

# FairBoard W. I.

DATE: March 9, 2004

TO: Board of County Commissioners  
Fair Board

FROM: Warren G. Wong, Managing Director  
Fair Board

SUBJECT: Memorandum of Understanding

At your Joint Meeting held on July 18, 2003, you requested a revision to the Memorandum of Understanding that exists between the Board of Commissioners and Fair Board. The MOU essentially codifies the agreements between the Commission and Board outlining the authorities, expectations and relationship between the two entities.

Specifically, you directed staff to incorporate a two-term (three years per term) limit on Fair Board appointments. As County Counsel and Fair staff reviewed the current MOU, it became apparent that "housekeeping" changes are required to reflect current practice and agreements. The following are recommended changes to the MOU to incorporate your suggestion and to reflect current practice and agreements:

- ❖ Term Limit – Two terms, each term for three years; Commission may make an exception.
- ❖ Bond Debt Service – Commitment of Transient Room Tax to service the 2002 Bonds.
- ❖ Excess TRT – Commitment of Excess TRT for capital and other allowed uses.
- ❖ Joint Meetings – Meet at least once per year, as per current practice; additional meetings may be requested by either entity
- ❖ Indemnification -- Name County as a covered entity on Fair Board's Liability Insurance policy.

The attached MOU reflects these revisions, both in final and legislative formats.

cc: T. Wilson

ATTACHMENTS -- 4

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 3 OF THE LANE MANUAL TO REVISE THE MEMORANDUM OF UNDERSTANDING BETWEEN LANE COUNTY COMMISSIONERS AND THE FAIR BOARD AND TO SET A TERM LIMIT FOR FAIR BOARD MEMBERS (EXHIBIT "A" TO LM 3.160; LM 3.558 )

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 3 is hereby amended by removing, substituting and adding the following section:

**REMOVE THIS SECTION**

EXHIBIT "A" TO LM 3.160  
as located on pages 3-18 through 3-21  
(a total of 4 pages)

3.558  
as located on page 3-43  
(a total of 1 page)

**INSERT THIS SECTION**

EXHIBIT "A" TO LM 3.160  
as located on pages 3-18 through 3-21  
(a total of 4 pages)

3.558  
as located on page 3-43  
(a total of 1 page)

Said sections are attached hereto and incorporated herein by reference. The purpose of these substitutions and additions is revise the Memorandum of Understanding between Lane County Commissioners and the Fair Board and to set a term limit for fair board members (Exhibit "A" TO LM 3.160; LM 3.558 )

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

\_\_\_\_\_  
Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 3/19/04 Lane County

  
\_\_\_\_\_  
OFFICE OF LEGAL COUNSEL

(3) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board (*Revised by Order No. 96-1-30-2; Effective 1.30.96*)

**3.154 Functions.**

(1) The Department shall perform all information systems strategic planning and coordination for Lane County.

(2) The Department shall establish information technology standards.

(3) The Department shall be responsible for implementing information technology plans and standards.

(4) The Department shall participate in, make recommendations concerning, and advise the Board and its representatives in all matters related to Lane County's relationship with its regional partners in information technology.

(5) The Department shall stay abreast of current trends in technology and ensure that the Board, County Administrator, and Department Directors are aware of significant changes that will improve Lane County business functions.

(6) The Department shall deliver information services for County departments.

(7) The Department shall train County employees in effective use of information technology. (*Revised by Order No. 96-1-30-2; Effective 1.30.96*)

**FAIR BOARD**

**3.160 Description.**

The Lane County Fair Board is a lay board appointed by the Lane County Board of Commissioners, pursuant to state statute. It manages the facilities at the Lane County Fairgrounds pursuant to state statutes and the Lane County Home Rule Charter. While not technically a Lane County Department due to its independent management authority, the Fair Board is an integral part of Lane County government. Its budget is part of the Lane County budget and its employees are governed by the Lane County Home Rule Charter. The Board of Commissioners has delegated authority to the Lane County Fair Board, LC 2.225, to adopt a merit system of personnel administration, applicable to employees at the fairgrounds and separate from that applied to all other Lane County employees. Attached as Exhibit "A" is a memorandum of understanding executed by and between the Lane County Board of Commissioners and the Lane County Fair Board outlining in more detail their relationship. (*Revised by Order No. 98-9-9-9; Effective 9.9.98*)

## EXHIBIT "A" TO LM 3.160

LANE COUNTY  
BOARD OF COMMISSIONERS/FAIR BOARD  
MEMORANDUM OF UNDERSTANDINGDefinitions. As used in this document:

"Fair Board" means the Lane County Fair Board, which shall be a lay commission appointed by and accountable to the Board of Commissioners for the operation and maintenance of the Fairgrounds.

"Fairgrounds Director" means the Director of the Lane County Fairgrounds, who shall be employed by and accountable to the Fair Board for the ongoing operation and maintenance of the Fairgrounds.

"Fairgrounds" means the ground and all other property owned, leased, used or controlled by the County and devoted to the use of the County Fair, including but not limited to the Convention Center, Administration Building, Auditorium, the Wheeler Pavilion, the Expo Halls, Livestock Building, Lane County Ice, and various other buildings and related structures.

Recitals

A. Pursuant to ORS 565. 210(2), the Board of Commissioners shall appoint a board consisting of not less than three nor more than seven resident taxpaying citizens of the County to be known as the Lane County Fair Board. The Fair Board members shall serve staggered terms of three years each. At the first meeting in January, upon the expiration of the term of a Fair Board member, a successor shall be appointed to serve for three years. ORS 565. 210(5) provides that no more than one member of the Board of Commissioners may serve as a member of the Fair Board. It is the intent of the Board of Commissioners, absent extenuating circumstances, to limit the appointment of any individual to the Fair Board to no more than two terms. Members of the Fair Board are subject to removal per ORS 565.225, for reasons as defined by Lane Code 2.300.

B. Pursuant to ORS 565. 210(3), each member of the Fair Board is required to furnish a good and sufficient bond in favor of the County, conditional upon faithful performance of the duties of the office. The bond for each member shall be in a sum equal to \$10,000 or 20 percent of the total revenues received by the Fair in the last fiscal year ending prior to the appointment of each member, whichever is the lesser amount. The bond when approved by the Board of Commissioners shall be filed with the County Clerk. The premium on the bond shall be paid for by the Fair Board as an expense.

C. Pursuant to ORS 565. 220, the members of the Fair Board shall, as soon as their bonds have been filed and approved, meet and organize by electing a president. A majority of the members of the Fair Board shall constitute a quorum for the transaction of all business at meetings. In the absence of the President another member of the Fair Board shall perform the duties of the President.

D. The County Fair Funds are components of the Lane County Budget, and subject to review and approval by the Lane County Budget Committee, the Board of

Commissioners and County staff as directed by the Board of Commissioners, as described in 32 Ops Atty Gen 193 (1965).

E. Pursuant to ORS 565. 240, the Fair Board shall make and enforce all rules and regulations necessary for the proper conduct and management of their fairs and all activities conducted on the Fairgrounds. It may appoint such marshals or police as may be necessary to keep order and preserve the peace during the time and at the place of holding the fairs and all other times when the Fair Board deems such appointments necessary for the preservation of the peace and the protection of the public and private property upon the Fairgrounds. The officers so appointed have the same authority for the preservation of order and making arrests upon the grounds, as would a deputy sheriff.

F. Under ORS 565. 230(1), the Fair Board has statutory authority for the exclusive management of the ground and all other property owned, leased, used or controlled by the County and devoted to the use of the County Fair and Fairgrounds.

G. Under ORS 565. 230(1), the Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair.

H. Under ORS 565. 230(2), in order that the Fairgrounds and buildings may be utilized to the fullest extent for pleasure, recreation and public benefit, the Fair Board has statutory authority to provide park facilities for the public or to issue licenses and grant permits for the holding of any exhibitions, shows, carnivals, circuses, dances, entertainment, or public gatherings upon the Fairgrounds.

I. In the exercise of its management authority and in accordance with ORS 565. 315, the Fair Board has authority to execute contracts and sign checks, concerning management of the Fairgrounds and of the Fair, including construction of capital improvements, subject to budget approval.

J. Bonding requirements and previous commitments by the Board of Commissioners to the public are hereby recognized which pledge current and future County revenues generated by the Countywide room tax to debt service on financings and refinancings issued for the Livestock Arena and an Ice Rink and other Fairgrounds capital projects approved by the Board of Commissioners. The use of room tax revenues for these purposes shall terminate when the debts are fully paid.

K. The Board of Commissioners, by Order No. 02-1-9-4, approved the use of excess transient room tax revenues as provided by Lane Code 4.175(5), for transfer to the Fair Board for capital improvements for a period ending June 30, 2007, to be used for capital projects pursuant to the Fairgrounds Capital Improvements Plan, and further approved, by Order No. 03-6-18-1, the use of some of these funds for reimbursement of the transient room tax revenues special projects fund for the Planetarium and for the creation of a Fairgrounds "Rainy Day" cash reserve. The identified orders control the limitations, purposes, and use of the funds described.

L. The Board of Commissioners and the Fair Board have negotiated and hereby enter into this agreement concerning the rules, policies and procedures to be used in the conduct of fair activities for the purpose of limiting the liability of the County for personnel or contractual matters.

Understandings. Below are stated the understandings between the Board of Commissioners and the Fair Board as to how the Fair Board shall perform its responsibilities under the statutes and Lane County Home Rule Charter.

1. The Fair Board is responsible for hiring, terminating and otherwise supervising the activities of a Fairgrounds Director. The Fairgrounds Director is accountable to the Fair Board and responsible for the operations and conditions of the Fairgrounds. The Fairgrounds Director shall serve as secretary to the Fair Board under ORS 565. 220(3). The Fair Board shall annually evaluate the performance of the Fairgrounds Director and may award compensation adjustments within the salary range of the position as established by the Fair Board.

2. The Fair Board is authorized to hire, terminate and otherwise supervise staff to operate and manage Fairground facilities in accordance with the Oregon Revised Statutes and the Lane County Charter. All personnel decisions, including but not limited to establishing new positions, reclassifications, etc., may be made by the Fair Board so long as they are in conformance to the budget as adopted and state laws.

3. The Fair Board shall operate and otherwise manage the Fairgrounds, including the Convention Center, Administration Building, Auditorium, the Wheeler Pavilion, the Expo Halls, the Livestock Building, Lane County Ice and all other facilities located at the Fairgrounds. The Fair Board is responsible for recruiting bookings, scheduling, establishing rental fees, general promotion, food service, concessions, maintenance and all other related operational activities.

4. The Fair Board has authority to make expenditures from the Fair Funds. The Fair Board shall comply with public purchasing laws and administrative rules as per state statutes. The Fair Board may contract with the County Department of Finance and Management Services for central purchasing services at the Fair Board's option.

5. The Fair Board may contract with the County for management services, accounting, bookkeeping, payroll services and legal services. If the Fair Board elects to perform these services itself or to contract for these services elsewhere, the County Department of Management Services may, upon Fair Board request, review and make recommendations to the Fair Board regarding its accounting, bookkeeping, and payroll systems for conformance with minimum standards prior to implementation.

6. All Fairgrounds facilities and activities including but not limited to the County Fair, Convention Center, Administration Building, Auditorium, the Wheeler Pavilion, the Expo Halls, the Livestock Building, and Lane County Ice will operate solely on self-generated revenues, without subsidy by the County's General Fund.

7. The Fair Board shall fully compensate the County General Fund for all direct and indirect expenditures incurred by the General Fund for Fairgrounds activities.

8. Disbursement of funds within the special fund(s) established for the functions of the Fair Board shall be made in accordance with Local Budget Law and any laws specifically governing such.

9. Periodic reports describing Fairgrounds operations shall be delivered to the Board of Commissioners. These reports shall describe current and anticipated events,

past, current and projected financial condition and additional information as determined by the Fair Board or requested by the Commissioners. The reports shall also be delivered to the Office of County Administration.

10. At least once a year the Fair Board and Board of Commissioners shall meet to discuss topics of mutual concern.

11. The Board of Commissioners shall appoint one of its members to serve as liaison with the Fair Board President. The County Administrator shall serve as a liaison with the Fairgrounds Director and shall facilitate day-to-day communication and cooperation. Questions, answers, complaints and information requests shall be channeled through the liaisons. When major actions or major projects are contemplated by either the Board of Commissioners or the Fair Board, each Board shall communicate with the other early in the process.

12. The Fair Board shall defend and indemnify the Board of Commissioners and the County from liability arising out of matters occurring under the Fair Board's direction, management or authority, to the extent permitted by law. For purposes of this provision, any liability insurance purchased by the Fair Board shall either name Lane County as an additional insured, or name the insured party as Lane County, by and through its Fair Board.

13. This agreement is binding on both parties and can only be amended by the concurrence of both parties. This document shall be reviewed annually.

Lane County Commissioners

Fair Board

/s/  
Chair

/s/  
President

/s/

/s/

/s/

/s/

/s/

/s/

/s/

/s/

Date:

Date:

EXHIBIT "A" TO  
LM 3.160

*(Revised by Order No. 98-9-9-9; Effective 9.9.98)*

MANDATED: ORS 294.336

MEMBERSHIP: (10) Consists of members of the Board of Commissioners and an equal number of lay citizens. Vacancies on this committee will not be advertised unless otherwise requested by the Board member whose district representation has been vacated.

TERM: 3 years, ending December 31 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

**3.558 Fair Board (Lane County).**

Has the exclusive management of the ground and all other property owned, leased, used or controlled by the County and devoted to the use of the County Fair and is entrusted and charged with the entire business management and financial and other affairs of such fair.

STAFFING: Fair Manager

MEETS: Monthly

MANDATED: ORS 565.210

MEMBERSHIP: Consists of not less than three nor more than seven members.

TERM: 3 years ending December 31; two-term limit, absent extenuating circumstances. *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*



||At right margin indicates changes

**LEGISLATIVE**            **Bold** indicates material being added

**FORMAT**            ~~Strikethrough~~ indicates material being deleted

~~3.1543-1603-160~~

Lane Manual

**FORMAT**

~~3.160-3.160-3.160~~ |

(3) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board *(Revised by Order No. 96-1-30-2; Effective 1.30.96)*

### **3.154 Functions.**

(1) The Department shall perform all information systems strategic planning and coordination for Lane County.

(2) The Department shall establish information technology standards.

(3) The Department shall be responsible for implementing information technology plans and standards.

(4) The Department shall participate in, make recommendations concerning, and advise the Board and its representatives in all matters related to Lane County's relationship with its regional partners in information technology.

(5) The Department shall stay abreast of current trends in technology and ensure that the Board, County Administrator, and Department Directors are aware of significant changes that will improve Lane County business functions.

(6) The Department shall deliver information services for County departments.

(7) The Department shall train County employees in effective use of information technology. *(Revised by Order No. 96-1-30-2; Effective 1.30.96)*

## **FAIR BOARD**

### **3.160 Description.**

The Lane County Fair Board is a lay board appointed by the Lane County Board of Commissioners, pursuant to state statute. It manages the facilities at the Lane County Fairgrounds pursuant to state statutes and the Lane County Home Rule Charter. While not technically a Lane County Department due to its independent management authority, the Fair Board is an integral part of Lane County government. Its budget is part of the Lane County budget and its employees are governed by the Lane County Home Rule Charter. The Board of Commissioners has delegated authority to the Lane County Fair Board, LC 2.225, to adopt a merit system of personnel administration, applicable to employees at the fairgrounds and separate from that applied to all other Lane County employees. Attached as Exhibit "A" is a memorandum of understanding executed by and between the Lane County Board of Commissioners and the Lane County Fair Board outlining in more detail their relationship. *(Revised by Order No. 98-9-9-9; Effective 9.9.98)*

||At right margin indicates changes

LEGISLATIVE            **Bold** indicates material being added  
FORMAT                ~~Strikethrough~~ indicates material being deleted  
3.1603.1603.160                            Lane Manual

FORMAT  
~~3.160-3.160-3.160~~

## EXHIBIT "A" TO LM 3.160

### LANE COUNTY BOARD OF COMMISSIONERS/FAIR BOARD MEMORANDUM OF UNDERSTANDING

#### Definitions. As used in this document:

"Fair Board" means the Lane County Fair Board, which shall be a lay commission appointed by and accountable to the Board of Commissioners for the operation and maintenance of the Fairgrounds.

"Fairgrounds Director" means the Director of the Lane County Fairgrounds, who shall be employed by and accountable to the Fair Board for the ongoing operation and maintenance of the Fairgrounds.

"Fairgrounds" means the ground and all other property owned, leased, used or controlled by the County and devoted to the use of the County Fair, including but not limited to the Convention Center, Administration Building, Auditorium, the Wheeler Pavilion, the Expo Halls, Livestock Building, Lane County Ice, and various other buildings and related structures.

#### Recitals

A. Pursuant to ORS 565. 210(2), the Board of Commissioners shall appoint a board consisting of not less than three nor more than seven resident taxpaying citizens of the County to be known as the Lane County Fair Board. The Fair Board members shall serve staggered terms of three years each. At the first meeting in January, upon the expiration of the term of a Fair Board member, a successor shall be appointed to serve for three years. ORS 565. 210(5) provides that no more than one member of the Board of Commissioners may serve as a member of the Fair Board. **It is the intent of the Board of Commissioners, absent extenuating circumstances, to limit the appointment of any individual to the Fair Board to no more than two terms.** Members of the Fair Board are subject to removal per 1999 Or Laws Ch. 681 per ORS 565.225, for reasons as defined by Lane Code 2.300.

B. Pursuant to ORS 565. 210(3), each member of the Fair Board is required to furnish a good and sufficient bond in favor of the County, conditional upon faithful performance of the duties of the office. The bond for each member shall be in a sum equal to \$10,000 or 20 percent of the total revenues received by the Fair in the last fiscal year ending prior to the appointment of each member, whichever is the lesser amount. The bond when approved by the Board of Commissioners shall be filed with the County Clerk. The premium on the bond shall be paid for by the Fair Board as an expense.

C. Pursuant to ORS 565. 220, the members of the Fair Board shall, as soon as their bonds have been filed and approved, meet and organize by electing a president. A majority of the members of the Fair Board shall constitute a quorum for the transaction of all business at meetings. In the absence of the President another member of the Fair Board shall perform the duties of the President.

||At right margin indicates changes

**LEGISLATIVE**      **Bold** indicates material being added

**FORMAT**      ~~Strikethrough~~ indicates material being deleted

3.1603-1603-160

Lane Manual

**FORMAT**

3.160-3.160-3.160

D. The County Fair Funds are components of the Lane County Budget, and subject to review and approval by the Lane County Budget Committee, the Board of Commissioners and County staff as directed by the Board of Commissioners, as described in 32 Ops Atty Gen 193 (1965).

E. Pursuant to ORS 565. 240, the Fair Board shall make and enforce all rules and regulations necessary for the proper conduct and management of their fairs and all activities conducted on the Fairgrounds. It may appoint such marshals or police as may be necessary to keep order and preserve the peace during the time and at the place of holding the fairs and all other times when the Fair Board deems such appointments necessary for the preservation of the peace and the protection of the public and private property upon the Fairgrounds. The officers so appointed have the same authority for the preservation of order and making arrests upon the grounds, as would a deputy sheriff.

F. Under ORS 565. 230(1), the Fair Board has statutory authority for the exclusive management of the ground and all other property owned, leased, used or controlled by the County and devoted to the use of the County Fair and Fairgrounds.

G. Under ORS 565. 230(1), the Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair.

H. Under ORS 565. 230(2), in order that the Fairgrounds and buildings may be utilized to the fullest extent for pleasure, recreation and public benefit, the Fair Board has statutory authority to provide park facilities for the public or to issue licenses and grant permits for the holding of any exhibitions, shows, carnivals, circuses, dances, entertainment, or public gatherings upon the Fairgrounds.

I. In the exercise of its management authority and in accordance with ORS 565. 315, the Fair Board has authority to execute contracts and sign checks, concerning management of the Fairgrounds and of the Fair, including construction of capital improvements, subject to budget approval.

J. Bonding requirements and previous commitments by the Board of Commissioners to the public are hereby recognized which pledge current and future County revenues generated by the Countywide room tax to debt service on ~~certificates of participation for a~~ **financings and refinancings issued for the Livestock Arena and an Ice Rink and on debt issued to finance other Fairgrounds capital projects approved by the Board of Commissioners.** The use of room tax revenues for these purposes shall terminate when the debts are fully paid.

K. The Board of Commissioners, by Order No. 02-1-9-4, approved the use of excess transient room tax revenues as provided by Lane Code 4.175(5), for transfer to the Fair Board for capital improvements for a period ending June 30, 2007, to be used for capital projects pursuant to the Fairgrounds Capital Improvements Plan, and further approved, by Order No. 03-6-18-1, the use of some of these funds for reimbursement of the transient room tax revenues special projects fund for the Planetarium and for the creation of a Fairgrounds "Rainy Day" cash reserve. The identified orders control the limitations, purposes, and use of the funds described.

||At right margin indicates changes

**LEGISLATIVE**            **Bold** indicates material being added

**FORMAT**            ~~Strikethrough~~ indicates material being deleted

~~3.1603-1603-160~~

Lane Manual

**FORMAT**

~~3.160-3-160-3-160~~

~~KL.~~ The Board of Commissioners and the Fair Board have negotiated and hereby enter into this agreement concerning the rules, policies and procedures to be used in the conduct of fair activities for the purpose of limiting the liability of the County for personnel or contractual matters.

Understandings. Below are stated the understandings between the Board of Commissioners and the Fair Board as to how the Fair Board shall perform its responsibilities under the statutes and Lane County Home Rule Charter.

1. The Fair Board is responsible for hiring, terminating and otherwise supervising the activities of a Fairgrounds Director. The Fairgrounds Director is accountable to the Fair Board and responsible for the operations and conditions of the Fairgrounds. The Fairgrounds Director shall serve as secretary to the Fair Board under ORS 565. 220(3). The Fair Board shall annually evaluate the performance of the Fairgrounds Director and may award compensation adjustments within the salary range of the position as established by the Fair Board.

2. The Fair Board is authorized to hire, terminate and otherwise supervise staff to operate and manage Fairground facilities in accordance with the Oregon Revised Statutes and the Lane County Charter. All personnel decisions, including but not limited to establishing new positions, reclassifications, etc., may be made by the Fair Board so long as they are in conformance to the budget as adopted and state laws.

3. The Fair Board shall operate and otherwise manage the Fairgrounds, including the Convention Center, Administration Building, Auditorium, the Wheeler Pavilion, the Expo Halls, the Livestock Building, Lane County Ice and all other facilities located at the Fairgrounds. The Fair Board is responsible for recruiting bookings, scheduling, establishing rental fees, general promotion, food service, concessions, maintenance and all other related operational activities.

4. The Fair Board has authority to make expenditures from the Fair Funds. The Fair Board shall comply with public purchasing laws and administrative rules as per state statutes. The Fair Board may contract with the County Department of Finance and Management Services for central purchasing services at the Fair Board's option.

5. The Fair Board may contract with the County for management services, accounting, bookkeeping, payroll services and legal services. If the Fair Board elects to perform these services itself or to contract for these services elsewhere, the County Department of Management Services may, upon Fair Board request, review and make recommendations to the Fair Board regarding its accounting, bookkeeping, and payroll systems for conformance with minimum standards prior to implementation.

6. All Fairgrounds facilities and activities including but not limited to the County Fair, Convention Center, Administration Building, Auditorium, the Wheeler Pavilion, the Expo Halls, the Livestock Building, and Lane County Ice will operate solely on self-generated revenues, without subsidy by the County's General Fund.

7. The Fair Board shall fully compensate the County General Fund for all direct and indirect expenditures incurred by the General Fund for Fairgrounds activities.

||At right margin indicates changes

**LEGISLATIVE**      **Bold** indicates material being added

**FORMAT**      ~~Strikethrough~~ indicates material being deleted

3.1603-1603-160

Lane Manual

**FORMAT**

3.160-3-160-3-160

8. Disbursement of funds within the special fund(s) established for the functions of the Fair Board shall be made in accordance with Local Budget Law and any laws specifically governing such.

9. Periodic reports describing Fairgrounds operations shall be delivered to the Board of Commissioners. These reports shall describe current and anticipated events, past, current and projected financial condition and additional information as determined by the Fair Board or requested by the Commissioners. The reports shall also be delivered to the Office of County Administration.

10. ~~At least once a year~~ **Semi-annual meetings** of the Fair Board and Board of Commissioners shall ~~meet be scheduled in the months of February and July to discuss~~ topics of mutual concern.

11. The Board of Commissioners shall appoint one of its members to serve as liaison with the Fair Board President. The County Administrator shall serve as a liaison with the Fairgrounds Director and shall facilitate day-to-day communication and cooperation. Questions, answers, complaints and information requests shall be channeled through the liaisons. When major actions or major projects are contemplated by either the Board of Commissioners or the Fair Board, each Board shall communicate with the other early in the process.

12. The Fair Board shall defend and indemnify the Board of Commissioners and the County from liability arising out of ~~personnel or contractual matters occurring under the Fair Board's direction, management or authority, to the extent permitted by law.~~ **matters occurring under the Fair Board's direction, management or authority, to the extent permitted by law.** For purposes of this provision, any liability insurance purchased by the Fair Board shall either name Lane County as an additional insured, or name the insured party as Lane County, by and through its Fair Board.

13. This agreement is binding on both parties and can only be amended by the concurrence of both parties. This document shall be reviewed annually.

Lane County Commissioners

Fair Board

~~/s/ Peter Sorenson~~  
Chair

~~/s/ Cleve Dumdi~~  
President

~~/s/ Bobby Green, Sr.~~

~~/s/ T. Dean Hansen~~

~~/s/ Bill Dwyer~~

~~/s/ Charles E. Warren~~

~~/s/ Anna Morrison~~

~~/s/ Francisea Johnson~~

~~/s/ Cindy Weeldreyer~~

~~/s/ Jon V. Jaqua~~

Date: ~~March 8, 2000~~

Date: ~~March 8, 2000~~

EXHIBIT "A" TO  
LM 3.160

*(Revised by Order No. 98-9-9; Effective 9.9.98)*

||At right margin indicates changes

**LEGISLATIVE**            **Bold** indicates material being added

FORMAT            ~~Strikethrough~~ indicates material being deleted

**3.558**

Lane Manual

**FORMAT**

**3.558**

MANDATED:            ORS 294.336

MEMBERSHIP:        (10) Consists of members of the Board of Commissioners and an equal number of lay citizens. Vacancies on this committee will not be advertised unless otherwise requested by the Board member whose district representation has been vacated.

TERM:                    3 years, ending December 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

**3.558 Fair Board (Lane County).**

Has the exclusive management of the ground and all other property owned, leased, used or controlled by the County and devoted to the use of the County Fair and is entrusted and charged with the entire business management and financial and other affairs of such fair.

STAFFING:            Fair Manager

MEETS:                Monthly

MANDATED:            ORS 565.210

MEMBERSHIP:        Consists of not less than three nor more than seven members.

TERM:                    3 years ending December 31; **two-term limit, absent extenuating circumstances.** (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)