

W. 5. a.

DATE: October 17, 2006  
TO: County Commission  
FROM: Bob Zagorin, Chair  
Fair Board  
SUBJECT: 2007 Board Vacancies

The terms of two Board members expire at the end of 2006:

- o Hunton – Term limited
- o Schwartz – Serving first term; can be appointed to a second term

The term-status of the three remaining Board members are:

- o Zagorin – Term ends 2008, term-limited
- o Jones – Term ends 2008, term-limited
- o Ward – Term ends 2007, serving first term; can be appointed to a second term

County Administration initiated the recruitment in August and closed it in September. There were three applicants:

- o Mike Schwartz
- o Craig Gibons
- o Gerard Gazlay

The Board decided at its September 26 meeting to not interview Mike but to interview the two new applicants and scheduled those interviews for October 9. The Board interviewed Mr. Gibons on October 9. Mr. Gazlay did not appear for the scheduled interview; but, the Board extended an opportunity for him to respond in writing to the interview questions. Mr. Gazlay responded and his written response was reviewed by the Board.

The Board prepared the following recommendation based on the applications, written response and interview results:

- Appoint Mike Schwartz to a second term
- Appoint Craig Gibons to a first term

The Board unanimously agreed that Mike should be appointed to a second term. He has served ably during his first term and his continuance on the Board will carryover his experience and knowledge gained during the first term. Mike is a valued member of the Board, bringing strong marketing expertise and willingness to think "out of the box" on Board issues.

The Board also recommends Craig Gibons for the second upcoming Board vacancy for several reasons. First, Craig has a strong background in finance, human resources, and risk and property management obtained by work experience in both the private and public sectors. Second, Craig lives just outside of Junction City and would be able to add a rural perspective to the Board. And, finally, Craig will provide added-value to the Board for his commitment to the activities that take place at the Lane Events Center and his knowledge of the issues facing the Fair Board in future years. He has spent many years as a participant in Fair activities since he was a youngster growing up in this community and as an adult attending events at the Lane Events Center.

As an additional note on Craig's recommended appointment, Tom Hunton has served for many years as the de facto rural representative to the Board and as the Board's financial oversight member. We believe Craig can assume these roles as he gains experience as a member of this Board.

ATTACHMENTS – 3



Lane County  
CITIZEN ADVISORY COMMITTEE  
APPLICATION

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APPLICANT'S NAME AND CITY: Michael Schwartz Eugene, OR	DATE: 9-14-00
NAME OF ADVISORY COMMITTEE: Fair Board	PLEASE CHECK ONE: <input type="checkbox"/> New Applicant <input checked="" type="checkbox"/> Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

The fairgrounds HAS the potential to be one of the "gems of the community" It's already an important contributor to our local economy. With my business experience I feel I can help the fairgrounds continue to be an important asset to the community.

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.

To see the fairgrounds develop its full potential as our primary convention center. To encourage the community to use the fairgrounds for all those events that will further the fairgrounds as a destination.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Lane County Auditorium Association - Chair + member 6yrs  
Eugene Renewal Agency - Chair + Member 4yrs  
Oregon State Lottery Commission vice chair 9yrs  
Downtown Development Board " " 16yrs  
Temple Beth Israel Pres. 4yrs  
Downtown Eugene Inc. Board 4yrs  
Lane County Private Industry Council Chair + Member 6yrs

5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort?

I support several diverse cultures.

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?

Lane County Fair board

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)

☒ No ☐ Yes Specify:

8. How did you learn about this vacancy? ☐ Newspaper ☒ Word of mouth ☐ Other:

9. In which County Commissioner District do you reside? please check one:

☐ Unsure ☐ West Lane County ☐ Springfield ☐ South Eugene ☒ North Eugene ☐ East Lane County

\*The Board of Commissioners has adopted the following policy on reappointments:

a. Members of County advisory groups will serve a maximum of two consecutive terms when term lengths are three or more years in length.

b. The deadline for incumbent applications will be the same as the deadline for new applications.

\* Unless waived by the Board.

SEP 15 2006

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Lane County  
CITIZEN ADVISORY COMMITTEE  
APPLICATION

APPLICANT'S NAME AND CITY: Craig L. Gibbons Junction City	DATE: September 15, 2006
NAME OF ADVISORY COMMITTEE: Fair Board	PLEASE CHECK ONE: <input checked="" type="checkbox"/> New Applicant <input type="checkbox"/> Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)

I was born and raised here and have raised my own family and worked in Lane County for most of my adult life. I have attended events at the Fairgrounds since before I can remember.

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

I have reached a point in my life where I have time and energy to contribute to the community. I reside just outside of Junction City and hope to offer a rural perspective to the board.

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.

The main community concerns that I want to see addressed as a member of the Fair Board are the financial stability of the Events Center and the continuing vitality of the Lane County Fair. The current economic climate in Oregon puts all public entities at risk, and I would like to contribute my 20+ years of public sector management experience to help the fair survive in good health.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Having worked in administration for City of Springfield for almost twenty years, and now for the City of Coburg, I know and have worked with many of the people involved in civic, legislative, and judicial affairs in our area.

5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort?

I have extensive training in the area of discrimination law and inclusive practices in the context of my human resources and risk management work, and I have served as a representative to the County's Human Rights Commission.

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?

I am not currently serving on any boards or commissions.

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)

I am employed by the City of Coburg which does have contractual

☐ No ☒ Yes Specify: arrangements with Lane County. None of these, to my knowledge, are within the purview of the Fair Board.

8. How did you learn about this vacancy? ☒ Newspaper ☐ Word of mouth ☐ Other:

9. In which County Commissioner District do you reside? please check one:

☐ Unsure ☒ West Lane County ☐ Springfield ☐ South Eugene ☐ North Eugene ☐ East Lane County

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Lane County  
CITIZEN ADVISORY COMMITTEE  
APPLICATION

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SEP 12 2006

APPLICANT'S NAME AND CITY: Gerard M. Gazlay, Jr. (EUGENE)	DATE: 9/12/06
NAME OF ADVISORY COMMITTEE: LANE COUNTY FAIR BOARD	PLEASE CHECK ONE: <input checked="" type="checkbox"/> New Applicant <input type="checkbox"/> Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)

Please see attached letter and resume.

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

Please see attached letter.

3. List the community concerns related to this committee that you would like to see addressed if you are appointed. I have lived near the fairgrounds for 19 years and I'm not aware of any major issues concerning the community. Surrounded by residential areas, I think the Fair Board makes a good effort to maintain good relations with its neighbors, and I am supportive of that.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Please see attached letter and resume.

5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort? I am a strong supporter of acknowledging the cultural diversity of the community, and having that reflected in public services. That belief would influence me if I were to serve on the Fair Board.

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?

No.

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)

☒ No ☐ Yes Specify:

8. How did you learn about this vacancy? ☒ Newspaper ☐ Word of mouth ☐ Other:

9. In which County Commissioner District do you reside? please check one:

☐ Unsure ☐ West Lane County ☐ Springfield ☐ South Eugene ☒ North Eugene ☐ East Lane County

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b. *The deadline for incumbent applications will be the same as the deadline for new applications.*

*\* Unless waived by the Board.*

September 12, 2006

Lane County Board of Commissioners  
Public Service Building  
125 E. 8th Ave.  
Eugene, Oregon 97401

Dear Commissioners:

The purpose of this letter, along with the attached resume and Citizen Advisory Committee application, is to apply for a seat on the Lane County Fair Board.

As can be gleaned from my resume, I have lived in Lane County for 19 years. I currently own and operate a local employment agency. I have served in a volunteer capacity on the Board of Directors of two local organizations.

I am interested in serving on the Fair Board because I think I could make an effective contribution to that organization. Specifically, I believe that my skill set is such that I could offer the following:

(A) I know how to read and interpret financial statements, both for private and public organizations.

(B) I am experienced in budget development in a nonprofit/public entity that has finite funding sources.

(C) I know how to function effectively as a member of a deliberative body that works with management to define long-term goals and facilitate an organization's mission.

I realize these are broad statements. However, I prepared the attached resume specifically with the Fair Board position in mind, and I attempted to demonstrate how my experience and abilities would be transferable to the Fair Board.

I would be happy to make myself available for an interview. Please feel free to call me if you have any questions.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerard M. Gazlay, Jr.", with a large, sweeping flourish extending to the right.

Gerard M. Gazlay, Jr.

## R E S U M E

GERARD M. GAZLAY, JR.

### EMPLOYMENT HISTORY

July 1995 to present: Willamette Staffing Services  
Eugene, Oregon

#### President (8/01 - present)

I first went to work for this employment agency in 1995 as an Executive Recruiter. The company had been in business in Eugene since 1976. I purchased the company in 2001. Over the years the agency has provided a number of services to local businesses, including executive search, employee leasing, and temp-to-hire programs. In recent years, the firm has focused primarily on executive recruiting.

#### Executive Recruiter (7/95 - 7/01)

Although the agency had been in business for a number of years, it had never had an employee who worked exclusively on executive search projects. I was able to successfully develop this service for the company and to make it an important and profitable part of its business.

February 1990 to June 1995: Self-employed Executive Recruiter  
Eugene, Oregon

August 1987 to January 1990: United Financial Systems, Inc.  
Eugene, Oregon

#### Marketing Services Director

I went to work for this company when I first moved to Eugene from San Diego. The company was a financial planning firm. It's corporate headquarters office was in Eugene and it had 35 branch offices across the country. It's target-market was educators, such as school teachers and college professors. Its principal products were tax-deferred annuities and life insurance. I was in charge of the marketing services department and hired, trained and supervised 12 employees.

December 1982 to June 1987: American Pacific Management  
Development, Inc.  
San Diego, California

#### President

This company was an executive search firm based in San Diego. I founded this company with a silent partner and was 50 percent owner. My responsibilities included the hiring,

training and supervision of the agency's staff of executive recruiters.

January 1978 to November 1982: Solardyne, Inc.  
San Diego, California

Marketing Director

This company was a solar energy design and engineering firm. It marketed solar hot water heating systems for residences and commercial structures, as well as photovoltaic (solar electricity) systems for new-construction commercial structures. I was involved in working with senior management in the formulation of the corporations's marketing plan, and in the implementation of that plan. I had supervisory responsibility for the company's Sales Manager, Advertising Director, Sales Training Manager, and Marketing Services Manager.

COMMUNITY/VOLUNTEER POSITIONS

1996 to 1999: KWVA-FM radio station  
Eugene, Oregon

Board of Directors member

KWVA is one of the two public radio stations at the University of Oregon. I was a Community member of its nine-member Board of Directors. The Board had a number of important duties, including long-term planning, ensuring compliance with FCC regulations, and the hiring and supervision of the station's General Manager. During my tenure on this Board I served on the Development Committee and the Executive Committee, and was directly involved in the drafting of new Bylaws.

1988 to 1993: Oregon Daily Emerald Publishing Company, Inc.  
Eugene, Oregon

Board of Directors member

I was a Community member of the Board of Directors of this nonprofit corporation, which publishes the Oregon Daily Emerald student newspaper (ODE) at the University of Oregon. Many people erroneously assume that the ODE is part of the University, but it is actually an independent, nonprofit 501(c)(3) corporation. The ODE's ten-member Board of Directors is comprised of students, faculty and community members. When I was a Board member, the ODE had an \$800,000.00 annual operating budget and employed five full-time professional managers and more than 50 students. During my tenure on this Board I was directly involved in the following organizational accomplishments:



- (A) I was involved with other Board members in changing the ODE's organizational structure and creating a General Manager position for the organization. We developed a job description and conducted a nationwide search for a new GM. This was a very successful undertaking; we recruited and hired a highly-qualified candidate for this position. This individual started as the ODE's new General Manager in 1990, and she is still employed there today.
- (B) During my tenure on the ODE Board, I served on the Board's Personnel Committee. This Committee provided the General Manager with annual performance reviews and negotiated the terms and conditions of the GM's employment contract.
- (C) For reasons too complex to go into here, the ODE had never been able to attain tax-exempt status under 501(c)(3). I was a member of a small committee of Board members that worked on this issue for approximately 18 months. This involved a number of complex issues which necessitated the drafting of new Bylaws, the filing of Restated Articles of Incorporation, and the submission of an application for tax-exempt status under 501(c)(3) to the IRS. Shortly before I left the ODE Board in November of 1993, the application was sent in to the IRS. Six months later, the ODE was granted its tax-exempt status.

TO: Lane County Fair Board  
Attention: Jeri Kaufman, Administrative Assistant  
Fax: 682-3614

FROM: Gerard M. Gazlay, Jr.

RE: Fair Board applicant interview questions

DATE: 10/12/06

I understand that you were expecting to interview me on October 9th. I was not aware that an interview date had been set. A letter was apparently sent to me concerning this scheduled interview, but I never received it. Jeri Kaufman faxed me a list of interview questions, and requested that I respond in writing. My response to these questions appears below.

Incidentally, if meeting with the full Fair Board in the near future is not practical, I would be happy to meet with one or more Board members. My office is near 13th and Lincoln (345 W. 13th Ave., Suite 1); we could meet there, or at the Fair office, or at any other location that would be mutually convenient. I can be reached at 393-5118.

\*\*\*\*\*

RESPONSE TO FAIR BOARD APPLICANT INTERVIEW QUESTIONS

QUESTION #1:

My philosophy is that every citizen should make some type of contribution to the community in which they live. Fortunately, I am not alone in that belief, because thousands of people in Lane County generously donate time and/or money to a wide variety of local nonprofit or public organizations. Obviously, different people have entirely different skills, interests, and resources, so a wide variety of local organizations benefit from citizen involvement.

My background is in marketing and business management, so one of the ways that I can make a contribution to an organization is by being a member of a governing board. For me, it helps if I'm interested in the activity of the organization in question. I think being a member of the Lane County Fair Board would be interesting and challenging. I don't have any statistics in front of me, but it would seem to me that, during the course of a year, a majority of Lane County residents benefit from or make use of the Lane Events Center

and its facilities. Because of its importance, I think devoting some time and energy to the Fair Board would be a worthwhile experience.

QUESTION #2:

I attached a resume to my original application and I believe it should provide you with a helpful summary of my skills and experience. Briefly, I currently own and operate an employment agency here in Eugene (Willamette Staffing Services). When I first moved to Eugene from San Diego in 1987, I went to work for a financial planning firm (United Financial Systems, Inc.) as their Marketing Services Director. In San Diego, I was part-owner of an executive search firm in the early to late '80s. From the late 70's to the early 80s I was the Marketing Director of a solar energy design and engineering firm. My resume provides more details on these positions.

Here in Lane County I have been a volunteer Board of Directors member of two local organizations (Oregon Daily Emerald Publishing Company, Inc., and KWVA radio station). Both of these Boards involved developing long-term policy and working with a General Manager. Again, my resume provides more information on these two volunteer positions.

QUESTION #3:

I am assuming that the Fair Board works in the areas of long-term planning, policy development, and budget preparation. I think I would find it interesting to be involved in that.

QUESTION #4:

This is an interesting question. I have never attended a Fair Board meeting, so, obviously, I am not intimately familiar with all of the issues currently facing the Board. As a new Board member, I would be kind of a blank slate, in the sense that I have no preconceived ideas or opinions about the issues that might come before the Board.

I follow local news stories, so I am superficially aware of some matters that the Board is currently working on, such as the recent endorsement by the Board of a plan to rent the Fair's livestock building to the YMCA. But I do not have enough information to have an opinion on that matter, and, in any event, that's a decision the Fair Board has already made and set into motion. I'm also aware that the Fair Board in coming years is going to have to address the issue of whether the Fair can or should stay at its present location. I don't have any particular view on that issue, and my impression is that that is something the Fair Board is going to analyze and look into more deeply in the future.

I'm not sure if I'm giving a very good answer to Question #4, but I guess the point I'm trying to make is that if I were to become a Fair Board member, I would come with an open mind on the various matters that might come before the Board during my tenure.

## QUESTION #5:

After I submitted my original application last month, it occurred to me that I should have included a list of references. What follows is a list of people I know, mostly in a professional or business capacity. You may contact them if you wish.

Ron Crawford, President  
Smith & Crakes, Inc., Eugene  
Tel. 541-687-2211

Richard Rofsky, Business Office Manager  
The Register-Guard, Eugene  
Tel. 541-485-1234

Diane Raymond, Southern Oregon Regional Manager  
American Heart Association, Medford  
Tel. 541-779-2709

Jim Poverman, Part-Owner  
The Meridian Retail Center, Eugene  
Tel. 541-513-5444

Rick Schulz, Finance Director  
Lane County Sheriff's Office, Eugene  
Tel. 541-682-4150

FAX TO FAIR BOARD FROM G. GAZLAY

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Lane County Fair Board

**BOARD APPLICANT INTERVIEW QUESTIONS**

10/3/06

APPLICANT NAME: GERARD M. GAZLAY, JR.

INTERVIEWER NAME: \_\_\_\_\_

1. Why did you apply for the Fair Board vacancy?

Please see attached fax memo.

2. Give us some background information on yourself. Specifically, what experience or skill set would you bring to the Board?

Please see attached fax memo.

3. What specific area(s) of the Fair Board's roles and responsibilities are of particular interest to you?

Please see attached fax memo.

4. What are some of the issues you see coming before the Fair Board during your possible term? Are there specific issues you would bring to the Board?

Please see attached fax memo.

5. Is there any other information, besides that provided in your application or in this interview, you wish to add?

Please see attached fax memo.

6. Any questions of the Board?

No.

**GILSTRAP Zoanne M**

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**From:** Warren Wong [warren@laneeventscenter.org]

**Sent:** Wednesday, January 03, 2007 12:22 PM

**To:** GILSTRAP Zoanne M

Hi,

Thanks for your message.

Here's a recap of Board membership:

**Zagorin and Jones -- Terms expire 12/31/08. I think there's some confusion on Angel's letter to BCC; I am not aware that she resigned from the Board as she declined to run for re-election to Vice-Chair position.**

**Schwartz -- Term ended 12/31/06 and he applied for second term; Fair Board recommended reappointment.**

**Ward -- Terms ends 12/31/07**

**Hunton -- Term ended 12/31/06; that was his second term and so he is gone.**

**Fair Board received two applications and recommended Craig Gibbons be appointed to Board; basically, to fill Hunton's vacant position.**

**I sent stuff down in October I think on Schwartz and Gibbons.**

**Call me if you need more.**

**WGW**

**COUNTY FAIRS AND SHOWS**

**565.210 County fairs; county fair board; members; appointment; term; bond or letter of credit.** (1) Any county may hold county and industrial fairs, but only one county fair shall be held in each county.

(2) Except as provided in ORS 565.265, in counties holding county fairs, the county court of such county shall appoint a board consisting of not less than three nor more than seven residents of the county, to be known as the county fair board. When the first members of the board are appointed under this section, one member shall be appointed for a term to expire the January next following appointment, one for a term to expire one year from the January next following appointment, and one for a term to expire two years from the January next following appointment. In addition to the three members, the county court may, at any time, appoint not more than four additional members, the fourth and sixth members to be appointed for a term to expire one year from the January next following appointment and the fifth and seventh members, if any, for a term to expire two years from the January next following appointment. Annually thereafter, at the first meeting in January, upon the expiration of the term of a member, a successor shall be appointed to serve for three years.

(3) The court shall require each member of the board to furnish a good and sufficient bond or an irrevocable letter of credit issued by an insured institution as defined in ORS 706.008 in favor of the county, conditioned upon the faithful performance of the duties of the office. The bond or letter of credit 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 such member, whichever is the lesser amount. The bond or letter of credit when approved by the county court shall be filed with the county clerk. The premium on the bond or the fee for the letter of credit shall be paid for by the county fair board as an expense of the board.

(4) No more than one member of the county court may serve as a member of the county fair board.

(5) A member of a county fair board appointed under this section may be removed from office for cause as provided in ORS 565.225. [Amended by 1957 c.118 §1; 1961 c.684 §1; 1981 c.134 §1; 1985 c.716 §1; 1991 c.331 §84; 1995 c.710 §1; 1997 c.435 §2; 1997 c.631 §497; 1999 c.59 §178; 1999 c.681 §7]

**565.220 County fair board; organization; quorum; president and secretary.** (1) The members of a county fair board shall, as soon as their bonds have been filed and approved, meet and organize by electing a president and selecting a secretary.

(2) A majority of the members of the board shall constitute a quorum for the transaction of all business at meetings. In the absence of the president another member of the board shall perform the duties of the president.

(3) The secretary provided for in subsection (1) of this section is not required to be a member of the board. The secretary shall execute a bond or furnish an irrevocable letter of credit, as required of board members by ORS 565.210. [Amended by 1953 c.675 §12; 1961 c.684 §2; 1965 c.513 §2; 1967 c.275 §2; 1991 c.331 §85]

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

**565.230 Management of county fairs; licenses; disposition of proceeds; donations of real property; agreements for limitation of liability.** (1) The county fair board has the exclusive management of the ground and all other property owned, leased, used or controlled by the county and devoted to the use of the county fair, and is entrusted and charged with the entire business management and financial and other affairs of such fair.

(2) In order that the fairgrounds and buildings may be utilized to the fullest extent for pleasure, recreation and public benefit, the board shall at all times have the 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, entertainments or public gatherings upon the fairgrounds. During the progress of county agricultural or industrial fairs and not otherwise, any such businesses

employee may be dismissed at any time without right of appeal. Employees shall be given permanent appointment upon successful completion of the probationary period.

(2) **Promotional Probationary Period.** The first year following a promotion in the classified service shall be a probationary period, during which time an employee may be demoted to his or her former classification at the discretion of the Appointing Authority. Employees shall be given permanent appointment to the new classification upon successful completion of the probationary period. *(Revised by Ordinance No. 7-74, Effective 7.5.74; 3-82, 1.27.82)*

#### **2.280 Tenure.**

The tenure of every employee shall be conditional on satisfactory behavior and performance of duties:

(1) Any employee may be dismissed or demoted on the basis of merit and fitness, as set forth in the Lane Manual.

(2) Appointing Authorities may recommend layoff whenever there is a shortage of work or funds or for other reasons which do not reflect discredit on the employee. Layoffs shall be effective only after approval of the County Administrator. *(Revised by Ordinance No. 7-74, Effective 7.5.74; 3-82, 1.27.82)*

#### **2.285 Suspension.**

Any employee may be suspended without pay by the Appointing Authority for disciplinary reasons but such suspension shall not exceed a total of 30 working days in any calendar year. Such action of the Appointing Authority is subject to the appeal procedures set forth in the Lane Manual. *(Revised by Ordinance No. 7-74, Effective 7.5.74; 3-82, 1.27.82)*

### **FAIR BOARD**

#### **2.300 Removal of Fair Board Members.**

Under 1999 OR Laws Ch. 681, a member of the Fair Board may be removed from the appointed position by the Board of Commissioners, after a process defined by statute, for inefficiency, neglect of duty, misconduct in office, incompetence, incompatibility, dereliction of duty or other good cause, as those terms may be defined by county ordinance. The Board hereby defines those terms as follows:

(1) All terms shall have their ordinary and common meaning and usage. In addition, the specific terms shall have the meanings described below.

(2) Inefficiency, neglect of duty, incompetence and dereliction of duty are related to deficiencies in the manner of performing the duties of an appointed Fair Board member.

(3) Misconduct in office refers to violation of applicable laws or standards in such a manner that brings disrepute to either the individual or the position of Fair Board member or a violation of a County or Fair Board harassment policy.

(4) Incompatibility refers to a failure to work cooperatively with elected officials, other Fair Board members, staff, or members of the public.

(5) Other good cause refers to matters of other significance as determined by the Board of Commissioners at the time. *(Revised by Ordinance No. 11-99, Effective 4.8.00)*



(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.

(8) The Department shall be responsible for administration and implementation of shared regional technology, and of such other regional information systems at the direction of the regional partners. *(Revised by Order No. 96-1-30-2; Effective 1.30.96; 04-7-28-7, 7.28.04)*

### **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 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 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**

/s/ Bobby Green, Sr.  
Chair

/s/ Donald E. Hampton

/s/ Anna Morrison

/s/ Bill Dwyer

/s/ Peter Sorenson

Date:

**Fair Board**

/s/ Tom Hunton  
President

/s/ Angel Jones

/s/ Robert Zagorin

/s/ Charles Warren

/s/ Mike Schwartz

Date:

EXHIBIT "A" TO  
LM 3.160

*(Revised by Order No. 98-9-9-9; Effective 9.9.98; 99-12-15-1, 3.8.00; 04-3-31-15, 3.31.04)*