



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

**JUNE 3, 2024 AGENDA  
FAIR BOARD MEETING @ 8:30 AM**

- I. CALL TO ORDER
  - A. Roll Call
  - B. Introductions
- II. CONSENT AGENDA
  - A. Board Minutes
  - B. Personnel Action
  - C. Appropriated Objects (Financials)
  - D. Ratification of Current Accounts (Bills)
  - E. Accounts Receivable/Payable
- III. ADOPTION OF AGENDA
- IV. PUBLIC PARTICIPATION
  - A. Traci Reed, OSU Extension
- V. NEW BUSINESS AND INFORMATIONAL ITEMS (Discussion and Possible Action Items)
  - A. Alcohol Proposal
- VI. MANAGER'S REPORT AND BOARD DISCUSSION
  - A. RV Park Update
  - B. Food Court Update
  - C. Tree Stumps
- VII. UPCOMING EVENTS OR IMPORTANT DATES
- VIII. EXECUTIVE SESSION (Pursuant to ORS 192.660)
  - A. An Executive Session will not be called
- IX. NEXT MEETING
  - A. Regular Board Meeting, July 8, 2024 @ 8:30 AM
- X. ADJOURN REGULAR SESSION





# Presented to the Klamath County Fair Board

## JUNE 3, 2024

<b>SUBJECT:</b>  BOARD MINUTES	<b>ITEM NO:</b> II. A.
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>  May 6, 2024 Minutes	<b>REASON:</b> Board Action within Consent Agenda

### **BACKGROUND:**

The above-referenced Minutes from the above-referenced meetings are presented for the Board's information and subsequent approval under the Consent Agenda.

### **RECOMMENDATION:**

To approve the attached Fair Board Meeting Minutes for May 6, 2024 Meeting.

### **BOARD ACTION:**

**Approved:**      **Rejected:**      **Tabled:**      **Until:**





# KLAMATH COUNTY FAIR BOARD

3531 South Sixth Street, Klamath Falls, Oregon 97603

## May 6, 2024

### FAIR BOARD MEETING MINUTES

#### CALL TO ORDER

Board Chair Gregg Sherrill opened the meeting at 8:31 AM.

#### ROLL CALL

Gregg Sherrill, Terry Sellars, Shawn Blodgett (Z), Jeanne Pickens, Norma Baugh, Brian Bryson (Z), Margaret McCadden (Z), Chad Olney, Amy King, Kirk Sipes

Staff Present: Derrick Rowley

Fair Board Secretary: Dawn McLing

Guests: Traci Reed

#### CONSENT AGENDA

Amy King moved to adopt the Consent Agenda as presented. Jeanne Pickens seconded the motion. No further discussion was held. Motion passed.

#### ADOPTION OF AGENDA

Amy King moved to adopt the Agenda with the change noted. Terry Sellars seconded the motion. No further discussion was held. Motion passed.

Traci Reed reported on the dinner and auction proceeds. She also reported that animal project weigh ins are being conducted throughout the month of May. Small animals will weigh in at Fair. Swine numbers are up, sheep is down a bit and horse and dog numbers are up.

#### NEW BUSINESS AND INFORMATIONAL ITEMS

Jeanne reported that the comedy show for Valentines Day is in the planning stages. Dawn added specifics with regard to the comedian, sound stage and lighting, bar, catering, etc. This event is being planned as a Fair Fundraiser.

DJ reported that Spencer Crawford has given notice and we have hired a temporary individual for the time being.

#### MANAGER'S REPORT AND BOARD DISCUSSION

##### A. Manager's Report

###### i. RV Park Completion

The gate is now operational and can be utilized for ingress and egress. Temporary gate codes are being provided to renters. This will be autogenerated once the CampLife software is in place.





# KLAMATH COUNTY FAIR BOARD

3531 South Sixth Street, Klamath Falls, Oregon 97603

- ii. Food Court Bathrooms and Paving  
Project is in the beginning stages and we should see movement in the next weeks.
- iii. Exchange Park  
Our maintenance crew will mobilize in this area soon to begin removing the tree stumps. Gregg talked about providing an excavator to help with this project.
- iv. Fair Update  
A brief update was given with regard to preparation for the 2024 County Fair.
- v. Spring Auction Update  
The sale went very well. A 20% cut will be given to the Archie Linman Scholarship Fund – building that fund to a \$100,000 endowment.
- vi. The Sportsman's Show  
The opinion was that for a first year, this went very well. Looking forward to next year.

## UPCOMING EVENTS OR IMPORTANT DATES.

Current Fairgrounds calendars were included within the Board Packet.

## EXECUTIVE SESSION (Pursuant to ORS 192.660)

No Executive Session was held.

## NEXT MEETING

June 3, 2024 @ 8:30 AM.

## ADJOURN REGULAR SESSION

Meeting was adjourned at 8:51 AM





Presented to the Klamath County Fair Board  
JUNE 3, 2024

<b>SUBJECT:</b>  PERSONNEL ACTION	<b>ITEM NO:</b> II B
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>  None	<b>REASON:</b> Board Information

**HIRED:**

RJ James - Through Elwood

## TERMINATED:

None

#### CHANGE IN EMPLOYMENT STATUS:

None

## MISCELLANEOUS EMPLOYMENT

None

#### **RECOMMENDATION:**

No action is required.

## BOARD ACTION:

Approved:

### Rejected:

### Tabled:

Until:





# Presented to the Klamath County Fair Board

## JUNE 3, 2024

<b>SUBJECT:</b>  APPROPRIATED FINANCIALS AND CHECKBOOK STATEMENT	<b>ITEM NO:</b> II C
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>  Budget Performance Report Fiscal Year and Detail General Ledger Report; and, the Monthly Fair Board Checkbook Statement	<b>REASON:</b> Board Action

### **BACKGROUND:**

Information provided for the Board's information and subsequent approval within the Consent Agenda Item.

### **RECOMMENDATION:**

Board approval for the Budget and Fair Board Checkbook Statement.

### **BOARD ACTION:**

**Approved:**      **Rejected:**      **Tabled:**      **Until:**



## General Ledger

## Budget Status

User: dmclng

Printed: 5/20/2024 - 8:38 AM

Period: 1 to 12, 2024

Fairgrounds



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund	5040	Fairgrounds							
Dept	5040-5030	Fair Board							
R30		Charges for Service							
	5040-5030-5031-5000-43000	Charges for Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5040-5030-5031-5000-43030	Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5040-5030-5031-5000-43040	Reimbursements	10,000.00	20,105.10	20,105.10	-10,105.10	0.00	-10,105.10	0.00
	5040-5030-5031-5000-43050	Rental Income	470,000.00	211,296.28	211,296.28	258,703.72	0.00	258,703.72	55.04
	5040-5030-5031-5000-43520	Fees - Admission	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5040-5030-5031-5000-43535	Sponsorships	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R30 Sub Totals:	480,000.00	231,401.38	231,401.38	248,598.62	0.00	248,598.62	51.79
R31		Interdepartmental Charges							
	5040-5030-5031-5000-43983	Fees - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5040-5030-5031-5000-43986	Claims Reimburs - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5040-5030-5031-5000-43987	Contract Services - Internal	0.00	2,071.88	2,071.88	-2,071.88	0.00	-2,071.88	0.00
		R31 Sub Totals:	0.00	2,071.88	2,071.88	-2,071.88	0.00	-2,071.88	0.00
R40		Other Local Revenue							
	5040-5030-5031-5000-44000	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5040-5030-5031-5000-44010	Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R41		Interest							
	5040-5030-5031-5000-44950	Investments - Interest On	0.00	19,810.33	19,810.33	-19,810.33	0.00	-19,810.33	0.00
	5040-5030-5031-5000-44954	GW Investments Change in Value	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R41 Sub Totals:	0.00	19,810.33	19,810.33	-19,810.33	0.00	-19,810.33	0.00
R50		Federal Government							
	5040-5030-5031-5000-46000	Grants - Federal	0.00	106,558.70	106,558.70	-106,558.70	0.00	-106,558.70	0.00
		R50 Sub Totals:	0.00	106,558.70	106,558.70	-106,558.70	0.00	-106,558.70	0.00
R52		Other Governments							
	5040-5030-5031-5000-47000	Grants - Other Governments	277,000.00	55,555.00	55,555.00	221,445.00	0.00	221,445.00	79.94

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R52 Sub Totals:	277,000.00	55,555.00	55,555.00	221,445.00	0.00	221,445.00	79.94
R60	Debt Proceeds							
5040-5030-5031-5000-48010	Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-48815	MA Debt Proceeds Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R60 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R61	Interfund Loan Proceeds							
5040-5030-5031-5000-48810	Interfund Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R61 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R70	Interfund Transfers							
5040-5030-5031-5000-49000	Trans - General Non Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-49133	Trans - Transient Room	1,348,970.00	768,797.60	768,797.60	580,172.40	0.00	580,172.40	43.01
5040-5030-5031-5000-49152	Trans - COVID19 Pandemic Grant	636,800.00	0.00	0.00	636,800.00	0.00	636,800.00	100.00
5040-5030-5031-5000-49530	Trans - Fair Grounds	18,998.00	0.00	0.00	18,998.00	0.00	18,998.00	100.00
5040-5030-5031-5000-49820	GW Trans - Gov Act Cap Asset	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R70 Sub Totals:	2,004,768.00	768,797.60	768,797.60	1,235,970.40	0.00	1,235,970.40	61.65
R90	Fund Balances							
5040-5030-5031-5000-49950	Beginning Fund Balance	2,930,000.00	3,087,433.75	3,087,433.75	-157,433.75	0.00	-157,433.75	0.00
5040-5030-5031-5000-49951	GW Beginning Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-49952	MA Beginning Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R90 Sub Totals:	2,930,000.00	3,087,433.75	3,087,433.75	-157,433.75	0.00	-157,433.75	0.00
	Revenue Sub Totals:	5,691,768.00	4,271,628.64	4,271,628.64	1,420,139.36	0.00	1,420,139.36	24.95
E10	Personnel Services							
5040-5030-5031-5000-50000	Salaries and Wages	536,390.00	447,021.78	447,021.78	89,368.22	0.00	89,368.22	16.66
5040-5030-5031-5000-50100	Temporary Help	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-50110	Overtime	35,000.00	32,930.58	32,930.58	2,069.42	0.00	2,069.42	5.91
5040-5030-5031-5000-51100	FICA	41,037.00	36,152.63	36,152.63	4,884.37	0.00	4,884.37	11.90
5040-5030-5031-5000-51200	Workmans Compensation Tax	230.00	154.96	154.96	75.04	0.00	75.04	32.63
5040-5030-5031-5000-51300	Medical Insurance	190,710.00	81,724.34	81,724.34	108,985.66	0.00	108,985.66	57.15
5040-5030-5031-5000-51310	VEBA	0.00	75,571.64	75,571.64	-75,571.64	0.00	-75,571.64	0.00
5040-5030-5031-5000-51330	Life Insurance	138.00	112.71	112.71	25.29	0.00	25.29	18.33
5040-5030-5031-5000-51340	Short Term Disability	310.00	306.00	306.00	4.00	0.00	4.00	1.29
5040-5030-5031-5000-51400	Retirement - General	71,610.00	51,319.46	51,319.46	20,290.54	0.00	20,290.54	28.33
5040-5030-5031-5000-51420	Retirement - 401A	2,514.00	6,745.96	6,745.96	-4,231.96	0.00	-4,231.96	0.00
5040-5030-5031-5000-59020	GW Vacation Leave Accr Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-59030	GW NPO Retirement - County	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-59040	GW Retiree Hlth Ins - County	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2024-05-20

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E10 Sub Totals:	877,939.00	732,040.06	732,040.06	145,898.94	0.00	145,898.94	16.62
E11	Interdepartmental Charges							
5040-5030-5031-5000-51560	Unemployment Compensation	2,687.00	2,399.72	2,399.72	287.28	0.00	287.28	10.69
5040-5030-5031-5000-51570	Workmans Compensation	12,747.00	10,702.59	10,702.59	2,044.41	0.00	2,044.41	16.04
	E11 Sub Totals:	15,434.00	13,102.31	13,102.31	2,331.69	0.00	2,331.69	15.11
E20	Material and Services							
5040-5030-5031-5000-60010	Advertising	20,000.00	12,625.00	12,625.00	7,375.00	0.00	7,375.00	36.88
5040-5030-5031-5000-61000	Insurance	0.00	150.00	150.00	-150.00	0.00	-150.00	0.00
5040-5030-5031-5000-61200	Committee Expenses	6,000.00	2,121.79	2,121.79	3,878.21	0.00	3,878.21	64.64
5040-5030-5031-5000-62000	Contract Services	8,000.00	9,143.00	9,143.00	-1,143.00	0.00	-1,143.00	0.00
5040-5030-5031-5000-62005	Contract Personnel Services	110,000.00	108,988.22	108,988.22	1,011.78	0.00	1,011.78	0.92
5040-5030-5031-5000-62010	Consultant Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-62020	Legal Services - Attorney	1,200.00	2,650.84	2,650.84	-1,450.84	0.00	-1,450.84	0.00
5040-5030-5031-5000-62030	Legal Notice Publish	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
5040-5030-5031-5000-62050	Shredding Services	0.00	585.93	585.93	-585.93	0.00	-585.93	0.00
5040-5030-5031-5000-62320	Software Support	4,500.00	4,611.64	4,611.64	-111.64	0.00	-111.64	0.00
5040-5030-5031-5000-62335	Website Hosting Services	1,200.00	1,264.76	1,264.76	-64.76	0.00	-64.76	0.00
5040-5030-5031-5000-62340	Lock Repair & Replace	800.00	0.00	0.00	800.00	0.00	800.00	100.00
5040-5030-5031-5000-62345	Security & Alarms	5,000.00	8,659.43	8,659.43	-3,659.43	0.00	-3,659.43	0.00
5040-5030-5031-5000-62350	Janitorial Services	6,000.00	8,457.08	8,457.08	-2,457.08	0.00	-2,457.08	0.00
5040-5030-5031-5000-62355	Plumbing Repair	6,000.00	3,446.94	3,446.94	2,553.06	0.00	2,553.06	42.55
5040-5030-5031-5000-62360	Heating & Air Repair	10,000.00	77.45	77.45	9,922.55	0.00	9,922.55	99.23
5040-5030-5031-5000-63005	Donations	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-63100	Dues	3,000.00	3,667.92	3,667.92	-667.92	0.00	-667.92	0.00
5040-5030-5031-5000-63105	Fees	4,000.00	1,060.23	1,060.23	2,939.77	0.00	2,939.77	73.49
5040-5030-5031-5000-63300	Equipment	50,000.00	24,873.24	24,873.24	25,126.76	0.00	25,126.76	50.25
5040-5030-5031-5000-63310	Office Furniture	2,500.00	1,239.16	1,239.16	1,260.84	0.00	1,260.84	50.43
5040-5030-5031-5000-63325	Tools	10,000.00	4,762.42	4,762.42	5,237.58	0.00	5,237.58	52.38
5040-5030-5031-5000-63335	Vehicle Fuel	20,000.00	12,593.95	12,593.95	7,406.05	0.00	7,406.05	37.03
5040-5030-5031-5000-63336	Vehicle Fuel - Diesel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-64040	Special Assessments	400.00	0.00	0.00	400.00	0.00	400.00	100.00
5040-5030-5031-5000-64050	Irrigation Taxes	4,000.00	3,585.94	3,585.94	414.06	0.00	414.06	10.35
5040-5030-5031-5000-65110	Public Outreach	5,000.00	808.52	808.52	4,191.48	0.00	4,191.48	83.83
5040-5030-5031-5000-65175	Refunds	500.00	149.52	149.52	350.48	0.00	350.48	70.10
5040-5030-5031-5000-65310	Equipment Rent	5,000.00	15,877.18	15,877.18	-10,877.18	0.00	-10,877.18	0.00
5040-5030-5031-5000-65350	Equipment Maint & Repair	40,000.00	55,977.95	55,977.95	-15,977.95	0.00	-15,977.95	0.00
5040-5030-5031-5000-65360	Vehicle Maint & Repair	7,500.00	1,382.87	1,382.87	6,117.13	0.00	6,117.13	81.56
5040-5030-5031-5000-65380	Building Maint & Repair	80,000.00	46,556.47	46,556.47	33,443.53	0.00	33,443.53	41.80
5040-5030-5031-5000-65395	Grounds Maint & Repair	120,000.00	66,436.96	66,436.96	53,563.04	0.00	53,563.04	44.64
5040-5030-5031-5000-66000	Supplies - Office	4,000.00	4,642.10	4,642.10	-642.10	0.00	-642.10	0.00
5040-5030-5031-5000-66010	Supplies - Other	4,000.00	5,320.99	5,320.99	-1,320.99	0.00	-1,320.99	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
5040-5030-5031-5000-66020	Copier Maint & Supplies	3,000.00	1,544.40	1,544.40	1,455.60	0.00	1,455.60	48.52
5040-5030-5031-5000-66030	Postage	2,000.00	2,547.78	2,547.78	-547.78	0.00	-547.78	0.00
5040-5030-5031-5000-66040	Publications & Periodicals	0.00	194.80	194.80	-194.80	0.00	-194.80	0.00
5040-5030-5031-5000-66050	Printing	2,000.00	1,881.52	1,881.52	118.48	0.00	118.48	5.92
5040-5030-5031-5000-66120	Janitorial Supplies	10,000.00	12,448.32	12,448.32	-2,448.32	0.00	-2,448.32	0.00
5040-5030-5031-5000-66125	Painting Supplies	1,000.00	1,263.47	1,263.47	-263.47	0.00	-263.47	0.00
5040-5030-5031-5000-66130	Elect Supplies & Repairs	5,500.00	5,337.11	5,337.11	162.89	0.00	162.89	2.96
5040-5030-5031-5000-66210	Uniform Maint & Repair	3,000.00	99.10	99.10	2,900.90	0.00	2,900.90	96.70
5040-5030-5031-5000-66300	Tires	2,000.00	120.00	120.00	1,880.00	0.00	1,880.00	94.00
5040-5030-5031-5000-66405	Medical Supplies	1,000.00	71.54	71.54	928.46	0.00	928.46	92.85
5040-5030-5031-5000-67000	Travel & Training	15,000.00	16,841.92	16,841.92	-1,841.92	0.00	-1,841.92	0.00
5040-5030-5031-5000-67505	Utilities - Gas	65,000.00	53,065.46	53,065.46	11,934.54	0.00	11,934.54	18.36
5040-5030-5031-5000-67510	Utilities - Water & Sewer	70,000.00	48,579.73	48,579.73	21,420.27	0.00	21,420.27	30.60
5040-5030-5031-5000-67520	Utilities - Electricity	80,998.00	58,190.23	58,190.23	22,807.77	0.00	22,807.77	28.16
5040-5030-5031-5000-67535	Garbage Pickup	6,000.00	7,000.84	7,000.84	-1,000.84	0.00	-1,000.84	0.00
5040-5030-5031-5000-67555	Telephone	3,500.00	3,585.75	3,585.75	-85.75	0.00	-85.75	0.00
5040-5030-5031-5000-67560	Data Service Charges	10,000.00	3,150.91	3,150.91	6,849.09	0.00	6,849.09	68.49
5040-5030-5031-5000-68000	GW Materials & Serv Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E20 Sub Totals:		822,298.00	630,140.38	630,140.38	192,157.62	0.00	192,157.62	23.37
E21	Interdepartmental Charges							
5040-5030-5031-5000-69900	Internal Services	47,421.00	42,883.98	42,883.98	4,537.02	0.00	4,537.02	9.57
5040-5030-5031-5000-69920	Tech Maint Hardware Chg	2,232.00	1,860.00	1,860.00	372.00	0.00	372.00	16.67
5040-5030-5031-5000-69930	Tech Maint User Chg	4,260.00	3,550.00	3,550.00	710.00	0.00	710.00	16.67
5040-5030-5031-5000-69940	Risk Management	23,861.00	19,884.20	19,884.20	3,976.80	0.00	3,976.80	16.67
5040-5030-5031-5000-69950	Insurance Liability	61,180.00	50,983.30	50,983.30	10,196.70	0.00	10,196.70	16.67
5040-5030-5031-5000-69989	Fees - Internal	0.00	1,475.09	1,475.09	-1,475.09	0.00	-1,475.09	0.00
5040-5030-5031-5000-69990	Contract Services - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-69991	Office Supplies - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-69992	Postage - Internal	0.00	6.54	6.54	-6.54	0.00	-6.54	0.00
5040-5030-5031-5000-69994	Solid Waste Fees - Internal	0.00	675.03	675.03	-675.03	0.00	-675.03	0.00
E21 Sub Totals:		138,954.00	121,318.14	121,318.14	17,635.86	0.00	17,635.86	12.69
E30	Capital Outlay							
5040-5030-5031-5000-70000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-70110	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-70110	Vehicles Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-70220	Facilities Improvement	3,830,410.00	2,517,929.46	2,517,929.46	1,312,480.54	0.00	1,312,480.54	34.26
5040-5030-5031-5000-79000	GW Capitalized Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-79010	GW Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-79030	GW Capital Asset Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E30 Sub Totals:		3,830,410.00	2,517,929.46	2,517,929.46	1,312,480.54	0.00	1,312,480.54	34.26

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E40	Debt Service							
5040-5030-5031-5000-80010	Note Payable Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-80020	Note Payable Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-89010	MA Debt Service Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E41	Interdepartmental Charges							
5040-5030-5031-5000-88010	Interfund Loan Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-88020	Interfund Loan Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E41 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E70	Interfund Transfers							
5040-5030-5031-5000-93010	Trans - Public Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-94010	Trans - Health Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-95030	Trans - Fairgrounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-97915	GW Trans - Gov Activities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E70 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E80	Contingencies							
5040-5030-5031-5000-98000	Operating Contingency	6,733.00	0.00	0.00	6,733.00	0.00	6,733.00	100.00
	E80 Sub Totals:	6,733.00	0.00	0.00	6,733.00	0.00	6,733.00	100.00
E81	Fund Balance & Reserves							
5040-5030-5031-5000-99000	Reserve Future Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E81 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E90	Unappropriated Fund Balance							
5040-5030-5031-5000-99900	Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-99901	GW Unapprop Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-99902	MA Unapprop Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	5,691,768.00	4,014,530.35	4,014,530.35	1,677,237.65	0.00	1,677,237.65	29.47
	Dept 5030 Sub Totals:	0.00	-257,098.29	-257,098.29	257,098.29	0.00		
	Fund Revenue Sub Totals:	5,691,768.00	4,271,628.64	4,271,628.64	1,420,139.36	0.00	1,420,139.36	24.95
	Fund Expense Sub Totals:	5,691,768.00	4,014,530.35	4,014,530.35	1,677,237.65	0.00	1,677,237.65	29.47
	Fund 5040 Sub Totals:	0.00	-257,098.29	-257,098.29	257,098.29	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	5,691,768.00	4,271,628.64	4,271,628.64	1,420,139.36	0.00	1,420,139.36	24.95
	Expense Totals:	5,691,768.00	4,014,530.35	4,014,530.35	1,677,237.65	0.00	1,677,237.65	29.47
	Report Totals:	0.00	-257,098.29	-257,098.29	257,098.29	0.00		

# General Ledger

## Budget Status

FAIR



User: dmcling  
 Printed: 5/20/2024 - 8:39 AM  
 Period: 1 to 12, 2024

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund	5040	Fairgrounds							
Dept	5040-5030	Fair Board							
R30		Charges for Service							
5040-5030-5032-5000-43000		Charges for Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-43040		Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-43520		Fees - Admission	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
5040-5030-5032-5000-43530		Sale of Products	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
5040-5030-5032-5000-43531		Sales - Beer & Wine	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
5040-5030-5032-5000-43532		Sales - Events	300,000.00	0.00	0.00	300,000.00	0.00	300,000.00	100.00
5040-5030-5032-5000-43533		Sales - RV Parking	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
5040-5030-5032-5000-43534		Sales - Vendor Contracts	90,000.00	0.00	0.00	90,000.00	0.00	90,000.00	100.00
5040-5030-5032-5000-43535		Sponsorships	140,000.00	0.00	0.00	140,000.00	0.00	140,000.00	100.00
		R30 Sub Totals:	691,000.00	0.00	0.00	691,000.00	0.00	691,000.00	100.00
R31		Interdepartmental Charges							
5040-5030-5032-5000-43983		Fees - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R31 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R40		Other Local Revenue							
5040-5030-5032-5000-44000		Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R41		Interest							
5040-5030-5032-5000-44950		Investments - Interest On	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R41 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R51		State of Oregon							
5040-5030-5032-5000-45100		Grants - State In Aid	53,167.00	53,166.67	53,166.67	0.33	0.00	0.33	0.00
		R51 Sub Totals:	53,167.00	53,166.67	53,166.67	0.33	0.00	0.33	0.00
R70		Interfund Transfers							
5040-5030-5032-5000-49530		Trans - Fair Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R70 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
R90	Fund Balances							
5040-5030-5032-5000-49950	Beginning Fund Balance	0.00	54,902.15	54,902.15	-54,902.15	0.00	-54,902.15	0.00
5040-5030-5032-5000-49951	GW Beginning Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R90 Sub Totals:	0.00	54,902.15	54,902.15	-54,902.15	0.00	-54,902.15	0.00
	Revenue Sub Totals:	744,167.00	108,068.82	108,068.82	636,098.18	0.00	636,098.18	85.48
E20	Material and Services							
5040-5030-5032-5000-60010	Advertising	30,000.00	21,963.95	21,963.95	8,036.05	0.00	8,036.05	26.79
5040-5030-5032-5000-60015	Entertainment	300,000.00	251,680.00	251,680.00	48,320.00	0.00	48,320.00	16.11
5040-5030-5032-5000-62000	Contract Services	250,000.00	253,202.36	253,202.36	-3,202.36	0.00	-3,202.36	0.00
5040-5030-5032-5000-62005	Contract Personnel Services	92,467.00	53,892.10	53,892.10	38,574.90	0.00	38,574.90	41.72
5040-5030-5032-5000-62060	Future Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-62320	Software Support	1,500.00	1,106.35	1,106.35	393.65	0.00	393.65	26.24
5040-5030-5032-5000-62720	Fair Judges	11,000.00	9,000.00	9,000.00	2,000.00	0.00	2,000.00	18.18
5040-5030-5032-5000-63005	Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-63115	Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-64040	Special Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-65110	Public Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-65310	Equipment Rent	6,500.00	6,303.71	6,303.71	196.29	0.00	196.29	3.02
5040-5030-5032-5000-66000	Supplies - Office	1,200.00	86.66	86.66	1,113.34	0.00	1,113.34	92.78
5040-5030-5032-5000-66010	Supplies - Other	20,000.00	31,436.27	31,436.27	-11,436.27	0.00	-11,436.27	0.00
5040-5030-5032-5000-66030	Postage	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
5040-5030-5032-5000-66040	Publications & Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-66050	Printing	8,500.00	21,349.93	21,349.93	-12,849.93	0.00	-12,849.93	0.00
5040-5030-5032-5000-66210	Uniform Maint & Repair	7,500.00	10,002.40	10,002.40	-2,502.40	0.00	-2,502.40	0.00
5040-5030-5032-5000-66235	Food	7,500.00	517.87	517.87	6,982.13	0.00	6,982.13	93.10
5040-5030-5032-5000-66550	Fair Account Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-67535	Garbage Pickup	3,000.00	-1,093.72	-1,093.72	4,093.72	0.00	4,093.72	136.46
5040-5030-5032-5000-68000	GW Materials & Serv Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	744,167.00	659,447.88	659,447.88	84,719.12	0.00	84,719.12	11.38
E21	Interdepartmental Charges							
5040-5030-5032-5000-69989	Fees - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-69992	Postage - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E21 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E70	Interfund Transfers							
5040-5030-5032-5000-95030	Trans - Fairgrounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E70 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E80	Contingencies							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
5040-5030-5032-5000-98000	Operating Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E80 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E90	Unappropriated Fund Balance							
5040-5030-5032-5000-99900	Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-99901	GW Unapprop Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	744,167.00	659,447.88	659,447.88	84,719.12	0.00	84,719.12	11.38
	Dept 5030 Sub Totals:	0.00	551,379.06	551,379.06	-551,379.06	0.00		
	Fund Revenue Sub Totals:	744,167.00	108,068.82	108,068.82	636,098.18	0.00	636,098.18	85.48
	Fund Expense Sub Totals:	744,167.00	659,447.88	659,447.88	84,719.12	0.00	84,719.12	11.38
	Fund 5040 Sub Totals:	0.00	551,379.06	551,379.06	-551,379.06	0.00		
	Revenue Totals:	744,167.00	108,068.82	108,068.82	636,098.18	0.00	636,098.18	85.48
	Expense Totals:	744,167.00	659,447.88	659,447.88	84,719.12	0.00	84,719.12	11.38
	Report Totals:	0.00	551,379.06	551,379.06	-551,379.06	0.00		

## Klamath County Fair

Fair Account, Period Ending 04/30/2024

## RECONCILIATION REPORT

Reconciled on: 05/15/2024

Reconciled by: Dawn McLing

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	594,385.01
Checks and payments cleared (4).....	-1,830.00
Deposits and other credits cleared (1).....	450.00
<b>Statement ending balance.....</b>	<b>593,005.01</b>
Uncleared transactions as of 04/30/2024.....	-400.00
<b>Register balance as of 04/30/2024.....</b>	<b>592,605.01</b>

## Details

Checks and payments cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/27/2024	Check	12234	Rocky Mt Association of Fairs	-150.00
03/27/2024	Check	12233	Mello School Calendar	-180.00
03/28/2024	Check	12235	Combat Vets	-500.00
04/01/2024	Check	12236	Klamath County Rotary	-1,000.00
<b>Total</b>				<b>-1,830.00</b>

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/17/2024	Deposit		Start Up Cash	450.00
<b>Total</b>				<b>450.00</b>

## Additional Information

Uncleared checks and payments as of 04/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/05/2023	Check	12204	Sales - Events - Demolition Derby	-250.00
04/22/2024	Check	12237	City of Klamath Falls	-150.00
<b>Total</b>				<b>-400.00</b>



# Presented to the Klamath County Fair Board

## JUNE 3, 2024

**SUBJECT:**

RATIFICATION OF CURRENT ACCOUNTS (BILLS)

**ITEM NO:** II. D.

**FROM:** Board Chair

**ATTACHMENT:** Current monthly bills to be ratified by the Board

**REASON:** Board Action

### BACKGROUND:

Monthly process of reviewing and approving the payment of the attached bills for Fairgrounds maintenance and operation.

### RECOMMENDATION:

Upon review, management requests the Board's approval.

### BOARD ACTION:

Approved:

Rejected:

Tabled:

Until:



**Klamath County Fairgrounds**  
**Paid Bills Detail - Expenditures for April 2024**  
**ARPA GRANT - SPECIAL PROJECTS**

5040-5030-5032-5000 = FAIR 2024

**Capital Expenditure = RV Park**

Company Name	Budget line# 5040-5030-5031-5000-	Description	Amount
Elwood Staffing	62005	Contract Personnel Services	\$ 874.00
Travis Newell	65350	Equipment Maintenance & Repair	\$ 187.50
William Carter	62000	Contract Services	\$ 667.00
Parks & Ratliff, PC	62020	Legal Services - Attorney	\$ 324.50
Platt Equipment Company, Inc.	65350	Equipment Maintenance & Repair	\$ 1,500.89
Sunbelt Rentals, Inc.	65310	Equipment Rent	\$ 749.38
Elwood Staffing	62005	Contract Personnel Services	\$ 874.00
True Blue Tree Service, LLC	65395	Grounds Maintenance & Repair	\$ 5,800.00
Avista Corporation	67505	Utilities - Gas	\$ 6,590.05
Rocky Mt. Construction	70220	Facilities Improvement	\$ 135,515.99
Rocky Mt. Construction	20300	Due to Others	\$ (8,143.50)
Wynne Broadcasting	60010	Advertising	\$ 1,500.00
Avista Corporation	67505	Utilities - Gas	\$ 68.13
Basin Fire Protection	62345	Security & Alarms	\$ 288.00
Bully Fence, LLC	65395	Grounds Maintenance & Repair	\$ 750.00
Koko Graphix	60010	Advertising	\$ 750.00
Koko Graphix	66010	Supplies - Other	\$ 136.25
Koko Graphix	60010	Advertising	\$ 100.00
Pacificorp	67520	Utilities - Electricity	\$ 377.06
Pacificorp	67520	Utilities - Electricity	\$ 6,129.25
Ricoh USA, Inc.	66020	Copier Maintenance & Supply	\$ 170.77
Elwood Staffing	62005	Contract Personnel Services	\$ 1,748.00
Pacific Electrical Contractors, Inc.	65380	Building Maintenance & Repair	\$ 2,160.00
Rhine-Cross Group, LLC	70220	Facilities Improvement	\$ 3,495.00
Rhine-Cross Group, LLC	70220	Facilities Improvement	\$ 1,755.00
Elwood Staffing	62005	Contract Personnel Services	\$ 262.20
			\$ 164,629.47

**INTERNAL TRANSFERS**

Klamath County Tax Collector	69989	Fees - Internal	\$ 302.34
Klamath County Purchasing	69991	Supplies - Office Internal	\$ -
Klamath County Solid Waste	69994	Solid Waste Fees - Internal	\$ -
Postage	69992	Postage - Internal	\$ -
Steering Committee	69920 & 69930	Hardware & User Fees	\$ 541.00
Risk Management	69940	Risk Management	\$ 1,988.42
Insurance Liability	69950	Insurance Liability	\$ 5,098.33
Internal Services	69900	Internal Services	\$ 4,512.83
	<b>Total</b>		<b>\$ 12,442.92</b>

**Telephone and Utilities**

Avista Corporation	67505	Utilities - Gas	See Above
City of Klamath Falls 3531	67510	Utilities- Water & Sewer	CARD
City of Klamath Falls	67510	Utilities- Water & Sewer	CARD
Pacific Power	67520	Utilities- Electricity	See Above

US BANK CREDIT CARD	Statement Date 04/15/2024	0276	Amount
Excell Shipping	66030	Postage	\$ 1.82
Ed Staub & Sons	63335	Vehicle Fuel	\$ 119.97
Waste Management	67535	Garbage Pickup	\$ 866.65
Cal-Ore	67560	Data Service Charge	\$ 265.63
Juniper Paper & Supply	66120	Janitorial Supplies	\$ 938.83



			Card 1781 Total	\$ 1,615.76
<b>US BANK CREDIT CARD</b>	<b>Statement Date 04/15/2024</b>	<b>3749</b>		
WCP	66000	Supplies - Office	\$ 1,820.00	
SquareSpace	62335	Website Hosting Services	\$ 576.00	
SquareSpace	62335	Website Hosting Services	\$ 60.00	
			Card 3749 Total	\$ 2,456.00
<b>US BANK CREDIT CARD</b>	<b>Statement Date 04/15/2024</b>	<b>8126</b>		
Turfmatic - US	63105	Fees	\$ 48.38	
Turfmatic - US	65395	Grounds Maintenance & Repair	\$ 617.00	
The Home Depot	63325	Tools	\$ 752.00	
Staples	66000	Supplies - Office	\$ 28.04	
Coastal Farm & Ranch	63325	Tools	\$ 81.97	
Coastal Farm & Ranch	65395	Grounds Maintenance & Repair	\$ 112.96	
Petsmart	65395	Grounds Maintenance & Repair	\$ 29.99	
Harbor Freight	65395	Grounds Maintenance & Repair	\$ 79.98	
Titan Security Supply	65380	Building Maintenance & Repair	\$ 932.76	
Titan Security Supply	63105	Fees	\$ 128.49	
Diamond Home Improvement	65360	Vehicle Maintenance & Repair	\$ 3.96	
Walmart	65380	Building Maintenance & Repair	\$ 79.00	
Harbor Freight	63325	Tools	\$ 50.96	
The Home Depot	63325	Tools	\$ 23.03	
The Home Depot	65380	Building Maintenance & Repair	\$ 48.94	
The Home Depot	65380	Building Maintenance & Repair	\$ 59.88	
The Home Depot	65380	Building Maintenance & Repair	\$ 31.42	
Coastal Farm & Ranch	65395	Grounds Maintenance & Repair	\$ 59.98	
			Card 8126 Total	\$ 3,168.74
			Credit Cards Total	\$ 48,751.10
	<b>Grand Total</b>			<b>\$ 225,823.49</b>



Presented to the Klamath County Fair Board  
JUNE 3, 2024

<b>SUBJECT:</b>  ACCOUNTS RECEIVABLE/PAYABLE	<b>ITEM NO:</b> II. E.
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>  Statement of Deposits  Sales by Product/Service Summary  Aging Summary	<b>REASON:</b> Board Approval

## BACKGROUND:

This information will summarize accounts not yet collected from rentals, individuals, etc. Information is also provided as to current income/expense accounts. *Reports will be provided on a quarterly basis.*

#### **RECOMMENDATION:**

Upon review, management requests the Board's approval.

## BOARD ACTION:

**Approved:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_ **Tabled:** \_\_\_\_\_ **Until:** \_\_\_\_\_





# Presented to the Klamath County Fair Board

## JUNE 3, 2024

<b>SUBJECT:</b>  PUBLIC PARTICIPATION	<b>ITEM NO:</b> IV.
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>	<b>REASON:</b> Board Information

### BACKGROUND:

Time will be provided for public comment.

Public will be limited to ten minutes and **content must have been processed through the Fairgrounds Office seven working days prior to the Board Meeting, per Fair Board Bylaws.**

A. Traci Reed, OSU Extension Office

### RECOMMENDATION:

None.

### BOARD ACTION:

**Approved:**      **Rejected:**      **Tabled:**      **Until:**





# Presented to the Klamath County Fair Board

## JUNE 3, 2024

**SUBJECT:**

NEW BUSINESS AND INFORMATIONAL ITEMS  
(Discussion and Possible Action Items)

**ITEM NO: V.****FROM:** Board Chair**ATTACHMENT:**

Proposed Agreement

**REASON:** Board Discussion/Action**BACKGROUND:****A. Alcohol Proposal – Oregon Beverage Services**

Proposal to grant Oregon Beverage Services, for the term specified in section 5 in the Service Agreement, the exclusive right and privilege to conduct all alcoholic beverage concessions and services at the Klamath County Event Center and non-exclusive rights to other events held on the premise.

**RECOMMENDATION:**

Motion to approve the proposed agreement allowing the exclusive right and privilege to conduct all alcoholic beverage concessions and services at the Klamath County Event Center and non-exclusive rights to other events held on the premise.

**BOARD ACTION:****Approved:****Rejected:****Tabled:****Until:**

## **Klamath County Event Center Personal and Professional Services Agreement**

This agreement entered on May 9, 2024 between Klamath County Event Center (referred to as Client) and Unruh Management and Consulting LLC doing business as Oregon Beverage Services (referred to as Contractor).

**In consideration of the mutual covenants, conditions, agreements, and stipulations contained in this Agreement, the parties agree as follows:**

### **I. RIGHTS**

The Klamath County Event Center grants Oregon Beverage Services for the term specified in section 5 in the Service Agreement, the exclusive right and privilege to conduct all alcoholic beverage concessions and services at the Klamath County Event Center and non-exclusive rights to other events held on the premise.

### **II. FACILITIES**

The space allotted to Oregon Beverage Services, for the operation of the Alcoholic Beverage Services, shall consist of beverage concession locations at the facility as agreed to by the Klamath County Event Center.

### **III. OPERATIONS OF BUSINESS**

- A. It is agreed that Alcoholic Beverage Services shall be operated in the name of Oregon Beverage Services, and not in the name of the Klamath County Event Center.
- B. Oregon Beverage Services shall not allow the Premises, or any part of such Premises, to be used for any purpose other than the Alcoholic Beverage Services, or to become vacant during any periods that Oregon Beverage Services is required to conduct the alcoholic beverage services, or permit the Premise to be used, in whole or in part, by any other firm, person, corporation, or other entity without the consent of the festival or other events open to the public.
- C. Oregon Beverage Services shall be open for business during the times the festival is open to the public.
- D. The Klamath County Event Center and Oregon Beverage Services will agree on all issues related to menu items, prices, and alcohol related security. Acceptance and repeat clientele are important and shall be factors considered when establishing menu items and pricing.

- E. Oregon Beverage Services agrees to supply the client a statement of revenue or usage, using mutually agreed upon accounting methods, within 72 hours after the completion of any facility event.
- F. Oregon Beverage Services agrees that at all time herein mentioned it shall operate the Alcoholic Beverage Services in accordance with the applicable laws and industry standards.
- G. Oregon Beverage Services will acquire and maintain the appropriate license from the Oregon Liquor and Cannabis Commission.
- H. Oregon Beverage Services will be responsible for and payment of, all alcohol related security and alcohol monitor services.

#### **IV. FINANCIAL ARRANGEMENTS**

Oregon Beverage Services agrees to pay the Klamath County Event Center the following:

For events with gross sales under \$3,000, Oregon Beverage Services will pay 30% on all sales excluding the initial \$2,000.00.

For events with gross sales over \$3,000, Oregon Beverage Services will pay 30% on all sales excluding the initial \$3,000.00.

For events with gross sales over \$10K, Oregon Beverage Services will pay 35% on all sales

#### **V. TERM**

The term of this Agreement shall begin on the date set forth above and shall be in effect for a three (3) year term. This contract may extend an additional two (2) one year terms if mutually agreed upon by both the client and the contractor.

#### **VI. MERCHANDISE PURCHASES**

Oregon Beverage Services shall make all purchases of food, beverages, materials for use or sale by Oregon Beverage Services, in its own name and paid promptly by them. The Klamath County Event Center shall not be liable or responsible, in any way, for any debts contracted by Oregon Beverage Services. Oregon Beverage Services agrees and understands that honoring the Klamath County Event Center's sponsorship relationships may involve not purchasing or selling certain specific items or products. Oregon Beverage Services agrees, as directed by the Klamath County Event Center, to abide by these relationships except as prohibited by law.

## VII. EMPLOYEES

- A. All employees of Oregon Beverage Services shall conform to the rules and regulations currently established or in force, or which may be established reasonably in the conduct of the Klamath County Event Center.
- B. The Klamath County Event Center shall have the right to require the removal from the Premises any employee of Oregon Beverage Services whose conduct shall be unsatisfactory to the Klamath County Event Center.
- C. Oregon Beverage Services shall employ and provide for the conduct of the Alcoholic Beverage Services for the events, as many concession workers as determined by Oregon Beverage Services. All such employees shall be interviewed, trained and scheduled by Oregon Beverage Services.
- D. Oregon Beverage Services and the Klamath County Event Center shall comply with all Federal, State and local laws and regulations, now in force or which any governmental authority may enact.
- E. Oregon Beverage Services agrees to maintain a staff of employees, as determined by Oregon Beverage Services to be sufficient to conduct the operation of the Premises in an efficient manner.

## VIII. CLAIMS

Claims for damages arising out of the operation of Oregon Beverage Services business that are covered by insurance shall be handled by Oregon Beverage Services and Oregon Beverage Services shall exercise due diligence in affecting settlement of such claims.

## IX. LICENSE

During the term of this Agreement, Oregon Beverage Services, shall be required to maintain a year round Oregon State liquor license, Federal ATF license and alcohol server licenses for all servers, as well as any required Health Department permits. Said licenses shall be of the nature that will allow them to operate the type of activities contracted for held at the facility.

## X. INSURANCE

- A. Contractor shall procure and maintain insurance of the following kinds and minimum limits:
  - a. Workmen's Compensation Insurance as prescribed by the laws of the State of Oregon, and shall maintain Workers Compensation Insurance in accordance with

the State of Oregon Labor Code for all employees, agents, and volunteers eligible for such coverage under the Industrial Insurance Act.

- b. Comprehensive General Liability and Liquor Liability with total limits of two million dollars (\$2,000,000). Contractor will carry an umbrella of two million dollars (\$2,000,000) above its regular policy.
- c. Oregon Beverage Services shall provide the Klamath County Event Center, prior to entering the Premise, Certificates of Insurance with respect to the types of insurance limits enumerated above.
- d. Ten (10) days notice must be given to the Klamath County Event Center by Oregon Beverage Services insurance provider(s) of any cancellation of insurance and any cancellation of coverage may become sole justification of the immediate termination of this Agreement by the Klamath County Event Center.
- e. Insurance will include the coverage for Additional Insureds: the Klamath County Event Center, Multnomah County, its Officers, Agents, Employees and the board of County Commissioners as respect to the work performed by the insured.

## XI. TAXES AND FEES

Oregon Beverage Services shall obtain all licenses as necessary to run the professional Alcoholic Beverage Services. Any and all taxes, fees and assessments including, but not limited to: license fees, fees for permits, sales or use taxes, property taxes, or any other truces that may be levied or assessed on the assets, business or capital of Oregon Beverage Services with respect to the Alcoholic Beverage Services, on Oregon Beverage Services income from the Alcoholic Beverage Services, or on the merchandise carried by Oregon Beverage Services for the use in the alcoholic beverage concessions by and duly constituted local, city, county, state, or federal, or other governmental authority, shall be borne and paid for Oregon Beverage Services.

## XII. MUTUAL INDEMNIFICATION

- A. Oregon Beverage Services will at all times indemnify and defend the Klamath County Event Center against, and hold harmless the Klamath County Event Center from all actions, claims, demands, liabilities, and damages that may in any manner be imposed on or incurred by the Klamath County Event Center as a consequence of, or arising out of:
  - a. Any act, default or omission on the part of Oregon Beverage Services or any of its officers, employees, or agents or;
  - b. Any infringement by Oregon Beverage Services, its officers, employees, or agents, of any trademark, copyright, patent, all in connection with the operation of the Premises and Business.
- B. The Klamath County Event Center will at all times indemnify and defend Oregon Beverage Services against, and hold Oregon Beverage Services harmless from all actions,

claims, demands, liabilities, and damages that may in any manner be imposed on or incurred by Oregon Beverage Services as a consequence of, or arising out of:

- a. Any act, default, or omission on the part of Klamath County Event Center, its officers, employees, or agents; or
- b. Any infringement by Klamath County Event Center, its officers, employees, or agents, of any trademark, copyright, patent, all in connection with the operation of the Premises and Business.

### **XIII. PARTNERSHIP**

It is understood and agreed that nothing contained in this Agreement shall be considered as in any way constituting a partnership between Client and Contractor.

### **XIV. GOVERNING LAW; ENFORCEMENT**

It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with, the laws of the State of Oregon. In the event that legal counsel are employed to enforce this Agreement of any provision hereof, the prevailing party shall be entitled to recover from the other party all of the prevailing party's costs and expenses relating thereto, including, without limitation, reasonable attorney's fees.

### **XV. ENTIRE AGREEMENT**

This Agreement, and all Appendices attached hereto, constitutes the entire agreement between the parties and any prior understanding or representation of any kind shall not be binding upon either party except to the extent incorporated in this Agreement.

## XVI. MODIFICATION OF AGREEMENT

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if the evidence in writing is signed by each party or an authorized representative of each party.

In WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date set forth below.

Klamath County Fairgrounds & Event  
Center

Oregon Beverage Services

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Name

---

Name

---

Date:

Derrick Rowley, Director  
3531 S. 6<sup>th</sup> Street  
Klamath Falls, OR 97603

---

Date:

Carroll Unruh, Owner  
PO Box 2234  
Salem, Oregon 97308



# Presented to the Klamath County Fair Board

## JUNE 3, 2024

**SUBJECT:**

Manager's Report and Board Discussion

**ITEM NO: VI****FROM:** Board Chair**ATTACHMENT:****REASON:** Board Information/Action**BACKGROUND:****A. Manager's Report**

Each month, DJ Rowley will present a report to the Board of current issues or updates that are important to the operation of the Klamath County Fairgrounds.

- A. RV Park Update
- B. Food Court Update
- C. Tree Stumps

**B. Board Discussion**

Time is provided to the members of the Board to bring topics for open discussion.

**RECOMMENDATION:**

Informational only, unless an item requires a vote of the Board.

**BOARD ACTION:****Approved:****Rejected:****Tabled:****Until:**



# Presented to the Klamath County Fair Board

## JUNE 3, 2024

**SUBJECT:**

UPCOMING EVENTS OR IMPORTANT DATES

**ITEM NO:** VII.

**FROM:** Board Chair

**ATTACHMENT:**

2024 Event Schedule (as of June, July and August 2024)

**REASON:** Board Information

**BACKGROUND:**Upcoming Events:

See Attached Schedules for June, July and August 2024

Important Dates:

July 8, 2024 @ 8:30 AM – Fair Board Meeting

**RECOMMENDATION:**

Board Information

**BOARD ACTION:**

Approved:

Rejected:

Tabled:

Until:





Presented to the Klamath County Fair Board  
JUNE 3, 2024

<b>SUBJECT:</b>  Executive Session (Pursuant to ORS 192.660)	<b>ITEM NO:</b> VIII.
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>  .	<b>REASON:</b> Board Information

## BACKGROUND:

As of Fair Board Packet preparation, an Executive Session has not been called for.

#### RECOMMENDATION:

None.

## BOARD ACTION:

Approved:

Rejected:

Tabled:

Until:

