



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

**MARCH 4, 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)
- VI. MANAGER'S REPORT AND BOARD DISCUSSION
  - A. Tree Removal
  - B. RV Park Update
  - C. Food Court Restrooms
  - D. Fire Chief Update
- VII. UPCOMING EVENTS OR IMPORTANT DATES
- VIII. EXECUTIVE SESSION (Pursuant to ORS 192.660) (2) (i)
  - A. An Executive Session will be called pursuant to the referenced ORS Statute
- IX. NEXT MEETING
  - A. Regular Board Meeting, April 1, 2024 @ 8:30 AM
- X. ADJOURN REGULAR SESSION





# Presented to the Klamath County Fair Board

## MARCH 4, 2024

**SUBJECT:**

BOARD MINUTES

**ITEM NO:** II. A.

**FROM:** Board Chair

**ATTACHMENT:**

February 13 and February 19, 2024 Minutes

**REASON:** 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 February 13 and 19, 2024 Meeting.

**BOARD ACTION:**

**Approved:**

**Rejected:**

**Tabled:**

**Until:**





# KLAMATH COUNTY FAIR BOARD

3531 South Sixth Street, Klamath Falls, Oregon 97603

## FEBRUARY 13, 2024

### FAIR BOARD MEETING MINUTES

#### CALL TO ORDER

Board Chair Gregg Sherrill opened the meeting at 8:33 AM.

#### ROLL CALL

Terry Sellars, Sarah Kellom, Shawn Blodgett, Brian Bryson, Norma Baugh, Gregg Sherrill, Margaret McCadden (Z), Chad Olney Late Arrival, Amy King (Z)

Excused absence: Kirk Sipes, Jeanne Pickens

Staff Present: Derrick Rowley, Tarah Noble (Z)

Fair Board Secretary: Dawn McLing

Guests: Ken Hand, Traci Reed

#### CONSENT AGENDA

Terry Sellars moved to adopt the Consent Agenda as presented. Shawn Blodgett seconded the motion. No further discussion was held. Motion passed.

#### ADOPTION OF AGENDA

Shawn Blodgett moved to adopt the Agenda as presented. Amy King seconded the motion. No further discussion was held. Motion passed.

#### PUBLIC PARTICIPATION

Traci Reed provided a report with regard to 4-H enrollment numbers for 2024. Down just a bit this year. Preparing for the April 6<sup>th</sup> Dinner and Auction Fundraiser. The premium guide is being worked on – will be switching to the "Showman" app which will reduce the number of pages within the Premium Guide.

Ken Hand provided a brief status report with regard to the Klamath County Sports Show. Vendor spaces are selling fairly quickly. Show specifics will be worked through once Joe is on site. Looks to be a good show. Need to begin advertising.

#### NEW BUSINESS AND INFORMATIONAL ITEMS

##### A. Event Rental Agreement – Continuing Discussion

There were no updates on this item and it will be brought before the Board during the Work Session scheduled for February 19<sup>th</sup> @ 8:30 AM.





# KLAMATH COUNTY FAIR BOARD

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## B. Fair Board Bylaws – Action Item

Dawn presented this item for the Board's consideration. Following a brief overview, it was determined that this will be brought forward to the Work Session scheduled for February 19<sup>th</sup> @ 8:30 AM.

## MANAGER'S REPORT AND BOARD DISCUSSION

### A. Manager's Report

#### i. Tree Removal Quotes

The Fairgrounds' Office has received three bids for tree removal in the Exchange Park in consideration of the specifications provided to each company (attached as part of record).

True Blue came in at \$14,300 with \$8,500 down to being the job

Goldan Brown came in at \$35,300

Bob's Excavating came in at \$21,900

Motion: To accept the low bid from True Blue at \$14,300.00 per specifications. Motion by Shawn Blodgett and second by Brian Bryson. No further discussion. Motion passed.

#### ii. RV Park Completion

The RV Park is considered substantially complete with a short punch list to be reviewed during a walk-through. Camp Life (a rental software) is also being vetted so that the Fairgrounds can use this avenue for RV Rentals. DJ felt comfortable saying that the area should be ready for rentals sometime in May.

#### iii. Food Court Project

The Paving/Bathroom ITB for the Food Court is currently being reviewed for the BOCC's Agenda on February 20<sup>th</sup>. Once they review/approve this ITB, Rhine-Cross will issue the ITB for contractor bids.

### B. Board Discussion

The Board held discussion with regard to the recent occurrence during the Bull & Heifer Sale held February 1-4, 2024. It was reported that a situation developed with regard to the Fire Inspector and Fire Marshall inspection for this event. Several things were discussed and DJ felt that this issue can be eliminated with thorough communication with the Fire Marshall's Office and events held throughout the year. Getting information out to the vendors prior to an event is critical to avoid any major issues during an event. This will be an ongoing "work through" to mitigate any further altercations in relation to food trucks or other gas emitting situations connected to an event.





# KLAMATH COUNTY FAIR BOARD

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## **UPCOMING EVENTS OR IMPORTANT DATES.**

Current calendars were provided for the Board review. Sports show is scheduled for March. Dawn will look into dates for the Work Session and new board member training for Norma Baugh.

## **EXECUTIVE SESSION (Pursuant to ORS 192.660)**

No Executive Session was held.

## **NEXT MEETING**

February 19, 2024 Work Session

March 4, 2024 Regular Fair Board Meeting

## **ADJOURN REGULAR SESSION**

Meeting was adjourned at 9:38 AM





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

**FEBRUARY 19, 2024**  
**WORK SESSION MINUTES**

**CALL TO ORDER**

Board Chair Gregg Sherrill called the meeting to order at 8:34 AM.

**Roll Call**

Board Members Present: Gregg Sherrill, Margaret McCadden, Amy King, Jeanne Pickens, Shawn Blodgett, Brian Bryson, Kirk Sipes, Sarah Kellom

Staff: Derrick Rowley – Late Arrival

Guests: Dave Henslee

Board Secretary: Dawn McLing

**ADOPTION OF AGENDA**

Motion to adopt the Agenda as written. Motion by Amy King and seconded by Jeanne Pickens. No further discussion. Motion passed unanimously.

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

A. Compliance Policy Review – Review and Proposed Action

Dawn McLing explained that there were very few corrections made to the above policies. Such things as dates and current travel guidelines or amounts were adjusted to bring the policies current were made.

The following Policies were reviewed:

Animal Welfare Policy – **Add** “in compliance with OSU Fair rules”

Compliance with ORS Chapter 279 Public Purchasing and Contracting Laws –  
**Modified to reflect current processes**

Policy on Professional Development - **Added reference to Industry Standard Travel**

Policy on Fairgrounds Related Travel – **Updated to current rates**

The Code of Conduct – **Modifications requested by the Fair Board**

**Remove the word loitering; remove “and spitting”; possession of any defined weapon – should reflect the verbiage from Fair (mirror)**





# KLAMATH COUNTY FAIR BOARD

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Motion to approve the above Policies with changes discussed. Motion by Brian Bryson and seconded by Shawn Blodgett. No further discussion was held. Motion passed unanimously.

**B. Bylaws – Review and Proposed Action**

The Klamath County Fair Board Bylaws were presented as amended. The Board of County Commissioners requested that each department (with an Advisory Board) amend their current Bylaws to match a standard format, layout and use of fonts. Following discussion with the Attorney of Record, the Bylaws were amended, maintaining the "Article" references within the body of the Bylaws.

Commissioner Henslee was in attendance during this meeting and stated the reason behind their request to streamline, modernize and be consistent with bylaws. Because the Fair Board is not "traditionally" an Advisory Board, the exception to the request (to include the Article titles) was suggested as allowed; however, Dave reminded everyone that he is only one vote.

Motion: To adopt the Bylaws as presented. Motion by Amy King and seconded by Margaret McCadden. No further discussion. Motion passed unanimously. Bylaws will be sent to the BOCC as requested.

**C. Miscellaneous – Discussion, if needed**

Brief review of the Fair Entertainment lineup. Marketing is hitting it out of the park. DJ commented with regard to the RV Park and moving forward with the camp rentals. There are still several things that need to be worked through with regard to cameras and rental software. DJ assured the Board that we will go back to the "old" way of renting spaces, working toward completion of online software, etc. During Fair, it is anticipated that we will utilize the new RV Park, as well as offering dry camping.

Working with finance downtown to finalize POS issues to accommodate the ORS Statute associated with governmental POS systems. Brief discussion with regard to property adjacent to the Fairgrounds off of Crest Street; discussion with regard to Fire Marshall issues during the Bull Sale.

## **NEXT MEETING**

A. Regular Board Meeting, March 4, 2024 @ 8:30 AM

## **ADJOURN REGULAR SESSION**

The Work Session was adjourned at 9:45 AM





Presented to the Klamath County Fair Board  
MARCH 4, 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:**

None

**TERMINATED:**

None

**CHANGE IN EMPLOYMENT STATUS:**

None

**MISCELLANEOUS EMPLOYMENT**

**RECOMMENDATION:**

No action is required.

**BOARD ACTION:**

**Approved:**

**Rejected:**

**Tabled:**

**Until:**





# Presented to the Klamath County Fair Board

## MARCH 4, 2024

**SUBJECT:**

APPROPRIATED FINANCIALS AND CHECKBOOK  
STATEMENT

**ITEM NO:** II C

**FROM:** Board Chair

**ATTACHMENT:**

Budget Performance Report Fiscal Year and Detail  
General Ledger Report; and, the Monthly Fair Board  
Checkbook Statement

**REASON:** 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

Fairgrounds



User: dmcling  
Printed: 2/22/2024 - 12:51 PM  
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							
5040-5030-5031-5000-43000	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	10,178.61	10,178.61	-178.61	0.00	-178.61	0.00
5040-5030-5031-5000-43050	Rental Income	470,000.00	100,478.39	100,478.39	369,521.61	0.00	369,521.61	78.62
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	110,657.00	110,657.00	369,343.00	0.00	369,343.00	76.95
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	18,635.86	18,635.86	-18,635.86	0.00	-18,635.86	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	18,635.86	18,635.86	-18,635.86	0.00	-18,635.86	0.00
R50	Federal Government							
5040-5030-5031-5000-46000	Grants - Federal	0.00	93,129.59	93,129.59	-93,129.59	0.00	-93,129.59	0.00
	R50 Sub Totals:	0.00	93,129.59	93,129.59	-93,129.59	0.00	-93,129.59	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	526,768.07	526,768.07	822,201.93	0.00	822,201.93	60.95
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	526,768.07	526,768.07	1,477,999.93	0.00	1,477,999.93	73.72
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	3,894,251.15	3,894,251.15	1,797,516.85	0.00	1,797,516.85	31.58
E10	Personnel Services							
5040-5030-5031-5000-50000	Salaries and Wages	536,390.00	333,812.47	333,812.47	202,577.53	0.00	202,577.53	37.77
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	29,364.44	29,364.44	5,635.56	0.00	5,635.56	16.10
5040-5030-5031-5000-51100	FICA	41,037.00	27,458.63	27,458.63	13,578.37	0.00	13,578.37	33.09
5040-5030-5031-5000-51200	Workmans Compensation Tax	230.00	117.95	117.95	112.05	0.00	112.05	48.72
5040-5030-5031-5000-51300	Medical Insurance	190,710.00	61,642.78	61,642.78	129,067.22	0.00	129,067.22	67.68
5040-5030-5031-5000-51310	VEBA	0.00	57,551.67	57,551.67	-57,551.67	0.00	-57,551.67	0.00
5040-5030-5031-5000-51330	Life Insurance	138.00	90.96	90.96	47.04	0.00	47.04	34.09
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	38,484.76	38,484.76	33,125.24	0.00	33,125.24	46.26
5040-5030-5031-5000-51420	Retirement - 401A	2,514.00	5,096.90	5,096.90	-2,582.90	0.00	-2,582.90	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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E10 Sub Totals:	877,939.00	553,926.56	553,926.56	324,012.44	0.00	324,012.44	36.91
E11	Interdepartmental Charges							
5040-5030-5031-5000-51560	Unemployment Compensation	2,687.00	1,815.85	1,815.85	871.15	0.00	871.15	32.42
5040-5030-5031-5000-51570	Workmans Compensation	12,747.00	8,089.39	8,089.39	4,657.61	0.00	4,657.61	36.54
	E11 Sub Totals:	15,434.00	9,905.24	9,905.24	5,528.76	0.00	5,528.76	35.82
E20	Material and Services							
5040-5030-5031-5000-60010	Advertising	20,000.00	9,947.00	9,947.00	10,053.00	0.00	10,053.00	50.27
5040-5030-5031-5000-61000	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-61200	Committee Expenses	6,000.00	1,933.40	1,933.40	4,066.60	0.00	4,066.60	67.78
5040-5030-5031-5000-62000	Contract Services	8,000.00	3,913.48	3,913.48	4,086.52	0.00	4,086.52	51.08
5040-5030-5031-5000-62005	Contract Personnel Services	110,000.00	100,631.96	100,631.96	9,368.04	0.00	9,368.04	8.52
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	670.84	670.84	529.16	0.00	529.16	44.10
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	4,051.81	4,051.81	448.19	0.00	448.19	9.96
5040-5030-5031-5000-62335	Website Hosting Services	1,200.00	275.00	275.00	925.00	0.00	925.00	77.08
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	7,747.43	7,747.43	-2,747.43	0.00	-2,747.43	0.00
5040-5030-5031-5000-62350	Janitorial Services	6,000.00	4,605.32	4,605.32	1,394.68	0.00	1,394.68	23.24
5040-5030-5031-5000-62355	Plumbing Repair	6,000.00	1,409.62	1,409.62	4,590.38	0.00	4,590.38	76.51
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	2,943.90	2,943.90	56.10	0.00	56.10	1.87
5040-5030-5031-5000-63105	Fees	4,000.00	763.69	763.69	3,236.31	0.00	3,236.31	80.91
5040-5030-5031-5000-63300	Equipment	50,000.00	3,077.04	3,077.04	46,922.96	0.00	46,922.96	93.85
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	2,204.70	2,204.70	7,795.30	0.00	7,795.30	77.95
5040-5030-5031-5000-63335	Vehicle Fuel	20,000.00	6,616.13	6,616.13	13,383.87	0.00	13,383.87	66.92
5040-5030-5031-5000-63336	Vehicle Fuel - Diesel	0.00	2,219.84	2,219.84	-2,219.84	0.00	-2,219.84	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	14,403.65	14,403.65	-9,403.65	0.00	-9,403.65	0.00
5040-5030-5031-5000-65350	Equipment Maint & Repair	40,000.00	36,486.23	36,486.23	3,513.77	0.00	3,513.77	8.78
5040-5030-5031-5000-65360	Vehicle Maint & Repair	7,500.00	1,280.18	1,280.18	6,219.82	0.00	6,219.82	82.93
5040-5030-5031-5000-65380	Building Maint & Repair	80,000.00	28,510.50	28,510.50	51,489.50	0.00	51,489.50	64.36
5040-5030-5031-5000-65395	Grounds Maint & Repair	120,000.00	40,460.52	40,460.52	79,539.48	0.00	79,539.48	66.28
5040-5030-5031-5000-66000	Supplies - Office	4,000.00	1,624.21	1,624.21	2,375.79	0.00	2,375.79	59.39
5040-5030-5031-5000-66010	Supplies - Other	4,000.00	4,348.84	4,348.84	-348.84	0.00	-348.84	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	1,130.44	1,130.44	1,869.56	0.00	1,869.56	62.32
5040-5030-5031-5000-66030	Postage	2,000.00	1,669.19	1,669.19	330.81	0.00	330.81	16.54
5040-5030-5031-5000-66040	Publications & Periodicals	0.00	74.90	74.90	-74.90	0.00	-74.90	0.00
5040-5030-5031-5000-66050	Printing	2,000.00	752.00	752.00	1,248.00	0.00	1,248.00	62.40
5040-5030-5031-5000-66120	Janitorial Supplies	10,000.00	7,723.88	7,723.88	2,276.12	0.00	2,276.12	22.76
5040-5030-5031-5000-66125	Painting Supplies	1,000.00	1,026.06	1,026.06	-26.06	0.00	-26.06	0.00
5040-5030-5031-5000-66130	Elect Supplies & Repairs	5,500.00	4,615.25	4,615.25	884.75	0.00	884.75	16.09
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	14,454.18	14,454.18	545.82	0.00	545.82	3.64
5040-5030-5031-5000-67505	Utilities - Gas	65,000.00	25,941.28	25,941.28	39,058.72	0.00	39,058.72	60.09
5040-5030-5031-5000-67510	Utilities - Water & Sewer	70,000.00	44,984.78	44,984.78	25,015.22	0.00	25,015.22	35.74
5040-5030-5031-5000-67520	Utilities - Electricity	80,998.00	24,051.81	24,051.81	56,946.19	0.00	56,946.19	70.31
5040-5030-5031-5000-67535	Garbage Pickup	6,000.00	3,913.78	3,913.78	2,086.22	0.00	2,086.22	34.77
5040-5030-5031-5000-67555	Telephone	3,500.00	2,362.76	2,362.76	1,137.24	0.00	1,137.24	32.49
5040-5030-5031-5000-67560	Data Service Charges	10,000.00	1,843.63	1,843.63	8,156.37	0.00	8,156.37	81.56
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	423,906.39	423,906.39	398,391.61	0.00	398,391.61	48.45
E21	Interdepartmental Charges							
5040-5030-5031-5000-69900	Internal Services	54,154.00	31,589.81	31,589.81	22,564.19	0.00	22,564.19	41.67
5040-5030-5031-5000-69920	Tech Maint Hardware Chg	2,232.00	1,302.00	1,302.00	930.00	0.00	930.00	41.67
5040-5030-5031-5000-69930	Tech Maint User Chg	4,260.00	2,485.00	2,485.00	1,775.00	0.00	1,775.00	41.67
5040-5030-5031-5000-69940	Risk Management	23,861.00	13,918.94	13,918.94	9,942.06	0.00	9,942.06	41.67
5040-5030-5031-5000-69950	Insurance Liability	61,180.00	35,688.31	35,688.31	25,491.69	0.00	25,491.69	41.67
5040-5030-5031-5000-69989	Fees - Internal	0.00	1,172.75	1,172.75	-1,172.75	0.00	-1,172.75	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:	145,687.00	86,838.38	86,838.38	58,848.62	0.00	58,848.62	40.39
E30	Capital Outlay							
5040-5030-5031-5000-70000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-70010	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	2,371,028.71	2,371,028.71	1,459,381.29	0.00	1,459,381.29	38.10
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	2,371,028.71	2,371,028.71	1,459,381.29	0.00	1,459,381.29	38.10

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	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
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	3,445,605.28	3,445,605.28	2,246,162.72	0.00	2,246,162.72	39.46
	Dept 5030 Sub Totals:	0.00	-448,645.87	-448,645.87	448,645.87	0.00		
	Fund Revenue Sub Totals:	5,691,768.00	3,894,251.15	3,894,251.15	1,797,516.85	0.00	1,797,516.85	31.58
	Fund Expense Sub Totals:	5,691,768.00	3,445,605.28	3,445,605.28	2,246,162.72	0.00	2,246,162.72	39.46
	Fund 5040 Sub Totals:	0.00	-448,645.87	-448,645.87	448,645.87	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	5,691,768.00	3,894,251.15	3,894,251.15	1,797,516.85	0.00	1,797,516.85	31.58
	Expense Totals:	5,691,768.00	3,445,605.28	3,445,605.28	2,246,162.72	0.00	2,246,162.72	39.46
	Report Totals:	0.00	-448,645.87	-448,645.87	448,645.87	0.00		

# General Ledger

## Budget Status

Fair



User: dmcling  
 Printed: 2/22/2024 - 12:51 PM  
 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	18,270.75	18,270.75	11,729.25	0.00	11,729.25	39.10
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	229,272.36	229,272.36	20,727.64	0.00	20,727.64	8.29
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	409.95	409.95	1,090.05	0.00	1,090.05	72.67
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	27,951.46	27,951.46	-7,951.46	0.00	-7,951.46	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	627,643.47	627,643.47	116,523.53	0.00	116,523.53	15.66
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	627,643.47	627,643.47	116,523.53	0.00	116,523.53	15.66
	Dept 5030 Sub Totals:	0.00	519,574.65	519,574.65	-519,574.65	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	627,643.47	627,643.47	116,523.53	0.00	116,523.53	15.66
	Fund 5040 Sub Totals:	0.00	519,574.65	519,574.65	-519,574.65	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	627,643.47	627,643.47	116,523.53	0.00	116,523.53	15.66
	Report Totals:	0.00	519,574.65	519,574.65	-519,574.65	0.00		

Klamath County Fair

Fair Account, Period Ending 01/31/2024

RECONCILIATION REPORT

Reconciled on: 02/07/2024

Reconciled by: Dawn McLing

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

Summary

USD

Statement beginning balance	589,180.51
Checks and payments cleared (2)	-2,657.50
Deposits and other credits cleared (2)	9,062.00
Statement ending balance	595,585.01
Uncleared transactions as of 01/31/2024	-250.00
Register balance as of 01/31/2024	595,335.01

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/02/2024	Check	12228	Cash	-2,500.00
01/02/2024	Check	12227	NW Fabrication	-157.50
Total				-2,657.50

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/22/2024	Deposit	2038371110	DEPOSIT	9,015.00
01/22/2024	Deposit	2038370270	DEPOSIT	47.00
Total				9,062.00

Additional Information

Uncleared checks and payments as of 01/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/05/2023	Check	12204	Sales - Events - Demolition D...	-250.00
Total				-250.00

Uncleared deposits and other credits as of 01/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/05/2023	Check	12200	VOID	0.00
08/05/2023	Check	12199	VOID	0.00
09/01/2023	Check	12201	VOID	0.00
09/01/2023	Check	12218	VOID	0.00
09/05/2023	Check	12220	VOID	0.00
Total				0.00



# Presented to the Klamath County Fair Board

## MARCH 4, 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 January 2024

5040-5030-5032-5000 = FAIR 2024

Capital Expenditure (R = Reimbursed by Grant)

Company Name	Budget line# 5040-5030-5031-5000-	Description	Amount
Avista Corporation	67505	Utilities - Gas	\$ 8,231.11
Basin Fire Protection, Inc.	65395	Grounds Maintenance & Repair	\$ 910.00
Mister Social Franchise	62000	Contract Services	\$ 5,500.00
Pacificorp	67520	Utilities - Electricity	\$ 123.17
Ricoh USA, Inc.	66020	Copier Maintenance & Supply	\$ 84.72
Myra Schelb	65395	Grounds Maintenance & Repair	\$ 2,863.00
Valley Garage Door	65380	Building Maintenance & Repair	\$ 283.50
Basin Mediactive	60010	Advertising	\$ 1,150.00
Brian Schiel Consulting	62050	Shredding Services	\$ 47.00
North Coast Electric Company	65395	Grounds Maintenance & Repair	\$ 4,183.63
Rhine-Cross Group, LLC	70220	Facilities Improvement	\$ 2,045.00
Myra Schelb	65380	Building Maintenance & Repair	\$ 2,266.25
Seasons Change, LLC	65380	Building Maintenance & Repair	\$ 200.00
Elwood Staffing	62005	Contract Personnel Services	\$ 2,817.48
All Pro Painting and Construction, LLC	65380	Building Maintenance & Repair	\$ 4,200.00
Barbara March	60010	Advertising	\$ 464.00
Parks & Ratliff	62020	Legal Services - Attorney	\$ 594.00
Elwood Staffing	62005	Contract Personnel Services	\$ 524.40
			\$ 36,487.26

### INTERNAL TRANSFERS

Klamath County Tax Collector	69989	Fees - Internal	\$ -
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>		\$ 12,140.58

### 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 01/15/2024	0276	Amount
Excell Shipping	66030	Postage	\$ 75.00
Ed Staub & Sons	63335	Vehicle Fuel	\$ 1,291.28
Waste Management	67535	Garbage Pickup	\$ 1,006.33
Cal-Ore Telecom	67560	Data Service Charges	\$ 265.58
Juniper Paper & Supply	66120	Janitorial Supplies	\$ 3,539.95
Ed Staub & Sons	63335	Vehicle Fuel	\$ 104.75
Delta Air	67000	Travel & Training	\$ 30.00
Delta Air	67000	Travel & Training	\$ 30.00
Courtyard by Marriott	67000	Travel & Training	\$ 661.17
Courtyard by Marriott	67000	Travel & Training	\$ 164.10

		Card 0276 Total	\$ 7,168.16
<b>US BANK CREDIT CARD</b>	<b>Statement Date 01/15/2024</b>	<b>3011</b>	<b>Amount</b>
Amazon	66000	Supplies - Office	\$ 21.99
City of Klamath Falls	67520	Utilities - Electricity	\$ 67.46
City of Klamath Falls	67520	Utilities - Electricity	\$ 64.76
City of Klamath Falls	67520	Utilities - Electricity	\$ 30.76
Amazon	65395	Grounds Maintenance & Repair	\$ 623.88
American Flags Express	65395	Grounds Maintenance & Repair	\$ 478.97
Amazon	65395	Grounds Maintenance & Repair	\$ 180.02
Amazon	65395	Grounds Maintenance & Repair	\$ 240.56
City of Klamath Falls	67520	Utilities - Electricity	\$ 2,603.07
City of Klamath Falls	67520	Utilities - Electricity	\$ 33.01
Amazon	65395	Grounds Maintenance & Repair	\$ 250.26
Oregon Festivals & Events Assn	63100	Dues	\$ 200.00
Oregon Festivals & Events Assn	67000	Travel & Training	\$ 300.00
Herald and News	63100	Dues	\$ 119.60
Zoom	62320	Software Support	\$ 15.99
Albertsons	65350	Equipment Maintenance & Repair	\$ 5.96
The Home Depot	65380	Building Maintenance & Repair	\$ 51.84
Amazon	66000	Supplies - Office	\$ 549.00
Amazon	65380	Building Maintenance & Repair	\$ 37.49
Amazon	66010	Supplies - Other	\$ 158.90
Amazon	66010	Supplies - Other	\$ 14.82
IAFE	63100	Dues	\$ 210.00
Expedia	67000	Travel & Training	\$ (405.89)
Expedia	67000	Travel & Training	\$ (60.00)
Amazon	66010	Supplies - Other	\$ 30.51
Expedia	67000	Travel & Training	\$ 654.41
Martech	62320	Software Support	\$ 298.00
United	67000	Travel & Training	\$ 39.00
United	67000	Travel & Training	\$ 53.00
United	67000	Travel & Training	\$ 39.00
United	67000	Travel & Training	\$ 39.00
United	67000	Travel & Training	\$ 39.00
United	67000	Travel & Training	\$ 39.00
United	67000	Travel & Training	\$ 35.00
United	67000	Travel & Training	\$ 35.00
United	67000	Travel & Training	\$ 35.00
US Cellular	67555	Telephone	\$ 110.00
Grover Electric and Plumbing	65380	Building Maintenance & Repair	\$ 12.74
Alsco	62350	Janitorial Services	\$ 861.52
The Home Depot	65395	Grounds Maintenance & Repair	\$ 27.60
Ferguson Enterprises	62355	Plumbing Repair	\$ 58.51
The Home Depot	65395	Grounds Maintenance & Repair	\$ 48.79
		Card 3011 Total	\$ 8,247.53
<b>US BANK CREDIT CARD</b>	<b>Statement Date 01/15/2024</b>	<b>1781</b>	
The Home Depot	63300	Equipment	\$ 1,584.00
The Home Depot	66125	Painting Supplies	\$ 237.41
The Home Depot	66010	Supplies - Other	\$ 389.89
Grover Electric & Plumbing Supply	62355	Plumbing Repair	\$ 2.16
Grover Electric & Plumbing Supply	62355	Plumbing Repair	\$ 16.78
The Home Depot	62355	Plumbing Repair	\$ 7.90
The Home Depot	65380	Building Maintenance & Repair	\$ 1,399.39

		Card 1781 Total	\$ 3,637.53
<b>US BANK CREDIT CARD</b>	<b>Statement Date 01/15/2024</b>	<b>3749</b>	
The Home Depot	66010	Supplies - Other	\$ 112.97
		Card 3749 Total	\$ 112.97
<b>US BANK CREDIT CARD</b>	<b>Statement Date 01/15/2024</b>	<b>8126</b>	
Coastal Farm & Ranch	66010	Supplies - Other	\$ (450.81)
Coastal Farm & Ranch	65360	Vehicle Maintenance & Repair	\$ 67.96
Coastal Farm & Ranch	65395	Grounds Maintenance & Repair	\$ 17.99
Coastal Farm & Ranch	66010	Supplies - Other	\$ 451.80
Jackson Cnty Airport	67000	Travel & Training	\$ 90.00
Delta Air - Baggage Claim	67000	Travel & Training	\$ 30.00
Delta Air - Baggage Claim	67000	Travel & Training	\$ 30.00
Delta Air - Baggage Claim	67000	Travel & Training	\$ 30.00
US Chef's Store	61200	Committee Expense	\$ 78.39
The Home Depot	65380	Building Maintenance & Repair	\$ 114.14
Missing Receipt - Seashore Inn	67000	Travel & Training	\$ 190.13
		Card 8126 Total	\$ 649.60
		Credit Cards Total	\$ 19,815.79
	<b>Grand Total</b>		\$ 68,443.63



# Presented to the Klamath County Fair Board

## MARCH 4, 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

## MARCH 4, 2024

<b>SUBJECT:</b>  PUBLIC PARTICIPATION	<b>ITEM NO: IV.</b>
	<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

## MARCH 4, 2024

<b>SUBJECT:</b>  NEW BUSINESS AND INFORMATIONAL ITEMS (Discussion and Possible Action Items)	<b>ITEM NO:</b> V.  <b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>	<b>REASON:</b> Board Discussion/Action

### BACKGROUND:

### RECOMMENDATION:

Review and subsequent approval of the document presented.

### BOARD ACTION:

**Approved:**

**Rejected:**

**Tabled:**

**Until:**





# Presented to the Klamath County Fair Board

## MARCH 4, 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.

- i. Tree Removal
- ii. RV Park Update
- iii. Food Court Restrooms
- iv. Fire Chief Update

**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 MARCH 4, 2024

**SUBJECT:**

UPCOMING EVENTS OR IMPORTANT DATES

**ITEM NO: VII.**

**FROM:** Board Chair

**ATTACHMENT:**

2024 Event Schedule (as of March, April and May 2024)

**REASON:** Board Information

**BACKGROUND:**Upcoming Events:

See Attached Schedules for March 2024, April 2024 and May 2024

Important Dates:

March 15 – 17, Klamath County Sports Show  
April 1, 2024 @ 8:30 AM – Fair Board Meeting  
April 20, 2024, Deupree Auction

**RECOMMENDATION:**

Board Information

**BOARD ACTION:**

**Approved:**

**Rejected:**

**Tabled:**

**Until:**



Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	1	2	3
Closed for Teardown				Monster Trucks		9:30am - Exclusive Use-
10am - CANCELLED-	11am - CANCELLED	10am - CANCELLED	OHSET-Using Kitchen	Sky Lakes Health Fair		1pm - Exclusive Use-
11am - CANCELLED	5pm - CANCELLED	11am - CANCELLED	Set Up	Sky Lakes Health Fair		
3:30pm - CANCELLED		5pm - CANCELLED	3pm - CANCELLED	Sky Lakes Health Fair		
5pm - CANCELLED		5:30pm - Basin Bomber	4:30pm - CANCELLED	Closed for Prep	Order of the Antelope	
6pm - CANCELLED		6pm - CANCELLED			Racin in the Basin	
4	5	6	7	8	9	10
7am - Closed for Work Up	4:30pm - Exclusive Use-	Set Up-Home Show		Home Show		
8:30am - Fair Board	6pm - OHSET Practice	7am - Closed for Work Up	Gem and Mineral Show			
10am - Exclusive Use-		10am - Exclusive Use-	Closed for Set Up	Hog Sale		Closed for Tear down
2pm - Exclusive Use-		4pm - Exclusive Use-		Tentative		
6pm - Exclusive Use-King		5:30pm - Basin Bomber				
		6pm - Exclusive Use-				
11	12	13	14	15	16	17
Farm Bureau Pancake	SAIF Ag Seminar	7am - Closed for Work Up	Klamath County Sports and Outdoor Recreation Show			
7am - Closed for Work Up	1pm - Exclusive Use-	10am - Exclusive Use-	Tentative			
10am - Exclusive Use-	5pm - Exclusive Use-	1pm - Exclusive Use-	Tentative			
3:30pm - Exclusive Use-	6pm - OHSET Practice	5pm - Exclusive Use-	Tentative			
5pm - 4-H Leaders		5:30pm - Basin Bomber	Tentative			
5pm - Exclusive Use-		7pm - Exclusive Use-	2pm - Exclusive Use-	Closed for Prep	Racin in the Basin	OHSET Cow Practice
18	19	20	21	22	23	24
7am - Closed for Work Up	Jordan World Circus		Private-set up	KBHA Gaming		Private-Tear down
2pm - Exclusive Use-	6pm - Council of	Private Event		Kingsley Bowmen Supershoot		
4pm - Exclusive Use-	6pm - OHSET Practice	7am - Closed for Work Up		Closed for Prep	Private Event	1pm - Exclusive Use-
6pm - Exclusive Use-		5:30pm - Basin Bomber				3pm - Exclusive Use-
		6pm - Exclusive Use-				5pm - Exclusive Use-
25	26	27	28	29	30	31
7am - Closed for Work Up	2pm - Exclusive Use-	7am - Closed for Work Up		Cage Fights		
10am - Exclusive Use-	6pm - OHSET Practice	10am - Exclusive Use-		Cage Fights		
11am - Exclusive Use-		12pm - Exclusive Use-		Cage Fights		
3pm - Exclusive Use-		5pm - Exclusive Use-		Cage Fights		
5pm - Exclusive Use-		5:30pm - Basin Bomber		Wait List		
6pm - Exclusive Use-		6pm - Exclusive Use- 4H		Closed for Prep	Private Event	1pm - Exclusive Use-
					Racin in the Basin	

Mon		Tue		Wed		Thu		Fri		Sat		Sun	
1		2		3		4		5		6		7	
7am - Closed for Work Up		3pm - Exclusive Use-		Closed for Set Up				High School Rodeo					
8:30am - Fair Board		6pm - OHSET Practice				Private event				4-H Fundraiser			
1pm - Exclusive Use-								High School Rodeo					
6pm - Exclusive Use-										4-H Fundraiser			
										Tentative- Private Event			
8		9		10		11		12		13		14	
Auction Set Up													
7am - Closed for Work Up		Private Event-Headstart		7am - Closed for Work Up		6pm - OHSET Practice		Closed for Set Up		Childrens Learning Fair		Racin In the Basin	
1pm - Exclusive Use-		6pm - CANCELLED-		5pm - Exclusive Use-						Childrens Learning Fair			
5pm - Exclusive Use-				6pm - Exclusive Use-						Childrens Learning Fair			
6pm - Exclusive Use-										OHSET Cow Practice			
15		16		17		18		19		20		21	
Auction Set Up								Private Event					
7am - Closed for Work Up		6pm - OHSET Practice		Klamath County Job Fair		6pm - OHSET Practice		Auction Preview		Auction		Closed for Tear down	
1pm - Exclusive Use-				7am - Closed for Work Up				Closed for Prep		KBHA Gaming		OHSET Cow practice	
6pm - Exclusive Use-King				1pm - Exclusive Use-				7am - Closed for Work Up					
				6pm - Exclusive Use- 4H				6pm - Exclusive Use-					
22		23		24		25		26		27		28	
Closed for Tear down								Gun Show					
7am - Closed for Work Up		6pm - OHSET Practice		7am - Closed for Work Up		Wait list							
5pm - Exclusive Use-				5pm - Exclusive Use-		6pm - OHSET Practice		OHA					
6pm - Exclusive Use-				6pm - Exclusive Use- 4H				OHA					
								Closed for Prep		Racin In the Basin		1pm - Exclusive Use-4H	
29		30		1		2		3		4		5	
7am - Closed for Work Up		6pm - OHSET Practice		Casa									
5pm - Exclusive Use-				7am - Closed for Work Up		Closed for FG Set Up		Closed for Prep		Ducks Unlimited		Tear Down	
6pm - Exclusive Use-				5pm - Exclusive Use-		5pm - Exclusive Use- 4H		Set Up		Ducks Unlimited		Wait List	
										Private Event-KU Prom			
										Racin in the Basin			

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
7am - Closed for Work Up	6pm - CHSET Practice	Casa				
5pm - Exclusive Use-		7am - Closed for Work Up	Closed for FG Set Up	Closed for Prep	Ducks Unlimited	Tear Down
6pm - Exclusive Use-		5pm - Exclusive Use-	5pm - Exclusive Use- 4H	Set Up	Ducks Unlimited	Wait List
					Private Event-KU Prom	
					Racin in the Basin	
6	7	8	9	10	11	12
7am - Closed for Work Up		7am - Closed for Work Up	Dog Show			
8:30am - Fair Board		5pm - Exclusive Use-	6pm - Exclusive Use- 4H	Closed for Prep	Racin in the Basin	
5pm - Exclusive Use-						
6pm - Exclusive Use-						
13	14	15	16	17	18	19
Tentative				Closed for Set Up	Guns and Glitter	CLOSED
7am - Closed for Work Up	Private Event-Headstart	7am - Closed for Work Up	Dog Agility			
5pm - 4-H Leaders			Wait list			
			Closed for set up		Guns and Glitter	
					KBHA Gaming	
20	21	22	23	24	25	26
CLOSED			Klamath Basin Classic			
	4pm - Sheep & Goat	Tentative	Klamath Basin Classic			
			Klamath Basin Classic			
			Tentative			
			Tentative			
27	28	29	30	31	1	2
Klamath Basin Classic	Closed for Tear Down			Benefit for the Basin		
Klamath Basin Classic				Closed for Set Up		
Klamath Basin Classic						

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
RV LOT CLOSED FOR CONSTRUCTION		Monthly Co-Op Meeting				
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
RV LOT CLOSED FOR CONSTRUCTION						
		Dumpster Monthly Co-Op Meeting				
8	9	10	11	12	13	14
RV LOT CLOSED FOR CONSTRUCTION						
15	16	17	18	19	20	21
RV LOT CLOSED FOR CONSTRUCTION						
22	23	24	25	26	27	28
RV LOT CLOSED FOR CONSTRUCTION						
29	30	1	2	3	4	5
RV LOT CLOSED FOR CONSTRUCTION		Monthly Co-Op Meeting				

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	1	2	3
RV LOT CLOSED FOR CONSTRUCTION						
Oregon Hood Cleaning	10am - Meeting with					
4	5	6	7	8	9	10
RV LOT CLOSED FOR CONSTRUCTION						
Smoke School	9am - Suppression	Dumpster Monthly Co-Op Meeting				
11	12	13	14	15	16	17
RV LOT CLOSED FOR CONSTRUCTION						
18	19	20	21	22	23	24
RV LOT CLOSED FOR CONSTRUCTION						
		Dumpster		Spring Break		
25	26	27	28	29	30	31
RV LOT CLOSED FOR CONSTRUCTION						
Spring Break						



# Presented to the Klamath County Fair Board

## MARCH 4, 2024

**SUBJECT:**

Executive Session (Pursuant to ORS 192.660)

**ITEM NO: VIII.**

**FROM:** Board Chair

**ATTACHMENT:**

**REASON:** 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:**

