may be amended from time to time as needed, by mutual written agreement.

This Agreement is adopted this 17th day of March, 2015.

Lane County

Chair, Board of Commissioners

Lane County
Fair Board