



KLAMATH COUNTY FAIR BOARD
3531 South Sixth Street, Klamath Falls, Oregon 97603

**FEBRUARY 19, 2024
WORK SESSION AGENDA
@ 8:30 AM**

- I. CALL TO ORDER
 - A. Roll Call
 - B. Introductions
- II. ADOPTION OF AGENDA
- III. NEW BUSINESS AND INFORMATIONAL ITEMS (Discussion and Possible Action Items)
 - A. Compliance Policy Review – Review and Proposed Action
 - B. Bylaws – Review and Proposed Action
 - C. Miscellaneous – Discussion, if needed
- IV. NEXT MEETING
 - A. Regular Board Meeting, March 4, 2024 @ 8:30 AM
- V. ADJOURN REGULAR SESSION





KLAMATH COUNTY FAIR BOARD

AND

KLAMATH COUNTY FAIRGROUNDS

ANIMAL WELFARE POLICY

Considering the importance of animals to the Klamath County Fair Board, it shall be in the policy of the Klamath County Fair and Fair Board, Employees and Exhibitors to treat all animals at the Klamath County Fair in a humane manner. Animals shall be provided clean bedding and adequate food and water by all Exhibitors.

It shall further be the policy of the Klamath County Fair Board and Employees to protect animals from mistreatment by the general public and to ensure the safety of the Fair Patrons.

Policy reviewed and ratified during a Fair Board Meeting dated, _____.

Dated this _____ day of _____, 2024.

Chairman, Klamath County Fair Board



KLAMATH COUNTY FAIR BOARD POLICY

AND

KLAMATH COUNTY FAIRGROUNDS

RE: COMPLIANCE WITH ORS CHAPTER 279 PUBLIC PURCHASING AND CONTRACTING LAWS

With respect to the general business associated with the Klamath County Event Center and Fairgrounds, the Fair Board has statutory authority for the entire business management and financial affairs, per ORS Chapter 565. The Klamath County Fair Board on January 12, 2009 became the Local Contract Review Board for the Klamath County Fairgrounds. The Klamath County Fair Board reviews and approves payment of all purchases and contracts made by management of the Klamath County Fairgrounds, and subsequently submits contracting issues to the Board of County Commissioners for final approval prior to and before any payment is made by the Klamath County Finance Department from the Klamath County Fairgrounds budget. The Klamath County Fair Board is required to adhere to all purchasing and contracting laws outlined in the Oregon Revised Statute ORS Chapter 279 pertaining to the affairs associated with the general business of the Klamath County Event Center and Fairgrounds.

Pursuant to ORS Chapter 560.230(1), "the county fair board has the exclusive management of the ground and all other property owned, leased, used or controlled by the county and devoted to the use of the county fair." The Klamath County Fair Board is thereby entrusted and charged with the entire business, contractual matters, financial management and other affairs of such annual county fair.

Policy reviewed and ratified during a Fair Board Meeting dated, _____.

Dated this _____ day of _____ 2024.

Chairman, Klamath County Fair Board



KLAMATH COUNTY FAIR BOARD

AND

KLAMATH COUNTY FAIRGROUNDS

POLICY ON PROFESSIONAL DEVELOPMENT

The Klamath County Fairgrounds has been an avid member and supporter of the Oregon Fairs Association for many years. The Klamath County Fairgrounds Manager, Fair Staff and Members of the Klamath County Fair Board have been participants in all Oregon Fair Conventions since the membership commenced.

It is the intent of the Klamath County Fair Board to provide for industry standard training and information for Board Members, Management and Staff. With this in mind, and if funding is available, it will further be the policy of the Klamath County Fair Board to ensure that the Fairgrounds will have Board Members, Management, Staff or both, attend the Oregon Fairs Association Convention, Western Fairs Convention, International Association of Fairs and Expos, Oregon Festivals and Events Association, Oregon Fairs Association Partnerships Summit at the Association of Oregon Counties Annual Conference, and any other industry specific meetings/conventions to receive professional development training. A Fair Board Member and/or Management will also attend the Spring Conferences and the OFA Area Meeting if at all possible.

Policy reviewed and ratified during a Fair Board Meeting dated, _____.

Dated this _____ day of _____ 2024.

Chairman, Klamath County Fair Board



KLAMATH COUNTY FAIR BOARD AND KLAMATH COUNTY EVENT CENTER AND FAIRGROUNDS

POLICY ON FAIRGROUNDS RELATED TRAVEL

TRAVEL POLICY

I. PURPOSE

- A. To provide standards for reimbursement of Fairgrounds-Event Center employees and Fair Board members, and procedures for payment for travel expenses.
- B. To reimburse appropriate expenses incurred by fairground employees while traveling on official fairground business, if applicable.
- C. Monitor expenditures for travel against budgeted amounts; and
- D. Ensure that training opportunities are utilized.

II. SCOPE

All Fair Board members and employees of the Klamath County Fairgrounds-Event Center who engage in any approved travel and training, including local seminars, conferences, and educational programs are subject to this policy.

III. RESPONSIBILITY

Establishment and administration of this policy is the responsibility of the Fair Board: The Fair Board is charged with the responsibility for determining the necessity, available resources, and justification for the need for and the method of travel. The department head is responsible for ensuring that employees, prior to the departure on their first trip, review this policy to understand its intent and requirements. Employees are expected to incur only costs that are reasonable in view of their official duty status.

IV. POLICY

A. COMPLIANCE AND ACCOUNTABILITY

Employees and Fair Board members of the Klamath County Fairgrounds-Event Center must comply with the provisions of this Policy. All employees must comply fully with requests for applicable records and documentation supporting all travel expense reimbursement claims. Public employees are liable for the improper use of county funds and shall be liable for reimbursement and be subject to disciplinary action for violation of this policy.

B. TRAVEL STATUS

An individual is considered to be on travel status from the time they start from and return to their official (primary) workstation, or to the individual's place of residence, whichever should occur first.

C. TRAVEL AUTHORIZATION

1. All out-of-area travel requires prior approval of the department head. If the department head is traveling, authorization is required by the Fair Board.
2. Transportation shall be the most economical in terms of direct cost to the Fairgrounds-Event Center and the employee's time away from their duty state. All commercial air travel shall be by the least expensive service available. Trips shall be scheduled to avoid unnecessary backtracking or overlapping and, when possible, scheduled in advance to take advantage of discounts. When airfare savings can be achieved by leaving a day earlier or staying a day longer, the Fairgrounds-Event Center will pay the extra day of meals and lodging, if the extra day of meals and lodging provides an overall savings to the Fairgrounds-Event Center.

D. PER DIEM

The primary basis for payment of travel related expense is by County Credit Card; however, per diem rates may be used as an alternative method for travel related expenses in some cases. Per Diem is the daily amount allowed for lodging (excluding taxes), meals, and incidental expenses. Incidental expenses include *all* gratuities; therefore, employees are not separately reimbursed for gratuities or tips of any kind including, but not limited to, meals and transportation. Payment to individuals on travel status to cover meals and commercial lodging is based on the rates published by the U.S. General Services Administration (GSA) for domestic travel in the continental U.S. For Alaska, Hawaii, and U.S. Territories and Possessions, the per diem is based on rates published by the U.S. Department of Defense. For international travel, the per diem is based on rates published by the U.S. Department of State.

E. PROVISIONS FOR MEMBERS OF THE FAIR BOARD

The Fair Board is encouraged to travel to business meetings or conventions associated directly with Fairgrounds business. The Fairgrounds Office shall be responsible for all travel arrangements on behalf of a Fair Board member. The Klamath County Fairgrounds-Event Center shall not allow payment for spouses; however, spouses may accompany a member to a convention or meeting.

The Fair Board is encouraged to utilize the Preferred Method for payment of Travel Expenses. It is noted; however, that except as otherwise provided by law, members of the Fair Board may receive reimbursement for actual and necessary travel expenses incurred in the performance of official Fair Board business on a per diem basis. Receipts are required for reimbursement of expenses during official business travel. There shall be no reimbursement for alcohol.

F. TRAVEL EXPENSES PAID - PREFERRED METHOD ADOPTED BY THE KLAMATH COUNTY FAIR BOARD

1. The Fairgrounds-Event Center shall ensure that official business meetings or conferences have been pre-arranged and shall pay costs directly via the business credit card. Travel related expenditures or accommodations paid by or provided by the Fairgrounds-Event Center shall not be paid or reimbursed to the employee. Employees shall not be allowed to direct-bill meals or other incidentals (such as telephone calls or movies) to lodging receipts.

2. Reimbursement of personal expenses shall not be authorized for payment at any time. For example, employees will not be reimbursed for parking tickets, lodging safe fees or commuting mileage. Commuting mileage is defined as the distance from the employee's residence to the primary workstation.
3. It is the intent of this Policy that any lodging expense be charged to a county card or paid to the vendor, not the employee. Fairgrounds-Event Center Manager may exercise discretion in determining whether use of county credit cards or personal credit cards (followed by reimbursement) is most appropriate and efficient for their departments. Receipts shall be required for all lodging. Employees are not to charge items of a personal nature to the lodging bill (including but not limited to meals, videos, etc.). If a reimbursement to an employee is required, the reimbursement is not included in wages for the purpose of calculating retirement benefits and is not taxable to the employee.
4. The Klamath County Fairgrounds-Event Center Fair Board and Manager must select the method of transportation most advantageous to the organization, when cost and other factors are considered. The travel should be the most expeditious of means of transportation practicable and commensurate with the nature and purpose of the employee's duties. Management should consider total cost the Fairgrounds-Event Center (including costs of per diem, overtime, lost work time, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

The method of transportation should be authorized verbally or in writing (in writing, if authorizing the use of personal vehicle to conduct Fairgrounds-Event Center Business) in advance by the Fair Board or the Manager. The reimbursement rate for private vehicle mileage is stipulated per the statutory rate allowed by the Internal Revenue Service (IRS).

**G. TRAVEL ADVANCES BASED ON PER DIEM AMOUNTS - ALTERNATE METHOD
ADOPTED BY THE KLAMATH COUNTY FAIR BOARD**

1. To receive a travel advance, requests must be submitted for processing on the proper form at least 15 days in advance of the planned travel. The Fairgrounds Manager will be responsible for approving the travel advance, taking into consideration the employee's needs, subject to the timely submission of requests to allow for processing, and for timely distribution advance to the employee or Fair Board member(s) performing the travel.

Any employee who receives a travel advance must complete and submit a travel claim form for the amount previously advanced, within ten (10) days of return from travel. If the advance is larger than the actual claim, the employee will be required to remit the balance to the County not later than the receipt of the employee's next regular scheduled paycheck.

The Fairgrounds-Event Center Manager shall audit travel advances within ten (10) working days and determine the amount of any reimbursement or the amount of any remittance. Any travel advances not properly documented or any advancement not promptly repaid as provided above may be charged to the employee as additional wages and deducted from the next regularly scheduled paycheck.

H. MEALS - IF PER DIEM RATES ARE USED (ALTERNATE METHOD)

1. Meal Per Diem. The Per Diem meal allowance is a fixed amount of reimbursement for a meal. It is not reimbursement for actual costs incurred. Receipts are not required for meals if claiming per diem.

Travel expenses must not be claimed prior to travel taking place and employees must be in travel status to receive a meal allowance.

Occasionally, employees may be reimbursed for actual costs. For example, when personnel attend an official business meeting where the meal is an agenda item but not included in the fee and the selection and cost of the meal are beyond the control of the employee, the employee will be reimbursed for the actual cost of that meal. A receipt must be provided. Official business meetings are defined as two or more employees or persons assembled, for the benefit of the Fairgrounds-Event Center, to conduct official business as authorized by law. Official business meetings include conferences, training, workshops, testing, seminars and other gatherings to conduct official fairgrounds business. *Meal per diem allowances for overnight travel are based on where the related lodging takes place.*

Even when a traveler is eligible for reimbursement of actual meal costs, any purchases of alcohol shall not be reimbursed and cannot be included in any County credit card.

2. Meals included registration fees. Meals included as part of the registration fee(s) for a conference, seminar, etc. must be subtracted from the employee's daily meal per diem. Use the following percentages to determine the appropriate amount to deduct.
 - Breakfast equals 20% of the allowed daily meal per diem
 - Lunch equals 29% of the allowed daily meal per diem
 - Dinner equals 51% of the allowed daily meal per diem

3. Taxability of Meal Per Diem. Meal allowances paid in connection with overnight travel status are nontaxable to the employee. Overnight travel status means (1) the employee's duties take him away from the general area of his tax home substantially longer than an ordinary day's work and (2) the employee needs sleep or rest to meet the demands of the work while away from home.

Meal allowances that do not involve an overnight stay are taxable income to the traveler.

4. Meal Per Diem Non-Overnight Travel. Meal allowances that do not involve an overnight stay are taxable income to the traveler.
 - a. Breakfast. Personnel must be on travel status for two hours or more before beginning of their scheduled work shift to receive a breakfast allowance.
 - b. Lunch. No allowance is provided for lunch during non-overnight travel unless the employee is attending an official business meeting and the meal in an agenda item, that was not included in the fee, and the cost and choice of having a meal were beyond the control of the employee. A receipt is required.

Other circumstances may warrant an exception to the provision that no allowance is provided for lunch. The Fairgrounds-Event Center Manager or Fair Board member may authorize such an exception when such payment provides a clear and distinct economic advantage to the Fairgrounds-Event Center and is critical and essential to the mission of the Fairgrounds-Event Center.

- c. Dinner. Personnel must be on travel status for two hours or more beyond the end of their scheduled work shift to receive a dinner allowance.
- 5. Application of Meal Per Diem Rates. Meal per diems for the initial day of travel and final day of travel are determined on the following schedule based on departure and arrival times. Apply the percentage to the appropriate meal rate. Please refer to table on page 8.
- 6. Multiple Locations During Overnight and Non-overnight Travel. A single per diem rate is used for an entire day. During overnight travel, if the employee travels to more than one location in one day, the per diem rates for each day are the rates for the location in which the traveler will spend the night. *However, on the final day of travel, the per diem rates are the rates for the location in which the traveler last stayed for the night, prior to returning to their official workstation and/or home.* When travel in a single day (non-overnight travel) is to multiple locations (meaning, more than one work destination), the highest per diem of the multiple locations is used.

I. LODGING - IF PER-DIEM RATES ARE USED (ALTERNATE METHOD)

- 1. The actual cost of lodging will be reimbursed up to the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality. The Fairgrounds-Event Center Manager is urged to exercise prudent management to ensure that the best lodging values are obtained. Lowest rates will be utilized at all times. As a guideline the U.S. General Services guidelines will be used; however, Klamath County Fairgrounds-Event Center employees should always present their employee identification card to ensure that the "government rate" is obtained for all lodging. Employees attending conferences or training sessions held in a hotel or motel will be authorized to stay at the same, or nearby location, with prior approval from the Fairgrounds-Event Center Manager, even if the expense exceeds the authorized guidelines, so long as the rates are deemed reasonable, given the area and purpose.
- 2. In the event that the employee chooses to be accompanied by her/his spouse or family member, the lodging invoice must bear a notation, signed by an authorized representative of the hotel/motel, as to the single room rate, including appropriate adjustment on any tax. The employee is responsible for the difference between the single and double room rate.
- 3. Employees may "double up" in a room in order to *save* the Fairgrounds-Event Center money or for efficiency. A single employee is allowed to be reimbursed under these circumstances but the transaction must be thoroughly documented for audit purposes and the separate expense claims must cross-reference. The Fairgrounds-Event Center must ensure that the maximum reimbursed on a per employee basis does not exceed the allowable rate.
- 4. Lodging taxes are not included in the continental U.S. per diem rates; therefore, lodging taxes paid by the employee are reimbursable as a miscellaneous travel expense. Receipts are required for lodging and lodging taxes.
- 5. Credit card surcharges are not included in lodging per diem rates. Such fees are reimbursable as a miscellaneous travel expense. Receipts are required for credit card surcharges.

6. Certain lodging establishments may charge "hospitality fees" or "resort fees" that are beyond the control of the employee. These types of fees are reimbursable expenses.
7. Exceptions to the published lodging per diem rates are allowed. Exceptions to lodging rates must be accompanied by documentation and receipts. For example, if personnel attend a conference or meeting and stay at an official hotel/motel, as defined in the conference or meeting registration or agenda for that conference or meeting, and the lodging cost exceeds the per diem for that location, the reimbursement of actual lodging expenses is allowed. This reimbursement is conditioned upon the performance of an effort to find lower cost lodging as described below. Should the conference hotel rate be authorized, the Travel Expense Detail Sheet must include documentation of the official conference hotel designation and a copy of the hotel bill.

If the cost of an official conference or meeting hotel exceeds the lodging per diem rate for that location, the Fairgrounds-Event Center management is obligated to make and document an effort to (1) lodge employees at the lowest conference hotel room rate available at the published conference/meeting facilities or, (2) lodge employees at an alternative lowest cost hotel/motel within close proximity (1 to 2 block radius) to the primary conference/meeting facility. Traveler's safety is a factor to be considered in the evaluation of an alternate lodging facility.

J. TRANSPORTATION- IF PER DIEM RATES ARE USED (ALTERNATE METHOD)

1. Approval for Method of Transportation -The Klamath County Fairgrounds-Event Center Fair Board and Manager must select the method of transportation most advantageous to the organization, when cost and other factors are considered. The travel should be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of the employee's duties. Management should consider total cost to the Fairgrounds-Event Center (including costs of per diem, overtime, lost work time, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

The method of transportation should be authorized verbally or in writing (in writing, if authorizing the use of a personal vehicle to conduct Fairgrounds-Event Center Business) in advance by the Fair Board or the Manager. The reimbursement rate for private vehicle mileage is stipulated per the statutory rate allowed by the Internal Revenue Service (IRS).

2. Use of Personal Vehicle - Personal vehicles may be used with the approval of the Fair Board or Manager, subject to the following:
 - a. Insurance: In accordance with the Fairground Vehicle Use Policy, operators of personal vehicles on Fairground-Event Center business must have full liability insurance, including personal injury and property damage, in at least the minimum limits required by Oregon State law.
 - b. Driver must possess a valid Oregon Driver's License.
 - c. The Fairgrounds-Event Center reserves the right to require proof of insurance and driver's license.
 - d. The Fairgrounds-Event Center does not provide any coverage for any loss or damage to a personal vehicle.

- e. Mileage reimbursement shall be paid for Fairgrounds-Event Center business-related travel from the employee's normal work reporting station to their destination(s) and return to such reporting station, including reasonable trips to and from motels, restaurants, etc., that occur as a result of said travel. By way of illustration, using a trip to Portland, from Klamath Falls: Mileage will be reimbursed from your work reporting station (such as your office building) to the Portland, place of business(s) which is (are) the purpose(s) of your travel, trips to and from motel and restaurant, and return to your Klamath Falls work reporting station or residence, whichever first occurs. Side trips taken by the employee for personal business or recreation shall be excluded from the mileage submitted for reimbursement.
- f. The Fairgrounds-Event Center Manager is responsible for the accuracy of mileage reimbursement claims submitted.

3. Mileage Reimbursement - Authorized use of personal vehicles will be reimbursed at the statutory rate allowed by the Internal Revenue Services (IRS). The allowable IRS rate will be determined each year. Effective dates shall be July 1 of each year. The current mileage reimbursement rate shall be indicated in Addendum A of this Policy.

Policy reviewed and ratified during a Fair Board Meeting dated _____

Dated this _____ day of _____, 2024.

Chairman, Klamath County Fair Board

ADDENDUM

A

Meal Per Diem (per 24-hour period):	Current Federal Government Per Diem Rate
Mileage Rate: (Vehicle)	Current U.S. General Services Rate
Mileage Rate: (Private Aircraft)	Current U.S. General Services Rate
Lodging Per Diem: Be sure to use your Klamath County Identification Card to insure you receive the Government Rate	Current Federal Government Per Diem Rate
Meal Per-Diem (for periods extending less than 24-hours): Per-Diem may not be claimed when meals are provided at the hotel, meeting (or conference)	Meal Percentages (with or without receipt)
Breakfast Morning allowance if in continuous travel status for more than three (3) hours between 12:01 AM and 10:00 AM	20%
Lunch Mid-day allowance, if in continuous travel status for more than three (3) hours between 10:01 am & 3:00 pm	29%
Dinner Evening allowance, if in continuous travel status for more than three (3) hours between 3:01 pm and midnight, except that evening allowance will not be allowed if the employee should have arrived back at duty station by 6:00 pm.	51%
Maximum daily meal reimbursements, as stated herein, are representative of the maximum allowable for any meal or series of meals. All County employees are encouraged to make efforts to minimize expenses whenever possible.	
For the Current Federal Government Per Diem Rates, please visit the U.S. General Services Administration on-line at: www.gsa.gov for the domestic per diem rates) if neither the city nor the county is listed in the per diem table, the lodging rate and meal per diem will be paid at the current Standard Rate.	



KLAMATH COUNTY FAIR BOARD
3531 South Sixth Street, Klamath Falls, Oregon 97603

MINUTES

February 15, 2017

CALL TO ORDER

Chair Amanda Blodgett opened the Regular Board Meeting at 4:02 pm.

Members Present: Archie Linman, Gregg Sherrill, Amanda Blodgett, Edith Brown-Vieyra, Tori Haley and Commissioner Liaison Derrick DeGroot

OSU Extension: Traci Reed, 4-H Program Coordinator

Staff Present: Fairgrounds Manager Todd Hoggarth, and Fair Board Secretary Dawn McLing

INTRODUCTIONS

All in attendance introduced themselves

CONSENT AGENDA

The Consent Agenda was presented. Motion to approve the Consent Agenda made by Archie Linman and seconded by Tori Haley. There was no discussion. Unanimous approval by members of the Board. Chair also voted aye.

ADOPTION OF AGENDA

The Agenda was presented for adoption. Motion to approve the Agenda by Tori Haley and seconded by Edie Brown-Vieyra. There was no further discussion. Unanimous approval by members of the Board. Chair also voted aye.

EXECUTIVE SESSION

There was no Executive Session held.

PUBLIC PARTICIPATION

- A. There was no request received for public participation for the February 15, 2017 Board Meeting.
- B. Traci Reed informed the Board that the 4-H Board voted on the packet for the 4-H Fair Judges ~ resulting vote was to keep the \$100 per day fee, as well as the per diem rates meals and hotels through the Fairgrounds; the Association will pick up any remaining fees/expenses. Todd reminded Traci that the Fairgrounds will pay a flat fee of \$8,500 to go toward the judges for the Fair. The Association will pick anything over and above the \$8,500.



KLAMATH COUNTY FAIR BOARD

3531 South Sixth Street, Klamath Falls, Oregon 97603

NEW BUSINESS

A. Fair Concert Sound, Stage and Lighting Bids

Four responses were received for the Klamath County Fair Concert Sound, Stage and Lighting RFP's.

- One response stated that they were not available for the dates of the Fair
- One bid could not meet the requirements for lighting and also the tear down requirements
- One bid was considerably higher in cost to the Fair
- One bid could meet all requirements set forth within the RFP and also included an option for the next three years with a 3% increase for each additional year

Following discussion by the Board, it was recommended that the best option for the Board was to go with Oregon Stage Lighting and Sound for the bid price of \$13,250.00 with a 3% increase for each year for an additional three years.

Motion: That the Board go with Oregon Stage Lighting and Sound for the stated bid price for the 2017 Klamath County Fair; with a 3% increase each additional year for the 2018, 2019 and 2020 Klamath County Fairs.

Motion by: Archie Linman Seconded

by: Gregg Sherrill Discussion: None

further

Action: Unanimous approval by members of the Board, Chair also voted aye.

ACTION ITEMS

A. Ratification of Current Accounts (Bills)

Review of the bills for December 2016 was held by the Board. Amanda commented with regard to the Fair 2016 Days Inn bill. Dawn confirmed that this was from the 2016 Fair and was received in December. Dawn also brought to the Board's attention that there will be a credit on the January statement for this billing as Tarah had caught an error from Days Inn.

Motion: To approve and ratify the bills for December 2016. Motion

by: Edie Brown-Vieyra

Second by: Tori Haley Discussion:

None further

Action: Unanimous approval by members of the Board, Chair also voted aye.



KLAMATH COUNTY FAIR BOARD

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B. Monthly Deposits/Accounts Receivable/Payable

Motion: To approve the monthly deposits and accounts receivable and payable. Motion by: Tori Haley

Second by: Archie Linman Discussion:

None further

Action: Unanimous approval by members of the Board, Chair also *voted* aye.

C. Klamath County Fairgrounds Travel Policy, Second Reading for New Board

This Policy is under a second reading by the Board and was created to address Fair Board Member, as well as fairground employee, travel and it is noted that the County reimbursement form will be issued along with any travel documentation. Todd reiterated that there is not a policy for Board Members within County Policy; therefore, the need for this Policy is specifically for the Fair Board.

Motion: To approve the Policy as prepared. Motion

by: Tori Haley

Second by: Edie Brown-Vieyra

Discussion: None further

Action: Unanimous approval by members of the Board, Chair also voted aye.

INFORMATIONAL ITEMS

A. Manager's Report

Todd began by announcing to the Board the 2017 Fair Concert headliners - Colt Ford and Ned LeDoux.

i. 2017-18 Budget Preparation

The proposed budget for 2017/18 has been created and turned in to the Finance Department awaiting the hearings with the Board of Commissioners

ii. OFA Day at the Capitol and Spring Meeting

All members of the Board were invited to attend. Todd restated that these meetings are training seminars for industry standard related topics. These meetings/conventions are for Fair Board members and staff alike. The Day at the Capitol is focused on Fair Funding for **all** Fairs in Oregon. This day provides an avenue to lobby with our senator and representatives in support of this funding. Todd feels that it is extremely beneficial to the health and welfare of Fairs in Oregon. Archie would like to attend the Day at the Capitol but cannot stay for meetings.



KLAMATH COUNTY FAIR BOARD

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It also may be beneficial for the Board to develop some talking points for this special day.

Todd updated the Board with regard to meetings held with the Klamath Bull and Horse Sale committee in regard to subsequent year's rentals for the event. Todd has agreed to an all-inclusive price for this event; the all-inclusive plus overtime and alcohol sales will be set in place for the next two years. This event also purchased panels and gates for the fairgrounds.

Todd has also met with Morgan Lindsey of Emergency Management to complete the Memorandum of Understanding with the Fairgrounds-Event Center. Brief discussion about how this fairground would manage an emergency if it occurred.

The Auction is in gear. Stan and Tom are looking for more consignors.

BOARD DISCUSSION

Short discussion was held with regard to the Rotary Auction which included changes being made for 2017, etc.

Board attendance. Amanda commented that she would like an official Board Policy which states that unless Dawn hears from you otherwise (you cannot make the meeting), we will expect that you will be in attendance. This Policy impacts quorum requirements for the Board.

Amanda also commented with regard to changes being made to the State Fair and 4-H/FFA- they will be at the same time this year and into the future. This will change in 2018 for our Fair because of the date changes. Discussion was held as to the impacts for the kids showing here.

The orientation schedule has not yet been determined. Gregg and Edie need to be in attendance; however, the scheduling proposed did not work to incorporate all Board Members. A new schedule will be sent out with proposed dates.

ADJOURN

The meeting was adjourned at 4:54 PM

Respectfully submitted,

Dawn G. McLing
Fair Board Secretary

KLAMATH COUNTY

TRAVEL EXPENSE DETAIL SHEET



Revised 01/01/2023



KLAMATH COUNTY FAIRGROUNDS/EVENT CENTER CODE OF CONDUCT

The Fair Board desires the opportunity to provide a safe, secure, and pleasant environment and we therefore always ask your cooperation in complying with these Rules of Conduct.

These activities are prohibited at The Klamath County Fairgrounds/Event Center

- Disorderly or disruptive conduct of any type
- Overnight camping without authorization from the Business Office
- Loitering
- Destruction of property, whether it is County Property or a patron of the Fairgrounds/Event Center
- Threatening, belligerent or hostile behavior of any type
- Possession narcotics or any illegal substance
- Use of loud or obscene language or gestures or other offensive behavior that interferes with The Klamath County Fairgrounds/Event Center patrons' enjoyment of activities and events
- Littering and spitting
- Being on Klamath County Fairgrounds/Event Center property without shoes or shirt
- Soliciting for sale, offering for sale, or selling goods or services by non-concessionaires. (The sales of goods and services may only be conducted in a designated commercial space by approved concessionaires upon payment of a fee for such commercial space
- Interfering with Klamath County Fairgrounds/Event Center business, or interfering with the conduct of business by any concessionaires or exhibitors
- Soliciting contributions or signatures, leafleting, picketing, or displaying signs, posters, or banners except in designated areas by permit only. Exceptions are subject to Klamath County Fairgrounds/Event Center rules for non-commercial expressive activity
- Distributing buttons, bumper stickers, hats, balloons, T-shirts, novelty items, food, or beverages by non-concessionaires
- Any activity that could result in physical harm to person or property
- Possession of any article defined as a weapon
- All persons entering the Klamath County Fairgrounds/Event Center agree that they could be subject to a protective screening and/or search for weapons, narcotics, alcohol, and illegal items
- Smoking is permitted only in the parking lot of the Klamath County Fairgrounds/Event Center Dogs are allowed only in certain instances and under certain permit rulings

Code of Conduct reviewed and ratified during a Fair Board Meeting dated, _____.

Dated this _____ day of _____ 2024.

Chairman, Klamath County Fair Board

KLAMATH COUNTY FAIR BOARD BYLAWS



ADOPTED February 2024

ARTICLE I – NAME **New**

The Board will be known as the Klamath County Fair Board pursuant to ORS 565 (2).

ARTICLE II – MISSION **New**

The Mission of the Klamath County Fair Board is to provide a safe modern public facility that will provide recreational enjoyment, youth education, local agriculture promotion, economic development, and entertainment for all ages.

ARTICLE III – AUTHORITY **Revised (Was Article I and IV – Purpose and Authority - Reworded)**

- a. Oregon Revised Statutes. The Fair Board has statutory authority in accordance with the Oregon Revised Statutes, including but not limited to ORS 565-210 through ORS 565-330. This authority includes the entire business management of the fairgrounds and all other property owned, leased, used or controlled by the County and devoted to the use of the Klamath County Fair and Fairgrounds and Event Center.
- b. Responsibility Structure. The Fairgrounds Director and/or designates are responsible for recruiting and bookings, scheduling, establishing rental fees, general promotion, food service, concessions and related operational activities.
- c. Agreements. The Fairgrounds and Event Center Director, under the authority of the Fair Board, shall execute contracts concerning the Fairgrounds and Event Center, including construction of the capital improvements (in tandem with the approval of the Board of Commissioners and the County Public Contracting Guidelines). The Director and his/her designates, under authority of the Klamath County Fair Board, shall sign agreements relating to the Klamath County Fair per Oregon Law based on ORS Chapter 565.
- d. Fiscal Responsibility. The Fair Board, Fairgrounds and Event Center Director and/or designates has/have authority to make expenditures from the Fair Fund per Oregon Law based on ORS Chapter 565. The Fair Board shall comply with public purchasing laws and administrative rules.

ARTICLE IV – MEMBERSHIP **Revised (Was Article II and III – Reworded and Expanded)**

The Klamath County Fair Board shall be a lay commission appointed by the Klamath County Board of Commissioners in accordance with the Oregon State Statutes (Chapter 565) for the operation and maintenance of the Klamath County Event Center and its activities.

The Fair Board shall consist of no fewer than seven (7) members. The term of office for each Fair Board Member shall be three years. A Fair Board Member may only serve three (3) terms or a maximum of nine (9) years consecutively. The term length of office differs from the County Resolution No. 2024-004; however, it has been confirmed as of January 1, 2024 by the Klamath County Commissioners, that the Fair Board will continue to serve three 3-year terms for a maximum of nine (9) consecutive years of Fair Board service. At the end of each Fair Board member's 3-year term, a recommendation from the current Fair Board members shall, or may, be made to the Klamath County Commissioners for continuation of a subsequent term (not to exceed the nine-year consecutive length of service for any one Fair Board member).

Members shall not be compensated. **(Added)**

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ARTICLE V – TERMINATION (Added Per Proposed Formatting From BOCC)

Pursuant to 565.225, a member of a county fair board appointed under ORS 565.210 "may be removed by the county court for inefficiency, neglect of duty, misconduct in office, incompetence, incompatibility, dereliction of duty or other good cause, as those terms may be defined by county ordinance. A member of the fair board shall not be removed by the county court until after the member receives a copy of a statement containing the cause for removal and a hearing on the removal is held. The statement shall be given to the member at least 10 days prior to the hearing, at which the member must have an opportunity to be heard in person or by counsel. When the county court removes a member of the fair board, a record of the proceedings, together with the cause for removal and findings thereon, shall be filed in the office of the county clerk. [1999 c.681 §2]"

ARTICLE VI – EX-OFFICIO MEMBERS (Was Article VIII - Reworded)

Definition: Ex-Officio Fair Board Member(s) means Fair Board Members who do not have a vote in Fair matters and whose presence shall not be counted in determining whether a quorum sufficient to transact Fair business exists. The Fair Board shall have the authority to establish and define non-voting categories of membership.

In addition to the composition of the Fair Board as provided in Article IV, the Fair Board shall include up to five (5) ex-officio members who will participate in Fair Board meetings and discussions but have no voting or other rights of the members of the Fair Board. Members in this capacity shall be considered in a training capacity for a potential open regular Fair Board position. A recommendation from the current Fair Board members, following an interview of prospective Ex-Officio member(s) shall, or may, be made to the Klamath County Commissioners. Upon recommendations from the Fair Board, Ex-officio members shall be designated by the Board of County Commissioners and shall serve up to a three 3-year term (not to exceed nine consecutive years).

Members shall not be compensated.

The Fair Board, in cooperation with the Board of County Commissioners, reserves the right to remove an ex-officio member from the Fair Board without assigning cause by a majority vote of the entire Board.

ARTICLE VII – ATTENDANCE (Was Article V, Subsection iv. – Reworded)

All members are expected to regularly attend scheduled meetings. Reasonable notice of an absence should be given to the Fair Board Secretary before a meeting is to be held. If a Fair Board Member is not able to continue his/her term, the remaining Fair Board Members shall recommend a successor for the vacant position(s) to the Klamath County Board of County Commissioners.

ARTICLE VIII – MEETINGS (Was Article V – Reworded)

The Fair Board will meet in accordance with Oregon Public Meeting laws. Notice will be posted in advance of all meetings and minutes or audio will be available upon request.

- a. Schedule
The Fair Board shall hold a Fair Board meeting once each month, on a date and at a time mutually agreed upon by the members of the Fair Board.
- b. Location
Meetings are held at the Klamath County Fairgrounds and Event Center, 3531 South Sixth Street, Klamath Falls, Oregon 97603-4744.
- c. Attendance
Members may attend either in person or electronically so long as persons in person and electronically can both hear and communicate with each other.

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d. Quorum

The majority of the appointed membership of the Committee will constitute a quorum for the transaction of all business at meetings.

e. Decision making procedure.

With the exception of Ex-Officio Members, each member will be entitled to one vote on all issues presented at meetings at which the member is present. Majority of voting members shall be required to pass any motion brought before the Fair Board. No proxies shall be allowed.

f. Agenda items

Agenda items may be placed on a meeting agenda by any Committee member. The agenda will be posted/available at least three (3) calendar days prior to a regular meeting.

g. Community Relations/Public Input

Any member of the public will be welcome to attend and provide comment at Fair Board meetings. Public comments will be encouraged and will be accepted verbally or in writing.

Any request received from a private party, group organization or association to be heard on the Fair Board Agenda must be made in writing at least one calendar week (seven days) prior to the scheduled meeting. The request to be heard shall indicate what the topic is that they wish to bring before the Fair Board and the request shall be mailed, emailed, faxed or hand to the business office of the Klamath County Fairgrounds and Event Center, Attention: Fair Board Secretary, 3531 South Sixth Street, Klamath Falls, Oregon 97603-4744. The Presiding Officer shall have the right to suspend the Agenda, change the Agenda order, to limit discussion, and to terminate comments.

h. Work Sessions

Works sessions can, or may, be held periodically for the purpose of discussion, planning and/or formulating motions for regular or special meetings for the Klamath County Fair and/or the Fairgrounds and Event Center. Date, time and place will be mutually agreed upon by the majority of the Fair Board.

ARTICLE IX - REORGANIZATION AND ELECTION OF OFFICERS (Was Article VI)

The members of the Fair Board shall meet to reorganize and elect the Chair and Vice-Chair from their seven (7) person membership at the first Fair Board meeting of each year, unless a quorum cannot be present.

Chairperson and Vice-Chairperson Designation.

a. Chair responsibilities: The Chair will act as leader of the convened meeting and as the parliamentarian. The Chair will enforce Board directives, guidelines and membership rules and will guide the conduct of public meetings. The chairperson is the official representative of the Board and shall be the spokesperson to the Board of Commissioners.

b. Vice-Chair responsibilities: In the absence of the Chair, the Vice-Chair will assume the Chair's responsibilities. If neither the Chair nor the Vice-Chair is available for a publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

c. Secretary Designation.

The Fair Board shall appoint a secretary who is not required to be a member of the Fair Board. Secretary responsibilities: The secretary shall keep record of the meetings either written or audio recording and make sure they are available upon request, as well as the posting of meeting agendas.

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- d. BOCC Liaison.
The Klamath County Board of Commissioner's shall, each year, designate a Commissioner to serve as liaison to the Fair Board.
- e. Fair Board Members.
All other Fair Board Members shall perform duties assigned by the Chairperson as are deemed necessary.

ARTICLE X – BOND (Was Article X, Subsection v. – Added as a new Article)

A surety bond, as required by ORS 565.210 (3), shall cover each member of the Fair Board. All documents of the Klamath County Fair Board are located in the Klamath County Event Center Business Office, 3531 South Sixth Street, Klamath Falls, Oregon 97603-4744.

ARTICLE XI - INTERNAL STRUCTURE (Was Article VII - Revised)

Director. The Fair Board is authorized to hire, terminate and otherwise supervise the activities of the Fairgrounds and Event Center Director, aka Fairgrounds Manager. The Fairgrounds and Event Center Director is accountable to the Fair Board and responsible for the operations and conditions of the Fairgrounds and Event Center. The Fairgrounds Director shall serve at the pleasure and will of the Fair Board. The Fair Board shall annually evaluate the performance of the Fairgrounds and Event Center Director and recommend compensation adjustments to the Board of County Commissioners based upon such evaluation. The evaluation shall occur after receiving the proper documents from the Klamath County Human Resource Department.

Staff. The Fairgrounds and Event Center Director shall employ, terminate and supervise the Fairgrounds and Event Center staff. The Director shall annually evaluate the performance of each staff member and recommend compensation adjustments to the Klamath County Human Resource Department based upon such evaluation. The evaluation shall occur after receiving the proper documents from the Klamath County Human Resource Department.

ARTICLE XII - COUNTY INTERNAL SERVICES (Was Article XI)

- a. Legal Counsel. The Fair Board is allowed the use of the County Legal Counsel for advice at its meetings and regarding their activities should they so desire. The Fair Board may alternatively employ legal counsel to serve at their will and pleasure
- b. Administrative Central Services. The Fair Board may contract with the Klamath County Administrative Central Services which includes the following departments: Commissioners, Treasurer, County Counsel; Personnel; Data processing; General Administration; Finance/Internal Auditing; and Central Purchasing. For the services provided by the above listed departments the Fairgrounds and Event Center pays an monthly fee out of the Fairground's Budget.

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ARTICLE XIII – AMENDMENTS (Was Article X – Needs to be expanded?)

The Fair Board may amend all or part of the existing By-Laws by a majority vote of the Fair Board.

ADOPTED BY the Klamath County Fair Board this _____ day of February, 2024.

Gregg Sherrill, Board Chair

Shawn Blodgett, Board Vice Chair

Jeanne Pickens

Terry Sellars

Amy King

Brian Bryson

Margaret McCadden

APPROVED BY THE KLAMATH COUNTY BOARD OF COMMISSIONERS, this _____ day of
_____, 2024.

Chair

Commissioner

Commissioner