



Memorandum Date: November 22, 2019

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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

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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. For 2019 we established a lower net budgeted goal (\$60,000) in order to add additional contributions to capital projects. We are extremely happy that we have again exceeded our net budget and can contribute to additional programs and projects.

Net Revenue:

2013- \$21,579

2014- \$51,274

2015- \$201,379

2016- \$274,508

2017- \$284,917

2018- \$178,526

2019- \$122,745

G. Alternatives/Options

NA

IV. RECOMMENDATION

NA

V. TIMING/IMPLEMENTATION

NA

VI. FOLLOW-UP

NA

VII. ATTACHMENTS

2019 Fair Report

Fair Board Updated By-Laws

MOU Agreement (2015)



# 2019 Lane County Fair Report



In an effort to provide feedback and information regarding the 2019 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 2019 Lane County Fair started off strong and was a success all around! We had great weather all week and hope that trend continues in the future. We had an increase in attendance and even set a single day record in several categories! 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.

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 third 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 each year as we provide one of the best Fair Carnival experiences in the Northwest. With attendance being up we are extremely pleased that most revenue categories met or exceeded budgeted amounts again this year. 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 2020 Fair and are looking forward to continuing the promotion of animals, youth, community and entertainment.

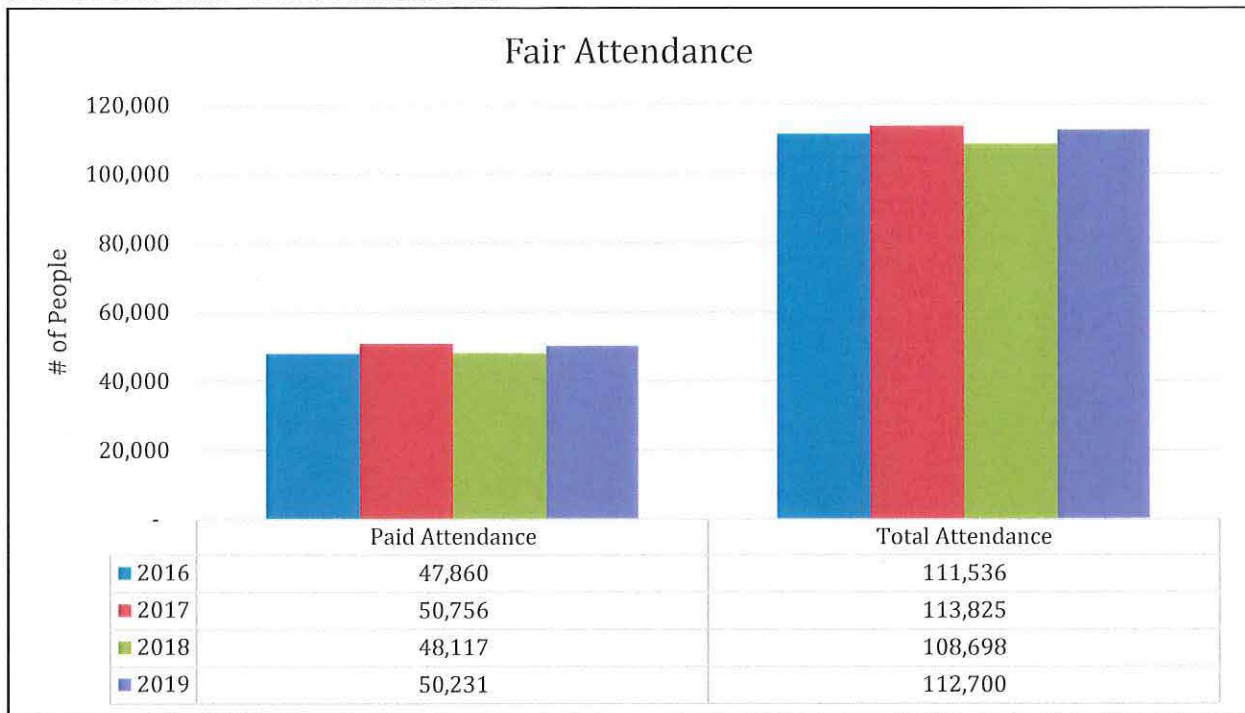
**CURRENT STAFF:**

Corey Buller  
Rachel Bivens  
Dean Bennett  
Dale Bohnstein  
Emily Bol  
Philip Highwood  
Tim Jenkins  
Lauriene Madrigal  
Jean Miller  
Travis Silke  
Anali Silvius

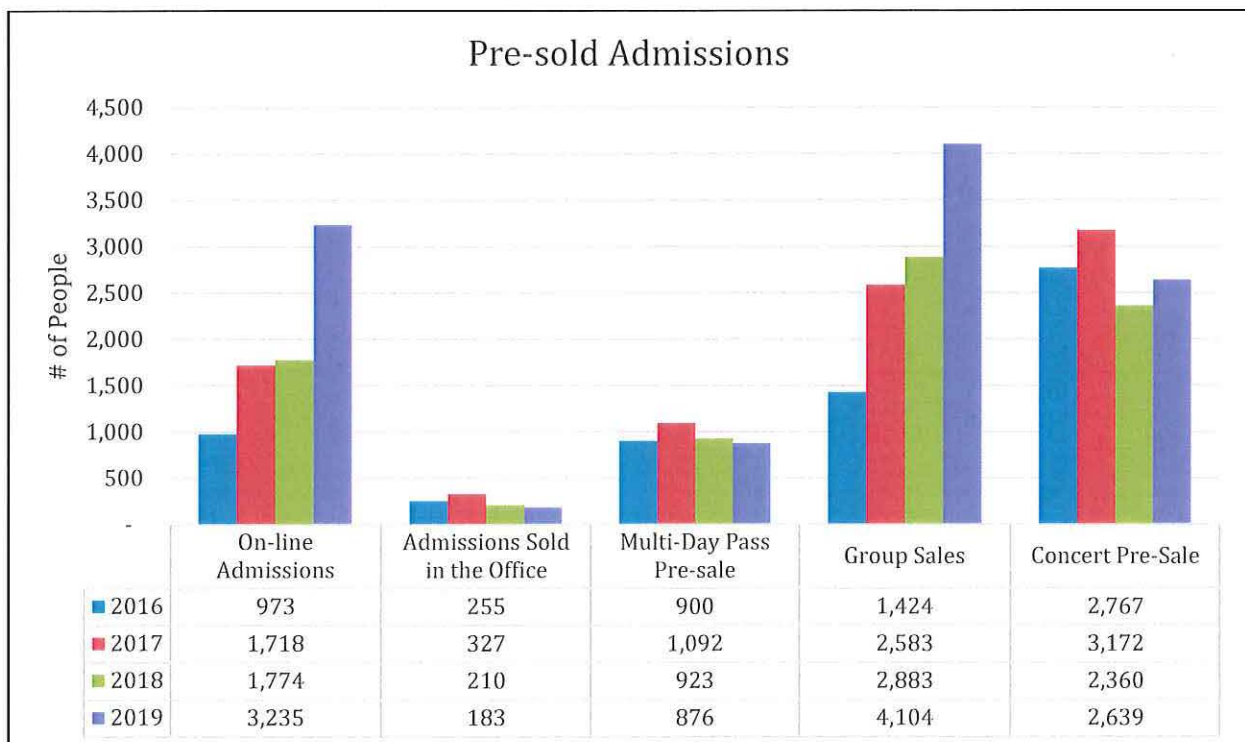
**CURRENT FAIR BOARD:**

Jack Harris (President)  
Randy Thwing (Vice President)  
Richard Cunningham  
Brett Deedon  
Rene Speer

## Admissions & Attendance



**NOTE:** Paid attendance is derived from admissions sold at the gate, in the Fair office, on-line, pre-sale multi-day passes, group sales, admission included with the pre-purchased concert tickets. Total attendance is derived from the number of guests counted through the gates.



As shown in the graphs on the previous page, Fair attendance increased by 4,002 people this year. The first graph displays our paid attendance which is derived from admissions sold at the gate (39,194 this year), in the Fair office, on-line, pre-sale multi-day passes, group sales and admissions included with the pre-purchased concert tickets alongside our total attendance. Total attendance is derived from the number of guests counted through the gates which include paid attendees, kids 5 and under who get in free, exhibitors with wristbands or day passes, attendees returning using their multi-day passes (three or five day), those returning with a hand stamp from earlier in the day, those working and/or volunteering at the Fair and attendees with complimentary tickets received via sponsorship, contest, media etc.

For the first time this year, we used an electronic ticketing system at the gates. These systems have the ability to sell more quickly, provide better access to card readers and provide us with data which can be used to help increase sales and adjust programming to better meet our customers' wants. Given this new ability, we will continue to evaluate total admission sales at the gate with the intention of putting this data to work for us.

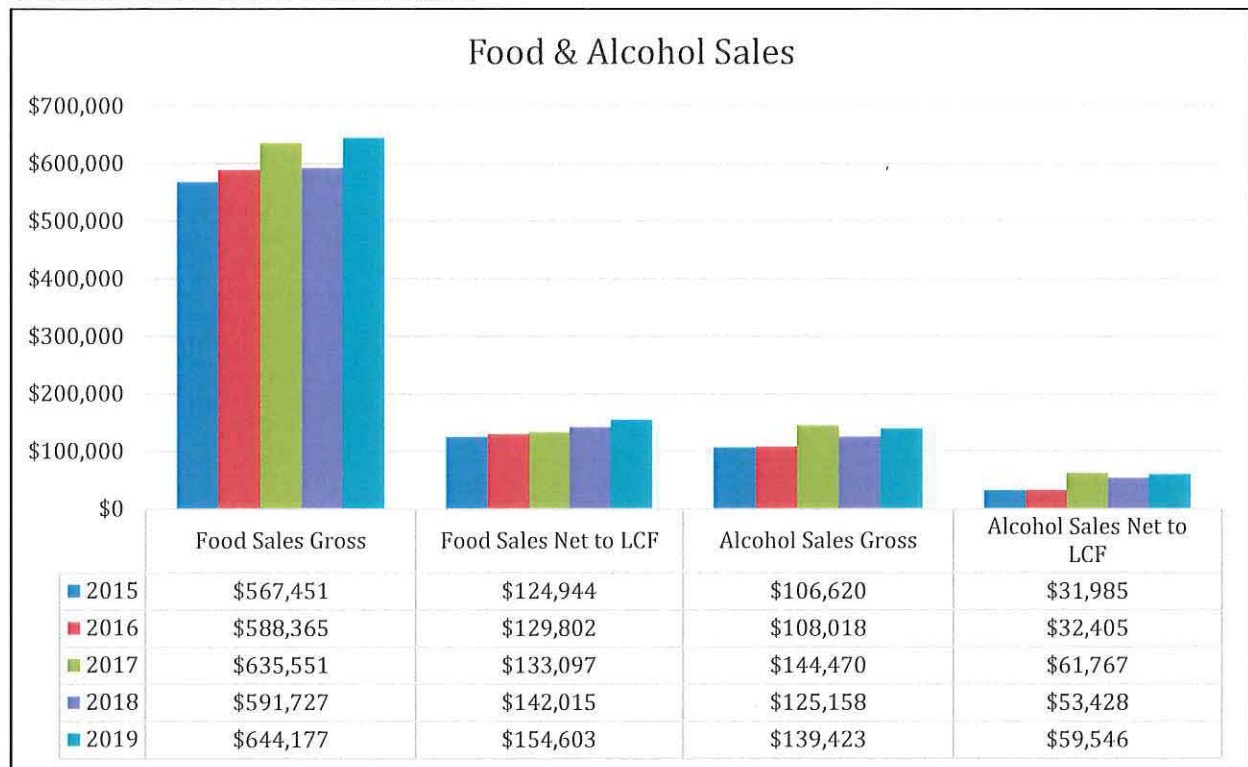
Electronic ticketing also provides the opportunity to increase our pre-sales shown in the second graph which benefits the Fair in a number of ways. Electronic ticketing programs generate their revenue by adding fees to all tickets that are purchased. While the fees on this particular software are lower than most (one of the reasons we opted to work with them), there is still a cost associated. When selling tickets ahead of time, the fees are passed onto our customers whereas at the door sale fees are charged directly to the Fair. Pre-sales save us money in the end. Additionally, any purchases made ahead of time become a bit of a rainy-day fund. As weather can be unpredictable, any sales already in the bank can provide a bit of stability should one of our only five days be unattractive to our attendees. Another great benefit is that an increase in pre-sales decreases the burden put on our ticket sellers at our busiest times as it decreases the number of patrons in line at any given point. There is also a great deal of data to be gained from purchases made on-line such as customer zip code, sales source and purchase medium (desk top, tablet, mobile etc.) which can help direct our marketing and advertising methodology moving forward.

## **Parking**

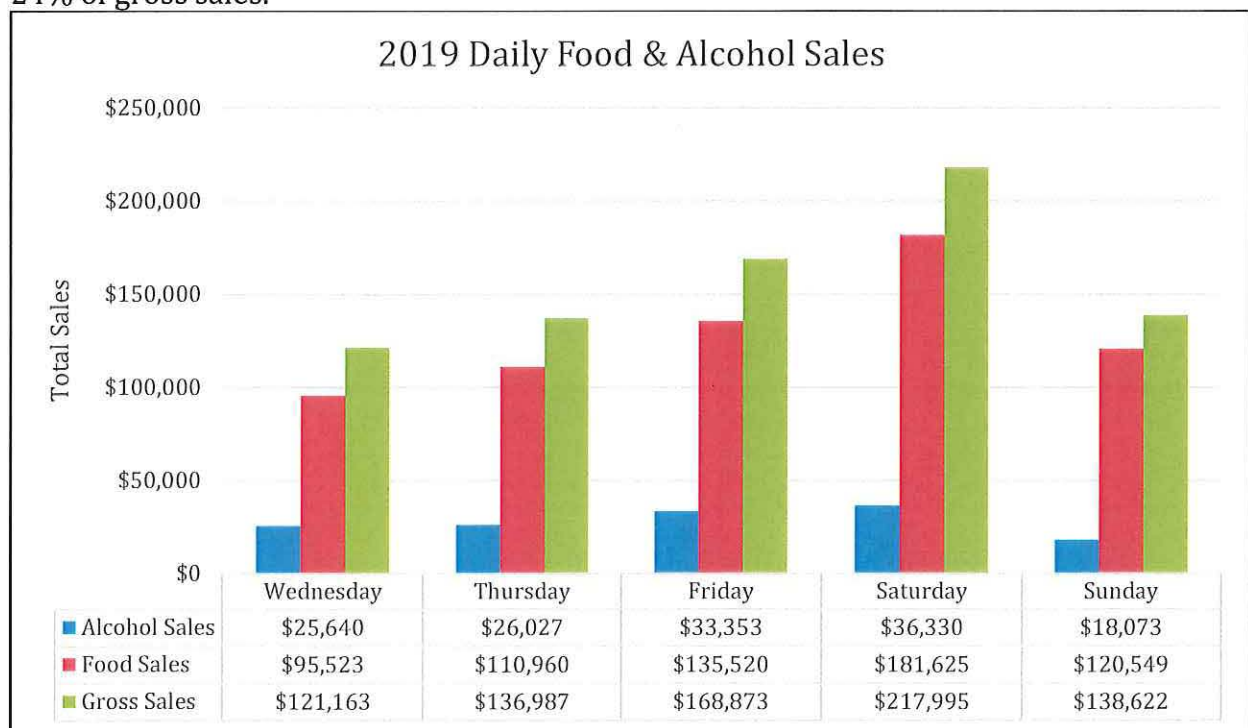
Parking this year resulted in \$25,922 in revenue to the Fair as well as the Lane County Mounted Sheriff's Posse/Lane County Search and Rescue. We again worked with the Posse to utilize our cash room and cash handling procedures to ensure accuracy and improve all policies and procedures.

There were a few challenges at peak times this year however the overall impression from patrons seemed very positive and encouraging. We will continue to evaluate traffic patterns for both the public and our vendors, coordinators, exhibitors and volunteers who also use these lots in an attempt to ease congestion and accommodate as many vehicles as possible.

## Vendors: Food & Alcohol



**NOTE:** 2017 marked the first year of the new contract with Oregon Beverage Services. 2018 marked an increase in the food vendor payment percentage from 22% of gross sales 24% of gross sales.





Food & Beverage sales at the 2019 Fair were extremely high. As noted in the graphs on the previous page, food sales have reached their highest point in five years while alcohol sales were not far behind the record year we had in 2017. Saturday's record day resulted in a per cap spending for the day of more than \$8 per person on food and beverage alone.

This year, the food vendor layout was adjusted just enough to add a large shade seating tent in between the Two Rivers Taphouse and the Two Rivers Sports Bar. When filled with our beautiful new Redwood tables and benches (sourced locally from Redwood Northwest here in Eugene) along with some of our wonderful flower barrels (planted by local gardening clubs as entries to the Fair), this area became the most popular spot on the grounds to take a rest and enjoy all the fair has to offer.

Additional changes to the area included moving some of the Fair food vendors slightly to encourage the flow of traffic and adding a couple of new vendors to round out the diversity of food and flavors.

Oregon Beverage Services, our exclusive alcohol provider, returned for another great year. They are always filled with ideas and looking for ways to improve service and increase sales overall. The service points were designed for ease of access to both the product and the Fair and have contributed to two great partnerships on our behalf with Western Beverage and Heritage Distilling Company.

### ***Commercial Vendors***

An area of the Fair that struggled a bit this year was that of the Commercial Vendors as you can see by the numbers listed below. It is not uncommon for the number of vendors to fluctuate. This is based on a number of factors. The first and most influential being the schedule of other events. Most vendors will book based on whether or not they can build a route for themselves which decreases their travel and down time between events. While we routed well with several other Fairs this year, the number of events in our area and up and down the I-5 corridor could potentially have had a large influence on our numbers this year. That being said, insurance level requirements also play a large part in our ability to book vendors which may have also had an influence this year. As with each year, when we see an area with room for improvement, we evaluate it from all angles looking for what improvements can be made.

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):

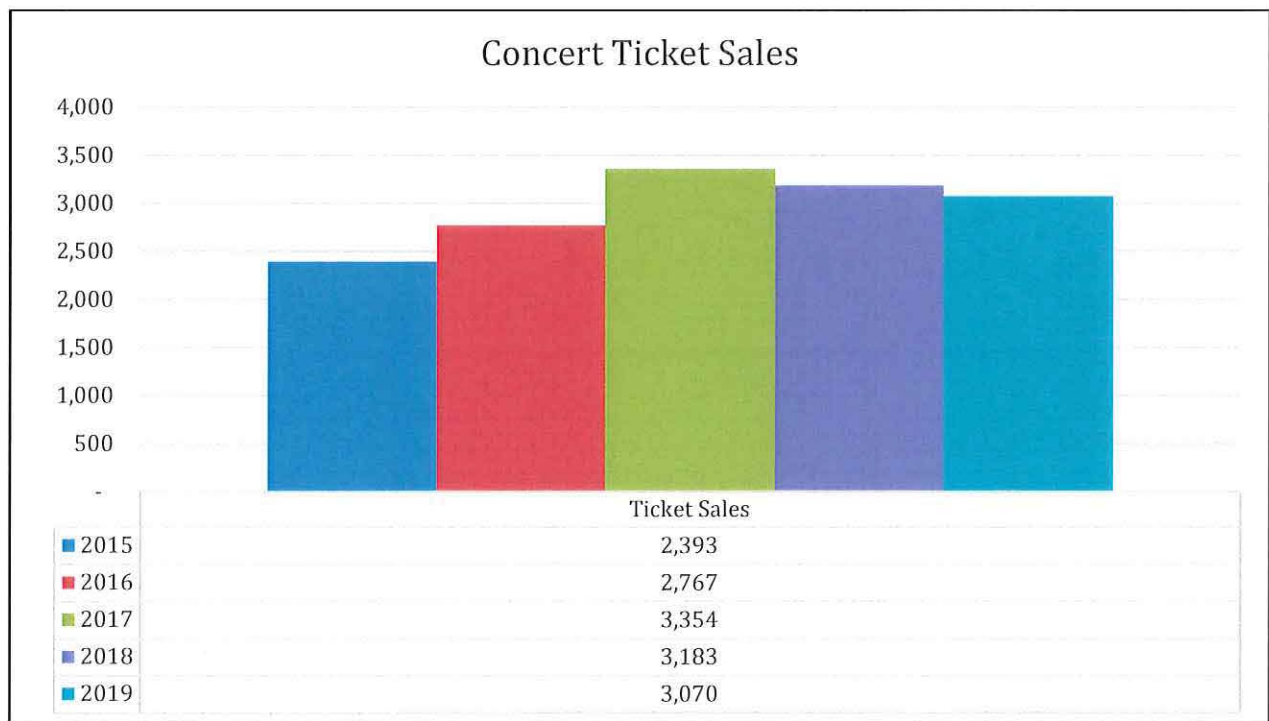
2015:	83 Vendors	\$81,600
2016:	88 Vendors	\$91,700
2017:	101 Vendors	\$100,370
2018:	99 Vendors	\$99,210
2019:	82 Vendors	\$83,610

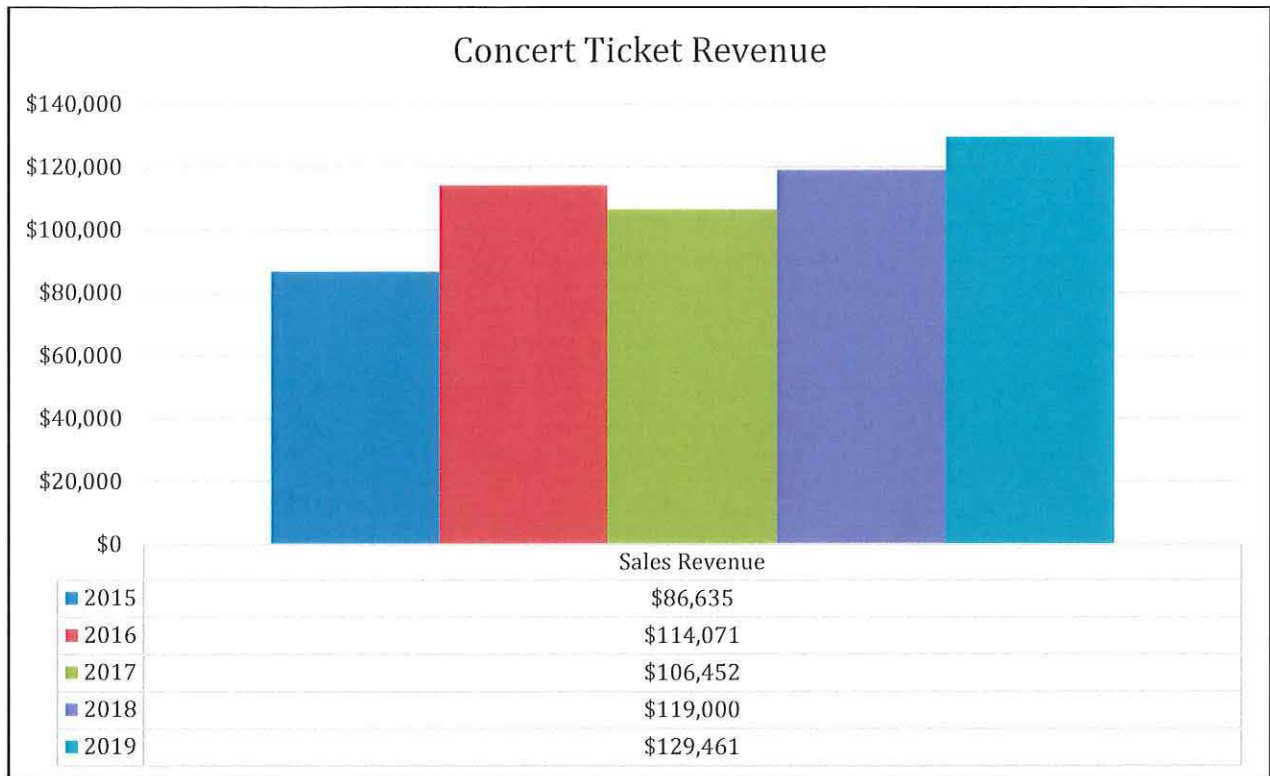
## Entertainment: *Main Stage Concerts*

We had a fantastic and diverse line up this year at the Main Stage. As with many other years, Country and Classic Rock were the standout genres resulting in the highest single day ticket sales and evening attendance numbers. Friday's concert with Martina McBride was a great example of the power of National Acts. The temperature on Friday was pretty high contributing to a slightly slower day than Wednesday and Thursday but as the evening hours approached, cars were lined up and gates were slammed as patrons came in droves to see the concert. While acts like these are cost prohibitive to book every night, it is certainly the standard that we strive for when looking for talent each year.

Of note this year, as with last year, is that while we sold approximately 100 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 ratio of higher priced acts to lower in the mix; some years it is the opposite. Additionally, the changes made to the VIP tent pricing (making the price point and features the same for both tents) brought the overall revenues up.

As we look towards 2020, analysis on ticket types, price points, levels of sale etc. have already begun. The first goal will be to increase the overall number of concert tickets sold and stop the downward trend we have experienced over the last two years. Regardless of ticket price points, an increase in total ticket sales will both increase this revenue line item and have a positive impact on ancillary revenues such as food and beverages sales contributing towards a higher net for the Fair overall.





<b><u>Date &amp; Artist</u></b>	<b><u>Sold</u></b>	<b><u>Approx. Standing</u></b>	<b><u>Approx. Total</u></b>
Wed, July 24: Chris Janson	475	1,775	2,250
Thurs, July 25: Little River Band	714	3,000	3,714
Fri, July 26: Martina McBride	884	3,750	4,634
Sat, July 27: LIFEHOUSE	666	2,000	2,666
Sun, July 28: Jana Kramer	331	750	1,081

NOTE: Standing room numbers are difficult to estimate based on all of the seating that we have added at the West end of the Food Court. It is quite common to see all the tables and chairs surrounding the beer tents and, this year, under the shade cloth filled with patrons enjoying the music even if unable to see the artist.

## ***Grounds Entertainment***

When looking into booking and scheduling grounds entertainment for the Fair we follow a fairly simple formula with the intent of providing as much family entertainment as we can within our budget. The variety of entertainment is chosen based on a combination of fan favorites, available options, number of shows and price points as well as the overall diversity of entertainment. Equally important when considering each act is the footprint required, how it will fit into the available footprint and overall layout as these pieces also impact our ability to schedule acts so their sound systems don't interfere with each others' show.

We maximize our entertainment budget by employing an ABC system. Level A entertainers are those that are often the most expensive with the largest footprint but are likely to draw larger crowds. Level B entertainers are typically smaller stand-alone acts and level C entertainers are generally stage performers and/or strolling acts. After confirming those acts that we would like to return for another year, we start by securing a level A entertainer first while keeping options open in the B and C categories to provide us the most flexibility and options when building the full schedule. Most years we book around ten different entertainers providing around 40 shows per day.

This year our Grounds Entertainment included:

All Alaskan Racing Pigs & Children's  
Tractor Pull  
BC Characters (Fritter Critters) strolling  
act  
Butterfly Encounter  
Circus Imagination & Clown College

Freestyle MX World Wide Tour  
Louie Foxx Comedic Magician  
Piano Juggler  
Professor Smart & The Family Fun Stage  
Spoon Man strolling act  
Toddler Zone

## ***Senior Social***

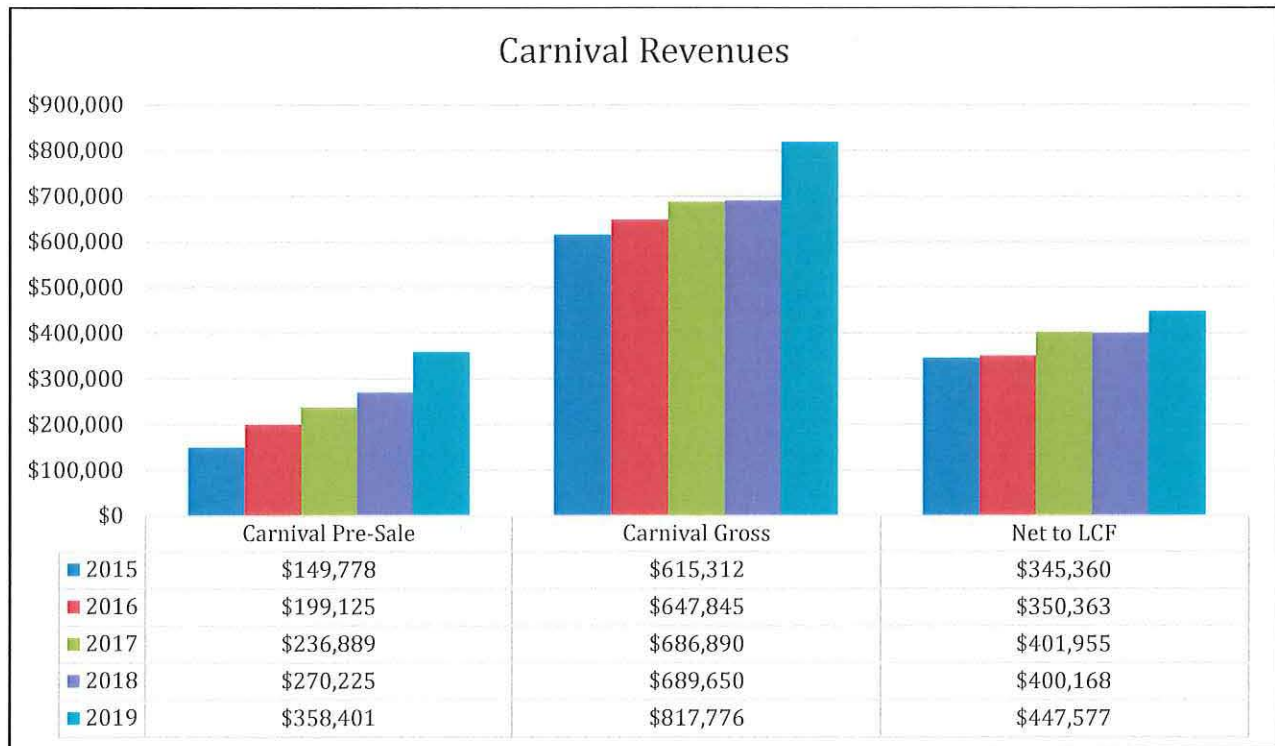
Once again, the Senior Celebration was a hit this year! We utilized the same layout as 2018 as the traffic flowed nicely to allow attendees to retrieve their cake and ice cream while also allowing enough room to browse the vendors. The delicious cake and ice cream were donated through our partnerships with Larsen's Fine Candies and Martin Luther King Education Center/ Lane County Youth Services. Wonderful youth volunteers from Willamalane Parks and Recreation Camp Venture helped with serving ice cream and even clean-up. We are very fortunate to have their participation and are excited to work with them again next year.

One challenge this year with this event was obtaining community entertainment but thankfully, one of our Ground Entertainers was generous enough to add an extra show to his day and graced the stage for the Seniors. Similar to last year, each vendor provided an activity such as spin the wheel, bean bag toss and many had prizes and goodie bags to add to the entertainment for the day. Attendee numbers continue to be strong and we look forward to continuing this event into the future.

## Carnival

As it has for the past few years, our Carnival had an amazing year. This year's pre-sale reached record levels with an increase of \$88,176, 24.6% over 2018! What is even more exciting is that this increase was achieved with our only method of pre-sales being on-line. Our physical location sponsor from 2018 opted to move to a different kind of sponsorship this year as they no longer felt they had the staff to manage such a huge influx of sales particularly in the last few days the pre-sale is available. While this was initially a concern, plans were put into place early on to account for the increased need to draw attention to the on-line pre-sale and adjustments were made on the fly throughout the pre-sale period to allow for increased pushes in the last weekend resulting in this huge increase.

In addition to the success of the pre-sale, carnival sales on-site increased significantly contributing to an overall increase in carnival gross of \$128,126, 18.6% over 2018 equating to an increase in net to the Fair of \$47,409 or 11.8%! Funtastic shows works closely with staff at the Lane County Fair throughout the year to bring fan favorite rides as well as new and different things to continue to attract and please our attendees. The variety of rides in their inventory exceeds any other ride company routing in the NW which continues to provide the Fair the best chance for success year after year.

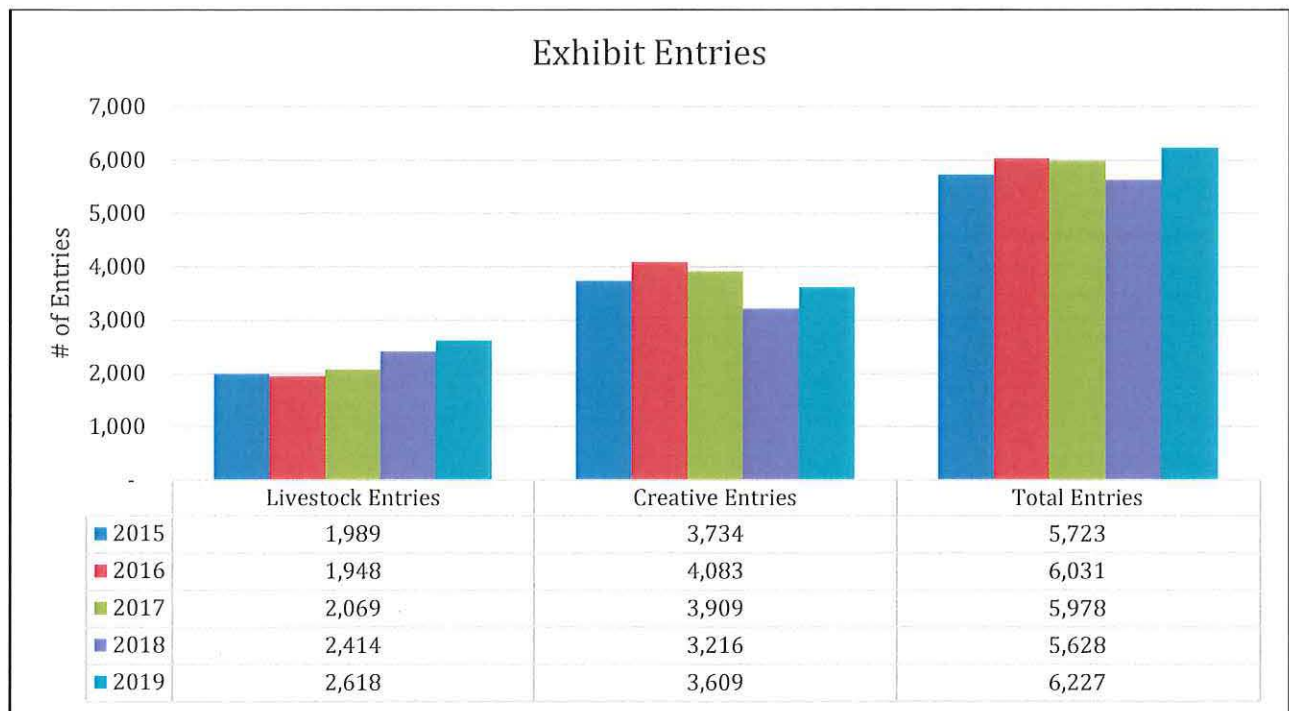


**NOTE:** 2017 was the first year of the new contract cycle with Funtastic Shows which included a higher percentage payment structure.

## Exhibits: Creative and Livestock

2019 marked another successful year for the creative and livestock exhibits! We were fortunate enough to have a majority of our Department Coordinators return in addition to signing on two new coordinators in Goat Department and Beer & Wine Department!

Many departments saw an increase in entries this year including Horses, Dairy & Pygmy Goats, Textiles, Baking & Candy and a handful of other departments. Overall, there were nearly 600 more entries compared to 2018. Specifically, in our livestock areas, coordinators adjusted their shows to be more competitive by adding classes and challenges in hopes of attracting more exhibitors.



After the 2018 Fair, we realized that having the Lane County Youth Fair was unintentionally competing with 4-H/FFA youth and that they had successfully grown to a point where they could sustain on their own. This year, our youth fair was eliminated to help continue the growth of 4-H/FFA; if a youth wanted to enter an animal to sell in the auction, it had to be done through either 4-H or FFA. If they were not interested in the auction, they were able to compete in the Lane County Fair open divisions for premiums.

A transition of the youth fair also came with a new location and layout for the animals. All of the 4-H/FFA sheep, goats and swine moved inside of the Livestock building. 4-H/FFA volunteers created and executed a new layout that accommodated the animals, two show rings and space to hold the auction. For the 2020 Fair, we will have to work with both entities to be sure we are only accepting the number of animals that space allows.

Over the past few years as we've moved through the transitions of 4-H/FFA programs in our community, we have been asked how we support these programs. This year we provided the following items along with their associated values:

- Sawdust and shavings: valued at \$2,900
- Exhibits space\*: valued at \$19,480
  - \*Livestock Arena, Expo 6 and Gleason Atrium
- Camping spaces: valued at \$250
- Admission wristbands (full week): valued at \$9,680
- Daily admission passes: valued at \$1,710
- Weekly parking passes (Green lot): valued at \$600
- Daily parking passes: valued at \$65
- Fair produced signage: valued at \$500

Total estimated value: \$35,185

Please note that the above does not include any Fair staff time working on this throughout the year or for Fair set up, tear down or clean-up of the areas used. It also does not include the cost of additional power or the equipment used by 4-H and FFA during the Fair or the cost of animal waste removal. These additions would likely bring this value to more than \$40,000.

## **Sponsors & Partners**

2019 proved to be a bit of a challenge in the cash sponsorship area. A couple of smaller sponsors departed before the Fair this year but additional sponsorships were in the works. Unfortunately, at the last minute, one of our long time and larger sponsors lost their marketing funding and had to cancel the sponsorship. We were sad to lose NW Ford as they have been a great sponsor for many years. We will continue to work towards their return while also pursuing other vehicle companies as sponsors.

We did however gain a sponsor whom we have been trying to partner with for many years this year. Lane County Les Schwab joined the Fair Family as a Day sponsor this year for Thursday, July 25<sup>th</sup>. Feedback from the area managers post Fair has been positive and we are already looking towards to making the partnership even more successful in 2020.

While cash sponsorships were harder to come by this year, our in-kind partnership grew. The most exciting new addition to the Fair family is Hot Mama's Wings who signed on to sponsor our Main Stage VIP tents by providing food for our VIP's every night of the Fair. This not only added a huge value for our VIP patrons but benefitted the Fair itself as their contribution was valued at more than \$9,000.



In addition to our cash and in-kind sponsorships, we work and partner with a number of organizations in our county to provide benefit to smaller organizations as well as the community as a whole. These partnerships also benefit the Fair in a number of ways. Some contribute to our brand exposure, advertising their promotions along with the fair while some contribute services that in turn decrease our expenses in various areas of the Fair. Here is a snap shot of some of the benefits resulting from our partnerships as well as a picture of some of the organizations we work with.

#### Bloodworks Northwest:

Patrons are asked to register to donate blood during the Pint for a Pass Promotion and in exchange are given a free pass to any one day of the Fair.

Number of registered donors during program period (June 18<sup>th</sup> to July 28<sup>th</sup>): 3,653

Number of units collected: 2,997

Number of potential lives saved: 8,991

#### Food for Lane County:

Sunday admission special for Free entry to the Fair with the donation of canned food.

2019: 22,650 pounds collected- up over 2,500 pounds from 2018

#### Organizations we partner with:

Boy Scouts

Calvary Open Bible

(Churchill High School) Lancer Legacy

Lane County Search and Rescue

Eugene Pony Club

Lane County Mounted Sheriff's Posse

Explore Scouts (Lane County Search & Rescue)

Lane County 4-H and FFA

Larsen's Fine Candies



Martin Luther King Education Center  
 Lane County Youth Services  
 Willamalane Parks and Recreation

Emerald Valley Quilters  
 Eugene Garden Club

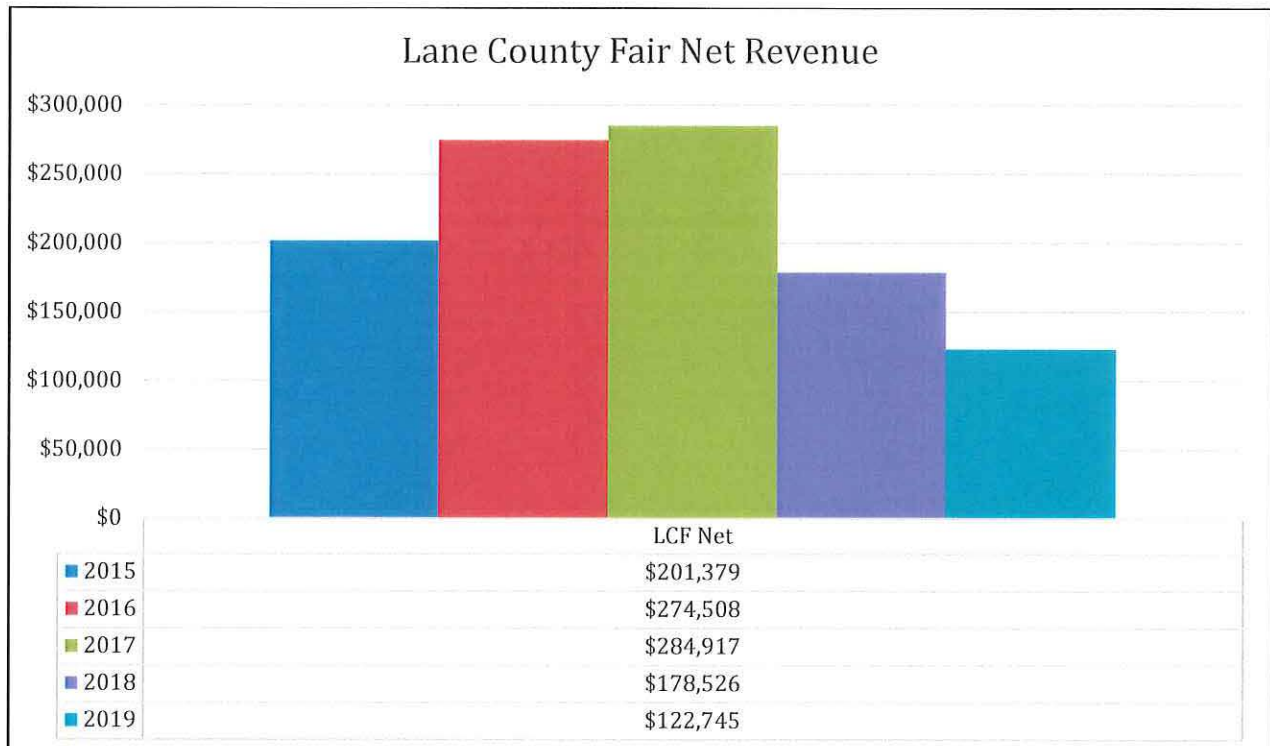
## Totals

**2019 Revenue:** estimated \$1,470,275\*

**2019 Expense:** estimated \$1,347,529\*

**Net:** estimated \$122,745\*

*\*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 a portion of the fiscal year. 2019 expenses include an estimation of staff hours worked on the Fair throughout the entire fiscal year.

## In Summary

The 2019 Fair was another success! Of note is that while our overall Fair net has decreased since 2016, it is due to a reinvestment of funds into the fair and capital fund based on Fair Board direction. Additionally, for 2019, our budgeted net was just \$60,000 but the Fair resulted in a net far higher than that so we are anticipating the ability to again contribute to capital projects! As we look forward, we will focus on both our successes and our areas for improvement with the goal of continuing to provide our community with a family friendly event filled with fun, food, family entertainment and so much more and resulting a net that provides us the opportunity to continue to invest back into the event and facilities .

**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. 13<sup>th</sup> 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. The BCC also appoints a Commissioner to act as liaison to the Fair Board. The Commissioner liaison has the ability to be a voting member in case of ties or when needed to constitute a quorum.
- 3.2 Fair Board members shall serve four-year terms as specified in Lane Manual 3.5 and in the Amended and Restated Agreement. A member shall serve no more than two full consecutive terms. 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. 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. 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 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.

3.14 Honorary Board Members. Previous Board Members in good standing may be appointed by the Fair Board to serve as advisors and on committees. They will have no voting rights and serve at the will of the Fair Board for a length of time not to exceed one (1) year. Honorary Board Members may be appointed for additional one (1) year terms based upon need and majority vote of the Fair Board.

#### 4. OFFICERS

4.1 The Fair Board shall elect a President and Vice President at its first meeting of the calendar year and members must serve for one (1) year before being eligible for President or Vice President

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

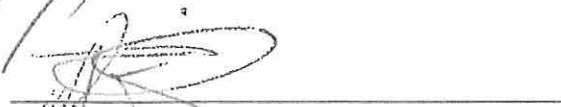
been given to the Fair Board members at least three days prior to the date of the meeting at which the proposed change to the Bylaws are to be considered.

ADOPTED BY THE LANE COUNTY FAIR BOARD, this   2nd   day of   May  , 2019.

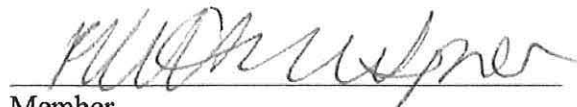
LANE COUNTY FAIR BOARD

  
\_\_\_\_\_  
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

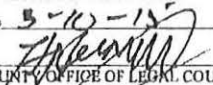
**WHEREAS**, the Amended and Restated Agreement reaffirms the relationship and clarifies the understandings between the Board of Commissioners and the Lane County Fair Board.

**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 5-12-15  
  
\_\_\_\_\_  
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. 13<sup>th</sup> 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 17<sup>th</sup> day of March, 2015.

Lane County

  
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Chair, Board of Commissioners

Lane County  
Fair Board

  
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